

DEENDAYAL PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT

No.LB/GN/1001-VI(PEIIR)/2018/ 580

Dated: 12.3.2018

CIRCULAR

Pursuant to the decision taken by the Governing Body of IPA for implementation of Innovative Ideas (Suggestions) Scheme, to encourage employees of Deendayal Port Trust and to channelize their creative potential and collective ideas to lead towards efficiency improvement, safety improvement, reduction in wastage, improvement in productivity and profitability, the Board of Deendayal Port Trust, at its meeting held on 25.9.2017, approved the Scheme to be known as 'Deendayal Port Employees' Innovative Ideas Scheme'.

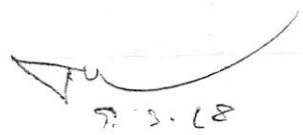
The Scheme has been formulated with the objectives to recognise creativity of individual employee for providing an opportunity to put forward constructive innovative ideas, enhance customer satisfaction, to recognize innovators by suitably rewarding them through cash and / or certificates etc. The eligibility conditions of the participants, areas in which the Innovative Ideas / Suggestions are expected to be submitted alongwith other aspects, have been clearly emphasized in the approved Scheme.

In order to facilitate the Scheme and its effective implementation, all willing employees may submit and put their Innovative Ideas in the prescribed format into the boxes placed outside the Library at A.O. Building, Gandhidham, and Labour Office at P&C Building, Kandla. For any further query, employees are requested to contact Asstt. Administrative Officer, who will act as 'Nodal Officer'.

A copy of the approved Scheme has already been sent to the HODs alongwith the minutes of the aforementioned Board Meeting.

All employees / officers of the Deendayal Port Trust are, therefore, requested to submit their Innovative Ideas in the prescribed format in the areas of work mentioned in the approved Scheme so as to consider the same for implementation, if found suitable by the Committee, constituted for the purpose. The Innovative Ideas should be precise, brief and relevant with regard to applicability and usefulness.

Hindi version follows.


Secretary
Deendayal Port Trust

Copy to:

1. All HODs / Deputy HODs – with a request that the above Circular may please be brought to the notice of all officers / employees working under their respective departments / divisions.
2. All Unions – for information and wide circulation amongst their members.
3. Sr. PS to Chairman - for kind information of the Chairman.
4. PS to Deputy Chairman - for kind information of the Dy. Chairman.
5. PA to Secretary.
6. All Notice Boards.

KANDLA PORT EMPLOYEES INNOVATIVE IDEAS SCHEME

1. NAME:

The scheme shall be named as "Kandla Port Employees Innovative Ideas Scheme".

2. INTRODUCTION:

It is needless to emphasize that continuous efforts are necessary for survival and growth of any organization. The aim of the Innovative Ideas (Suggestion) Scheme is to encourage employees of Kandla Port Trust to channelize their creative potential and collective ideas that could lead towards efficiency improvement, safety improvement, reduction in wastage, improvement in productivity and profitability. The scheme aims to acknowledge and reward the employees of the Port suitably for generating new and Innovative Ideas (suggestions).

3. OBJECTIVES OF SCHEME:

- Recognition for individual ingenuity and creativeness.
- To enhance employees' sense of belongingness.
- To provide opportunity for employees to put forward constructive Innovative Ideas (Suggestions) to enhance Productivity.
- To recognize innovators by suitably rewarding them through cash and/or certificate(s).
- To achieve improvement in service to the trade and reduce cost of service thereby effecting economy.
- To encourage and tap creative potential of the employees towards betterment of performance and growth of the Port.
- To increase business opportunities for Port.
- To enhance customer satisfaction.
- To make improvement in every sphere of Ports' activities.

4. ELIGIBILITY CONDITIONS:

- (i) All permanent employees of the Kandla Port Trust.
- (ii) All employees on deputation from other organizations.
- (iii) All employees appointed on contractual basis to different posts in Kandla Port Trust, including temporary employees.

5. ELIGIBILITY INNOVATIVE IDEAS (SUGGESTIONS):

New ideas or any idea for improvement in existing practice shall be considered as an Innovative Idea (Suggestion) provided it is implementable.

Illustrative List of Areas for giving Innovative Ideas (Suggestions):

- (i) Simplification of Practices/Procedures/Processes.
- (ii) Elimination of ineffective movements/Delays/Rework/Duplication.
- (iii) Economy in stationery, office facilities, Administration.
- (iv) Improvement of working condition, communication, facilities, image, publicity.
- (v) Reduction of wastages pertaining to cost, time, energy, maintenance, environment etc.
- (vi) Improvement in Productivity, Quality, Safety, Environment, Pollution Control.
- (vii) Reduction of Material cost.
- (viii) Improvement in Contract Management, Cash Management, Claims etc.
- (ix) Enhancement in Customer satisfaction.
- (x) Improving earnings.
- (xi) Value Addition.
- (xii) Saving in fuel and etc.
- (xiii) Rationalization of work, materials, method etc.
- (xiv) Any other area, which improves Port's performance & image.

6. ADMINISTRATION OF THE SCHEME:

To implement the Innovative Ideas Scheme following methodology is suggested:

- All employees be educated about the scheme and be urged to submit their ideas online (on a designated email id) or to submit the same in a suggestion box that shall be kept at a central point in the port premises.
- The following committee shall be known as 'Innovative Ideas Committee' in short 'IIC', to consider and evaluate all the ideas received from employees. This Committee shall have representatives from all the Departments and shall be headed by Dy. Chairman / Secretary.

Dy. Chairman	Chairman of the Committee
Secretary	Convener
FA&CAO	Member
Chief Mechanical Engineer	Member
Traffic Manager	Member
Deputy Conservator	Member
Chief Medical Officer	Member
COM, OOT Vadinar	Member

- The Committee shall ensure fair implementation of the scheme.
- The Committee will be responsible for evaluation/recommendation of ideas received from employees.
- Wherever needed Committee may obtain views of outside experts.

- Committee shall also be responsible for overseeing implementation of accepted ideas. However, primary responsibility of implementing accepted idea will lie with concerned Departments.

7. **HOW TO GIVE INNOVATIVE IDEAS (SUGGESTIONS):**

(A) Registration of Innovative Ideas (Suggestion):

- (i) The Innovative Idea (suggestion) may be submitted in any format. However, for the sake of convenience, an indicative format is enclosed at Annexure. **The enclosed format is however, only indicative and shall not be binding under any circumstances.**
- (ii) An officer deputed for the purpose shall be responsible for registering all the ideas before the same are placed before the Innovative Ideas Committee (IIC).
- (iii) IIC shall carefully scan through all the ideas and shall evaluate them broadly on the following parameters:
 - (a) Feasibility of implementation;
 - (b) Likely impact on operational efficiency
 - (c) Financial gains likely to accrue with the implementation of idea(s)
 - (d) Genuineness of the names indicated on the Innovative Idea (suggestion) format etc.
- (iv) All Innovative ideas (suggestions) received will be classified in any of the following categories:
 - (a) Accepted Innovative Ideas (suggestions) for award.
 - (b) Innovative Ideas (suggestions) not found acceptable.
 - (c) Referred to concerned Sectional In-charge for comments.
- (v) Accepted Innovative Ideas (suggestions) will be forwarded to Chairman by the IIC for formal adoption.

Note: To develop Innovative Ideas (suggestions), employees may seek the help, if needed, of their Supervisors/Executives/HODs.

(B) Processing / Evaluation of Innovative Ideas (Suggestions):

IIC shall finish the task of evaluation and selection of ideas to be awarded within a period of one month. In cases where an idea needs to be evaluated by an external expert, the time taken for processing should be increased.

(C) Provision of Funds for the Innovative Ideas (suggestion) scheme:

The award will be arranged by the Finance Department after obtaining approval from the Competent Authority.

8. RATINGS OF THE IDEAS:

- (i) An accepted Innovative Idea (suggestion) will be rated as per the following criteria:-

Sl. No.	Parameter	Points (Maximum)
(a)	Originality / Innovation (Idea/Development/System/Improvement)	10
(b)	Qualitative Gains (Quality, Safety, Environment etc.)	10
(c)	Monetary Savings (Material, Energy, Manhours etc.)	60
(d)	Recurring Savings (in case recurring savings are not likely to occur, points under this head shall be given in accordance with points gained under (C) e.g. For 60 points at (c), (d) will be 20 points.)	20
TOTAL		100

- (ii) Evaluation of Monetary Savings

Sl. No.	Saving (in Rs.)	Points
1	Upto 5000	1
2	5001 to 10,000	2
3	10,001 to 15,000	3
4	15,001 to 25,000	5
5	25,001 to 35,000	7
6	35,001 to 50,000	9
7	50,001 to 1,00,000	15
8	1,00,001 to 1,50,000	20
9	1,50,001 to 2,50,000	25
10	2,50,001 to 3,50,000	30
11	3,50,001 to 5,00,000	35
12	5,00,001 to 10,00,000	40
13	10,00,001 to 15,00,000	50
14	15,00,001 and above	60

(iii) Awards

After implementation of the accepted Innovative Ideas (suggestions), the innovators will receive necessary award.

9. GENERATOR OF IDEA / IMPLEMENTING AGENCY (DEPARTMENT)

Depending on monetary savings/enhanced income for the Kandla Port, generator of idea and Implementing Agency (department) will receive cash reward as follows:

The department responsible for generating ideas shall be entitled to get 10% of the monetary saving to an overall ceiling of Rs. 10 Lakhs and per employee ceiling of Rs. 2 lakhs. Similarly, the department responsible for implementing the accepted ideas shall be eligible for 5% of the total saving/gain subject to 50% of ceilings as mentioned above. The scheme will be implemented from the year 2017-18.

10. CIRCULATION OF IDEAS TO IPA AND BY IPA

All ideas found worth implementing will be shared with IPA. In case of ideas received from other Ports, shall be evaluated its feasibility of implementing in Kandla Port Trust. The department responsible for implementing such idea in Kandla Port will be eligible for suitable reward on the same lines as the departments are entitled to receive award in case of implementation of accepted ideas.

11. GENERAL

- (i) For Innovative Ideas (suggestions) received simultaneously covering the same Innovative Idea (suggestion) the award, if any, will be split among the Innovators.
- (ii) All the decisions of the IIC will be final and cannot be challenged.
- (iii) The Kandla Port will draw a plan for arranging special functions to facilitate leading innovators, departments giving maximum number of Innovative Ideas (suggestions), honouring award winners.
- (iv) In case an innovative idea (Suggestion) is made by a group of employees the award will be distributed equally.
- (v) Names and Photographs of employees, whose Innovative Ideas (suggestions) have been awarded will be published in house journals.
- (vi) Outstanding innovative ideas (suggestion) will be forwarded by the Kandla Port to Ministry of Shipping and IPA for information and review.
- (vii) The employee giving the award winning innovative idea will be awarded the "Employee of the Year" award.

Indicative format for submitting innovative ideas

1. Cover page
2. Project title & team member's name/Individual's name with unit/division/department.
3. Contents with page numbers
4. Citations, if any.
5. Synopsis giving highlight of the project.
6. Description of the problem
7. Description of solution with Drawings, Photographs, etc., wherever applicable.
8. Saving in time.
9. Saving in money Tangible/Intangible.
10. Repeatability in other places.
11. Benefits accrued.
12. Other letters from customers/appreciation letters Citation - Letter of appreciation from HOD about Individual / team's work.
