A. Assessment of Training needs and imparting-process

(i)

(A) TRAINING

(B) IDENTIFICATION OF TRAINING NEEDS

(C) QUARTERLY TRAINING PLAN

(D) CONDUCT THE TRAINING

(E) Receive feedback and effectiveness evaluation from HODs/Divisional Officers within a time limit of 3 months

(F) ANALYSIS
Identification of Training needs and setting up of competency standards by the HoDs

Training need Analysis

Action plan for developing competency standards/performance target

Implementation of competency development programmes by reputed Training Institutions like IMU, IIM, KMA, KSPC, CII, Safety Council etc.

Deputation to IMU Campus and onsite training on Port related subjects

Organizing In-service training at Cochin Port Trust.

Deputation to institutions like IIM, KMA, KSPC, CII, IMG, Safety Council etc.

Delivery of training, Monitoring of Feedback of Participants and Evaluation by Divisional Officers/ HoDs
B. Providing Management Information – Process

Data received from other Departments

- Particulars of cargo traffic and ship movement
- Availability/ Utilisation of cargo handling equipments
- Labour Productivity
- Traffic Projection
- Monitoring of plan schemes
- Preparation of administration report

Agents requests for advertisement

Release of order for advertisements after obtaining administrative sanction

Advertisement release / Payment of bill
DOCUMENTATION AND PROCESSING OF APPLICATION FOR LEASE

Receipt of confirmation of the minutes approving the lease by the Board

Preparation of allotment letter with Terms & Conditions

Verification of allotment order by Supervisors

Submission of allotment letter to the competent authority for approval.

Receipt of approval from the Competent authority

Issue of allotment letter by Reg. Post
Receipt of approval of the Board/Ministry for renewal of Lease.

Preparation of allotment letter with New Terms & Conditions

Verification of allotment orders by Supervisors

Submission of allotment order to the competent authority for approval.

Receipt of approval from the Competent authority

Issue of allotment letter by Reg. Post
Documentation and Processing of Application for Sub-Lease

1. Receipt of request form the Lease holder
2. Submission of file to the competent authority for approval
3. Receipt of approval
4. Preparation of permission letter
5. Submission of permission letter to the competent authority for approval
6. Receipt of approval from the Competent authority
7. Issue of permission letter by Post
DOCUMENTATION AND PROCESSING OF APPLICATION FOR LICENCE

Receipt of request

Submission of file to the competent authority for approval

Receipt of approval

Preparation of allotment letter & Terms and Conditions

Submission of allotment letter to the competent authority for approval

Receipt of approval from the Competent authority

Issue of allotment letter by Post
DOCUMENTATION AND PROCESSING OF APPLICATION FOR ALLOTMENT / CHANGE OF QUARTERS TO EMPLOYEES AS AND WHEN VACANCY ARISES SUBJECT TO SENIORITY

Receipt of intimation on vacation

Submission of file to the competent authority for approval

Receipt of approval

Preparation of allotment Order

Submission of allotment order to the competent authority for approval

Receipt of approval from the Competent authority

Issue of allotment Order to the Concerned employee through the HOD