

**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'.

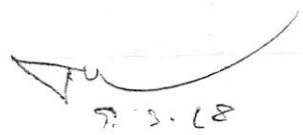
The Scheme has been formulated with the objectives to recognise creativity of individual employee for providing an opportunity to put forward constructive innovative ideas, enhance customer satisfaction, to recognize innovators by suitably rewarding them through cash and / or certificates etc. The eligibility 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.

**ANNEXURE – XVIII**

**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.