

No.A-12022/3/2004-PE-I

18th January, 2008

To

The Chairmen of all Major Ports (by name)

Subject: Guidelines on appointment of Chairman and Deputy Chairman of Major Port Trusts.

Sir,

I am directed to refer to this Ministry's letter No. A-12022/1/2000-PE.I dated 11.8.2000 on the above subject and to say that the said guidelines on appointment of Chairmen and Deputy Chairmen of the Major Port Trusts have been reviewed and, accordingly, in supersession of the guidelines contained in the said letter dated 11.8.2000, following guidelines are made to regulate appointments to these posts, which are made by the Central Government in exercise of the powers under section 3(1) (a) and (b) of the Major Port Trusts Act, 1963.

1. AIS/Central Services Officers Or Port Officers: - When a vacancy in the post of Chairman or Deputy Chairman occurs, approval of the Minister- in charge shall be obtained for deciding if appointment is to be made of an officer from the Central Services/ All India Services or a port officer. It has been the policy of Government to consider suitable port officer as and when vacancies of Chairman and Dy. Chairman arise. After a careful review in the light of development in port operations and management and in the interest of the career development of the officers belonging to the port services, it has been decided that in the six major ports in Category I, as far as possible, two posts of Chairman/ Deputy Chairman (together) would be filled from among the port officers. Similarly as far as possible three posts of Chairman & Deputy Chairman (together) in category II Ports will be filled from Port Officers. The Department will invite applications from eligible officers (AIS/Group 'A' Central Service or Port Officers) for consideration of the Search- cum-Selection Committee. *The tenure of officers appointed as Chairman/Dy.Chairman from AIS/Central Services shall be at par with the tenure of officers of respective service on non Central staffing scheme posts. When port officers are appointed as Chairman/Dy.Chairman, the tenure shall be prescribed as 3 years extendable by 1 year, after which they will be transferred to another port.*

Regarding disciplinary authority, the same would be as defined under CCS(CCA) Rules, when Central service officers are in position. When All India service officers are in position, the disciplinary authority would be as provided in the respective service rules like All India Services (Discipline and Appeal) Rules, 1963. When the port officers are appointed as Chairman/Dy.Chairman the disciplinary authority shall be the same as in the case of Central service officers.

2. General Managerial Ability:- In order to qualify for the post of Chairman or Deputy Chairman of a Major Port Trust, it is desirable that the person should possess the following managerial ability:-

- (a) General managerial ability ;
- (b) Experience and talent in man - management in a highly unionized environment;
- (c) Experience and ability in Financial management;
- (d) Ability to formulate and implement development plans and also to prepare broad perspective plan for development of Port;
- (e) Ability to coordinate with various agencies such as State Govts, the Law and Order authorities, different agencies of Central Government such as customs, Railway, Ministry of Labour, etc.;
- (f) Experience and ability in personnel management and understanding of establishment matters.

3. Categorisation of Ports:- The ports of Kolkata, Mumbai, Chennai, Jawaharlal Nehru, Visakhapatnam and Kandla are categorised as category I ports and the ports of Paradip, Cochin, Mormugao, Tuticorin and New Mangalore are categorized as category II ports.

4. Manner of appointment:- The particulars of the posts and the manner of appointment, that is, whether by direct recruitment or by promotion or deputation, the qualifications, age, experience, whether selection post or non-selection posts, composition of the Search-cum-Selection Committee, whether approval of the ACC is necessary and other matters connected with the appointment shall be as laid down in the attached Schedule.

Provided that the composition of the Search-cum-Selection Committee would be subject to the instructions of the Department of Personnel & Training as contained in their OM No.28/13/2006-EO (SM.II) dated 3.7.2006 and as may be amended from time to time.

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Provided further any panel recommended by the Search-cum-Selection Committee in respect of posts, where approval of the ACC is not required, will have to be implemented in toto. Any deviation in the matter will require the prior approval of the ACC.

5. Validity of the panel:- The panel recommended by the Search-cum-Selection Committee will normally be valid for one year and, as and when, vacancies arise, officers from the panel would be considered. If no selection is made from the panel within a period of one year, then a fresh Committee will be constituted to prepare a fresh panel. Such a Committee may also consider the names of persons recommended in the earlier panel.

6. Inter-port transfer: The officer, though initially appointed to a particular port, will be liable to be transferred to any other port in the same category of ports in public interest with the approval of the authority, which is competent to approve the initial appointment to that post as on date. *Similarly, officers appointed as Chairman/Dy.Chairman on deputation can be repatriated prematurely, in public interest, with the approval of the authority, which approved the initial appointment.*

7. Power to Relax: - Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, for reasons to be recorded in writing relax any provisions of these rules with respect to any class or category of persons or posts.

8. The guidelines circulated under letter No. A-12022/1/2000-PE.I dated 11.8.2000 stand superseded. These revised guidelines will be effective from the date of issue and may be brought to the notice of all concerned. *In the event of any inconsistency between these guidelines and the guidelines issued by DOP&T regarding appointments in autonomous institutions (O.M.No.28/13/2006-EO (SM.II) dated 3rd July, 2006 as amended from time to time), the latter shall prevail.*

9. This issues with the approval of Hon'ble Minister for Shipping, Road Transport & Highways)

10. Receipt of this letter may please be acknowledged.

Yours faithfully,

(Rakesh Srivastava)
Joint Secretary to the Govt. of India

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Copy for information to :

1. Office of the Establishment Officer, Department of Personnel and Training, North Block, Central Secretariat Buildings, New Delhi.
2. The Managing Director, Indian Ports Association, 1st Floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodi Road, New Delhi-110003.
3. Guard File.

(P.Sasikumar)
Under Secretary to the Govt. of India

SCHEDULE

			Remarks
1.	Name of post	Chairman of Category I port	
2.	Number of posts	6	
3.	Classification	Port services/ Non-CSS deputation	
4.	Pay Scale	Rs.27, 750-750-31,500(in industrial DA pattern)	
5.	Whether Selection or Non-Selection post	Selection (The bench mark in the overall grading in the Confidential Reports not below "Very Good").	
6.	Age limit for direct recruitment	Not applicable.	
7.	Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules,1972.	Not applicable	
8.	Educational and other qualifications required for direct recruitment	Not Applicable	
9.	Whether Age and educational qualification prescribed for direct recruitment will apply in case of promotion	NO	
10.	Period of Probation, if any.	NIL	
11.	Method of Recruitment whether by direct recruitment or by promotion/ transfer/deputation	By deputation of officers belonging to All India Services/Group 'A' Central Civil Services or by composite method of promotion/transfer/deputation of officers from the Major Ports.	
12.	In case of recruitment by promotion/ transfer/ deputation grades from which promotion/ transfer/deputation recruitment to be made.	<p><u>a) Where Deputation of Officers from All India Services/Central Group 'A' services is approved under Para 1 of these Guidelines.</u></p> <p>Officers belonging to All India Services/Group 'A' Central Civil Services who have put in not less than 16 years of service in Group 'A'.</p> <p>Preference may be given to those having experience of working in</p>	

		<p>Port and Shipping sectors.</p> <p><u>b) Where Promotion/Transfer/Deputation of Port Officers is approved under Para 1 of these guidelines</u></p> <p>Officers holding the posts of Chairman in Category II ports with minimum 3 years of regular service in the post.</p>	
13.	Composition of Search-cum-Selection Committee	<p>(a) Secretary, Ministry of Shipping - Chairman</p> <p>(b) Chairman, Indian Ports Association - Member</p> <p>©&(d) One or more outside experts of eminence such as from the Indian Institutes of Management etc. - Members</p> <p>The Selection Committee may also interview the Port officers, if considered necessary. The Committee will recommend a panel of officers in the order of merit.</p>	
14.	Circumstances in which ACC is to be consulted in making recruitment.	All cases.	

			Remarks
1.	Name of post	Chairman of Category II port	
2.	Number of posts	5	
3.	Classification	Port services/ Non CSS deputation	
4.	Pay Scale	Rs.25, 750-650-30,950(in industrial DA pattern)	
5.	Whether Selection or Non-Selection post	Selection (The bench mark in the overall grading in the Confidential Reports not below "Very Good").	
6.	Age limit for direct recruitment	Not applicable.	
7.	Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules,1972.	Not applicable	
8.	Educational and other qualifications required for direct recruitment	Not Applicable	
9.	Whether Age and educational qualification prescribed for direct recruitment will apply in case of promotion	NO	
10.	Period of Probation, if any.	NIL	
11.	Method of Recruitment whether by direct recruitment or by promotion/ transfer/deputation	By deputation of officers belonging to the All India Services/Central Group 'A' services or by composite method of promotion/transfer/deputation of officers from the Major Ports.	
12.	In case of recruitment by promotion/ transfer/ deputation grades from which promotion/ transfer/deputation recruitment to be made.	<p><u>a) Where Deputation of Officers from All India Services/Central Group 'A' Civil Services is approved under Para 1 of these Guidelines.</u></p> <p>Officers belonging to All India Services who have put in not less than 16 years of service in Group 'A'.</p> <p>Preference may be given to those having experience of</p>	

		<p>working in Port and Shipping sectors.</p> <p><u>b) Where Promotion/Transfer/Deputation of Port officers is approved under Para 1 of these Guidelines</u></p> <p>Officers holding the posts of Deputy Chairman in category I ports with minimum 2 years of regular service in the post failing which from officers holding the post of Deputy Chairman in category I ports with less than 2 years of regular service but combined regular service of at least 5 years as Deputy Chairman of category I ports and Deputy Chairman of category II ports or from officers with minimum 5 years of regular service in the post of Deputy Chairman in category II ports.</p>	
13.	Composition of Selection Committee	<p>(a) Secretary, Ministry of Shipping - Chairman</p> <p>(b) Chairman, Indian Ports Association - Member</p> <p>©&(d) One or more outside experts of eminence such as from the Indian Institutes of Management etc.</p> <p>- Members</p> <p>The Selection Committee may also interview the Port officers, if considered necessary. The Committee will recommend a panel of officers in the order of merit.</p>	
14.	Circumstances in which ACC is to be consulted in making recruitment.	All cases.	

			Remarks
1.	Name of post	Deputy Chairman of Category I port	
2.	Number of posts	7	
3.	Classification	Port services/ Non CSS deputation	
4.	Pay Scale	Rs.25,750-650-30,900(in industrial DA pattern)	
5.	Whether Selection or Non-Selection post	Selection(The bench mark in the overall grading in the Confidential Reports not below "Very Good").	
6.	Age limit for direct recruitment	Not applicable.	
7.	Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules,1972.	Not applicable	
8.	Educational and other qualifications required for direct recruitment	Not Applicable.	
9.	Whether Age and educational qualification prescribed for direct recruitment will apply in case of promotion	NO	
10.	Period of Probation, if any.	NIL	
11.	Method of Recruitment whether by direct recruitment or by promotion/ transfer/deputation	By deputation of officers belonging to the All India Services/Central Civil Group 'A' services or by composite method of promotion / transfer/ deputation of officers from the Major Ports.	
12.	In case of recruitment by promotion/ transfer/ deputation grades from which promotion/ transfer/deputation recruitment to be made.	<p><u>a) Where Deputation of Officers from All India Services/Central Group 'A' Civil Services is approved under Para 1 of these Guidelines.</u></p> <p>Officers belonging to All India Services/Central Group 'A' Civil Services who have put in not less than 13 years of service in Group 'A'. Preference may be given to those having experience of working in Port and Shipping sectors.</p>	

		<p><u>b) Where Promotion/Transfer/Deputation of Port Officers is approved under Para 1 of these guidelines.</u></p> <p>Officers holding the posts of Deputy Chairman in Category II ports with minimum 2 years of regular service failing which from officers holding the posts of Dy.Chairmen in Category II ports with less than 2 years of regular service but combined regular service of at least 6 years in the posts of Dy.Chairmen of Category II ports and HODs of category I ports or officers holding the posts of Dy.Chairman in category II ports with less than 2 years of regular service but combined regular service of at least 7 years in the posts of Dy.Chairmen of category II ports and HOD of category II ports.</p> <p>Provided that incumbents of highly specialised posts of HODs such as Chief Medical Officers and Chief Law Officers shall not be eligible for consideration.</p>	
13.	Composition of Selection Committee	<p>Suitability of port officers may be evaluated by a Selection Committee constituted by the Ministry Shipping, which will consist of the following:</p> <p>(a) Secretary, Ministry of Shipping - Chairman (b) Additional Secretary & FA, Department of Shipping - Member (c) Chairman, Indian Ports Association - Member (d) Chairman of the concerned Port Trust - Member (e) One outside expert of eminence such as from the Indian Institutes of Management etc. - Member</p> <p>The Selection Committee may also interview the Port officers, if considered necessary. The Committee will recommend a panel of officers in the order of merit.</p>	
14.	Circumstances in which ACC is to be consulted in making recruitment.	<p>Any deviation from the recommendation of the Search-cum-Selection Committee will require the prior approval of the ACC.</p>	

			Remarks
1.	Name of post	Dy.Chairman of Category II port	
2.	Number of posts	5	
3.	Classification	Port services	
4.	Pay Scale	Rs.22,500-600-27,300(in industrial DA pattern)	
5.	Whether Selection or Non-Selection post	Selection(The bench mark in the overall grading in the Confidential Reports not below "Very Good").	
6.	Age limit for direct recruitment	Not applicable.	
7.	Whether benefit of added years of service admissible under Rule 30 of the CCS(Pension) Rules,1972.	Not applicable	
8.	Educational and other qualifications required for direct recruitment	Not Applicable.	
9.	Whether Age and educational qualification prescribed for direct recruitment will apply in case of promotion	NO	
10.	Period of Probation, if any.	NIL	
11.	Method of Recruitment whether by direct recruitment or by promotion/ transfer/deputation	By deputation of officers belonging to the All India Services/Central Civil Group 'A' services or by composite method of promotion/ transfer/ deputation of officers from the Major Ports.	
12.	In case of recruitment by promotion/ transfer/ deputation grades from which promotion/ transfer/deputation recruitment to be made.	<u>a) Where Deputation of Officers from All India Services/Central Group 'A' Civil Services is approved under Para 1 of these Guidelines.</u> Officers belonging to All India Services/Central Group 'A' Civil	

		<p>Services who have put in not less than 9 years of service in Group 'A'.</p> <p>Preference may be given to those having experience of working in Port and Shipping sectors.</p> <p><u>b) Where Promotion/Transfer/deputation of Port officers is approved under Para 1 of these Guidelines.</u></p> <p>Officers holding the posts of HODs with minimum 4 years of regular service in Category I ports or officers holding the post of HODs with minimum of 5 years of regular service in category II ports;</p> <p>Provided that incumbents of highly specialised posts of HODs such as Chief Medical Officers and Chief Law Officers shall not be eligible for consideration.</p>	
13.	Composition of Selection Committee	<p>Suitability of port officers may be evaluated by a Selection Committee constituted by the Ministry Shipping, which will consist of the following:</p> <p>(a) Secretary, Ministry of Shipping - Chairman (b) Joint Secretary, M/o Shipping- Member (c) Chairman, Indian Ports Association - Member (d) Chairman of any Major Port Trust - Member (e) One more member to be nominated from one of the professional management institute/ Public Enterprises Selection Board - Member</p> <p>The Selection Committee may also interview the Port officers, if considered necessary. The Committee will recommend a panel of officers in the order of merit.</p>	
14.	Circumstances in which ACC is to be consulted in making recruitment.	<p>Any deviation from the recommendation of the Search-cum-Selection Committee will require the prior approval of the ACC.</p>	