

# RIGHT TO INFORMATION

## 1. Particulars of Organization, Functions and Duties:

### ORGANIZATION:

Tariff Authority for Major Ports (TAMP) was created by an amendment to the Major Port Trust Act, 1963, in April 1997. The TAMP was constituted on 10 April 1997. The Office of the Authority is located on the 4<sup>th</sup> floor, Bhandar Bhavan, Muzawar Pakhadi Road, Mazgoan, Mumbai- 400 010.

The Authority consists of a Chairman and two Members. They are appointed under Section 47A(4) of the Major Port Trusts Act by the Central Government. The terms of office, conditions of service, qualifications, etc of the Chairman and Members of the Authority are governed by Sections 47A to 47D of the Major Port Trusts Act.

### FUNCTIONS & DUTIES:

The TAMP is empowered by Section 48, 49 and 50 of the Major Port Trusts Act to regulate the tariff and the conditionalities governing application of tariff for the services rendered by major port trusts and persons authorised under Section 42 as well as for use of properties of the Major Port Trusts (MPT).

The functions of TAMP include –

- (i) Regulation of tariff levied by the port for services rendered or facilities provided as specified under section 48 of the MPT Act, 1963.
- (ii) Fixation of charge, under section 49 of the said Act, for the use of properties belonging to, or in possession or occupation of, the port or place within the limits of the port or the port approaches.
- (iii) Fixation of fees, under section 49(A) and 49(B), respectively, of the said Act, for pilotage, hauling, mooring, re-mooring, hooking and measuring and other services rendered to the vessels and port dues on vessels entering the port.
- (iv) Fixation, under section 50 of the said Act, of consolidated scale of rates for combination of services.
- (v) The conditionalities governing application of the tariff/ charges/ fees/ dues.

## **2. Powers and Duties of the Officers and Employees:**

All tariffs are approved by the Authority in its meetings. The officers and employees assist the Authority in processing the case towards final consideration.

In emergent situations, the Chairman of the Authority is authorised to take decisions in anticipation of approval of the Authority. These decisions are reported to the Authority in the immediately following meeting for ratification.

## **3. Procedure in Decision Making:**

On receipt of a tariff proposal, it is registered as a 'tariff case'. Once a proposal is registered as a tariff case, consultation process is initiated to promote participation of all the relevant stake holders.

The proposal received from a Major Port or a Private Terminal Operator is forwarded to the concerned port user associations/major user organisations for comments. These comments are then sent to the proposer Port Trust or a Private Terminal operator as feedback information. The proposal is also internally scrutinized and necessary clarifications/additional information are obtained from the proposer.

As part of the consultative process, joint hearings are organised either at the Office of the Authority or at the Port level. On behalf of the Authority, the Chairman generally presides over the hearings.

Based on the totality of information collected, the Authority in its meeting decides on the proposal. The Orders passed in the meeting are notified in the Official Gazette of the Government of India. A copy of the notified Order is sent to the concerned port for implementation and to all other parties to the proceedings for information. The Order is also hosted on the website of the Authority which can be accessed and down loaded free of charge. The orders can be procured from the Government of India, Publications Department on payment of applicable charges.

## **4. Norms set for Discharge of its functions:**

The Authority discharges its functions as per the Transaction of Business Regulations, 1998. These regulations are formulated by the Authority and are notified. These Regulations are supplied to the all the Major Ports, Private Terminal Operators and the

major concerned users. These regulations are also available at the website <http://tariffauthority.gov.in>.

The Authority follows the following guidelines issued by the Government of India as policy directions u/s 111 of the Major Port Trust Act, 1963 for regulating tariff of Major Port Trusts and Private Terminals operating thereat which are notified in the Gazette of India -

<b>Sr.No.</b>	<b>Guidelines</b>	<b>Notification Date &amp; Gazette No.</b>
(i)	Tariff Guidelines, 2005	31/03/2005 vide G.No.39
(ii)	Upfront Tariff Guidelines, 2008	26/02/2008 vide G.No.27
(iii)	Reference Tariff Guidelines, 2013	30/09/2013 vide G.No.254

The above mentioned guidelines are hosted on the website of the Authority <http://tariffauthority.gov.in> which can be downloaded free of charge.

For fixation of lease rentals for port estate, the Authority is mandated to follow the Land Policy guidelines issued by the Government from time to time in the matter of regulating lease rentals at the major ports. The Ministry of Shipping has in January, 2014 announced Land Policy Guidelines, 2014 which is presently being followed by the Authority in the matter of regulating lease rentals of major ports.

The Land Policy Guidelines for Major Ports, 2014 are hosted on the website of the Ministry of Shipping- <http://shipping.nic.in> which can be downloaded free of charge.

#### **5. Rules, Regulations, Instructions, Manuals and Records held by it or under its control or used by its employees for discharge of its functions :-**

For administrative control, the Authority has notified various Regulations, which are primarily based on the corresponding Central Government Rules. The following regulations are notified in regard to the service conditions of the employees :-

1. Tariff Authority for Major Ports (Conduct) Regulations, 2001
2. Tariff Authority for Major Ports (Classification, Control and Appeal) Regulations, 2001
3. Tariff Authority for Major Ports (Temporary Service) Regulations, 2001
4. Tariff Authority for Major Ports (Leave) Regulations, 2001
5. Tariff Authority for Major Ports (Leave Travel Concession) Regulations, 2001
6. Tariff Authority for Major Ports (Livery) Regulations, 2001

7. Tariff Authority for Major Ports (Joining Time) Regulations, 2001
8. Tariff Authority for Major Ports (Traveling Allowance and Daily Allowance) Regulations, 2001
9. Tariff Authority for Major Ports (Recruitment to Group 'B' Posts) Regulations, 2001
10. Tariff Authority for Major Ports (Recruitment to Group 'C' & 'D' Posts) Regulations, 2001
11. Tariff Authority for Major Ports (Medical Attendance and Treatment) Regulation, 2004

Wherever specific Regulations are not separately notified, the relevant rules and instructions of the Central Government will apply.

#### **6. Categories of Documents held by the Authority:**

The Authority maintains records of all the cases in which orders are passed and notified. These files contain all the record from the receipt of the proposal till issue of the notified orders.

#### **7. Arrangement for consultation with public in relation to formulation of policy or implementation:**

The Authority does not generally consult individual users. The Authority, however, consults different Chambers of Commerce and Industries, Representative Bodies of port users and major port organizations of the concerned Major Ports or Private Terminal Operators, apart from the port trusts, terminal operators and the Government, wherever necessary.

#### **8. Statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise, and as to whether the meetings those boards, councils, committees and other bodies are open to public, or the minutes of such meetings are accessible for public:**

The Authority from time to time commissions studies by working groups on issues that are having national implications. The members of these working groups are drawn from the relevant stakeholders. These working groups have to submit their report in the specified time limit with its recommendations to the Authority. Usual consultation process is followed before the Authority decides on adoption of the recommendations made.

## 9. Directory of its Officers and Employees of the Authority:

The name and designation of the Officers and Employees on the rolls of the Authority are given below:-

Sr. No	Name of the Officer	Designation	Telephone	Fax	E-mail
01	Shri T.S. Balasubramanian	Member ( Finance )	23792012	022-23773400	memfin@tariffauthority.gov.in
02	Shri Rajat Sachar	Member (Economic) Part Time	011-23716619	011-23350648	rsachar@nic.in
03	Smt. Anuradha Sharma	Director	23792002		director1@tariffauthority.gov.in
04	Smt. Jyothi Venkatachalam	Jt. Director	23792005		
05	Shri Malla Srinivasa Rao	Deputy Director	23792007		
06	Shri Sameer S. Gokhale	Deputy Director	23792011		
07	Smt. Tejal Singh	Astt. Director (Tariff)/ DDO	23713127		
08	Shri Sandesh S. Sawant	Asstt. Director	23792006		
09	Shri Rajesh S. Chandragade	Astt. Director (I.T)	23792009		
10	Shri D.S. Bhople	Administrative Officer	23792013		
11	Shri G.V.S. Prasad	Pvt. Secretary	23792004		
12	Shri D. Kanakasabapathi	Section Officer (Admin)	23792008		
13	Smt. Laila Rodrigues	Personal Assistant	23792003 Extn-47		
14	Shri Shiv Shankar Rao	Junior Hindi Translator	23792000 Extn- 69		
15	Smt. Rajashree Dharne	Assistant (Admn)	23792000 Extn- 68		
16	Shri Sandeep G. Sawant	Assistant (Admn.)	23792000 Extn-76		
17	Smt. Sujata Gaikwad	Assistant (Tariff)	23792000 Extn-79		
18	Shri Bhushan Mule	Assistant (Tariff)	23792000 Extn - 72		
19	Shri Pritam Nimje	Assistant (Tariff)	23792000	022-23757879	tariff@tariffauthority.gov.in
20	Smt. Nandini N. Lad	Steno'C'	23792000 Extn-52		
21	Smt. Anita S. Teli	Steno'D'	23792000 Extn-43		
22	Shri Tauseef Farooquie	Steno'D'	23792000 Extn-74		
23	Shri Sunil Kumar	U.D.C.	23792000 Extn-67		
24	Ms. Kalpana Solanki	U.D.C.	23792000 Extn-60		
25	Shri Akhilesh Giri	L.D.C.	23792000 Extn-75		
26	Shri Swapnil D.Pawar	L.D.C.	23792000 Extn.40		
27	Shri Surinder Chand	L.D.C.	23792000 Extn.66		
28	Shri Raghunath D.Chavhan	S.C.D	23792000 Extn.-41		
29	Shri Sunil Dhawade	Peon	23792000 Extn.-73		
30	Shri Sushil Bansode	Peon	23792000 Extn.-64		
31	Shri Yogesh Pawar	Peon	23792000 Extn.64		
32	Shri Yuvraj Pawar	Peon	23792000 Extn.64		

**10. Monthly remuneration received by each of its officers and employees including the system of compensation:**

The officers and employees draw pay in the prescribed pay scale and other allowances as set by the Central Government. The name of the post, number of posts and the pay scale applicable to the post is tabulated below:

Sl. No.	Name of the Post	Number of Regular Post	Pay Scale applicable for the Post
01	Chairman	01	₹.80,000 (fixed)
02	Member (Finance)	01	₹.67,000 - (annual increment @ 3%) -79,000/-.

Sl. No.	Name of the Post	Number of Post	Pay Scale applicable for the Post
01	Secretary	01	₹.37,400-67,000+G.P. ₹.10,000/-
02	Director	01	₹.37,400-67,000 + G.P. ₹.8700/-
03	Joint Director	01	₹.15,600-39,100 + G.P. 7,600/-
04	Deputy Director	02	₹.15,600-39,100 + G.P. 6,600/-
05	Assistant Director (Tariff)	01	₹.15,600-39,100 + G.P. 5,400/-
06	Assistant Director (Finance)	01	₹.15,600-39,100 + G.P. 5,400/-
07	Assistant Director (Cost)	01	₹.15,600-39,100 + G.P. 5,400/-
08	Assistant Director (IT)	01	₹.15,600-39,100 + G.P. 5,400/-
09	Administrative Officer	01	₹.15,600-39,100 + G.P. 5,400/-
10	Programmer	01	₹.9300-34,800 + G.P. ₹.4600/-
11	Section Officer(Admin)	01	₹.9300-34,800 + G.P. ₹.4600/-
12	Private Secretary	04	₹.9300-34,800 + G.P. ₹.4600/-
13	Assistant	03	₹.9300-34,800 + G.P. ₹.4200/-
14	Stenographer Grade 'C'/PA	02	₹.9300-34,800 + G.P. ₹.4200/-
15	Accountant	01	₹.9300-34,800 + G.P. ₹.4200/-
16	Cashier	01	₹.9300-34,800 + G.P. ₹.4200/-
17	Jr. Hindi. Translator	01	₹.9300-34,800 + G.P. ₹.4200/-
18	Stenographer Grade 'D'	02	₹.5200-20,200 + G.P. ₹.2,400/-
19	Upper Division Clerk	02	₹.5200-20,200 + G.P. ₹.2,400/-
19	Clerk/Typist/LDC	03	₹.5200-20,200 + G.P. ₹.1900/-
20	Staff Car Driver	01	₹.5200-20,200 + G.P. ₹.1900/-
21	Peon	04	₹.5200-20,200 + G.P. ₹.1800/-
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**11. Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on expenditures made:**

The Authority has no agency. The Authority is allocated funds under planned expenditure. The funds received are in the form of Grants in-Aid.

**12. Manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programs:**

There are no subsidiary programs of this Authority.

**13. Particulars of concessions, permits or authorizations granted by it:**

There are no concessions, permits or authorizations granted by it.

**14. Details in respect of the information, available to or held by it, reduced in an electric form:**

The orders passed by the Authority are posted in the website of the Authority <http://tariffauthority.gov.in>. The website of the Authority can be accessed without any payment of fees/ subscription. The orders can also be procured on payment of prescribed fee from the Government publication department.

**15. Particulars of facilities available to citizens for obtaining information, including working hours of library or reading room, if maintained for public use:**

The Authority does not maintain any library room or a reading room for public use.

**16. Names, Designation and Other particulars of the Public Information Officer.**

The Public Information Officer of this Authority is Smt. Tejal Singh, Assistant Director, TAMP, Mumbai whose contact details are given below: Telephone No. : 23713127 Fax No. : 2375 7879 E.Mail ID. : [tariff@tariffauthority.gov.in](mailto:tariff@tariffauthority.gov.in)

**17. Such other information as may be prescribed:**

NIL