



**Kamarajar Port Limited**

(A company of Chennai Port Authority)

(Ministry of Ports, Shipping and Waterways - Government of India)



# RTI INFORMATION MANUAL



**Kamarajar Port Limited**

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(Ministry of Ports, Shipping and Waterways - Government of India)

### The particulars of the organization's functions and duties

- Kamarajar Port Limited (KPL) is a company registered under the Companies Act 1956, incorporated on 11th October 1999. The company was incorporated to manage the Major Port at Ennore. Ennore Port was dedicated to the Nation by the Hon'ble Prime Minister of India on 1st February 2001. The Port commissioned commercial operations with two coal berths on 22nd June 2001 by handling Thermal Coal for the TNEB catering to the coal requirements of North Chennai Thermal Power Station, Ennore Thermal Power Station and Mettur Thermal Power Station.
- The company has adopted the landlord concept for port development and management. As a Landlord Port KPL mobilizes and invests in the creation of waterside facilities i.e., deepening of the Approach Channel and Port Basin and associated common user facilities and perform regulatory functions and administer resources such as land and utilities. All other capital investments are being made through private capital either through operators for multi user facilities or by captive users.
- The company has planned to develop facilities for handling of Iron Ore, Coal, POL products, LPG, LNG and Containers in a phased manner.

<https://www.kamarajarport.in/about/genesis>

### The Powers and duties of officers and employees

The Company is managed by Board of Directors comprising of Shri Sachin S Kurve, Chairperson, Smt. J.P. Irene Cynthia, Managing Director, one Nominee Director representing Chennai Port Authority, one Nominee Director representing Ministry of Port, Shipping and Waterways and three Non-Official Independent Directors.

| Sl.No | Designation          | Powers & Duties                                                                                                                                                                                                            |
|-------|----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Chairperson          | Supervising the Board of KPL.                                                                                                                                                                                              |
| 2     | Managing Director    | Over all Control and Management of the Company                                                                                                                                                                             |
| 3     | GM (Marine Services) | <ul style="list-style-type: none"><li>• Marine Services</li><li>• ISPS Compliance</li><li>• Pilotage &amp; Navigation</li><li>• Survey &amp; Dredging</li><li>• Environmental Management &amp; Pollution Control</li></ul> |

| Sl.No | Designation       | Powers & Duties                                                                                                                                                                                                                                                            |
|-------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|       |                   | <ul style="list-style-type: none"> <li>• Port Reception Facility</li> <li>• Dock Safety</li> </ul>                                                                                                                                                                         |
| 4     | GM (Operations)   | <ul style="list-style-type: none"> <li>• Port Planning &amp; Development</li> <li>• Operations &amp; Maintenance</li> <li>• Project Management</li> <li>• Traffic</li> <li>• Technical Services</li> </ul>                                                                 |
| 5     | GM (Finance)      | <ul style="list-style-type: none"> <li>• Corporate Finance</li> <li>• Budget &amp; Costing</li> <li>• MIS Reports</li> <li>• Corporate Accounts &amp; Audit</li> <li>• Taxation</li> <li>• Treasury Management</li> <li>• Internal Control &amp; Internal Audit</li> </ul> |
| 6     | GM (CS & BD)      | <ul style="list-style-type: none"> <li>• Port Planning &amp; Development</li> <li>• Operations &amp; Maintenance, etc.</li> </ul>                                                                                                                                          |
| 7     | Company Secretary | <ul style="list-style-type: none"> <li>• Secretarial Compliance</li> <li>• Board Meeting, Committee Meeting &amp; Shareholders Meeting</li> <li>• Legal Matters</li> <li>• RTI</li> </ul>                                                                                  |

**Liaison Officers:**

|                                                     |                                                             |
|-----------------------------------------------------|-------------------------------------------------------------|
| <b>Smt. Kavita Satvi, General Manager (Finance)</b> | <b>Shri. G. M. Balan, General Manager (Marine Services)</b> |
|-----------------------------------------------------|-------------------------------------------------------------|

**Liaison officer for SC/ST and Physically Challenged employees**

**Liaison officer for Other Backward Class (OBC) employees**

### **The procedure followed in the decision making process, including channels of supervision and accountability**

Decisions on Major Projects are based on viability and its necessity.

- After initial identification of the projects, the tender process will begin

#### **Channels of Supervision:**

- The supervision is carried out through professionals outsourced and the co-ordination is done by in-house engineers.

#### **Decision Making:**

- The decision making in all issues is done as per the delegation of powers approved by the Board of Directors. The initiating authority, recommending authority and approving authority for various issues (general, finance & budget, procedures for contracts and agreements, certifying bills for payment) are defined in the delegation of powers.

### **The norms set by the company for the discharge of its functions**

- Practice followed in Major Ports, Ministry/Government Departments such as Railways, Shipping, Road Transport and Highways, CPWD, Public Sectors are used as applicable and relevant.
- System of cash memo for minor purchases/works, quotations for items upto Rs. 5 lakhs of standard purchases and minor construction activities, limited tenders for special items and open tenders for the major works (exceeding Rs. 20 lakhs) is followed.

### **The rules, regulations, instructions, manuals and records held by the company**

- Practice followed in Major Ports, Ministry/Government Departments such as Railways, Shipping, Road Transport and Highways, CPWD, Public Sectors are used as applicable and relevant.
- System of cash memo for minor purchases/works, quotations for items upto Rs. 5 lakhs of standard purchases and minor construction activities, limited tenders for special items and open tenders for the major works (exceeding Rs. 20 lakhs) is followed.

## The rules, regulations, instructions, manuals and records held by the company

- Memorandum and Articles of Association
- Safety Regulations
- HR Manual
- Code of Conduct
- Whistle blower Policy
- CSR and Sustainability Policy
- Tender Procedure & Works Manual
- Accounts Manual
- Marine Manual
- Crisis Management Plan
- Port Entry / Outward Clearance Procedures
- Rules for carrying out Hot work on vessels, crafts in the berth, jetty, etc.
- Delegation of Powers
- Investment Policy
- Prohibition of Insider Trading

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<https://www.kamarajarport.in/about/policies-manuals-notices>  
<https://www.kamarajarport.in/investors/investor-grievances>

## A statement of the categories of documents held by the company or under its control

- Register of vessels calling the Ports and the marine dues collected, Environment Monitoring Report (monthly), Statement of Accidents, Hydrographic Charts, Register of harbour crafts plying in the Port and Tide, winds and wave data collected by NIOT (monthly) are available with the Marine Department.
- Files relating to development of Terminals.
- Bank Guarantees, Contract Agreements, Books of Accounts including Ledger Accounts are under the control of Accounts Department.
- Board Meeting Agenda & Minutes, Audit Committee Agenda & Minutes, Annual General Meeting Agenda & Minutes & Statutory Registers are under the control of Secretarial Department.

- All files relating to Personnel & Office Administration are available with the Administration Department.

**Arrangement for consultation with, or representation by, the members of the public in relation to the formulation of the company's policy or implementation thereof**

- As far as marine services are concerned, Port Users Meeting (Port Ship Interface committee) are held at every quarter to obtain the views, suggestions, feedback of port users, agents, marine contractors, etc. in order to enhance the Port – Ship coordination.
- The public or corporate entities are free to contact the Port authorities on any specific issues involving them. At present, the transactions with the public is very limited.

**A statement of the boards, councils, committees and other bodies constituted as part of or for the purpose of its advice**

<https://www.kamarajarport.in/about/board-of-director>

<https://www.kamarajarport.in/about/board-level-committee>

| S. No. | Boards / Councils / Committee / Other Bodies | Purpose of Advice                                  | Whether meetings are open to the public | Whether minutes are accessible for public | Date of Constitution |
|--------|----------------------------------------------|----------------------------------------------------|-----------------------------------------|-------------------------------------------|----------------------|
| 1      | Board of Directors                           | Over all supervision and management of the company | Not open                                | Not open                                  | 28 Dec 1999          |
| 2      | Audit Committee                              | Financial management                               | Not open                                | Not open                                  | 02 Aug 2002          |
| 3      | Share Allotment & Share Transfer Committee   | Share Allotment & Share Transfer                   | Not open                                | Not open                                  | 30 Mar 2002          |

| <b>S. No.</b> | <b>Boards / Councils / Committee / Other Bodies</b> | <b>Purpose of Advice</b>                                                                                                          | <b>Whether meetings are open to the public</b> | <b>Whether minutes are accessible for public</b> | <b>Date of Constitution</b> |
|---------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------|-----------------------------|
| 4             | CSR and Sustainability Committee                    | To recommend to the Board for formation of CSR Policy of the Company and monitor the execution of CSR activities under the policy | Not open                                       | Not open                                         | 21 Nov 2011                 |
| 5             | Stakeholders Relationship Committee                 | To consider and approve the bond transfer, bond grievance, etc.                                                                   | Not open                                       | Not open                                         | 20 Sep 2014                 |
| 6             | Nomination and Remuneration Committee               | To address the Nomination and Remuneration related matters                                                                        | Not open                                       | Not open                                         | 07 Feb 2009                 |
| 7             | Tax Free Bond Issue Committee                       | Bond issue related matters                                                                                                        | Not open                                       | Not open                                         | 23 Aug 2013                 |

**A directory of officers and employees****Class – I**

| <b>Name &amp; Designation</b>                    | <b>Direct (Office)</b>                                                                                                                                   | <b>Mobile No.</b> | <b>E-Mail ID</b>            |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------------------|
| SHRI SACHIN S KURVE, IAS<br>CHAIRPERSON          |                                                                                                                                                          | --                | chairman[at]kplmail[dot]in  |
| SMT J.P. IRENE CYNTHIA, IAS<br>MANAGING DIRECTOR | 25251661<br>27950001<br>(Port)                                                                                                                           | --                | md-kpl[at]kplmail[dot]in    |
| SHRI G.M. BALAN GM (MARINE SERVICES)             | 27950011<br>(Port)                                                                                                                                       | --                | balan[at]kplmail[dot]in     |
| MRS. KAVITA SATVI GM (FINANCE)                   | 25251679<br>/<br>27950004<br><br>(A company of Chennai Port Authority) | --                | gm-fin[at]kplmail[dot]in    |
| SHRI K. THIRUMURGAN GM (OPERATIONS)              | 27950028<br>(Port) /<br>25251675                                                                                                                         | --                | gm-ops[at]kplmail[dot]in    |
| SHRI H. Vignesh, I.F.S GM (CS & BD)              |                                                                                                                                                          | --                | gm-csbd[at]kplmail[dot]in   |
| SHRI A. KARUPPIAH DGM (CIVIL)                    | 27950029<br>(Port) /<br>25251662                                                                                                                         | --                | karuppiah[at]kplmail[dot]in |
| SHRI C.S. VEMANNA DGM (FINANCE)                  | 25251666                                                                                                                                                 | --                | vemanna[at]kplmail[dot]in   |
| CAPT. C. UMA SHANKAR DGM (MARINE SERVICES)       | 27950011<br>(Port)                                                                                                                                       | 8056011565        | cushankar[at]kplmail[dot]in |



| Name & Designation                                                | Direct (Office)                                                                                            | Mobile No. | E-Mail ID                        |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|------------|----------------------------------|
| SHRI P. OM<br>PRAGESH<br>CHIEF MANAGER<br>(TRAFFIC)               | 27950008<br>(Port)                                                                                         | 9840085612 | pragesh[at]kplmail[dot]in        |
| SHRI K. KANNAN<br>CHIEF MANAGER<br>(HSE)                          | --                                                                                                         | 9600006291 | kkannan[at]kplmail[dot]in        |
| MRS. R. ROOPA<br>COMPANY<br>SECRETARY                             | 25251680                                                                                                   |            | cs[at]kplmail[dot]in             |
| CAPT. S.P.<br>DESIKAMANI<br>CHIEF MANAGER<br>(DOCK MASTER)        |                                                                                                            | 8056011564 | captdesikamani[at]kplmail[dot]in |
| CAPT. SUBRAMANIAN<br>MAGESWARAN<br>CHIEF MANAGER<br>(DOCK MASTER) | (A company of Chennai Port Authority)<br>(Ministry of Ports, Shipping and Waterways - Government of India) | 9600143070 | mages[at]kplmail[dot]in          |
| SHRI N. SENTHIL<br>CHIEF MANAGER<br>(FINANCE)                     | 25223214                                                                                                   | 9790976925 | senthil[at]kplmail[dot]in        |
| CAPT. NIRBHIK<br>SINGH PUAR<br>CHIEF MANAGER<br>(MARINE SERVICES) | --                                                                                                         | 9560095068 | nirbhikspuar[at]kplmail[dot]in   |
| SHRI P. BASKARAN<br>CHIEF MANAGER<br>(PROJECTS)                   | --                                                                                                         | 8754400553 | baskaran[at]kplmail[dot]in       |
| SHRI R.G.<br>KUBENDRAN                                            | --                                                                                                         | 9003055027 | kubendran[at]kplmail[dot]in      |

| Name & Designation                                       | Direct (Office) | Mobile No. | E-Mail ID                    |
|----------------------------------------------------------|-----------------|------------|------------------------------|
| SENIOR MANAGER (IT)                                      |                 |            |                              |
| SHRI V. BALAJI<br>SENIOR MANAGER (ACCOUNTS)              | --              | 9940045597 | vbalaji[at]kplmail[dot]in    |
| MRS. S. SATHIYA<br>SENIOR MANAGER (ACCOUNTS)             | --              | 9940045596 | sathiya[at]kplmail[dot]in    |
| SHRI G. THIYAGARAJAN<br>SENIOR MANAGER (ESTATE)          |                 | 9003055028 | thiyagu[at]kplmail[dot]in    |
| SHRI J. SARAVANAN<br>SENIOR MANAGER (CIVIL)              | --              | 8754428469 | jsaravanan[at]kplmail[dot]in |
| SHRI N. HARIHARAN<br>SENIOR MANAGER (IT)                 |                 | 9840220288 | hari[at]kplmail[dot]in       |
| SHRI KARAN SINGH BAGHEL<br>SENIOR MANAGER (PILOT)        |                 | 8770124812 | ks.baghel[at]kplmail[dot]in  |
| SHRI DEEPAK KUMAR PANDEY<br>SENIOR MANAGER (PILOT)       |                 | 9500740216 | deepak.kp[at]kplmail[dot]in  |
| MRS. JAYA VENKATAKRISHNAN<br>SENIOR MANAGER (OPERATIONS) | --              | 9566243222 | jaya[at]kplmail[dot]in       |

| Name & Designation                                   | Direct (Office) | Mobile No. | E-Mail ID                   |
|------------------------------------------------------|-----------------|------------|-----------------------------|
| MRS. S. PRIYA<br>SENIOR MANAGER<br>(ADMIN)           |                 | 8056047779 | priya[at]kplmail[dot]in     |
| SHRI M. VIJAYAN<br>SENIOR MANAGER<br>(HSE)           | --              | 9840923126 | vijayan[at]kplmail[dot]in   |
| SHRI B. SENTHIL<br>SENIOR MANAGER<br>(VIGILANCE)     | :               | 9840578973 | bsenthil[at]kplmail[dot]in  |
| SHRI K. SELVARAJ<br>SENIOR MANAGER<br>(CIVIL)        |                 | 9600054474 | selva[at]kplmail[dot]in     |
| SHRI A.<br>SARAVANAN<br>MANAGER<br>(TRAFFIC)         | --              | 9840322167 | saravanan[at]kplmail[dot]in |
| MRS. P. NALINI<br>DEVI<br>MANAGER<br>(TRAFFIC)       | --              | 9500162067 | nalini[at]kplmail[dot]in    |
| SHRI P.<br>SUNDARAMOORTHY<br>MANAGER<br>(ELECTRICAL) | --              | 9600162167 | moorthy[at]kplmail[dot]in   |
| SHRI R. RAM<br>MOHAN<br>MANAGER (CIVIL)              | --              | 9597088334 | ram[at]kplmail[dot]in       |
| MRS. R. RAMYA<br>MANAGER<br>(TRAFFIC)                | --              | 9597088330 | ramya[at]kplmail[dot]in     |

| Name & Designation                                           | Direct (Office)                                                                                               | Mobile No. | E-Mail ID                     |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------|-------------------------------|
| SHRI T.V. NANDAKUMAR<br>MANAGER<br>(OPERATIONS)              | --                                                                                                            | 9597088332 | nandha[at]kplmail[dot]in      |
| SHRI S. KALAINIDHI<br>MANAGER<br>(TRAFFIC)                   | --                                                                                                            | 7358142333 | kalai[at]kplmail[dot]in       |
| SHRI S. RAJALINGAM<br>DEPUTY MANAGER<br>(CIVIL)              | --                                                                                                            | 9597088333 | lingam[at]kplmail[dot]in      |
| MRS. C. PUSHPALATHA<br>DEPUTY MANAGER<br>(CIVIL)             | --                                                                                                            | 9597088331 | pushpalatha[at]kplmail[dot]in |
| SHRI P.C. ELAMPARITHI<br>DEPUTY MANAGER<br>(HR)              | --<br>(A company of Government of India)<br>(Ministry of Ports, Shipping and Waterways - Government of India) | 9597088335 | elamparithi[at]kplmail[dot]in |
| SHRI G. KRISHNARAJ<br>DEPUTY MANAGER<br>(MARINE)             | --                                                                                                            | 7358798702 | krishnaraj[at]kplmail[dot]in  |
| SHRI G. SAMPATH KUMAR<br>DEPUTY MANAGER<br>(CIVIL)           |                                                                                                               | 9597088339 | sampath[at]kplmail[dot]in     |
| SHRI M. MICHAEL AROKIJARAJ<br>DEPUTY MANAGER<br>(ELECTRICAL) | --                                                                                                            | 9597088338 | michael[at]kplmail[dot]in     |

| Name & Designation                                      | Direct (Office)                                                                                                  | Mobile No. | E-Mail ID                      |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------|--------------------------------|
| SHRI G. VISWANATHAN<br>DEPUTY MANAGER (HSE)             | --                                                                                                               | 9597088337 | viswanathan[at]kplmail[dot]in  |
| SHRI HIRE VINOD LAXMAN<br>DEPUTY MANAGER                | --                                                                                                               | 9597088336 | vinod[at]kplmail[dot]in        |
| SHRI R.S. RAMAKRISHNAN<br>ASSISTANT MANAGER (MARINE)    | --                                                                                                               | 7358798703 | ramakrishnan[at]kplmail[dot]in |
| SHRI R.E. GANESH<br>ASSISTANT MANAGER (PR)              | --                                                                                                               | 7358798701 | ganesh[at]kplmail[dot]in       |
| SHRI A. SUNDERASON<br>ASSISTANT MANAGER (CIVIL)         | --<br>(A company of Chennai Port Authority)<br>(Ministry of Ports, Shipping and Waterways - Government of India) | 7358793752 | sundareson[at]kplmail[dot]in   |
| SHRI BADAVATH KISHORE NAIK<br>ASSISTANT MANAGER (CIVIL) | --                                                                                                               | 7358791644 | bkishore[at]kplmail[dot]in     |
| SHRI K. RAM KUMAR<br>ASSISTANT MANAGER (ESTATE)         | --                                                                                                               | 9597088340 | ramkumar[at]kplmail[dot]in     |
| MRS. P. DEVAKI PADMASRI<br>ASST MANAGER (ACCOUNTS)      | --                                                                                                               | 7258793754 | padmasri[at]kplmail[dot]in     |

| Name & Designation                                       | Direct (Office)                                                                                                  | Mobile No. | E-Mail ID                         |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------|-----------------------------------|
| MRS. G. KASTHURI<br>ASST MANAGER<br>(ACCOUNTS)           | --                                                                                                               | 7358793753 | kasthuri[at]kplmail[dot]in        |
| SHRI B.<br>VIGNESHWARAN<br>SECRETARIAL<br>OFFICER        | --                                                                                                               | 8682003329 | vignesh[at]kplmail[dot]in         |
| SHRI<br>THANGASELVAM<br>ASST MANAGER<br>(CIVIL)          | --                                                                                                               | 7904355097 | thangaselvam[at]kplmail[dot]in    |
| MRS. A. SANTHI<br>PRIVATE<br>SECRETARY                   | --                                                                                                               | 7358793755 | santhiv[at]kplmail[dot]in         |
| SHRI K.R.<br>MAHESHWARAN<br>ASST MANAGER<br>(TRAFFIC)    | --<br>(A company of Chennai Port Authority)<br>(Ministry of Ports, Shipping and Waterways - Government of India) | 9444992631 | maheshwaran[at]kplmail[dot]in     |
| SHRI M.R. RATHNA<br>KUMAR<br>ASST MANAGER<br>(CIVIL)     | --                                                                                                               | 9840863575 | rathnakumar.epl[at]kplmail[dot]in |
| SHRI BATHALA<br>CHAITANYA KUMAR<br>ASST MANAGER<br>(HSE) | --                                                                                                               |            | chaitanya[at]kplmail[dot]in       |
| SHRI MULA RAMA<br>RAO<br>ASST MANAGER<br>(HSE)           | --                                                                                                               |            | mramarao[at]kplmail[dot]in        |
| SHRI BOYA<br>RAMUDU                                      | --                                                                                                               |            | ramub[at]kplmail[dot]in           |

| Name & Designation   | Direct (Office) | Mobile No. | E-Mail ID |
|----------------------|-----------------|------------|-----------|
| ASST MANAGER (S & D) |                 |            |           |

**Class – II**

| Name & Designation                                          | Direct (Office)                                                                                               | Residence | Mobile No. | E-Mail ID                       |
|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------|------------|---------------------------------|
| MRS. K. VANITHA (SENIOR PERSONAL ASSISTANT)                 | --                                                                                                            | --        | --         |                                 |
| MRS. P. FEMINA STARLET, JUNIOR EXECUTIVE (PUBLIC RELATIONS) |                                                                                                               |           |            |                                 |
| SHRI N. GANESH KUMAR, JUNIOR EXECUTIVE (DUTY OFFICER)       | -- (A company of Chennai Port Authority)<br>(Ministry of Ports, Shipping and Waterways - Government of India) |           |            |                                 |
| SHRI M. KRISHNA PRASAD, JUNIOR EXECUTIVE (HR)               | --                                                                                                            | --        | --         | krishnaprasad[at]kplmail[dot]in |
| MRS. K. LATHA, JUNIOR EXECUTIVE (ADMINISTRATION)            | --                                                                                                            | --        | --         | latha[at]kplmail[dot]in         |
| MRS. R. VARALAKSHMI, JUNIOR EXECUTIVE (DUTY OFFICER)        |                                                                                                               |           |            | varalakshmi[at]kplmail[dot]in   |

| Name & Designation                         | Direct (Office) | Residence | Mobile No. | E-Mail ID                  |
|--------------------------------------------|-----------------|-----------|------------|----------------------------|
| MRS. K. JAYANTHI,<br>JUNIOR EXECUTIVE (IR) |                 |           |            | jayanthi[at]kplmail[dot]in |

**Class – III**

| Name & Designation                        | Direct (Office) | Residence | Mobile No. | E-Mail ID |
|-------------------------------------------|-----------------|-----------|------------|-----------|
| SHRI K. KARTHIKEYAN,<br>SUPERVISOR        | --              | --        | --         | --        |
| SHRI P. RAJKUMAR,<br>SUPERVISOR           | --              | --        | --         | --        |
| SHRI A.M. PALANIKUMAR,<br>SUPERVISOR      | --              | --        | --         | --        |
| SHRI T.V. MANI, SUPERVISOR                | --              | --        | --         | --        |
| SHRI T.R. SANKAR GANESH,<br>SUPERVISOR    | --              | --        | --         | --        |
| SHRI V.K. RAGHU, SUPERVISOR               | --              | --        | --         | --        |
| SHRI M.S. SRINIVASAN,<br>SUPERVISOR       | ---             | --        | --         | --        |
| SHRI S. MURUGAN, SUPERVISOR               | --              | --        | --         | --        |
| SHRI K. KUMARAN, SUPERVISOR               | --              | --        | --         | --        |
| SHRI K. KAMALAKANNAN,<br>SENIOR ASSISTANT | --              | --        | --         | --        |
| SHRI S. IMMANUEL, ASSISTANT               | --              | --        | --         | --        |



| Name & Designation                         | Direct (Office) | Residence | Mobile No. | E-Mail ID |
|--------------------------------------------|-----------------|-----------|------------|-----------|
| SHRI N. PRABU, ASSISTANT                   | --              | --        | --         | --        |
| SHRI V. SASIKUMAR, SENIOR ASSISTANT        | --              | --        | --         | --        |
| SHRI M. ANBHAZAGAN, SENIOR ASSISTANT       | --              | --        | --         | --        |
| SHRI J.E. ARUN, ASSISTANT                  | --              | --        | --         | --        |
| SHRI K. BALAJI, ASSISTANT                  | --              | --        | --         | --        |
| SHRI T.V. SHAJU, SUPERVISOR                | --              | --        | --         | --        |
| MRS. P. AKSHAYA LAKSHMI, SENIOR ASSISTANT  | --              | --        | --         | --        |
| SHRI K. ANANDHAN, SENIOR ASSISTANT         | --              | --        | --         | --        |
| SHRI V. ABINASH, SENIOR ASSISTANT          |                 |           |            |           |
| SHRI S. MEGARAJ, DRIVER GR-1               | --              | --        | --         | --        |
| SHRI M. SATHISH, DRIVER GR-1               | --              | --        | --         | --        |
| SHRI P. KANNAN, JUNIOR ASSISTANT           | --              | --        | --         | --        |
| SHRI RAVI KUMAR NADELLA, JUNIOR ASSISTANT  | --              | --        | --         | --        |
| SHRI SUNDEEP SINGH RAWAT, JUNIOR ASSISTANT | --              | --        | --         | --        |

| Name & Designation                         | Direct (Office) | Residence | Mobile No. | E-Mail ID |
|--------------------------------------------|-----------------|-----------|------------|-----------|
| SHRI B. PARTHASARATHY,<br>JUNIOR ASSISTANT | --              | --        | --         | --        |

**Class – IV**

| Name & Designation | Direct (Office) | Residence | Mobile No. | E-Mail ID |
|--------------------|-----------------|-----------|------------|-----------|
| --                 | --              | --        | --         | --        |

**The monthly remuneration received by each of the officers and employees, including the system of compensation**

| Grade | Designation       | Pay Scale (₹)       |
|-------|-------------------|---------------------|
| CMD   | CMD               | 1,80,000 – 3,20,000 |
| E8    | GM                | 1,20,000 – 2,80,000 |
| E7    | DGM               | 1,00,000 – 2,60,000 |
| E6    | Chief Manager     | 90,000 – 2,40,000   |
| E5    | Senior Manager    | 80,000 – 2,20,000   |
| E4    | Manager           | 70,000 – 2,00,000   |
| E3    | Deputy Manager    | 60,000 – 1,80,000   |
| E2    | Assistant Manager | 50,000 – 1,60,000   |
| E1    | Executive         | 40,000 – 1,40,000   |
| E0    | Junior Executive  | 30,000 – 1,20,000   |

| Grade | Designation        | Pay Scale (₹)   |
|-------|--------------------|-----------------|
| S6    | Supervisor         | 30,000 – 60,000 |
| S5    | Senior Assistant   | 29,660 – 59,320 |
| S4    | Assistant          | 27,770 – 54,540 |
| S3    | Junior Assistant   | 25,250 – 50,500 |
| S2    | Assistant Grade-I  | 23,350 – 46,700 |
| S1    | Assistant Grade-II | 21,460 – 42,920 |

#### Components of Pay

| SN | Pay Components      | % of Basic Pay         |
|----|---------------------|------------------------|
| 1  | Basic Pay           | —                      |
| 2  | HRA                 | 27%                    |
| 3  | DA                  | 43.8% (as on Oct 2023) |
| 4  | Cafeteria Allowance | 35%                    |
| 5  | PF                  | 12% of Basic + DA      |
| 6  | Gratuity            | As per Gratuity Rules  |

#### The budget allocations indicating the particulars of all plans, proposed expenditures and reports on disbursements made

The Company has a system of preparing a Plan and Non-Plan Capital Expenditure Budget and Revenue Budget every year. The Company's capital and Revenue Expenditure is guided by these Budgets.

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries**

Not Applicable

**Particulars of recipients of concessions, permits or authorizations granted by the company**

- Port Entry and Clearance
- Permit to Tugs, barges, small boats to ply inside the port
- Bunkering
- Port Entry Passes
- Hot work permits
- Bollard Pull Test - facility only
- Visit of Trainees from maritime training institutes

**Following Marine service Contracts are awarded to:**

- Chartering of harbour crafts from M/s Sealion Sparkle Marine Services Ltd., Hyderabad.
- Mooring services by M/s ABS Marine, Chennai
- Manning of Signal Station by M/s Sealion Sparkle Marine Services Ltd., Hyderabad.
- Provision of Fire fighting facility by M/s ABS Marine, Chennai
- Monitoring of environment parameters by M/s Richardson & Cruddass, Chennai
- Maintenance of navigational buoys by M/s Ocean Sparkle, Chennai

**BOT Contracts**

The contracts for construction of various terminal development cum operations as well as various consultancy, construction and supply contracts are made through a systematic transparent tendering procedure.

The Licence for developing and operating a Marine Liquid Terminal has been awarded to a consortium of IMC Ltd and L & T Infrastructure Development Projects Limited.

LOI was issued to m/s Sical Logistics on 09-07-2006, the Preferred Bidder for Iron Ore Terminal.

LOI was issued to m/s SICL on 09-07-2006, the Preferred Bidder for Coal Terminal.

### **Details in respect of the information, available to or held by the company reduced in an electronic form**

Most of the information relating to the company like Annual Report, tenders, news, etc., is reduced in an electronic form. Relevant information in electronic form is made available in the company's web site.

Procedures are also adopted for keeping the information updated.

### **The particulars of facilities available to citizens for obtaining information, including hours of a library or reading room, if maintained for public use**

Most of the relevant information pertaining to Kamarajar Port is made available in the company's web site.

### **The names, designations and other particulars of the Public Information Officers**

#### **Public Information Officer**

MRS. R. ROOPA

Company Secretary

Kamarajar Port Limited

No: 17, Jawahar Building,

Rajaji Salai, Chennai - 600001

Phones: +91-44-25251666 (5 lines)

Fax: +91-44-25251665

Mobile: 9962999335

E-mail: cs[at]kplmail[dot]in

#### **Appellate Authority**

H.Vignesh, IFS

GENERAL MANAGER (CS & BD)

Kamarajar Port Limited

No: 17, Jawahar Building,

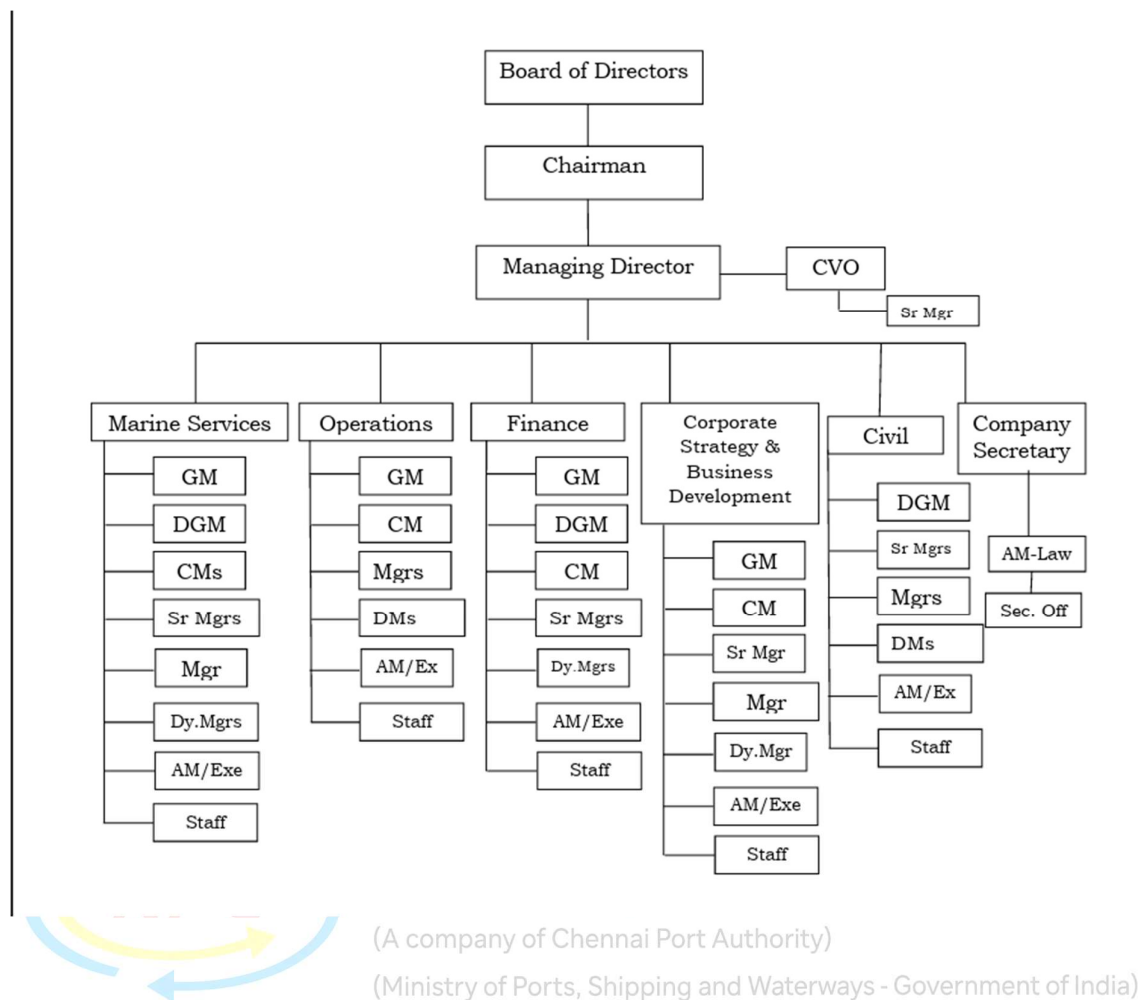
Rajaji Salai, Chennai - 600001

Phones: +91-44-25251666 (5 lines)

Fax: +91-44-25251665

E-mail: gm-csbd[at]kplmail[dot]in

### **Organisation Chart**



### Details of Questions asked in the Parliament and replies given

<https://www.kamarajarport.in/rti/kpl-index>

### Working hours of the Facility

The Working hours of the facility is 24/7.

### STQC Certificate

<https://www.kamarajarport.in/rti/kpl-index>