

CITIZEN'S CHARTER

Introduction

Harbour Engineering Department is a specialised department formed in 1982, which carries out works for the development of coastal zone of Kerala. It carried out the construction, maintenance, development and management of Fishery harbours and Fish Landing Centres under Fisheries and Ports Department. It also undertakes the investigation, model studies, planning and design of Fishery Harbours and other infra structures along Kerala's coastal area. In addition to the above Harbour Engineering Department is declared as the service department of Tourism department and hence carries out the tourism works along the coastal zone.

It also undertakes the construction and maintenance of Fisheries roads, water supply scheme, hatcheries, etc. Considering the experience in the field of the construction of Fishery Harbours and Fish Landing Centres, Government of India have empanelled this department as the technical consultant for undertaking consultancy services in other maritime states also.

The citizens charter of this department in which the services offered to the citizens, other departments and other organisations are published herewith.

Services offered by this department, conditions to make use of this, time limit of issuing such services, the number and official status are incorporated in this Citizens Charter. Valuable suggestions to improve this venture is also expected.

Services Offered to Citizens, Other Departments and Organisations

Sl. No.	Items	Documents to be produced	Time required for sanction
1.	Schemes taken up by this department. (above 500 lakhs)	Based on the request of the Citizens and elected representatives, schemes are being taken up if they are technically and economically viable	
A	Investigation Studies	Topographic and hydro graphic surveys, wind and wave observations, tidal observations current observations, sub soil investigations, etc. are being conducted and based on the fishermen population and fishing fleet in the region the study report is prepared	1 year
B	Model Studies	Based on the investigation studies Model study are conducted	6 months
C	Design of Structure and estimation	The structures of the proposed Fishery Harbour will be designed as per the recommendation of model studies	Major Scheme -3 months. Minor Scheme-1½months
D	Detailed Project Report (Draft)	The detailed project report (draft) will be prepared based on the recommendation of model studies, investigation details, the design and estimate of structures. Economic evaluation of the project will also be made and included in the report.	2 months
E	EIA Studies	Rapid Environmental Impact Assessment Studies will be carried out	1 year
F	Detailed Project Report (final)	The detailed Project Report will be modified, if any change is required after EIA studies	2 months
G	CRZ Status Report	The CRZ Status Report of the proposed site will be prepared through CESS	1 month
H	Consent from the State Pollution	The consent to establish the Fishery harbour from the State	1 month

	Control Board	Pollution Control Board is to be obtained at this stage	
I	CRZ Clearance from Kerala State Coastal Zone Management Authority	The Kerala State Coastal Zone Management Authority based on the application will recommend to the Ministry of Environment & Forest, Govt. of India to issue CRZ clearance	1 month
J	CRZ clearance from MoEF, Govt. of India, New Delhi	EIA study report, CRZ Status Report and consent from Pollution control board	1 month
K	Administrative Sanction from Ministry of Agriculture, New Delhi	Detailed Project Report with EIA clearance	1 month
L	Administrative Sanction from State Govt.	On receipt of AS from Govt. of India (for Central Sponsored Scheme)	1 month
M	Technical Sanction	Technical Sanction will be issued by Exe. Engineer/ Superintending Engineer/Chief Engineer based on the delegation of powers	TS by EE -1½ month TS by SE -2 months TS by CE - 2½ months
N	Inviting Tenders	Tender notification will be published in Newspapers and nearby Govt. offices after issuing Technical Sanction	
O	Tender sanction	1. For works with Estimate PAC greater than 1 crore will be placed before Pre-qualification committee and tender committee for sanction. 2. Works with estimate PAC below 1 crore will be placed before tender committee for sanction	4 months 3 months
P	Works will be commenced after executing agreement		
Q	Payment of Bills	On completion of work payment will be made based on the availability of fund and Letter of Credit	
2.	Schemes taken up by this department. (Below 500 lakhs)	Based on the request of the Citizens and elected representatives, schemes are being taken up if they are technically and economically viable	

A	Investigation Studies	Topographic and hydro graphic surveys, wind and wave observations, tidal observations current observations, sub soil investigations, etc. are being conducted and based on the fishermen population and fishing fleet in the region the study report is prepared	1 year
B	Design of Structure and estimation	The structures of the proposed Fishery Harbour will be designed as per the recommendation of model studies	6 months
C	Detailed Project Report (Draft)	The detailed project report (draft) will be prepared	2 months
D	Administrative Sanction from State Govt.		1 month
E	Technical Sanction	Technical Sanction will be issued by Executive Engineer/Superintending Engineer/Chief Engineer based on the delegation of powers	TS by EE -1½ month TS by SE -2 months TS by CE - 2½ months
F	Inviting Tenders	Tender notification will be published in Newspapers and nearby Govt. offices after issuing Technical Sanction	
G	Tender sanction	1. For works with Estimate PAC greater than 1 crore will be placed before Pre-qualification committee and tender committee for sanction. 2. Works with estimate PAC below 1 crore will be placed before tender committee for sanction	4 months 3 months
H	Works will be commenced after executing agreement		
I	Payment of Bills	On completion of work payment will be made based on the availability of fund and Letter of Credit	
3.	Receipt/Repayment of cash		
1.	Receipt of cash to Govt.	From TR-5 is used for collecting amount received as rent and	10 minutes.

		through auction of various user charges	
2.	Earnest money	To be applied after the agreement has been executed for the work	1 week.
3.	Security Deposit	To be applied after the guarantee period of the work	1 month.
4.	Sale of tender forms		1 hour.
4.	Petitions and Representations	Reply will be furnished after collecting details from the concerned offices.	1 month.

It is declared through this citizen's charter that all the officers of this department are devoted to deliver better services to citizens timely with transparency.

Details of Posts in Harbour Engg. Department

Sl. No.	Name of Post	No. of Posts
1	Chief Engineer	1
2	Deputy Chief Engineer/Superintending Engineer	4
3	Executive Engineer	10
4	Assistant Executive Engineer/Technical Assistant (Civil)	28
5	Assistant Executive Engineer (Electrical)	1
6	Assistant Executive Engineer (Mechanical)	1
7	Assistant Engineer/Head Draftsman (Civil)	61
8	Assistant Engineer (Electrical)	4
9	Assistant Engineer (Mechanical)	4
10	Draftsman Grade I/Overseer Grade-I (Civil)	58
11	Draftsman Grade I/Overseer Grade-I (Electrical)	2
12	Draftsman Grade I/Overseer Grade-I (Mechanical)	3
13	Draftsman Grade II/Overseer Grade-II (Civil)	57
14	Draftsman Grade II/Overseer Grade-II (Electrical)	4
15	Draftsman Grade II/Overseer Grade-II (Mechanical)	3
16	Draftsman Grade III/Overseer Grade-III (Civil)	36
17	Draftsman Grade III/Overseer Grade-III (Mechanical)	1
18	Tracer	10

19	Blue Printer	9
20	Administrative Assistant	1
21	Finance Officer	1
22	Senior Superintendent	10
23	Divisional Accountant	7
24	Junior Superintendent	4
25	Fair Copy Superintendent	1
26	Head Clerk	5
27	L.D.Clerk/U. D. Clerk	76
28	L.D.Typist/U.D.Typist/Senior Grade Typist/ Selection Grade Typist	29
29	Confidential Assistant	4
30	Peon	37
31	Lascar/Chainman	34
32	Watchman	17
33	Watchman/Cook	2
34	Helper	1
35	Store Attender	1
36	Duplicator Operator	1
37	Driver	15
38	Crane Operator	2
39	Assistant Crane Operator	2
40	Senior Mechanic	1
41	Electrician/Lineman	5
42	Mechanic	1
43	Cook	1
44	Part time Sweeper	23
45	Mechanic	1

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Address of the Circle Offices

Address		Phone No.
1	Office of the Superintending Engineer, Harbour Engineering Department, South Circle, Kamaleswaram, Manacaud P.O., Thiruvananthapuram-695 009	0471-2459050
2	Office of the Superintending Engineer, Harbour Engineering Department, Central Circle, Kochi Corporation Building, IIInd Floor, Paramara Road, Near North Railway Station, Ernakulam 682 018	0484-2396003
3	Office of the Superintending Engineer, Harbour Engineering Department, North Circle, KSHB Office Complex, Chakkorethukulam, Kozhikode	0495-2360379

Address of the District Level Offices

Address		Phone No.
1	Office of the Executive Engineer, Harbour Engineering Thiruvananthapuram Division, Vizhinjam	0471-2480349
2	Office of the Executive Engineer, Harbour Engineering Kollam Division, Asramam, Kollam	0472-2742673
3	Office of the Executive Engineer, Harbour Engineering Alappuzha Division, Municipal Sathram Complex, Court Road, Alappuzha	0477-2230710
4	Office of the Executive Engineer, Harbour Engineering Ernakulam Division, Munambam, Ernakulam 683515	0484-2488077

5	Office of the Executive Engineer, Harbour Engineering Malappuram Division, Ponnani-679 583	0494-2663034
6	Office of the Executive Engineer, Harbour Engineering Kozhikode Division, Puthiyangadi, Kozhikode	0475-2460340
7	Office of the Executive Engineer, Harbour Engineering Kannur Division, Mopla Bay, Kannur - 670 017	0497-2732161
8	Office of the Executive Engineer, Harbour Engineering Kasaragod Division, Clock Tower Junction, Near Railway Station, Kasaragod - 671121.	

More details of the department can be get from the web site "hedkerala.gov.in".

Public can give petitions directly to the Office of the Chief Engineer. The address of the Office of the Chief Engineer is given below.

Office of the Chief Engineer,
Harbour Engineering Department,
Kamaleswaram, Manacaud P.O.,
Thiruvananthapuram 695 009
Phone 0471 - 2459159
Fax 0471 - 2459365
e-mail : hedkerala@yahoo.com