

THE COCHIN PORT TRUST SERVICES (REWARD FOR SUGGESTIONS) REGULATIONS, 1968.

In exercise of the powers conferred by section 28 of the Major Port Trusts Act, 1963 (38 of 1963) the Board of Trustees for the Port of Cochin hereby makes the following regulations, the same having been approved by the Central Government under sub-section 124 of the said Act, namely:-

1. Short Title

These regulations may be called the Cochin Port Trust Services (Reward for suggestions) Regulations, 1968.

2. ¹Application

They shall apply to Class I, Class II, Class III and Class IV employees of the Board, excluding those referred to in clause (a) (i) and (ii) of sub-section (i) of Section 24 of the Major Port Trusts Act, 1963.

3. Definitions:

In these regulations, unless the context otherwise requires:-

- (1) 'Board', 'Chairman' and 'Head of a Department' shall have the same meaning respectively assigned to them in the Major Port Trust Act, 1963.
- (2) 'Employee' means an employee of the Board, whether permanent or temporary, and includes any employee on foreign service in an outside organisation and any employee of the Central Government, or State Government, or a local or other authority; whose service have been lent to the Board

4. Suggestion by employee regarding improvement of system

- (1) Where an employee desires to suggest modification in the system or procedure then existing, or suggest the introduction of a new system or procedure, which may result in increasing efficiency and productivity, or in the saving of time, labour and cost, in the administrative or technical field connected with the port, he shall submit his suggestion in clear terms in duplicate to the Head of the Department through his immediate Superiors.

5. Procedure to be followed by immediate superiors and Heads of Departments

- (1) On receipt of the suggestion, the immediate superior shall forward it to the Head of the Department, through proper channel, recording on a separate sheet, his comments on the work-ability of the suggestion and the improvement expected to result from its implementation.
- (2) The intermediate officers shall, without delay, submit the suggestion promptly to the Head of the Department indicating on separate sheet whether they agree with the suggestion or not.
- (3) If the Head of the Department approves the suggestion, he shall forward the same to the Committee referred to in sub-regulation (1) of the regulation 6 together with his recommendations.

¹ Substituted w. e. f. 27-6-1986 vide Notification No. PW/ PER-26 / 85 dated 27-6-1986 published in the Gazette of India dated 27-6-1986 under GSR 916 (E)

- (4) If the Head of the Department considers that the suggestion is not fit to be implemented, he shall forward the same to the Chairman with a recommendation that the papers may be filed.
- (5) If the Chairman approves the recommendation made under sub-regulation (4), a brief reply stating that the suggestion is not workable shall be sent to the employee concerned.
- (6) No correspondence shall thereafter be entertained on the said suggestion.
- (7) If the Chairman does not accept the recommendation made by the Head of the Department, he shall return the papers to the Head of the Department with a direction to submit the papers to the Committee referred to in sub-regulation (1) of regulation 6 and the Head of the Department shall comply with such direction.

6. Committee to scrutinize suggestions

- (1) A Committee consisting of the Secretary, Financial Adviser & Chief Accounts Officer and the Head of the Department concerned shall consider the suggestion approved by the Head of the Department under sub-regulation (3) of the regulation 5 or the suggestion submitted to it under sub-regulation (7) of that regulation by the Chairman.
- (2) If the Financial adviser & Chief Accounts Officer or the Secretary himself is the Head of the department concerned, the Chief Engineer shall be the third member of the Committee.
- (3) The Committee shall scrutinize the suggestions from the point of view of its practicability and the improvement and the saving resulting from its implementation vis-a-vis its effect on the existing staff set up and capital investment, make recommendations regarding the acceptability of the suggestion and determine with reference to the provisions of regulation 8 the amount and form of reward to be given to the employee concerned for the approval of the Chairman.
- (4) The Chairman shall then pass orders on the recommendations made under sub-regulation (3) including the amount and form of reward to be given to the employee concerned and direct the Head of the Department concerned to implement the orders.
- (5) (a) If the Committee considers the suggestion not fit for implementation, it shall record its reasons and submit the same to the Chairman for his approval.
(b) If the Chairman approves the recommendation of the Committee under clause (a), he shall direct the Head of the Department concerned to communicate to the employee the reasons for the rejection of the suggestion.
- (6) In all cases where the Chairman does not accept the recommendations of the Committee, the matter shall be placed before the Board for its decision at its next meeting.

7. Meeting of the Committee

Secretary of the Board shall decide the date, time and place of the meetings of the Committee.

8. Reward

- (1) Wherever any advantage resulting from the implementation of a suggestion can be measured in monetary terms, such as a saving in expenditure or increase in revenue, the amount of the reward for that suggestion shall be five percent of such annual monetary advantage or one thousand five hundred rupees whichever is less.

- (2) Where the advantage resulting from a suggestion cannot be measured in monetary terms but the suggestion is such as would lead to improvement, the amount of the award may be fixed on adhoc basis, subject to a ceiling of one thousand five hundred Rupees.
- (3) Where a suggestion is not calculated to result in appreciable saving or improvement and does not qualify for a cash reward, but is found fit to be adopted in the interest of the administration, the employee concerned shall be ranked a merit certificate.
- (4) The reward under sub-regulations (1) and (2) may be in the form of cash award, National Saving Certificates or Defence Bonds or gifts or useful article and the form in which the reward shall be given shall be decided by the Chairman in each case.
- (5) (a) A reference to the suggestion made by an employee and the reward awarded to him shall be mentioned in his confidential roll.
(b) If a confidential roll is not maintained a certificate setting out in brief the details of the suggestions and the reward shall be issued to the employee concerned by the Head of the Department under whom he is working.

9. Expenditure

The expenditure incurred on rewards shall be debited to the head 'Revenue Account I- General Charges (n) Miscellaneous'