

RIGHT TO INFORMATION ACT, 2005

MANUAL ON

**ANDHRA PRADESH
MARITIME BOARD**

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Chapter 1

INTRODUCTION

1.1 Background

As per the Right to Information Act 2005, it is mandatory to give information to the public on the activities of every Public Officer. Hence, this information is given as directed by the Act.

1.2 Objective / purpose of this information handbook

To give information to the Public on the functions, duties and powers of Chief Executive Officer, AP Maritime Board and Subordinate Officers working under his control.

1.3 Who are the intended users of the handbook

This information can be used by the Shipping fraternity, Clearing and Forwarding Agents, Stevedorers, Registered Civil, Mechanical and Electrical contractors who are executing works in Maritime Board, citizens, Government and private companies / organizations who are interested in establishing Port based industries in Port area.

1.4 Definitions of key terms

Port includes also any part of a river or channel in which exports / imports operations to place by water transport.

Vessel includes anything made for the conveyance by water of human beings or of property.

Harbour Craft means catamarans plying for hire and flats and cargo, passengers and any other boats whether propelled by Oars or mechanical power and plying whether for hire or not and whether regularly or occasionally

1.5 Organisation information

Information has been prepared in the formats prescribed by the Government.

1.6 Getting additional information

Additional information can be obtained on personal contact / over phone / through e-Mail / through web site from the Officers mentioned or listed out in Chapter-17 of this book-let on payment of prescribed fees.

1.7 Names and addresses of key contact Persons

Names and addresses of key contact persons are listed in Chapter-10 of this book-let or from the following address:

Website : www.ports.ap.gov.in

E-Mail : ceo-apmb@ap.gov.in / ceo.apmb@gmail.com

Chapter 2

Organization, Functions and Duties

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

2.1 Particulars of the organization, functions and duties:-

Sl. No.	Name of the Organisation	Address	Functions	Duties
1	A.P. Maritime Board	1 st Floor, Port Administrative Building, Beach Road, Kakinada – 533 001.	Provide facilities at the various Ports for the export / import of various commodities of the hinterland. Conservation of all Intermediate and Minor Ports existing under the control of State Government.	<ol style="list-style-type: none">1) Granting certificates of Entry / Clearances to the vessels and levying of Port dues and affording assistance for signalling between shore to ship and vice-versa.2) Surveying of vessels under Harbour Craft rules and regulations of traffic.3) Displaying Meteorological weather signals and warnings to shipping at selected Ports4) Levy of Port charges ie., Godowns / Transit sheds and ground rent, launch hire charges etc., as approved by the Government from time to time.5) Maintenance of navigational lights for guidance to Mariners.6) Accessing Port lands for Marine purposes.7) Attending to war watching duties as required by the Indian Navy.

Chapter 3

Powers and Duties of Officers and Employees on 31-07-2016 [Section 4(1)(b)(ii)]

3.1 Details of the powers and duties of Officers and employees of the authority by designation as follows:

S. No.	Name of the Officer/ Employee Designation	Duties allotted	Powers
1	Sri K. Muralidharan Chief Executive Officer	<p>Statutory: Head of the Department</p> <p>Administrative: Marine Advisor to Government. Administrative control over the conservancy of all the Intermediate and Minor Ports in the State</p> <p>Financial: Vested in full powers to accord technical sanctions to specialized Nautical Marine works.</p> <p>Other: Appointing authority upto 2nd level Gazetted posts and run the administration with the help of unit officers and take policy decisions wherever necessary and also implement the Government orders and he will assist the Government in all Port issues.</p>	
2	Sri G.V. Raghava Rao, Port Officer (FAC), Kakinada	<p>Statutory: He is the conservator of the Ports as per the Sec.7 of Indian Ports Act, 1908. He shall be the registering officer under the A.P State Ports Harbour Crafts Rules, 1908. He shall be the inspecting officer under Sub Sec.1 of Sec.238 and 287 of Indian Merchant Shipping Act, 1958 and the instructions received from time to time from the Mercantile Marine Dept. shall be followed. Frequently examine the light apparatus and navigational aids at the Ports and be responsible for their efficient up keeping and maintenance.</p> <p>Administrative: Appointing authority in respect of Class-IV posts and also attending the duties in connection with Port facility security aspects.</p>	

3	Capt. K.Sridharma Sastha, Master Mariner, Port Officer, Machilipatnam (Contract Basis)	<p>Statutory: He is the conservator of the Ports as per the Sec.7 of Indian Ports Act, 1908. He shall be the registering officer under the A.P State Ports Harbour Crafts Rules, 1908. He shall be the inspecting officer under Sub Sec.1 of Sec.238 and 287 of Indian Merchant Shipping Act, 1958 and the instructions received from time to time from the Mercantile Marine Dept. shall be followed. Frequently examine the light apparatus and navigational aids at the Southern Ports and be responsible for their efficient up keeping and maintenance.</p> <p>Administrative: Appointing authority in respect of Class-IV posts and also assist the higher officials in relevant matters and also having the powers to draw the pay and allowances of staff and disbursement and powers up to Rs.5,000/- for purchases and Rs.40,000/- to works on administration and Rs. up to 1,00,000/- for technical sanction</p>	
4	Sri G.V.Raghava Rao, Superintending Engineer (Marine)	<p>Statutory: Cadre controlling authority in respect of all the Engineering Divisions in A.P. Maritime Board.</p> <p>Administrative: He will look after all the Engineering works and assist the HoD in all Engineering side works/ schemes / projects and also issue the technical sanctions and guide the CEO in day to day administration.</p> <p>Financial: Drawing and Disbursing Officer.</p> <p>Other: Appointing authority in respect of Class-IV posts and also attend the duties in day to day administration as instructed by the higher officials.</p>	

5	Sri K.V.K Pallarao, Dy.E.E., Executive Engineer , Marine Division (FAC), Kakinada.	Statutory: He is responsible for administrative control of the Divisions and the Sub Divisions at Kakinada besides the electrical staff allotted to the Marine Division. He is also responsible for the execution of all the civil works both capital and maintain at all the Minor Ports. Overall in-charge of all the Civil and Marine works of the Division.	
		Administrative: Appointing authority up to Class-IV posts. Assist the S.E.(M) in all administrative matters and Engineering matters.	
		Financial: Drawing and Disbursing Officer / to accord administrative sanction for Mechanical/ Electrical works up to Rs.40,000/-. Purchase of T&P up to Rs.5,000/-, Technical sanction up to Rs.1.00 lakh.	
		Other: Attend the duties in day to day administration as instructed by the higher officials	
6	Kum. M.B.PadmaSreni, Executive Engineer, Marine Division, Machilipatnam.	Statutory: All the south zone Ports under the control of Port Officer, Machilipatnam	
		Administrative: Appointing authority upto Class-IV posts. She will assist the higher officials regarding the matters in-connection with Marine, Civil and in Port operations at Machilipatnam	
		Financial: Drawing and Disbursing Officer / to accord administrative sanction for works up to Rs.40,000/-. Purchase of T&P up to Rs.5,000/-, Technical sanction up to Rs.1.00 lakh.	
7	Sri T.SaiBabu, Deputy Executive Engineer, Executive Engineer (FAC) (Technical Wing), O/o S.E.(M), Kakinada.	Statutory: Drawing & Disbursing Officer Technical assistance to the S.E (M), Kakinada.	
		Administrative: Assist the S.E.(M) in all administrative matters and Engineering matters	
		Financial: Drawing & Disbursing Officer	
		Other: Attend the duties in day to day administration as instructed by the higher officials	

8	Dy. Commr.of Labour Kakinada Port	Statutory: To solve the labour disputes as per the Labour laws / Acts.	
9	Smt. P. Bhavani Andal, Personal Assistant to CEO	Statutory: Powers and duties as delegated by the Chief Executive Officer.	
		Administrative: Assistance in administration to the Chief Executive Officer.	
		Financial: Drawing & Disbursing Officer in respect of O/o Chief Executive Officer. (Head of the Department).	
10	Sri P. Satyam, Harbour Crafts Superintendent	Statutory: Powers and duties as delegated by the Port Officer. Financial: Drawing & Disbursing Officer in respect of Port Office, Kakinada.	

Chapter 4

Procedure Followed in Decision-making Process

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

4.1 Procedure followed in decision-making by the public authority.

Activity	Description	Decision-making process	Designation of final decision-making authority
Goal-setting & Planning	Increase of trade and earning more revenue by providing the required infrastructural facilities	Based on the budget allocations by the Government infrastructure facilities and other immunities will be provided to increase the trade in A.P Ports.	Government in Infrastructure and Investment Department
Budgeting	Budget Estimates for implementation of Plan and Non-Plan schemes	Budget proposal submission to Government for sanction of grant.	Government in Infrastructure and Investment Department
Formulation of programmes, schemes and projects	Development of all Minor Ports in Andhra Pradesh	Obtain proposals from the concerned Engineering Divisions / consultants and submit proposals to Government	Government in Infrastructure and Investment Department
Recruitment / hiring of personnel	Recruitment through APPSC / Dist. Employment Office and Compassionate appointment	Chief Executive Officer is the appointing authority up to 2 nd level Gazetted. In respect of Class-IV, Head of Office concerned	Government is the appointing authority in respect of posts above 2 nd level Gazetted up to HOD.
Release of funds	Funds under Plan / Non-Plan works and salaries	Submitting proposals to Government	Government in Infrastructure and Investment Department
Implementation/ delivery of service / utilization of funds	Utilisation of funds on the execution of developmental works and salaries by the unit Officers and Port Officer	Distribution of funds to the Divisional Officers	Chief Executive Officer
Monitoring & evaluation	The Plan and Non-Plan works will be executed by the S.E.(M) and monitored by the E.E. Regarding Port operations, the P.O. is the monitoring authorities	The Chief Executive Officer will monitor the entire Port operations execution of works in all the Minor Ports in the State.	Chief Executive Officer

Gathering feedback from public	Taking up the programmes as per the suggestions / requirements of the shipping fraternity / Port users in respect of Port Operations and from the registered contractors in respect of works etc.	CEO will conduct periodical meetings with the Port users to discuss the requirements for the development of the Port	Chief Executive Officer
Undertaking improvements	Improvement of infrastructure facilities like laying of roads, allotments of land for construction of godowns, stockyards for Port user for increasing the trade	Submission of proposals for allotment of lands on long lease to Government for construction of godowns to Port users.	Chief Executive Officer / Government in Infrastructure & Investment Department

Chapter 5

Norms set for the Discharge of Functions

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

5.1 Details of the norms / standards set by the public authority for the discharge of its functions / delivery of services.

S. No.	Function / Service	Norms / standards of Performance set	Time frame	Reference document prescribing the norms (Citizen's Charter, Service Charter etc.)
1	Port entry / clearance	Indian Ports Act, 1908	Two hours	Indian Ports Act, Harbour Craft Rules, Port Manual, Merchant Shipping Act
2	Sign in / Sign off	Indian Ports Act, 1908	Two hours	
3	Shipping bill	Indian Ports Act, 1908	Two hours	
4	Allotment of Godown	Indian Ports Act, 1908	One day	
5	License for Port sites	Indian Ports Act, 1908	Three days	
6	Fishing boat /Steel Dumb Barge Registration Renewal	AP HC Rules	Seven days Three days	
7	Change of Ownership / Crew on Fishing Boat	AP HC Rules	One day	

Chapter 6

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

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

6.1 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.

S. No.	Description	Gist of contents	Price of the publication if priced
Rules & Regulations			
1	A.P.Harbour Crafts Rules, 1980	Surveying and licencing under Harbour Crafts rules and regulation of plying of Harbour crafts	--
2	A.P.Minor Ports L&S fees rules	Assessing goods and levying L&S fees	--
...	Rules for grant of M.O.T. fees Rules for collection of Port dues	Payment of O.T. fees as per Government orders to the services rendered by the conservancy staff/Ministerial staff out of Office hours and on holidays As per the Government orders issued from time to time	--
Manuals			
1	A.P. Port Manual	Complete information on the duties and functions of the Officers and procedures prescribed for Port operations	--
2	The Indian Ports Act 1908 A.P.H.C. Rules, 1930	Powers and duties of the Port Officials for conservancy of Ports	--
...	The Indian Merchant Shipping Act, 1927	Inspection of vessels by Port Officer, and implementation of MMD specifications	--
Records			
1	Entry & Clearance Register	Information on the vessels calling at the Port	--
2	Sign on /Sign off register	Information regarding crew on board.	--
...	Port log book	Daily weather conditions	--
Publications			
1	Tender notices	Related to execution of Port works	--
2	Notices to Mariner etc.	Instructions to vessels / Mariners regarding sailing	--

Chapter 7

Categories of Documents held by the Public Authority under its control

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

7.1 Information about the official documents held by the public authority or under its control.

S. No.	Category of document	Title of the document	Designation and address of the custodian (held by / under the control of whom)
1	Register of Registration of cargo boats / fishing boats etc.	APHC Rules	Port Officer
2	Register of renewals of boats at Ports	APHC Rules	Port Officer
3	Register of Annual licences of Port lands	Lands Annual Licence Register	Port Officer
4	Register of Go downs	Godowns Register	Port Officer
5	Concessionaire agreement of Deep Water Port at Kakinada	Concession Agreement	Infrastructure and Investment (Ports) Department
6	Agreement for privatisation of Gangavaram Port	Concession Agreement	Infrastructure and Investment (Ports) Department
7	Agreement for privatization of Krishnapatnam Port	Concession Agreement	Infrastructure and Investment (Ports) Department
8	Machilipatnam Deep Water Port Project	Concession Agreement	Infrastructure and Investment (Ports) Department
9	Master Plan for land use and water front in-respect of Kakinada Port prepared by M/s L&T Ramboll	Master Plan	Infrastructure and Investment (Ports) Department
10	Orders regarding fixation of rent on godowns / Port lands / Floating crafts and payment of O.T. fees etc., issued by Govt.	Government Orders	Port Officer

Chapter 8

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]

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

S. No.	Function / Service	Arrangements for consultation with, or representation of public in relations with policy formulation	Arrangements for consultation with or representation of public in relations with policy implementation
1	Leasing of godowns, Floating crafts, allotment of jetties and lands, loading and unloading of cargo etc.	Conduct meeting with the Chamber of Commerce, C&F agents, Barge / Boat owners and labour union representatives.	Conduct review meetings with all the concern for smooth implementation of the policy.

Chapter 9

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

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

9.1 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
----- NIL -----			

Chapter 10
Directory of Officers and Employees
on 31-07-2016
[Section 4(1)(b)(ix)]

10.1 Information on Officers and employees working in different units or Offices at different levels and their contact addresses in the following format (including Officers in charge of grievances redressal, vigilance, audit etc.)

S. No	Name of Office / administrative unit	Name, Designation & Address of Officer / Employee	Telephone & Fax Office Tel: Residence Tel: Fax:	e-mail
1	O/o Chief Executive Officer	Sri K. Muralidharan, Chief Executive Officer 1 st Floor, AP Maritime Board, Port Admn Building, Beach Road, Kakinada.	0884-2363825 (O) Fax: 0884-2367055	ceo-apmb@ap.gov.in ceo.apmb@gmail.com
2	O/o Chief Executive Officer	Lt. Cdr. B.M. Ravindranath Reddy, Dy. CEO 1 st Floor, AP Maritime Board, Port Admn Building, Beach Road, Kakinada	0884-2363825 (O)	dyceo-apmb@ap.gov.in dyceo.apmb@gmail.com
3	O/o of Chief Executive Officer	Sri K.S.V.S. Kameswara Rao, General Manager (Admn) Port Administrative Building, Beach Road, Kakinada	0884-2363825 (O)	ceo-apmb@ap.gov.in ceo.apmb@gmail.com
4	O/o of Chief Executive Officer	Smt. P. Bhavani Andal, P.A.to CEO Port Administrative Building, Beach Road, Kakinada	0884-2363825 (O) Fax: 0884-2367055	ceo-apmb@ap.gov.in ceo.apmb@gmail.com
5	Port Office, Kakinada	Sri G.V. Raghava Rao, Port Officer (FAC), Port Administrative Building, Beach Road, Kakinada	0884-2376129 (O)	portofficerkkd@gmail.com
6	Port Office, Machilipatnam	Capt.K.Sridarmasastha, Master Mariner, Port Officer (Contract Basis) Machilipatnam	08672-223331 (O)	po.mtmport@gmail.com
7	O/o Superintending Engineer (M) Kakinada	Sri G.V.Raghava Rao, S.E (M), Kakinada Port Administrative Building, Beach Road, Kakinada	0884-2364401 (O)	seapports@yahoo.com

8	O/o Superintending Engineer (M) Kakinada	Sri T.Sai Babu, Executive Engineer(TW), Port Administrative Building, Beach Road, Kakinada	0884-2364401 (O)	seapports@yahoo.com
9	Marine Division, Kakinada	Sri K.V.K.Pallarao, Dy. E.E., Executive Engineer (Marine), FAC Near Port Railway Station, Kakinada.	0884-2375705 (O)	marineportkkd@gmail.com
10	Marine Division, Machilipatnam	Kum M.B.Padma Sreni, Executive Engineer Marine Division, Machilipatnam	08672-223568 (O)	eemarine.mtm@gmail.com
11	Port Office, Kakinada	Sri P. Satyam, Harbour Crafts Superintendent, Port Administrative Building, Beach Road, Kakinada	0884-2375702 (O)	portofficerkkd@gmail.com
12	Port Office, Kakinada	Sri G. Raja Babu, Superintendent, Port Administrative Building, Beach Road, Kakinada	0884-2375702 (O)	portofficerkkd@gmail.com
13	Port Office Kakinada	Sri G.V. Raghava Rao, Port Facility Security Officer, Port Administrative Building, Beach Road, Kakinada	0884-2376129 (O)	portofficerkkd@gmail.com

Chapter 11

Monthly Remuneration received by Officers and Employees, including the System of Compensation as provided in Regulations

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

11.1 Information on remuneration and compensation structure for Officers and employees of the office of Chief Executive Officer, APMB (HoD) in the following format for the month of **January, 2022.**

S. No.	Designations	Monthly Remuneration including its composition Net amount in Rs.	System of compensation to determine remuneration as given in regulation (Pay+DA+HRA+IR+ Other allowances if any) (Gross Amount inRs)
1	Sri K.Muralidharan Chief Executive Officer	--	Yet to be finalized by Govt.
2	Smt. P.Bhavani Andal Personal Assistant to CEO	52,924/-	95,484/-
3	S. Srinivasa Rao, Divisional Accounts Officer (Works) Gr-II	61,975/-	77,209/-
4	S.A. Rahman, Superintendent,	49,934/-	71,198/-
5	L. Suresh, Superintendent,	50,403/-	60,324/-
6	Ch. Srinivasu, Superintendent,	63,758/-	83,655/-
7	K. Srinivasa Rao, Senior Stenographer,	48,093/-	54,552/-
8	G.Venkata Kirana Kumari, Senior Assistant,	39,125/-	45,687/-
9	S.Rajesh, Senior Assistant,	41,316/-	48,323/-
10	K. Nagaswara Rao, Driver,	53,664/-	62,539/-
11	Smt.N.SantaKumari, Record Assistant,	61,665/-	83,655/-
12	B.Kantha Lakshmi, Record Assistant,	32,603/-	38,628/-
13	Abdul Salam, Roneo Operator,	45,769/-	67,359/-
14	B.Venkateswara Rao, Daffedar,	32,528/-	48,323/-
15	K.Siva Prasad, Office Subordinate,	21,798/-	25,078/-
16	S. Bharathi, Office Subordinate,	21,645/-	24,373/-
CONTRACT BASED:			
1	Lt. Cdr.B.M. Ravindranath Reddy, Dy.CEO	99,017	120,000
2	Sri.K.Murali Krishna, C.G.M (Land Affairs)	154,800	155,000
3	K.S.V.S. Kameswara Rao, G.M (Admn)	90,820	95,000
4	Auszad Shaik, G.M. (BD)	90,820	95,000
5	S.V.V. Raghavulu, AGM	64,800	65,000
6	Pranav R Pai, Consultant to BD	39,800	40,000
7	Shaik Ahmed Alisha, Dy. Manager	34,800	35,000
8	M.Naveen Kumar, Project Co-ordinator	29,800	30,000
9	D.Ramcharan, Jr.Accountant	20,800	21,000
10	M.Veerababu, Jr.Accountant	20,800	21,000
11	K. Sowsriya, DEO cum Assistant	16,250	16,400
12	M. Yesu Jyothi, DEO cum Assistant	16,250	16,400

13	K. Venkata Lakshmi, DEO cum Assistant	16,250	16,400
14	B. Krishna Reddy, Driver	18,310	18,460
15	U. Anil Kumar, Driver	18,310	18,460
16	M. Ellesh, DEO	15,000	15,000
17	K. V. Sai Durga Prasad, Office Subordinate	13,000	13,000
18	V. Jaya Babu, Office Subordinate	13,000	13,000
19	T. Apparao, Office Subordinate	13,000	13,000
20	N.Nagalakshmi, Sweeper	13,000	13,000
21	K. Saritha, Sweeper	13,000	13,000
22	V. Subrahmanyeswar, Office Subordinate	12,000	12,000

Chapter 12
Budget Allocated to Each Agency including Plans etc.
[Section 4(1)(b)(xi)]

12.1 Information about the details of the plans, programmes and schemes undertaken by the public authority for each agency for the year 2020-21 (Rs.in Crores).

Sl. No	Agency	Plan / Programme / Scheme / Project /Activity / Purpose for which budget is allocated	Expenditure for 2020-21	Outcome	Report on disbursements made or where such details are available (web site, reports, notice board etc.)
1	Kakinada Port	1500.87	1500.87	Kakinada Anchorage Port acquired Rs.55.92 Crores during 2020-21, entire revenue pertains to APMB, as the Port is under direct operation of APMB	
2.	Kakinada Deep Water Port	--	--	M/s KSPL., acquired Rs.649.09 crores during 2020-21, out of which they pay Rs.131.04 crores as revenue share to Govt.	
3	Gangavaram Port	--	--	M/s GPL., acquired Rs.1,057.67 crores during 2020-21, out of which they pay Rs.22.21 crores as revenue share to Govt.	
4	Krishnapatnam Port	--	--	M/s KPCL., acquire Rs.1,769.37 crores during 2020-21, out of which they pay Rs.46.06 crores as revenue share to Govt.	
5	Machilipatnam Port	1053.75	1053.75		
6	Rawa Port	--	--	Ravva Port acquired Rs. 0.62 Crores during 2020-21, entire revenue pertains to APMB, as the Port is under direct operation of APMB.	
7	Bhavanapadu Port	1001.00	1001.00	Port under development	
8	Kakinada Special Economic Zone Port	5.00	5.00	Port under development	
9	Ramayapatnam Port	1000.00	1000.00	Port under development	

12.2 Information on the budget allocated for different activities under different programmes / schemes / projects etc. in the given format

(Rs. in Cr.)

Agency	Programme / Scheme / Project /Activity Purpose for which budget is allocated	Amount released last year i.e, 2019-20	Amount spent last year i.e., 2019-20	Budget allocated during the year 2020-21	Budget released during the year 2020-21
A.P Maritime Board	Staff salaries / Maintenance of work (Capital expenditure)	37.40	37.99	45.61	1.66
	Salaries and works (Revenue expenditure)	23.42	17.62	18.20	12.54

Chapter 13

Manner of Execution of Subsidy Programmes

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

- 13.1 Activities / programmes / schemes being implemented by the public authority for which subsidy is provided.
- 13.2 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 to grant subsidy
Not Applicable to this Department			

- 13.3 The manner of execution of the subsidy programmes.

Name of programme / activity	Application procedure	Sanction procedure	Disbursement procedure
Not Applicable to this Department			

Chapter 14

Particulars of Recipients of Concessions, Permits or Authorisation Granted by the Public Authority [Section 4(1)(b)(xiii)]

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

Institutional 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
Not Applicable to this Department				

Name of programme / scheme:				
Sl. No.	Name & address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority
Not Applicable to this Department				

Individual Beneficiaries

Name of programme / scheme:				
Sl. No.	Name & address of recipient beneficiaries	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority
Not Applicable to this Department				

Name of programme / scheme:				
Sl. No.	Name & address of recipient institutions	Nature / quantum of benefit granted	Date of grant	Name & Designation of granting authority
Not Applicable to this Department				

Chapter 15

Information Available in Electronic Form

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

- 15.1 Details of information related to the various schemes of the department which are available in electronic formats. (Floppy, CD, VCD, Web site, Internet etc.)
- 15.2 Particulars of facilities available to citizens for obtaining information including the working hours of a library or information Center or reading room maintained for public use where information relating to the department or records / documents are made available to the public.

Electronic format	Description (site address / location where available etc.)	Contents or title	Designation and address of the custodian of information (held by whom?)
Website	Port Administrative Building, Beach Road, Kakinada - 533 001.	www.ports.ap.gov.in	Chief Executive Officer, Kakinada
e-Mail I.D.	Port Administrative Building, Beach Road, Kakinada - 533 007.	ceo-apmb@ap.gov.in / ceo.apmb@gmail.com	Chief Executive Officer, Kakinada

Chapter 16

Particulars of Facilities available to Citizens for obtaining information

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

16.1 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
Notice Board	Exhibited at the entrance of the Office	Display of Government notices and Government orders made available in this Office
News paper Reports	Press note released to print media by the concerned Officers of the Department	Paper clippings in respect of departmental news published from time to time
Public Announcements	-	-
Information Counter	-	-
Publications	-	-
Office Library	Acts / Manual and various Govt. orders relating to Port operations are available in this Office	Regarding Port operations information is available by display citizen charter in front of Port Office, Kakinada
Websites	Regarding Port information	www.ports.ap.gov.in
Other Facilities (name)		Duties and powers entrusted to various Officers of the Department to complete the work within the stipulated time as per citizens charter and also as per Govt.orders.

Chapter 17

Names, Designations and other Particulars of Public Information Officers

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

17.1 Contact information about the Public Information Officers and Assistant Public Information Officers designated for various Offices / administrative units and Appellate Authority / Officer(s) for the public authority in the following format.

Assistant Public Information Officer(s) (APIOs):

S. No.	Name of Office / Administrative unit	Name & Designation of APIO	Office Tel: Residence Tel: Fax:	e-Mail
1	Chief Executive Officer, Kakinada	Sri L. Suresh Superintendent	0884-2363825 (O) Fax:0884-2367055	ceo-apmb@ap.gov.in ; ceo.apmb@gmail.com
2	Port Office, Kakinada	Sri G. Rajababu, Superintendent	0884-2376129 (O)	portofficerkkd@gmail.com
3	Port Office, Machilipatnam.	Sri N.Siva Rama Krishna, Senior Asst.	08672-223331 (O)	po.mtmport@gmail.com
4	Superintending Engineer (M), Kakinada.	Sri D. Joseph, Superintendent.	0884-2364401 (O)	seapports@yahoo.com
5	Executive Engineer, Marine Divn., Kakinada	U. Sarveswara Rao, Asst. Engineer	0884-2375705 (O)	marineportkkd@gmail.com
6	Executive Engineer, Marine Divn., Machilipatnam.	M. Sivaiah, Dy. Executive Engineer (Civil)	08672-223568 (O)	eemarine.mtm@gmail.com

Public Information Officer(s) (PIOs):

Sl. No.	Name of Office / Administrative unit	Name & designation of PIO S/sri	Office Tel: Residence Tel: Fax:	e-Mail
1	Chief Executive Officer, Kakinada	Smt. P. Bhavani Andal,, P.A. to CEO	0884-2363825 (O) Fax:0884-2367055	ceo-apmb@ap.gov.in ; ceo.apmb@gmail.com
2	Port Office, Kakinada	Sri P. Satyam, Harbour Crafts Superintendent,	0884-2376129 (O)	portofficerkkd@gmail.com
3	Port Office, Machilipatnam.	Sri N. Siva Rama Krishna, Port Conservator (FAC)	08672-223331 (O)	po.mtmport@gmail.com
4	Superintending Engineer (M), Kakinada.	Sri T. Sai Babu Executive Engineer (TW)	0884-2364401 (O)	seapports@yahoo.com
5	Executive Engineer, Marine Divn., Kakinada	Sri A.S. Prakasa Rao, Dy. Executive Engineer (Civil)	0884-2375705 (O)	marineportkkd@gmail.com
6	Executive Engineer, Marine Divn., Machilipatnam.	Sri K. Muni Reddy, Deputy Executive Engineer (Mechanical)	08672-223568 (O)	eemarine.mtm@gmail.com

Appellate Authority:

S. No.	Name, Designation & Address of Appellate Officer	Jurisdiction of Appellate Officer (Offices / administrative units of the authority)	Office Tel: Residence Tel: Fax:	e-Mail
1	Sri K.S.V.S. Kameswara Rao, General Manager, (Admin) Kakinada.	O/o Chief Executive Officer, AP Maritime Board, Kakinada	0884-2363825 (O) Fax:0884-2367055	ceo-apmb@ap.gov.in ; ceo.apmb@gmail.com
2	Sri G.V. Raghava Rao, Port Officer (FAC)	Port Office, Kakinada	0884-2376129 (O)	portofficerkkd@gmail.com
3	Capt.K.Sridharma Sashta, Port Officer	Port Office, Machilipatnam.	08672-223331 (O)	po.mtmport@gmail.com
4	Sri G.V.Raghava Rao, Superintending Engineer (M), Kakinada	O/o Superintending Engineer (M), Kakinada	0884-2364401 (O)	seapports@yahoo.com
5	Sri KVK Pallarao, Dy.E.E. Executive Engineer (FAC)	O/o Executive Engineer, Marine Divn. Kakinada	0884-2375705 (O)	marineportkkd@gmail.com
6	Kum. M. B. Padma Sreni, Executive Engineer	O/o Executive Engineer, Marine Divn., Machilipatnam.	08672-223568 (O)	eemarine.mtm@gmail.com

Chapter 18

Other useful Information

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

18.1 Any other information or details of publications which are of relevance or of use to the Citizens.

Hoisting of weather warning signals in the Port Office premises near Jawahar Jetty during cyclonic weather as specified by the Meteorological Department for awareness of citizens as well as fishermen, fishing boats and other sailing vessels.

18.2 Information of your department which is excluded under section 8(1) of the Act and / or under rules of the State Government as guidance to the public seeking information from your department.

Place: Kakinada

Name and Designation: K. Muralidharan

Date: 08.02.2022

Chief Executive Officer

Department : A.P. Maritime Board

(Note): Information provided in these chapters should be updated from time to time and revised date should be mentioned.