

WELFARE ACTIVITIES

I. Drinking Water:

At all the working places including dock areas, safe hygienic drinking water points are provided.

II. Latrines and Urinals:

A sufficient number of latrines and urinals are provided in the dock area and office premises of Mormugao Port Trust and same are maintained in a neat and clean condition.

III. Spittoons:

In every work place, such as ware houses, store places, in the dock area and office premises where employees/workers are deployed, spittoons are provided in convenient places and same are maintained in a hygienic condition.

IV. Lighting:

At all working places in the dock area, sufficient lights are provided for working safely during the night shift, as per the recommendations and advice of the Director General of the Factory Advisory Services, Mumbai.

V. Ventilation:

For circulation of fresh air, and maintaining normal temperatures, sufficient number of ventilators are provided in dock area, where workers are required to work in three shifts, such as ware houses, and office premises in dock area.

VI. Washing places:

Adequate washing places such as bathrooms, wash basins with tap as well as tap on the stand pipe are provided in the port area in the vicinity of the work places.

VII. First-aid appliances and Ambulance room:

Adequate first-aid boxes are provided in the working places in the dock area & port premises and same are accessible. First-aid treatments are readily available during the working hours to the workers at the working places and ambulance is also provided with the full medical equipments and qualified nursing staff.

: Contd..2/-

VIII. **Changing rooms:**

Adequate changing rooms are provided to the male and female workers separately to change their clothes in the dock area and office premises. Adequate lockers are also provided to the workers to keep their clothes and belongings, etc.

IX. **Rest rooms:**

Adequate no. of rest rooms are provided in the dock area to the workers with provisions of drinking water, wash basins, toilets, bathrooms, etc. for those who are working in the night shift.

X. **Canteens:**

The canteens are provided in the dock area and other working places for giving nutritious valued food to the dock workers at subsidized rates.

XI. **Hospital/Medical facility:**

Mormugao Port Trust has its own 100 bedded hospital, having fully equipped indoor and outdoor departments at Headland and first Aid Centres at Mormugao Harbour, MPT Workshop and at MOHP area. Medical facilities in the disciplines of General Medicine, General Surgery, Obstetrics & Gynecology, Pediatrics, Ophthalmology and Dentistry are available to the employees and their dependents. These are further supported by other Anesthesiology, Pathology, Radiology, Orthopedics. The hospital has also extended medical facilities of Ayurvedic and Homeopathic treatment to the employees and their families. Whenever necessary, arrangements for external specialist consultations/ referral are made in the interest of the patient. Apart from medical officers, the hospital is enriched with qualified and experienced nursing personnel and other paramedical staff.

Every year provisional budgetary allocation is made for providing medical facilities for the employees and their families. Medical expenditure during the last ten years was as under:-

Budget Provision	Rs. In lakhs.
2005 – 06	Rs.667.12
2006 – 07	Rs.775.92
2007 – 08	Rs.1011.68
2008 – 09	Rs.1233.06
2009 – 10	Rs 1392.36
2010 – 11	Rs 1708.66
2011 - 12	Rs.1640.23
2012 - 13	Rs.1691.57
2013 – 14	Rs.1577.81
2014 - 15	Rs.1514.40

7 (B) NON-STATUTORY WELFARE SCHEMES

I. HOUSING FACILITIES:

Mormugao Port Trust has constructed residential quarters in the localities at Headland, Bogda, Jetty, Desterro and Baina etc.

At present 50% of the total employees have been provided with quarters which are classified as under:-

a)	Bunglows	:	13 Nos.
b)	'D' type quarters	:	50 Nos.
c)	'C' type quarters	:	124 Nos.
d)	'B' type quarters	:	448 Nos.
e)	'A' type quarters	:	1143 Nos.
f)	Non Standard quarters	:	10 Nos.
g)	Barracks for CISF Personnel	:	151 Nos.
h)	Bachelor Units	:	26 Nos.
	Total	:	<u>1965 Nos.</u>

Apart from providing official accommodation House Building Advance are also given to the eligible employees who desire to construct their new houses or acquire ready build flats/houses. So far 305 employees have availed of the house building advances from the years 1988 to 2014.

Housing Building Advance granted during last 15 financial/calendar years.

a)	2001	---	17 employees	
b)	2002	---	14 employees	
c)	2003	---	12 employees	
d)	2004	---	05 employees	
e)	2005	---	03 employees	
f)	2006	---	Nil	
g)	2007	---	02 employees	
h)	2008	---	05 employees	
i)	2009	---	01 employee	
j)	2010	---	02 employees	
k)	2011	---	Nil	
l)	2012	---	Nil	
m)	2013	---	Nil	
n)	2014	---	Nil	
o)	2015	---	Nil	
Total			---	<u>61 employees</u>

II TRAINING:

During the financial year 2014-15, 75 in-house training programmes were conducted on various topics i.e. ISO / ISPS Awareness, Port Management, MS Office / Word / Excel, Work Ethics, Time & Stress Management, Fire Fighting Techniques, Health Awareness on Diabetics / Surgical cases, SAP Application, Modules in HR / MM. Safety etc. through internal/external faculties specialized in the field. In addition to this, four external programmes were conducted on Port Management, Accountancy, Permanent Way Railway, etc. Also one participant was deputed for the foreign training on "Port Management" programme conducted by APEC, Antwerp, Belgium. A total number of 1350 participants from all the eight departments actively participated in various programmes conducted including the training programmes conducted through internal faculty /Central Board of Workers Education (CBEE), South Central / Konkan Railway APEC/JNPT, Mumbai, etc.

i) Workers Education:

Mormugao Port workers are nominated and released for training under the workers education scheme of the Central Government on the various labour related topics wherein each employee has given an opportunity to interact with the experienced faculty members and other participating employees. During the training period the trainee employees are treated as on duty.

ii) **Scholarship:**

The scholarships are being awarded through attractive Scholarship Schemes with a view to motivate the children of Port employees for excellence in education. The Scholarship Scheme is applicable from Std. I to Std. XII and recognized Degree/Diploma Courses of not less than 1 year duration including Post Graduate Degree/Diploma Courses. The Scheme has been classified in three categories :-

- I) Open Merit Scholarship Scheme
- II) Ranker's Scholarship Scheme
- III) Special Scholarship Scheme.

An amount of Rs. 4,71,100/- has been disbursed among 839 children of Port employees for the scholastic year 2013-14, in respect of Open merit Scholarship Scheme. The children of SC/ST employees have been given concession in respect of marks at all slabs for granting scholarship awards as compared to the General Category.

iii) **Dr. Baba Saheb Ambedkar Scholarship Scheme :**

To mark the Birth Centenary of Bharat Ratna Dr. Babasaheb Bhimrao Ambedkar, the annual Scholarship was introduced in the Year 1991 for the benefit of the children of Port Employees belonging to Scheduled Caste and Scheduled Tribes who have Grade B+ & above for Std. K.G. to Std. VIII and Grade E & above or 51% of marks & above for IX to XII and technical courses after X Std. For the scholastic year 2013-14 an amount of Rs. 37,700/- has been disbursed among 144 children of SC/ST employees .

iv) **Bharat Ratna Dr. B. R. Ambedkar Vocational Centre**

For the benefit and as welfare measure for the Port employees and their family members, the Vocational Centre conducts following courses, by charging concessional fees shown below against the respective courses:

Sr. No	Course Name	Duration	Fees for Port Employees	Fees for Non - MPT
	<u>Vocal Music, Harmonium & Tabla</u>			
1.	Sangeet Parichay	12 months	Rs. 3000/-	Rs. 4200/-
2.	Sangeet Prarambhik	12 months	Rs. 3000/-	Rs. 4200/-

3.	Praveshika Pratham	12 months	Rs. 4200/-	Rs. 5400/-
4.	Praveshika Poorna	12 months	Rs. 4200/-	Rs. 5400/-
5.	Madhyama Pratham	12 months	Rs. 5400/-	Rs. 7200/-
6.	Madhyama Poorna	12 months	Rs. 5400/-	Rs. 7200/-
7.	Visharat Pratham	12 months	Rs. 7200/-	Rs. 10200/-
8.	Visharat Dwitiya	12 months	Rs. 8400/-	Rs. 11400/-
9.	Visharat Thrithiya	12 months	Rs. 9600/-	Rs. 12000/-
10	Typewriting	6 months	Rs.400/-	Rs.800/-
11	Shorthand	6 months	Rs.400/-	Rs.800/-
12	Bharatnatyam	12 months	Rs.3600/-	Rs. 4200/-
13	Western Music	12 months	Rs.3000/-	Rs. 3600/-
14	ABACUS	3 months for one level	Rs. 1367/-	Rs. 1517/-
	Professional Computer Courses			
15	Diploma in Information Technology (DIT)	5 months	Rs. 6800/-	Rs. 8500/-
16	Diploma in Commercial Application (DCOM)	6 months	Rs. 7500/-	Rs. 9000/-
17	Diploma in Office Automation	3 months	Rs. 2700/-	Rs. 3700/-
18	Accounting Package (Tally ERP)	2 months	Rs. 2000/-	Rs. 2750/-
19	Desktop Publishing	2 months	Rs. 2500/-	Rs. 3000/-
	Short Term Career Courses			
20	Office Management (CEO)	2 months	Rs. 2500/-	Rs. 3500/-
21	Html (Web Designing)	1 month	Rs. 2000/-	Rs. 2500/-
22	School Project Course	1 month	Rs. 1600/-	Rs. 2000/-

The hall attached to the centre is let on hire for wedding parties and Port related functions for which subsidized rate of rent @ Rs.1500/- per day in addition to service tax being charged for port employees and Rs.4000/- per day in addition to service tax for others. The centre is opened for non port children for admission to all courses.

v) **Welfare Fund (Provision of Rs.15 Lakhs per year) :**

A significant amount of Rs. 5,16,600/- has been disbursed from the Welfare Fund during the year 2014-15. During the current financial year, financial assistance granted from welfare fund was for the following purposes.

- a) For meeting the funeral expenses of an employee who die while in service, an amount of Rs.10,000/- is being disbursed from Welfare Fund towards funeral expenses in favour of next of kin of the deceased employee.
- b) Financial aid fund to the employees who are suffering from chronic illness and to others in financial distress.
- c) An amount of Rs.250/- per month is being reimbursed towards tuition fees in respect of mentally retarded children of port employees.
- d) An amount of Rs.500/- per employee is being reimbursed towards spectacles frame twice in his/her entire service.
- e) Any Port employee/Officer who dies as a result of any fatal accident while on duty an additional amount of Rs.5,000/- is being paid, besides the above funeral expenses of Rs. 10,000/- i.e. overall amount of Rs. 15,000/-.

vi) **Welfare Centralised Library:**

Centralized Library facility is provided to all Port employees/workers in main administrative office building. The amount spent for purchase of books etc. during the last five financial years are shown as below. Presently there are 11,728 nos. of books available in the library in Hindi/English/Konkani/Marathi languages.

Actual Amount Spent

2009-10	78,703/-
2010-11	95,547/-
2011-12	84,700/-
2012-13	26,184/-
2013-14	37,423/-
2014-15	30,948/-

vii) **Education facilities:**

The Mormugao Port Education Society runs the Kindergarten, Primary, Secondary and Higher Secondary School. The construction of schools, play grounds, and all other maintenance are being carried out by the administration.

viii) **Syantara Auditorium:**

In Port colony the Syantara Auditorium having the seating capacity of 750 has been constructed. Dramas, office programs, school/colleges program and various cultural activities are being conducted for the benefit of the port employees and their families at the Auditorium. The same is also given on hire for Port employees and outsiders for performing various programs.

The budgetary provision and actual expenditure on cultural activities for last five years is given below:

	<u>Budget</u>	<u>Actual</u> (Rs. In Lakhs)
2010-2011	7.50	1.28
2011-2012 (RE)	7.00	15.54
2012-2013 (RE)	12.00	3.96
2013-2014 (RE)	5.00	3.38
2014-2015 (RE)	5.00	4.36

ix) **Port Institute:**

A Port Institute is functioning in Vasco city for the benefits of the Port employees and their dependents. In the Institute facilities for indoor games are provided such as Carrom, Billards, Chess, Table Tennis etc. The Hall attached to the Institute is also given on hire to the port employees and outsiders for holding various functions on payment of certain rent charges.

The Port Institute has conducted various programmes for the year 2013-2014 on the occasion of New Year, Republic day, Independence day, Christmas etc. Toys & Sweets were distributed to the children of Institute members and competitions for the members and their children as well as Entertainment programmes were held during the Christmas /New Year week.

Mini gymnasium had been set up for the benefit of Mormugao Port Institute members. Inter departmental football tournament was conducted in the month of July 2014. The winning team was awarded the Trophy and cash prizes. On the occasion of Independence day, Blood donation camp was organized by the Port

Institute at HRD Centre /MPT. Drawing competition was organized for children of Mormugao Port Institute studying in STD 1st to 10th in four groups in the month of Feb' 2015. All the children participated in the competition were given the certificates and three prizes were awarded in each groups. At the end of the every month, retirement function are held for those employees who are members of Port Institute.

x) **MPT Officers Wives Association:**

The Association is conducting various programmes for the benefit of the port employees wives and their children. The MPT Officers Wives Association is also running the health club.

xi) **Officers Club:**

The Officers club is constituted at this port by the Officers for the benefit of the officers and their families. The club is conducting various programmes, competitions, tournaments, etc. The Officers club is celebrating various festivals such as Diwali, Christmas, New Year and get together programmes for the benefits of the officers and their families.

xii) **Port Employees Consumer Co-Op. Society:**

The Employees Consumers Co-operative Society runs a self service shopping unit at Headland to cater to the day to day needs of the residents of Headland port colony. The credit facility is also available to the society members for buying grocery items. Occasionally exhibitions cum sales are also arranged by the society for the benefit of its clients wherein reputed manufacturer/dealers of various goods display their products. The member employees have also the option to buy the goods and pay on installment basis through salary deductions.

8. PROGRESSIVE USE OF HINDI :

In compliance with the Official Language Policy of the Government of India, Mormugao Port Trust has always strived to achieve the targets laid down by the Rajbhasha Vibhag, Ministry of Home Affairs. All Regulations, General Orders, Notifications, Annual Administration Report and Audit Report were issued in Bilingual. In accordance with the Official language Policy of the Government, Hindi workshops are conducted regularly in this port to remove hesitation of the Staff to use Hindi in their day to day work. During the year 2014-15, 04 Hindi workshops were organised and 92 officials attended the same. As directed by the Department of Official Language periodical meetings headed by the Chairman are held regularly to review the position of Official Language. All the computers in MPT have been equipped with unicode system and the

employees have been trained in this. MPT has been notified as Hindi Office in the Gazette of India under the provisions of Official Language Act. Hindi Section reviews the departmental progress of Hindi (from time to time) physically verifying the files, Registers & Notings. An attractive Hindi incentive scheme is prevalent in MPT and accordingly 15 employees claimed a sum of Rs 13,885/- under this scheme. The website of MPT is in Bilingual and is being updated from time to time.

In order to propagate Hindi in MPT a Hindi Week was conducted from 15/09/2014 to 20/09/2014. Several Hindi Competitions were organized for port employees/Officers as well as for the students of Deepvihar High school and Higher secondary school. The Finance Department was awarded the "Rolling Shield" during the Valedictory Function of Hindi Week for doing commendable work in Hindi for the year 2013-14.

Mormugao Port Trust have received third Prize for the Outstanding performance in the Implementation of Hindi during 2014-2015 in the categories of Government Undertaking under Town Official Language Implementation Committee, South, Goa.

MPT is successfully marching ahead in Implementing Official Language in the office under the able guidance & patronage of Shri Cyril C. George, Chairman/MPT.

9. IMPLEMENTATION OF RTI ACT :

The Right to Information Act, 2005 is implemented at this Port for greater transparency and accountability, and to this effect this Administration is strictly adhering to the various provisions of RTI Act, 2005.

In accordance with section 5(1) of the RTI Act, 2005, this Port has appointed 8 Central Public Information Officers (CPIO) to deal with requests from citizens seeking information under the RTI Act, 2005. While, pursuant to section 5(2) of the said Act, 7 Central Asst. Public Information Officers (CAPIO) have also been appointed to render assistance to the CPIO(s) in the disposal of such requests. The Appellate Authority is the Chairman /MPT to deal with such Appeals, as may be preferred by an Appellant under section 19(1) of the RTI Act, 2005. Deputy Chairman has been appointed as Transparency Officer in accordance with CIC guidelines for promotion of institutional transparency within the Public Authority and effective implementation of the provisions of the RTI Act, 2005.

Statutory declaration of information relating to this Port, the names of designated CPIO(s) & CAPIO(s) as well as the Appellant Authority, for the general information of the public, is displayed on our website www.mptgoa.com.