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सचिव
पोत परिवहन मंत्रालय
भारत सरकार
SECRETARY
MINISTRY OF SHIPPING
GOVERNMENT OF INDIA

D.O. No. PD-13/48/2015-PPP Cell

December 31, 2015

Dear Chairman,

Expansion of Port capacity through the implementation of well-conceived infrastructure development projects, increasing the efficiency of our operations through the implementation of package of recommendations to cut time and cost, digitization of processes to reduce and finally eliminate human interface and to strongly address environment related concerns are the highest priorities of the Ministry of Shipping.

These objectives can be achieved only if we utilize the budgeted and internal and extra budgetary resources well. I along with other officers of the Ministry propose, therefore, to visit all the Major Ports shortly to review such high priority programmes of the Ministry, which are as under:-

1. Project PRAGATI – Infrastructure Development campaign

I would like to review all the infrastructure projects under the categories

- (i) To be awarded;
- (ii) To be completed
- (iii) Problem Projects
- (iv) Action plan with regard to shelf of infrastructure projects under PPP and Non-PPP for the financial year 2016-17 and beyond.

2. Project UNNATI – Time, cost and Efficiency enhancement campaign

I had discussed the BCG recommendations with all Chairmen and other Officers of each Port during the Workshop held on December 12, 2015 where a detailed action plan had been formalized. The Follow-up action that needs to be taken at your end has been communicated to you. I accord highest priority to these time and cost saving exercises that you must undertake with active co-operation and in co-ordination with your team so that the message

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reaches the last employee involved in these exercises. The dashboard tells you how to go about this exercise. I am sure you would have prepared your action plan for the same.

3. Project E-Port for Digitization of Process

You are aware that Government of India accords highest priority to digitization of programmes and accordingly we have launched a drive to remove all manual interface and replace it with e-procedures. Detailed instructions regarding Ease of Doing Business, trade across borders, implementation of ERP, PCS, RFID etc. have been issued to you in the past. It has now been decided to install scanners at all Container Ports through budgetary support of the Ports for which detailed instructions are being sent to you separately. *Being pursued with D/o logistics*

4. The Ports undertaking renewable Energy Development ;should pay special attention to complete all actions leading to installation of Renewable Energy Projects in accordance with established timelines.

5. Project Green Port – Environment & Swachh Bharat Mission


With growing environmental consciousness, it is mandatory that Port and the eco-system around it conforms to the highest environmental standards. Specific directions have been issued for carrying out the Swachh Bharat Mission action plan for Ports. A detailed plan is now to include both these components. I am sure, you will take this up with highest priority.

6. Utilization of Budgetary and IEB Resources

I accord the highest priority to the execution of well-laid plans for utilization of the Budgeted and the Internal and Extra Budgetary Resources (IEBR) as per plans made. I will be reviewing the progress head-wise with regard to this and I am sure this is amongst your top priorities. It is mandatory that we utilize the available funds in the best possible manner.

- 7. I would also like to interact and meet all the stakeholders concerned regarding the operations and functioning of your Port during my visit. This may also be planned accordingly.
- 8. The Government Trustees on the Board will be visiting their Ports a day or two in advance to review the above and all other matters and will brief me on the issues on my visit to your Port.
- 9. My travel plans will be communicated to you soon.

With best wishes
and a Happy New Year

Yours sincerely,

(Rajive Kumar)

Chairmen of all major Ports
(As per list attached)

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MINISTRY OF SHIPPING
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D.O. No. PD-14033/101/2015-PD-V

January 25, 2016

Dear Chairman,

Please refer to my letter No. PD-13/48/2015-PPP Cell dated 31st December, 2015 wherein I had requested you to fast-track the priority programmes of the Ministry viz. Project Pragati, Project Unnati, E-Port & Green Port. I am sure you are now moving at full throttle, keeping in view that we are in the last quarter of the current financial year.

2. I am writing to you with regard to timelines, action plan and the activities required to implement Project E-Port and Project Green Port. The Ministry accords the highest priority to facilitating transactions at all Ports through integration with IT, e-related processes and matters pertaining to the environment.

3. As you are aware, the project E-Port has been prepared in consultation with the D/o Revenue for implementation of schemes to facilitate the Ease of Doing Business through digitization and integration of processes between multiple stakeholders. The action plan has emanated from the decisions taken in the meetings of the Committee of Secretaries chaired by Cabinet Secretary. The project E-Port has 5 components. The responsibilities of Chairman, Deputy Chairman and other officers of the Port with suggest timelines as also the duties and responsibilities of officers from the Customs Department under Department of Revenue have been clearly indicated for concerted action (**Annex.1**).

4. I am also enclosing the activities that will need to be conducted by you under the project Green Port initiative. This has 12 components including the plans for generation of renewable energy. The indicative timelines and responsibilities have been fixed in this regard also (**Annex.2**). The Swachh Bharat Abhiyan which has 20 activities is part of the Green Port initiative and includes timelines and responsibilities (**Annex.3**).

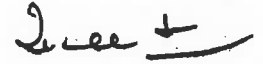
5. I am sure, you will take up these initiatives in a mission mode and turn your Port into E-Port and Green Port over the next 12 months with participation and active involvement of all stakeholders and the community at large.

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6. I look forward to your detailed action plans for implementation of these initiatives by 2nd February, 2016.

With best wishes

Yours sincerely,



(Rajive Kumar)

E-PORT INITIATIVES

S.No.	Activities	Responsible Officers in Port	Time Limit	Remarks
1.	Single Window System including Risk Management System	Chairman/ Dy. Chairman/ Traffic Manager	31.03.2016	The overall responsibility lies with CBEC. Shri S.P. Sahu (CBEC) will coordinate with DS (AG) and US (SRD) of M/o Shipping.
2.	Gate Automation			
2 (i)	RFID	Chairman/ Dy. Chairman/ Traffic Manager	30.09.2016	MD, IPA and Shri Rajiv Puri, Sr. Dy. Director (IT), IPA will coordinate with all Chairmen of Major Ports.
2(ii)	VAHAN/ SARTHI Integration	Chairman/ Dy. Chairman/ Traffic Manager	31.12.2016	Shri S.P. Sahu (CBEC) will coordinate with DS (AG) and US (SRD) of M/o Shipping.
2 (iii)	ICES-PCS-CFS-Terminal/ Integration	Chairman/ Dy. Chairman/ Traffic Manager	31.03.2016	Shri Ashutosh, Dy. Commissioner (CBEC) will coordinate with MD, IPA and Shri Rajiv Puri, Sr. Dy. Director (IT) for integration of PCS with ICEGATE.
2 (iv)	CCTV Integration with security system	Chairman/ Dy. Chairman/ Traffic Manager	30.06.2016	MD, IPA and Shri Rajiv Puri, Sr. Dy. Director (IT) will coordinate with all Chairmen of Major Ports as well as with DS (AG) and US (SRD) of M/o Shipping.
2 (v)	Online Form 11&13	Chairman/ Dy. Chairman/ Traffic Manager	31.03.2016	MD, IPA and Shri Rajiv Puri, Sr. Dy. Director (IT) will coordinate with all Chairmen of Major Ports as well as with DS (AG) and US (SRD) of M/o Shipping.
3.	Direct Port Delivery	Chairman/ Dy. Chairman/ Traffic Manager	31.03.2016	Shri S.P. Sahu (CBEC) will coordinate with DS (AG) and US (SRD) of M/o Shipping.
4.	E-delivery Orders			
4 (i)	E-Payment	Chairman/ Dy. Chairman/ Traffic Manager	31.03.2016	Shri Abhinav Gupta, DS and S. R. Datta, US of M/o Shipping will coordinate with CBEC.
4 (ii)	Advance invoicing	Chairman/ Dy. Chairman/ Traffic Manager	31.12.2016	Shri Sandeep Prakash and Shri Ashutosh (Directorate of Logistics) will coordinate with MD, IPA/ DS (AG) and US (SRD)
5.	Installation of Container Scanners	Chairman/ Dy. Chairman/ Traffic Manager	31.12.2016	Shri Sandeep Prakash and Shri Ashutosh (Directorate of Logistics) will coordinate with MD, IPA/ DS (AG) and US (SRD)

GREEN PORT INITIATIVES

S. No.	Activities	Responsible Officers in Ports	Time line
1.	Preparation of Environment Management & Monitoring Plan (EMMP) or Green Plan;	Chairman/Deputy Chairman/Traffic Manager/CE	31.3.2016
2.	For acquiring equipments required for monitoring environmental pollution;	Chairman/Deputy Chairman/Traffic Manager	31.3.2016
3.	For acquiring dust suppression system;	Chairman/Deputy Chairman/Traffic Manager	31.3.2016
4.	For setting up of sewage/waste water treatment plants/garbage disposal plant;	Chairman/Deputy Chairman/Estate Officer	30.6.2016
5.	For plantation;	Chairman/Deputy Chairman/Traffic Manager/Estate Officer	31.3.2016
6.	For setting up projects for energy generation from renewable energy sources;	Chairman/Deputy Chairman/CME/CE	30.6.2016
7.	Use of bio-diesel and any other activity which is part of EMMP.	Chairman/Deputy Chairman/Traffic Manager	30.6.2016
8.	Completion of shortfalls of Oil Spill Response (OSR) facilities (Tier-I).	Chairman/Deputy Chairman/Traffic Manager	30.6.2016
9.	Improve Quality of Harbour Waters.	Chairman/Deputy Chairman/Traffic Manager	30.6.2016
10.	Implement of sustainable practices in Terminal Design, Development and Operations.	Chairman/Deputy Chairman/CE	30.6.2016
11.	Prohibition of disposal of almost all kinds of garbages sea	Chairman/Deputy Chairman	31.3.2016
12.	Provision of adequate reception facilities in ships as per IMO guidelines & resolution	Chairman/Deputy Chairman	31.3.2016

SWACHH BHARAT ABHIYAN IN MAJOR PORTS

S. No.	Activities	Responsible Officers in Ports	Time line
1.	Cleaning the wharf	Chairman/Deputy Chairman	31.3.2016
2.	Cleaning and repair of sheds.	Chairman/Deputy Chairman/ Traffic Manager	31.3.2016
3.	Auction & disposal of all unserviceable items.	Chairman/Deputy Chairman/ Traffic Manager/CE/CME/ Estate Officer	31.1.2016
4.	Auction of all unclaimed goods.	Chairman/Deputy Chairman/ Traffic Manager	31.1.2016
5.	Painting with uniform colour code (unique to a port) all signages & boards.	Chairman/Deputy Chairman	31.1.2016
6.	Cleaning & repair of Port roads.	Chairman/Deputy Chairman/ Traffic Manager	31.3.2016
7.	Painting road signs, zebra crossings, pavement edges etc.	Chairman/Deputy Chairman/ Traffic Manager	31.1.2016
8.	Neat paving of the pavements & cement furniture along pavements.	Chairman/Deputy Chairman/CE/CME	31.3.2016
9.	Beautification & cleaning of parks.	Chairman/Deputy Chairman/ Estate Officer	31.3.2016
10.	Coverings Tiles, Moran, wooden chips in open areas after providing green' spaces.	Chairman/Deputy Chairman/ Estate Officer	31.3.2016
11.	Modernizing all Toilet complexes in the operational area and clean all the Toilets.	Chairman/Deputy Chairman/ Estate Officer	31.3.2016
12.	Placing dust bins (of uniform colour preferably green) at regular intervals (50 meters' interval)	Chairman/Deputy Chairman/ Estate Officer	31.1.2016
13.	Boards - indicating cleanliness messages - Dos & Don'ts.	Chairman/Deputy Chairman/ Estate Officer	31.1.2016
14.	Painting / whitewashing all office buildings & residences with proper colour code.	Chairman/Deputy Chairman/ Estate Officer	31.3.2016
15.	Cleaning & Painting of statues, if any.	Chairman/Deputy Chairman/ Estate Officer	31.3.2016
16.	Cleaning & repairing of all drainages & storm water system.	Chairman/Deputy Chairman/ Estate Officer	31.3.2016
17.	Plantation in open areas, avenues and corners.	Chairman/Deputy Chairman/ Traffic Manager/Estate Officer	31.3.2016
18.	Award to departments or officers whose	Chairman/Deputy Chairman	31.3.2016

	area/jurisdiction is most neat & clean.		
19.	Regular training to staff to generate awareness and inculcate the importance of a clean environment.	Chairman/Deputy Chairman/Traffic Manager/CE/CME/ Secretary/Estate Officer	31.3.2016
20.	Removing unnecessary vegetation.	Chairman/Deputy Chairman/Estate Officer	31.3.2016
