

CHAPTER – 1

Organization, Functions and Duties

[Section 4(1) (b) (i)]

Particulars of the organization, functions and duties:-

Sl. No.	Name of the Organization	Address	Functions	Duties
1.	Department of Ports & Inland Water Transport	Director of Ports & Inland Water Transport, Baithkol, Karwar Uttara Kannada District Karnataka State.	<ol style="list-style-type: none">1. Administrative Controlling Authority as the head of the department of Port & I.W.T. Department.2. Landing and Shipping of goods at the ports.3. Maintaining and hiring of marine Floating crafts and cargo handling, equipment such as Cranes, Tugs, etc.,4. Execution, supervision and Maintenance works of Port structures.5. Dredging at the Ports and channels for safe Navigation;6. Maintenance of Navigational Aids such as local Light Houses, Buoys and beacons;7. Survey, Inspection and Licensing of Harbour Crafts;8. Constructions management of Port Estate Installations, Transit sheds etc.,9. Examination and issue	

			<p>of Certificate of competency to Engine, Drivers, Masters, Serangs under Karnataka Harbour Craft Rules.</p> <p>10. Levying and collecting the fees on vessels entering the port and on Harbour crafts, Cargo landed and shipped.</p> <p>11. Inspection and issue of Certificate of fitness to crafts deployed in Ferries and Waterways.</p> <p>12. Providing modernized and mechanized crafts and operating departmentally more important ferries and waterways in the state.</p> <p>13. Auctioning and supervising operation of Ferries through contract system.</p> <p>14. Conducting Hydrographic surveys of the Ports & Waterways in a phased manner.</p> <p>15. Conducting enquiry about casualties / wrecks, jettisoning</p> <p>16. Training of Seamen and Tindals of sailing vessels;</p> <p>17. Registration, Survey and Inspection of fishing vessels and sailing vessels.</p> <p>18. Construction of jetties, platforms, Approach</p>	
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			<p>Roads for Ferry Services.</p> <p>19. Execution of Anti – Sea erosion works.</p> <p>20. Supervising of Liquid Cargo terminals and handling of liquid cargo at the port.</p> <p>21. Manning the Fire Fighting Equipments.</p> <p>22. Manning the Oil Spill Response Equipments.</p> <p>23. Maintaining the Security System as per I.S.P.S. requirement.</p>	
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CHAPTER – 3

Procedure Followed in Decision-making Process

[Section 4(1) (b) (iii)]

Describe the procedure followed in decision-making by the public
authority
(Deputy Commissioner Officer)

Activity	Description	Decision making process	Designation of final decision authority

CHAPTER – 4

Norms set for the Discharge of Functions

[Section 4(1) (b) (iv)]

Please provide the details of the norms /standards set by the public authority for the discharge of its functions /delivery of services.

Sl. No.	Function /Service	Norms standards of performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Chapter etc)

CHAPTER – 5

Rules, Regulations, Instructions, Manual and Records, for Discharging Functions

[Section 4(1) (b) (v) & (vi)]

Please provide the list and gist of rules, regulations, instructions, manuals and records, held by public authority or under its control or used by its employees for discharging functions in the following format.

Principal Laws and enactments enforced and important changes / amendments.

The Department is enforcing the following enactments in respect of Ports and Ferries / Waterways in the State.

- 1) Indian Ports Act 1908.
- 2) Karnataka Harbour Crafts Rules, 1963.
- 3) Karnataka Ports (Landing and Shipping Fees) Act, 1961 and Rules framed there under.
- 4) Merchant Shipping Act, 1958 (certain sections only)
- 5) The Indian Merchant Shipping (Fire Fighting Appliances) Rules, 1956.
- 6) The Indian Merchant Shipping (Life saving appliances) Rules, 1956.
- 7) The Merchant Shipping (Registration of Sailing Vessels) Rules, 1960
- 8) The Merchant Shipping (Tonnage Measurement of Sailing Vessels) Rules, 1960.
- 9) The Sailing vessels (Inspection) Rules, 1960.
- 10) The Sailing vessels (Assignment of Free Board) Rules, 1960.
- 11) The Sailing Vessels (Statement of crew) Rules, 1960.
- 12) The Merchant Shipping (Prevention of collision at Sea) Regulations 1975.
- 13) The Merchant Shipping (Indian Fishing Boats Inspection) Rules, 1988.
- 14) The Merchant shipping (Registration of Indian Fishing Boats) Rules, 1988.
- 15) The Merchant Shipping (Tonnage measurement of ships) Rules 1987 and Amendments 1992.
- 16) Bombay Ferries Act, 1968 and the Rules there under.
- 17) Hyderabad Ferries Act Fasli 1314 and Rules there under.
- 18) Madras Canals and Public Ferries Act, 1890 and Rules there under.
- 19) North Indian Ferries Act, 1878 and Rules there under.
- 20) The Inland vessel Act 1917.
- 21) Karnataka Inland Vessel Rules 2005 Notification No. PWD 104 PSP 03 dt: 5.10.2006.
- 22) International Ship and Port Facility Security Code (I.S.P.S.) Code.

CHAPTER – 6

Categories of Documents held by the Public Authority under its Control

[Section 4(1) (b) v (i)]

Provide information about the official documents held by the public authority or under its control.

CHAPTER – 7

Arrangement for Consultation with, or Representation by, the Members of the Public in relation to the Formulation of Policy or Implementation thereof

[Section 4(1) (b) viii]

Describe arrangements by the public authority to seek consultation/participation of public or its representatives for formulation and implementation of policies ?

Sl. No.	Function /Service	Arrangements for consultation with or representation of public in relation with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation

CHAPTER – 8

Boards, Councils, Committees and other Bodies constituted as part of Public Authority

[Section 4(1) (b) v (iii)]

Please provide information on boards, councils, committees and other bodies related to the public authority in the following format.

Name of Board, Council, Committee etc,	Composition	Powers & Functions	Whether its Meetings open to Public / Minutes of its Meetings accessible for Public

CHAPTER – 11

Budget Allocated to Each Agency including Plans etc.,

[Section 4(1) (b) (xi)]

Provide information about the details of the plans, programmes and schemes undertaken by the public authority for each agency.

Agency	Plan/Programme/Scheme / Project/Activity/Purpose for which budget is allotted	Proposed expenditure as on last year	Expected Outcomes	Report on disbursements made or where such details are available (website, reports, notice, board etc.,)

CHAPTER – 12

Manner of Execution of Subsidy Programmes

[Section 4(1) (b) xii]

1. Describe the activities /Programmes / schemes being implemented by the public authority for which subsidy is provided.

2. Provide information on the nature of subsidy, eligibility criteria for accessing subsidy and designation of officer competent to grant subsidy under various programmes /schemes.

Name of Programme / Activity	Nature / Scale of subsidy	Eligibility criteria for grant of subsidy	Designation of officer or grant subsidy

CHAPTER – 13

Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority

[Section 4(1) (b) xiii]

Provide the names and addresses of recipients of benefits under each programme /scheme separately in the following format.

Instructional Beneficiaries

Name of Programme / scheme				
Sl. No.	Name & address of recipient institutions	Nature /quantum of benefit granted	Date of grant	Name & designation of granting authority

CHAPTER – 14

Information Available in Electronic Form

[Section 4(1) (b) x (iv)]

Please provide the details of information related to the various schemes of the department which are available in electronic formats.
(Floppy, CD, VCD, Website, Internet etc.,)

Electronic	Description (site address /location where available etc.,)	Contents or title	Designation and address of the custodian of information held by whom?

CHAPTER – 15

Particulars of Facilities available to Citizens for Obtaining Information

[Section 4(1) (b) xv]

Describe the particulars of information dissemination mechanisms in place / facilities available to the public for accessing of information

Facility	Description (Location of Facility / Name etc.)	Details of Information made available

CHAPTER – 16

Names, Designations and other Particulars of Public Information Officers

[Section 4(1) (b) xvi]

Please provide contact information about the Public Information Officers and Assistant Public Information Officers designated for various officers / administrative units and Appellate Authority/Officer (s) for the public authority in the following format.

Public Information Officer

Sl. No.	Name of the Office / Administrative Unit	Name of Designation of PIO	Office Tel. Residence Tel. Fax	E-mail

Asst. Public Information Officer

Sl. No.	Name of the Office / Administrative Unit	Name of Designation of PIO	Office Tel. Residence Tel. Fax	E-mail

Appellate Authority

Sl. No.	Name of the Office / Administrative Unit	Name of Designation of PIO	Office Tel. Residence Tel. Fax	E-mail

CHAPTER – 17

Other Useful Information

[Section 4(1) (b) xvii]

Please give below any other information or details of publications which are of relevance or of use to the Citizens.

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