

CATEGORIES OF DOCUMENTS

GENERAL ADMINISTRATION DEPARTMENT

1. Departmental Manual
2. Schedule of Employees
3. Compilation of Rules and Regulations framed under Major Port Trusts Act, 1963
4. The files are closed in the following categories and retained for the period mentioned against each:
 - R Dis files - Retained for life time.
 - D.Dis files - Retained for ten years.
 - K.Dis files - Retained for three years.
 - L.Dis files - Retained for one year.

4 (1) (b) (vi) CATEGORIES OF DOCUMENTS

FINANCE DEPARTMENT

Subject	Period of Retention
Agreements (bills)	Permanent
Payment Register (House Building)	Permanent
Sanctioned and closed files (House Building)	Permanent
Unpaid and closed Register	Permanent
Litigation cases	25 years
Register of Government Securities	20 years
Revenue and General Cash Book	20 years
Provident Fund Ledger	20 years
Disabled Boatmen's fund cash book	20 years
Madras Port Trust Employees' Loss in Wages Compensation fund cash book	20 years
Harbour Dues Advance Account	20 years
Railway Freight Advance Account	20 years
Welfare Fund Account	20 years
Pension Fund Account	20 years
General Provident Fund Account	20 years
Deposit Account	20 years
Provident Fund Reserve Account	20 years
Pilotage fund cash book	15 years

Port fund cash book	15 years
Pilotage fund ledger	10 years
Revenue and general ledger	10 years
Port fund ledger	10 years
Provident fund loan Register	10 years
Abstract of bills on confiscated goods	10 years
Subject	Period of Retention
Stores ledger	10 years
Order files (bills)	10 years
Contract payments (bills)	10 years
Pay bills	6 years
Voucher files (Revenue, petty cash etc.)	6 years
Copy Bill book	5 years
Refund book	5 years
Cash Receipt Challan Book	5 years
Cheque Receipt Challan Book	5 years
Kalamazoo Register folios	5 years
Daily Abstract of Harbour Dues	5 years
Cash refund personal ledger	5 years
Register showing the refund of amount paid from the Deposit Account	5 years
Current Account Ledger	5 years
Daily balance of Harbour Dues Advance Account	5 years
Register of Adjustments and Receipts	5 years

Register showing the date of Arrival/Departure of vessels	5 years
Register of refund claims and Adjustment passed	5 years
Register showing receipts and disposals of claims for refunds	5 years
Register showing the payments made against claims (other than those relating to Railway) for loss of goods while in the custody of Trust	5 years
Gang Register	5 years
Payment Register	5 years
Recovery Register such as festival, flood/drought, Co-optex, Cycle, Scooter, NTC, Tour Advance, RD, LIC, PLIP, CTD	5 years
Retirement Register	5 years
Order Books of advances for payment/recovery	5 years
Subject	Period of Retention
Weekly periodical of Current Registers	5 years
Court Attachment Register	5 years
Import Foreign Payment	5 years
Check List	5 years
Receipt Statement	5 years
Order Copy	5 years
Bill Register	5 years
Subject	Period of Retention
Input Miscellaneous papers	5 years
Input Account Registers	5 years
Fixed Deposit Register	5 years

Water charges bill book	5 years
Telephone bill book	5 years
Telephone recovery papers	5 years
Damage to Electric Crane, loco etc.	5 years
Transfer order book on account of equated payments	5 years
Leave register in Government form	5 years
Provident fund daily balance register	5 years
Fair copy register	3 years
Transfer order book	3 years
Railway wagon demurrage Register	3 years
Pre-Recovery Register	3 years
Cheque forwarding book	3 years
Cheque forwarding memo	3 years
Budget monthly account book	3 years
Costing cell revenue account book	3 years
Costing cell cost centre ledger	3 years
Journal vouchers	3 years
Inputs	3 years
Voucher register	1 year

CATEGORIES OF DOCUMENTS

ELECTRICAL & MECHANICAL DEPARTMENT

- 1) Documents related to Equipment performance, Demand, Supply position, Census, maintenance/Repair Works, Spare parts, Maintenance Contracts, Repair contracts.
 - 2) Department Manual – ISO 9001-2000
 - 3) Ore and Oil Vessel Performance Reports
 - 4) Registration of Contractors for Work Contracts.
 - 5) Tools and Plant accounting Register
 - 6) Files/Documents pertaining to Tenders/Quotations
 - 7) Employees Service conditions, gradation, Salaries and Wages, Fringe benefits, Attendance, Manner of Appointment.
 - 8) Labour related matters
 - 9) Matters related to Trade Unions
 - 10) Plan/Non-Plan works
 - 11) Power Supply/Water Supply consumptions, bills
 - 12) Training of Apprentices under Apprentice Act
-

MARINE DEPARTMENT

PORT FIRE SERVICE

SL. NO.

TITLE

RETENTION PERIOD

SAFETY CLERK

1.	Welding Permit Register	3 years
	<hr/>	
2.	Hazardous Cargo Permit Register	5 years
3.	Tanker Permit Register	3 years
4.	Bunkering Permit Register	3 years
	<u>FIRE CONTROL ROOM</u>	
5.	Message Book	1 year
6.	Occurrence Book	5 years
7.	Vehicle Standby Register	3 years
8.	IMO Dangerous Goods Particular Book	5 years
	<u>FIRE STATIONS</u>	
9.	Log Book	5 years
10.	Sentry Relief Book	3 years
11.	Vehicle Log Book	5 years
12.	Petrol Stock Register	5 years
13.	Diesel Stock Register	5 years
14.	IMO Cargo Register	5 years
15.	Daily Position Of Vessel Book	3 years
16.	Welding Permit Register	3 years
17.	Tanker Permit Register	3 years

SIGNAL STATION

SL. NO.	TITLE	RETENTION PERIOD
1.	Shipping Register	20 years
2.	Scrap Log Book	5 years
3.	VHF Log Book	5 years
4.	Walkie -Talkie Maintenance Register	5 years
5.	Official Log Book	5 years
6.	Bad Weather Message Book	3 years
7.	Weather Observation Log Book	5 years
8.	Shift/ABH Register	10 years

9.	Ship Card Despatch Register	3 years
10.	Despatch Register	3 years
11.	Tools And Plant Register	5 years
12.	Ticket Collection Register	3 years
13.	Duty Roster: 1. Pilots 2. Signal Station	5 years
14.	Inward Pilotage Ticket	5 years
15.	Outward Pilotage Ticket	5 years
16.	Shift Pilotage Ticket	5 years
17.	Turnaround Pilotage Ticket	5 years
18.	Pilot Card File Pilotage Ticket	5 years
19.	Ballast Water Reporting Form 7	3 years
20.	Attendance Register for DM/Pilots and Signal Staff	5 years
21.	Telephone Register	3 years
22.	Duty Roster Register	5 years
23.	Arrival Register	5 years
24.	Sailing Register	5 years
25.	Shifting Register	5 years
26.	Functioning of Channel Buoys Register	5 years
27.	Craft Commission Register	5 years
28.	Ticket Collection Book	5 years
29.	OBS Register	5 years
30.	Delay in Shipping Register	5 years
31.	Theft Cases Register	3 years
32.	Launch Log Book	5 years
33.	Tug Towing Log Book	5 years
34.	Berthing Advice Form	3 years
35.	Unberthing and Shifting Advice	3 years
36.	Naval Ships Berthing , Unberthing and Shifting Advice	3 years
37.	Road Stead Anchorage Form	5 years
38.	Tug Attended Form	3 years
39.	Return of Stores Form	3 years
40.	Receipt Slip	3 years
41.	Seaward Firing Practice	3 years
42.	Ship Card (basic data)	5 years

BILLING SECTION

SL.NO.	TITLE	RETENTION PERIOD
1.	Vessel and Sailing Register	10 years
2.	Voyage Register	10 years
3.	Dollar Rate Register	10 years
4.	(MMS Register) Feed Back Register	10 years
5.	Ship Card Register	3 years
6.	Computer Complaint Register	1 years

DPC'S BUOY YARD OFFICE

SL. NO.	TITLE	RETENTION PERIOD
1.	Input Register for: a) Contract Engineers b) Engineer-Marine c) A.E.(FCSS) d) Employees of E&M Department working on deputation basis e) Drivers attendance f) Pilotage and Mooring Crew g) Yard Crew h) FCSS employees i) PCC employees	3 years
2.	Register for disposition of floating crafts	10 years
3.	Register for availability, utilization and lay off particulars	10 years

MM Division

- 1) Department Manual – ISO 9001 – 2000
- 2) Vendor Registration.
- 3) Maintaining of Cardex card in all the Spares parts Depot.
- 4) Tools and Plants Accounting Register
- 5) Files/Documents pertaining to Tenders/Quotations
- 6) Employees Service conditions, gradation, Salaries and Wages, Fringe benefits, attendance, Manner of Appointment.
- 7) Labour related matters
- 8) Grievance Register (internal & external)
- 9) Theft Register.
- 10) Sales Tax Monthly Return Register (From A1 / From 1)
- 11)Matters related to the Trade Unions.
- 12)General Purchase, Spot Purchase and Imprest Purchase
- 13)Customs Clearance / Insurance Register.
- 14)Details of Batteries Disposed Register.
- 15)Vehicle Log Book.
- 16)AMC Register.

CIVIL ENGINEERING DEPARTMENT

- i) Documents related to performance of Dredgers
- ii) Registration of Contractors for work contracts.
- iii) Tools and Plant accounting register
- iv) Files/Documents pertaining to Tenders/Quotations
- v) Employees service conditions, gradation, salaries and wages, fringe benefits, attendance, Manner of Appointment.
- vi) Labour related matters
- vii) Matters related to Trade Unions
- viii) Plan and Non-plan works
- ix) Training of Apprentices under Apprentice Act

MEDICAL DEPARTMENT

The documents in the Medical Dept. can be listed as

a) Hospital Documents:

- 1) Medical identity card issue register
- 2) Birth and Death Register

b) Office Documents

- 13) Currents receipt register
- 14) Distribution Register, Tapal Register
- 15) Personal Register and various files under various disposals such as R.Dis, D.Dis, K. Dis etc.,
- 16) Stock Files
- 17) Leave Account Register

- 18) Documents related to Equipment performance, Demand, Census, Furniture Indent, Maintenance/ Repair Works, Spare parts, Maintenance Contracts, Repair contracts.
- 19) Department Manual
- 20) Tools and Plant accounting Register
- 21) Employees Service conditions, gradation, Salaries and Wages, Attendance, Manner of Appointment.
- 22) [Gradation List](#)

Traffic Department : A statement or the categories of documents that are held by it or under its control:

The documents used by Traffic Department are as follows:

- 1) Import Application
- 2) Export Application
- 3) Enquiry Forms – A, B & C Certificate
- 4) Tally Sheet – Import
- 5) Tally Sheet – Export
- 6) Vehicle Ticket
- 7) Free Days Advice
- 8) Landing Remarks Certificate
- 9) Open Chit / Appraisalment Ticket
- 10) Appendix 26 Form (LM 22)
- 11) Accident Report Form
- 12) Cargo Casualty Form
- 13) Damage to Trust Property Form
- 14) Enquiry Form
- 15) Work Done by Vessel
- 16) Ship Card
- 17) Out Turn Statement
- 18) Import / Export Processing Sheets
- 19) Non Datum DPR Statement
- 20) Idle Time / Multiple Hook Form
- 21) HLC Voucher (Thangam)
- 22) Traffic Appliance Voucher
- 23) Crane / Payloader Voucher
- 24) Additional Charge Voucher
- 25) Application Form for Temporary Permits – Individual / Vehicles
- 26) Application Form for Monthly / Annual / Permanent Photo permit for individual
- 27) Application Form for fresh / renewal for monthly / annually permits for vehicle
- 28) Firm's Data Sheet.