

Clause 4(1)(b)(v)
Rules, regulations, instructional and manuals

The following Service and Non-service Regulations are available on KoPT's website:-

Service Regulations:

- i) Calcutta Port Trust Employees (Classification, Control and Appeal) Regulations, 1987.
- ii) Calcutta Port Trust Employees (Conduct) Regulations, 1987.
- iii) Calcutta Port Trust Employees (Grant of Advances for Purchase of Conveyance) Regulations, 1987.
- iv) Calcutta Port Trust (Loan Fund) Regulations for Class IV Employees, 1977.
- v) Calcutta Port Trust Class I Employees (Acceptance of Employment after Retirement) Regulations, 1986.
- vi) Calcutta Port Trust (Haldia Dock Complex) Employees (Welfare Fund) Regulations 1987.
- vii) Calcutta Port Trust Employees (Welfare Fund) Regulations, 1997.
- viii) Calcutta Port Trust Employees (Leave Travel Concession) Regulations, 1976.
- ix) Calcutta Port Trust Employees (Contributory Provident Fund) Regulations, 1988.
- x) Calcutta Port Trust Employees (Non-contributory Provident Fund) Regulations, 1988.
- xi) Calcutta Port trust Employees (Pension) Regulations, 1988.
- xii) Calcutta Port Trust Employees (Medical Attendance and Treatment) Regulations, 1989.
- xiii) Calcutta Port Trust Employees (Other than Haldia Dock Complex) (Recruitment, Seniority and Promotion) Regulations, 1985.
- xiv) Calcutta Port Trust (Recruitment of Heads of Departments) Regulations, 1990-91.
- xv) Calcutta Pilot Service (Other than Haldia Dock Complex (Training, Grading and Seniority) Regulations, 1990.
- xvi) Calcutta Port Trust Employees (Leave) Regulations, 1985.
- xvii) Calcutta Port Trust Employees (Haldia Dock Complex (Recruitment Seniority, Promotion), Regulations, 1985.

Non-Service Regulations:

- i) Port of Calcutta (Responsibility for Goods) Regulations, 1975.
- ii) Calcutta Port Trust (Licencing of Stevedores) Regulations, 1987.
- iii) Calcutta Port Trust (Distrain or Arrest and Sale of Vessels) Regulations, 1989.
- iv) Major Port Trusts (Procedure at Board Meeting) Rules, 1981.
- v) Calcutta Port Rules, 1994.

In addition to the above, the following rules and manuals are also followed for discharging various functions :-

- i) Rules governing accommodation in Trustees ♦ Class-IV quarters (available in website/IFC)
- ii) Manual for civil engineering works (available in website/IFC)
- iii) Stores manual (available in IFC)
- iv) Manual of Cash and Pay Section (available

Estate Department

The Rent Schedule, 1996 and other Rent Schedules previous to it
All records related to tenancies under Kolkata Dock System, Kolkata Port Trust
The Establishment Schedule
Reservation Roster
All Establishment information/records
The Wage Board Submission Guidelines for Recruitment, Promotion etc.
In addition the officials of Estate Department is guided by all Service Regulations approved by the Board of Trustees for the Port of Kolkata and other rules, by laws in force as approved by the Ministry of Shipping, Road Transport and Highways from time to time.