

कूरध्वती : 91-22-22614391
: 91-22-66564051
फॉक्स नं. : 91-22-22619016
ई मेल : tm@mbptmail.com
Telephone : 91-22-22614391
: 91-22-66564051
Fax No. : 91-22-22619016
E-mail : tm@mbptmail.com

मुंबई पोर्ट ट्रस्ट
Mumbai Port Trust



यातायात प्रबंधक का कार्यालय,
पल्लभ भवन,
शूरजी वल्लभदास मार्ग,
मुंबई - 400 001.
Traffic Manager's Office,
Port House,
Shoorji Vallabhdas Marg,
Mumbai - 400 001.

No.: TM/M/13-5/RTI/197/62/377 of 2019-20

E1 JAN 2020

Shri Akshay Subhash Gujar
Mumbai 400067.

Sub:- Information sought under RTI Act, 2005.

**Ref: Your online application under Registration
No.MPTRS/R/2019/50047/3 dated 06.12.2019**

Sir,

Your online RTI application dated 06.12.2019 received in this office on 09.12.2019 also, a hard copy of RTI application received from Shri S.R. Aphale, Dy. Secretary & CPIO, HR Section, General Administration Department of Mumbai Port Trust on 24.12.2019 vide his letter no. GAD.P.GEE-RTI/Case No.63/7378 dated 23.12.2019 to provide information regarding point nos. 1 & 2.

2. Assistance from concerned officer of Traffic Department, was sought as per the provisions under Section 5(4) of the RTI Act, 2005.
3. On the basis of the information received from the concerned officer of Traffic Department the information / reply is as under :

The information pertaining to point no. 1 & 2 is attached herewith (08 pages)

4. In case you are not satisfied with the reply, you may appeal to Smt. S.G. Patwardhan, Sr. Dy. Secretary, MbPT and the First Appellate Authority, 2nd Floor, Port Bhavan, Shoorji Vallabhdas Road, Ballard Estate, Mumbai - 400 001 against the same. Her email ID and contact number is spatwardhan@mbptmail.com and 022-66564047. The period within which appeal could be preferred is 30 days from the date of this communication. The prescribed format of appeal/petition (Annexure D) is enclosed.

DA : As above.

Yours faithfully,

(N.W. GAWANDE)

**DY. TRAFFIC MANAGER (GEN.) &
CENTRAL PUBLIC INFORMATION OFFICER
TRAFFIC DEPARTMENT**

Tel.no. 022-66564053

Email ID - nw.gawande@mumbaiport.gov.in

ANNEXURE - A

POINT NO. 1

Name of Officer	Designation	Sanctioned Strength	Operating Strength
Shri A.K. Bose	Traffic Manager	1	1
Shri P.P. Phansekar	Sr. Dy. Traffic Manager	5	5
Shri K. Uthayakumar	Sr. Dy. Traffic Manager		
Shri G.S. Dey	Sr. Dy. Traffic Manager		
Shri R. N. Shaikh	Sr. Dy. Traffic Manager		
Shri A.S. Sengar	Sr. Dy. Traffic Manager		
Shri R. R. Mane	Dy. Traffic Manager	7	7
Shri R. J. Sawant	Dy. Traffic Manager		
Shri N.W. Gawande	Dy. Traffic Manager		
Shri S.V. Prakash	Dy. Traffic Manager		
Shri S.M. Deshmukh	Dy. Traffic Manager		
Shri A.K. Jha	Dy. Traffic Manager		
Shri S.H. Tiwari	Dy. Traffic Manager		
Shri Sanjeev Kumar	Sr. Asstt. Traffic Manager	12	11
Shri I. S. Swami	Sr. Asstt. Traffic Manager		
Shri C.T.R.D'souza	Sr. Asstt. Traffic Manager		
Shri S. P. Shringarpure	Sr. Asstt. Traffic Manager		
Shri S. V. Dighe	Sr. Asstt. Traffic Manager		
Shri A.B. Ithape	Sr. Asstt. Traffic Manager		
Shri A. B. Zarkar	Sr. Asstt. Traffic Manager		
Shri S.K. Chavan	Sr. Asstt. Traffic Manager		
Shri P.U. Kamble	Sr. Asstt. Traffic Manager		
Shri S. B. Mulik	Sr. Asstt. Traffic Manager		
Shri C.K. Raut	Sr. Asstt. Traffic Manager		
Shri P.B. Reddy	Asstt. Traffic Manager Gr.I		
Shri V.K. Yadav	Asstt. Traffic Manager Gr.I		
Shri P.A. Singh	Asstt. Traffic Manager Gr.I		
Shri R.A. Sawant	Asstt. Traffic Manager Gr.I		
Kum. D. S. Telang	Asstt. Traffic Manager Gr.I		
Shri P. K. Meena	Asstt. Traffic Manager Gr.I		
Smt. D.V. Colaco	Asstt. Traffic Manager Gr.I		
Shri R.K. Chandiramani	Asstt. Traffic Manager Gr.I		
Shri Y.D. Nagpure	Asstt. Traffic Manager Gr.I		
Shr. D R Patel	Asstt. Traffic Manager Gr.I		
Shri S.D. Hande	Asstt. Traffic Manager Gr.I		
Shri H.C. Sawant	Asstt. Traffic Manager Gr.I		
Shri Dilip K. Kolekar	Asstt. Traffic Manager Gr.I		
Shri Siddhesh C. Shigwan	Asstt. Traffic Manager Gr.I		
Shri Himanshu Gajbhiye	Asstt. Traffic Manager Gr.I		
Shri Prateek Harsh	Asstt. Traffic Manager Gr.I		
Shri Prakash Date	Asstt. Traffic Manager Gr.I		
	Asstt. Traffic Manager, Hazardous Cargo	1	0
Shri K.B. Phalebhay	Supervisor (Cash & Bills)	2	1
	Chief Administrative Officer (OBL)	1	0
	Secretary (OBL)	1	0
Shri S.S. Dalvi	Administrative Officer	1	1
Shri H.R. Jadhav	Asstt. Administrative Officer	4	3
Shri Ashok E. Katarnavare	Asstt. Administrative Officer		
Shri Vincent Pereira	Asstt. Administrative Officer		
Shri M.G. Kulkarni	Dy. Director (Research)	1	1
	Asstt. Director (Research)	1	0

ISSUED UNDER RTI

Oslaw
17-12-17राज्य परिवहन प्रबंधक (आ)
TRAFFIC MANAGER (c)

AGREED POLICY FOR PERIODICAL TRANSFER OF CLERKS GR I & II & ASST. SHED SUPDT.

The periodical transfers of Clerks Gr I & II & Asst. Shed Supdt., will be as under:

- The postings will be as per the Groups of deployment and in the sequence as per the details given at Annexures A, B & C.
- The no. of posts at a particular location in a group may be increased or decreased depending on the requirement of the administration.
- A location in the group may be deleted or a new location may be added in the group depending on the requirement of the administration.
- Request received from Deputy Managers for retaining a particular staff for administrative reasons shall be examined and considered or otherwise by recording reasons thereof.
- Request received from employees for exemption from a particular posting due to health ground or family member's health ground shall be examined and considered or otherwise by recording reasons thereof.
- Request received from employees for light duty/alternate duty shall be invariably accompanied by a certificate from Port Hospital.
- Employees with poor leave record or habitual absentee shall not be normally considered for fix postings in the deployment channel, however, each case will be reviewed after verification of leave records.
- Employees facing disciplinary action or involved in any court/criminal matter or having adverse remark in the ACRs or recommended for non sensitive post shall not be considered for posting in the regular deployment channel.
- Request for mutual transfers shall not be accepted.
- Employees having difficulty in performing work at a particular location may submit a request to Deputy Manager, Hamallage for change in posting, and request will be examined and considered on merit.

MUMBAI PORT	Sr. Asst. Traffic Manager (I/c Staff)	<i>[Signature]</i> 23/11/12
	Deputy Traffic Manager, Hamallage	<i>[Signature]</i> 23.11.12
UNIONS AND ASSOCIATIONS	Transport & Dock Workers Union	<i>[Signature]</i> Rajaram Prade
	MbPT Dock & General Employees Union.	<i>[Signature]</i> M.K. Vishwasrao
	SC/ST & OBC Welfare Association	<i>[Signature]</i> Anil K G Kamble
	MbPT Mazdoor Sangh	<i>[Signature]</i> Vishnu V. SARANG 23.11.12

Received copy of the policy

[Handwritten signatures and dates]
23/11/12

[Handwritten signature]
23/11/2012

[Handwritten signature]
Anil K G Kamble

ISSUED UNDER RTI

[Handwritten signature]
23/11/12
Incharge Staff

मुंबई पोर्ट ट्रस्ट
MUMBAI PORT TRUST

फोन/Phone: 91-22-6656 5656

फैक्स/Fax: 91-22-2269 6953

ई-मेल : sbpt@vsnl.com



मानव संसाधन विभाग
पोर्ट हाऊस, दुसरा मजला
मुंबई वल्लभभासागर मार्ग, बॉम्बेई स्टेट
मुंबई - 400 001
Human Resources Department
Port House, 2nd floor,
S.V. Marg, Ballard Estate,
MUMBAI - 400 001

No.HRD/P/GEE-G/9145

27th December 2012

The Heads of Departments

Office: Heads of Divisions

Sub : Rotational transfer policy.

Ref : CVO's letters Nos.V/CVO-Conf/1049 and 1123 dated 21.7.2012 and 7.8.2012 respectively.

4960
53 JAN 2013

It is noted that transfers have been affected in departments, keeping in view the minutes of meeting held on 13.7.2012, circulated under CVO's letter dated 21.7.2012 and the audit observations conveyed by CVO. However, some HoDs have cited practical difficulties in affecting transfer every 3 years, especially in other than sensitive postings and past practice of rotation/change of work portfolio atleast in 5 years. As desired by the Chairman, the matter was examined.

2. The CVC's orders are for transfer from sensitive posts every 3 years. It does not cover periodicity of transfer from other posts. There is no laid down rotation/ transfer policy and the Chairman's orders dated 5.4.2003 directing transfer of officers every 3 years does not distinguish between sensitive and other posts.

3. In the Government, transfer period differs from service and level and ranges from 4 to 6 years which includes transfer from station/department/Ministry.

4. The Vigilance department in its compendium has a department-wise list of sensitive areas. However, this list does not indicate sensitive posts. It is thus necessary to identify the sensitive posts.

5. Considering all the above, the Chairman has approved the following rotational transfer policy:-

- (i) Keeping in view the sensitive areas identified by the vigilance department, each HOD may identify the posts (by designation and office and which should cover all levels) which are sensitive and submit the list to the Chairman, Dy. Chairman, CVO and Manager (HR);

ISSUED UNDER RTI

[Signature]
Incharge Staff

- (i) Officials posted on these sensitive posts shall be rotated every 3 years and in all other posts, every 5 years;
- (ii) - Any deviation in this regard to be with approval of the Chairman in case of officers and of the Dy. Chairman in all other cases; and
- (iii) This would also apply to posting of officials in Vigilance Department as per CVC's orders in O.M. dated 2.11.2001.

You are requested to take immediate action on the above orders.
List of sensitive posts may be identified and submitted by 31.1.2003.

Saraj
(Saraj Tahiliani)
MANAGER (HR)

Sr. Asst. Traffic Manager
Sr. Asst. Traffic Manager
Incharge Staff

ISSUED UNDER RTI

B/30 17-11/6000 No.

कु.सं. }
Code No. } 800600430004

D-1417-F

मुंबई पोर्ट ट्रस्ट
Mumbai Port Trust



यातायात प्रबंधक का कार्यालय

पत्तन भवन

शूरजी वल्लभदास मार्ग, मुंबई - ४०० ००९.

Traffic Manager's Office

Port House

Shoorji Vallabhdas Marg,

Mumbai - 400 001.

: ९९२२२२६९४३९९
: ९९२२६६५६४०५९
: ९९२२२२६९९०९६
: tm@mbptmail.com
ne : 91 22 22614391
: 91 22 66564051
: 91 22 22619016
: tm@mbptmail.com

No. TM/ZE/1-158/ 5917 of 12-13

17 JAN 2013

MANAGER (HR)

Sub : Rotational Transfer Policy

Ref : HRD/P/GEE-G/9145 dated 27/12/12

.....

With reference to the above, as requested, posts which are sensitive have been identified and its details and observations as noted in the matter are furnished below:

2. Depending on the work involved at various sections, a statement for officers (Class I) under Traffic Department indicating designations, posts for the office and classification of the posts as sensitive and non-sensitive is enclosed.

3. For the Class III and IV categories, the Traffic Department has two types of staff viz. indoor and outdoor. Classification and posting of such staff is shown as under:

(A) Indoor Staff : All categories of indoor staff as under shall be classified as sensitive posts.

- (i) All staff at Cash offices at ID and STP
- (ii) All staff at Malet Bunder Cash office
- (iii) All staff at Office of Book keeper, OSC
- (iv) Berthing Clerk, ID
- (v) Sr. Assistant / Jr. Assistant dealing with allotment of plots for ship-breaking
- (vi) Sr. Assistant / Jr. Assistant dealing with allotment of storage space in the Docks / CFSS/ Outlying areas

....2

ISSUED UNDER RTI

[Signature]
Sr. Asst. Manager
Incharge Staff

(B) Outdoor Staff :

- (i) All categories of outdoor staff posted at sheds in the Docks, sheds in CFSs and outlying areas, warehouses in the docks / outlying areas and In / Out gates of Docks and CFSs.
- (ii) All categories of outdoor staff posted at Bunders areas
- (iii) All categories of outdoor staff posted at OSC for stamp duty collection X

4. As per practice followed all indoor staff are transferred periodically after 3 years; whereas outdoor staff of all categories are transferred after one year.

5. You are requested to apprise Chairman, Dy. Chairman and Chief Vigilance Officer suitably in the matter as per above.

DA:As above

C1sis/RNS/Rotational

Wc c c

(R.N.SHAIKH)

DY. TRAFFIC MANAGER (GEN.)

etc

23/11
Sr. Asst. Traffic Manager
Incharge Staff

FORMED UNDER RTI

The Meeting of Labour Supervisors was held with Dy. Manager Ham & Staff Incharge on 6/1/04 to prepare the further transfer system of L/Supervisors.

Following guidelines were unanimously accepted for further such transfers.

- (1) The fixation will be six monthly from :
a) April to September and b) October to March.
- (2) For the sake of convenience the first transfer due from 11th Jan 2004 will be for approx nine month i.e. upto September 2004 and further such transfers will be six monthly each.
- (3) Each transfer list will be displayed and effective from 1st Sunday of April & October.
- (4) System of maintaining Seniority list will be continued after updating the same.
- (5) The starting point will be STP 1 followed by MOD and F/Basin Sheds. Afterwards posting will start from BPXID upto N/Q PD; then Time-Rate posting will follow as usual.
- (6) The L/Supervisors posted in Docks will be due for outposting senioritywise in the next six monthly posting.
- (7) L/Supervisor who refuse promotions should be kept as Central Pool waiting as per existing practice.
- (8) L/Supervisor suspended by Deptt. will be excluded from rotation. He may be included in rotation whenever he is re-instated in service from next six monthly rotation. He may be kept as Central Pool waiting till the next six monthly posting.

ISSUED UNDER RTI

ASST. Manager
Labour (Exe.)

- (9) If any working point is cancelled during the six monthly posting L/Supervisor attached to that point shall be brought to central pool waiting supervisors as per as date of cancellation for being posted at any further vacancy created.
- (10) If any new point is started after the implementation of six monthly posting, it should be filled by posting Central Pool waiting supervisors seniority-wise.
- (11) New points started or existing points cancelled shall be updated geographically in the next six monthly posting.
- (12) L/Supervisors willing to exchange their posting mutually amongst themselves shall be permitted to do so.
- (13) The first booking preference may be for hook points followed by ~~Carting~~ ^{and Carting} and Time rate points. One extra L/Supervisor will be posted if available at heavy work-load point.

Sir, we request your honour to arrange the implementation the transfer list as early as possible.

Thanking you,

ISSUED UNDER RTI

[Signature]
Mangal
Labour (Exc)