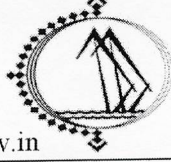


General Administrative Department,  
Labour Welfare Section,  
Website : [www.deendayalport.gov.in](http://www.deendayalport.gov.in)  
Email : [ravi.maheshwari@deendayalport.gov.in](mailto:ravi.maheshwari@deendayalport.gov.in)



Administrative Office Bldg.,  
Ground Floor,  
Gandhidham (Kutch),  
Gujarat - 370 201.

No. LB/WF/0025-III(2025)/3400

Dated : 19/05/2025

**OFFICE ORDER**

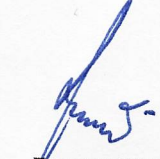
In pursuance of Resolution No. 19 passed by the Board of Deendayal Port Authority, in its Meeting No. 01 of 2025-2026 held on 16/04/2025, the Chairman, Deendayal Port Authority has been pleased to accord his kind approval to implement the "*Deendayal Port Authority Scheme for Memento to Retiring Employees*", as enclosed herewith.

The said Scheme shall apply to the employees retired/retiring from the month of January, 2025 onwards.

This has concurrence of the Finance Department.

**Authority :** Approved by the Chairman, vide Note No. 28 dated 16/05/2025 in e-office File No. General Administration/Labour and welfare/1654/mementos/2025.

Encl. : Scheme, as above.

  
**Personnel Officer**  
Deendayal Port Authority

**All HODs**

Copy to :

<b>Sr. PS to Chairman</b>	-	For kind information of the Chairman, please.
<b>PS to Dy. Chairman</b>	-	For kind information of the Dy. Chairman, please.
<b>PA to CVO</b>	-	For kind information of the CVO, please.

Copy to :

<b>Team Leader (IT)</b>	-	For uploading on DPA website, please.
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General Administrative Deptt.,  
Labour Welfare Section,  
Website : [www.deendayalport.gov.in](http://www.deendayalport.gov.in)  
Email: [ravi.maheshwari@deendayalport.gov.in](mailto:ravi.maheshwari@deendayalport.gov.in)



Administrative Office Building,  
Ground Floor,  
Gandhidham (Kutch),  
Gujarat - 370 201.

## **DEENDAYAL PORT AUTHORITY SCHEME FOR MEMENTO TO RETIRING EMPLOYEES**

### **1. Scope and applicability**

- 1.1 All Class I to IV employees on the regular roll of Deendayal Port Authority, inclusive of Daily Rated Workers engaged on Compassionate Ground as well Non-pool basis, are eligible for the Memento.
- 1.2 This Scheme is intended to felicitate the employees at the time of retirement by way of presenting a Memento in token of his/her service rendered to the Port.
- 1.3 An employee including those on deputation basis, who ceases to be in Port's service on attaining the age of superannuation or on acceptance of his Voluntary Retirement/Special Voluntary Retirement, is also eligible for the Memento.
- 1.4 An employee, who ceases to be in Port's service, owing to transfer, resignation, death, dismissal, removal, compulsory retirement or in any other manner as a measure of penalty, is not eligible for the Memento under this Scheme.
- 1.5 This Scheme will come into force on approval of the Board of the Deendayal Port Authority; and the same will be applicable to the employees retired/retiring from the month of January, 2025 onwards.

### **2. Definitions**

- 2.1 In this Scheme, unless there is anything repugnant to the context, the following terms would have the meaning as assigned to hereunder :-
  - a) 'Employee' means an employee holding any of Class I to IV posts on the regular roll of Deendayal Port Authority including those on deputation and Daily Rated Worker engaged on Compassionate Ground as well as Non-pool basis.
  - b) 'Memento' means a Silver Plate (inclusive of box) imprinting therein Name and Logo of DPA as well as Name, latest Designation, latest Department and the Date of Joining and Date of Retirement of the Employee, description of which is given in Clause 3.
  - c) On approval to this Scheme by the Board, the 'Sanctioning Authority' for the total amount (excluding GST) to be spent, on each occasion, will be the Chairman, Deendayal Port Authority.

### **3. Description of Memento**

3.1 The description of Memento shall be, as under :-

- a) The Memento shall be of a Silver Plate; however, variation of 3% to 5% in weight per Silver Plate shall be acceptable.
- b) Silver purity shall not be less than 92.5%.
- c) Each Silver Plate shall contain the hallmark of BIS.
- d) Sticker depicting Name and Logo of DPA as well as Name, latest Designation, latest Department and the Date of Joining and Date of Retirement of the Employee shall be imprinted on Silver Plate.
- e) Each Silver Plate shall be affixed in a box.

### **4. Assessment of number of Memento**

4.1 The Labour Welfare Section under G.A. Deptt. shall assess the number of Memento twice in a calendar year by way of collecting data from the concerned office(s), which maintains the data of employees, as under :-

- a) The names of the employees, who are due to retire from January to June, may be collected in the month of June or July; and
- b) The names of the employees, who are due to retire from July to December, may be collected in the month of December or January.

### **5. Cost of Memento**

5.1 The cost of Memento shall be Rs. 10,000/- (Rupees ten thousand only), inclusive of all, viz. hallmark charge, box, sticker, making charge, etc., but excluding GST.

### **6. Procedure for purchase of Memento**

6.1 Immediately on receipt of data relating to the number of Mementos from the concerned office(s), the Labour Welfare Section may process a proposal relating total expenditure to be incurred for purchase of Memento to the Chairman for approval, through Finance Deptt. for concurrence.

6.2 On approval of the Chairman, the Labour Welfare Section may issue Office Order relating to the sanction of total expenditure.

6.3 Thereafter, the Silver Plate may be purchased through Spot Purchase Committee (SPC) comprising of the Personnel Officer (in his absence, Dy. Personnel Officer), Dy. Secretary (in his absence, Sr. Asst. Secretary) and Accounts Officer (Pay).

6.4 The Spot Purchase Committee shall visit the local market, obtain atleast three sealed cover quotations and open the quotations on the same day.

- 6.5 On opening the sealed cover quotations, the Spot Purchase Committee shall record the rates vis-à-vis weight of Silver Plate quoted by each Party and make recommendations to place the order on the Party, whose Silver Plate weighs more than others, subject to condition that overall cost of each Memento shall not exceed Rs. 10,000/- (excluding GST) and the Memento is in compliance with Clause 3.
- 6.6 As the rates of silver are fluctuating on a day-to-day basis, the Spot Purchase Committee shall undertake and complete the exercise of visiting local market, obtaining quotations and making recommendations, on the same day; and submit the recommendations together with relevant documents to the office the Personnel Officer, as far as possible and not later than 2 days.
- 6.7 Immediately, on receipt of recommendations, the Personnel Officer may place the Order, provided the overall cost of each Memento shall not exceed Rs. 10,000/- (excluding GST), as far as possible on the same day and not later than 2 days, on the Party, as recommended by the Spot Purchase Committee.
- 6.8 After placing the Order and on readiness of the Party about the Silver Plate, the Spot Purchase Committee may visit the Party and inspect the Silver Plate, so as to ascertain its weight and intimate the office of the Personnel Officer accordingly.

## **7. Distribution of Memento**

- 7.1 The Memento may be distributed to each person in Farewell Function to be organised in befitting manner by Labour Welfare Section in the presence of Chairman, Dy. Chairman and HODs. However, the Memento, to those retired employees who are unable to attend the Farewell Function, may be handed over by the Labour Welfare Section to the concerned Deptt. for distribution to the concerned retired employees.
- 7.2 The Labour Welfare Section may also arrange for banners, standy, refreshment/ beverages or any other requisites, as may be required, for Farewell Function.
- 7.3 The Labour Welfare Section may also hire Photographer and image of each person, who has received the Memento during the Farewell Function, may be got printed and distributed to such person.

## **8. Expenditure for Memento**

- 8.1 The expenditure towards the cost of Memento as well as Farewell Function shall be charged to the DPE Welfare Fund.

## **9. Revision in cost of Memento**

- 9.1 The cost of Memento under this Scheme may be revised after every 3 years.

## **10. Special Powers to the Chairman, DPA**

- 10.1 The Chairman, DPA has powers to relax, alter, amend or withdraw partly or fully any or all of the above Clauses of this Scheme, at his discretion, without assigning any reasons thereof.