

INFORMATION ABOUT THE OFFICIAL DOCUMENTS

SL. NO.	NAME OF THE DOCUMENT	PROCEDURE TO OBTAIN THE DOCUMENT	HELD BY/ UNDER CONTROL OF
1.	Annual Administration Report	Written Request	Secretary
2.	Revenue Budget	Written Request	FA&CAO
3.	Capital Budget	Written Request	FA&CAO
4.	Schedule of Staff	Written Request	Secretary
5.	Scale of Rates	Written Request	Traffic Manager
6.	Delegation of Powers	Written Request	Secretary
7.	Berthing Programme/List	Written Request	Traffic Manager
8.	Port View	Written Request	Traffic Manager
9.	Recruitment Rules	Written Request	Secretary
10.	Recruitment Policy	Written Request	Secretary
11.	Matters relating to Establishment and personnel	Written Request	Secretary
12.	Trade Union check off results	Written Request	Secretary
13.	Land policy guide lines issued by the Government of India	Written Request	Secretary
14.	Tender documents of Civil works including NIT, Revision, Amendments etc.	Hosted on DPT website	Chief Engineer