



VISAKHAPATNAM PORT TRUST
TRAFFIC DEPARTMENT



No. TRA/GEN/FIPA

Dt. 17.6.2017.

CIRCULAR No. 781

Sub: Port Employees Innovative Ides Scheme – Reg.

Ref: 1. IPA's Ir.No.IPA/GAD/Award/2016, dt.23.12.2016.
2. This office circular No.724, dt. 30.1.2017.

In continuation to the earlier circular cited, it is once again all the employees are urged to submit their innovative ideas online i.e. tm.gids.vpt@gov.in, or to submit the same in a suggestion box that is kept at office room of OS in Traffic Department. So as to emphasize that continuous efforts are necessary for survival and growth of any organization. The aim of the Innovative Ideas (Suggestions) Scheme is to encourage employees of Major Ports to channelize their creative potential and collect ideas that could lead towards efficiency improvement, safety improvement, reduction in wastage, improvement in productivity and profitability.

In view of the above, IPA has evolved a Port Employees Innovative Ideas Scheme, which will be centrally coordinated through a Coordinator being appointed by IPA. The details of the scheme are as follows:

1) ELIGIBILITY CONDITION OF INOVATIVE IDEAS (SUGGESTION) GIVEN:

- (i) All employees on the rolls of Major Port Trusts as permanent employee.
- (ii) All employees on deputation from other organizations.
- (iii) All employees appointed on contractual basis to different posts in Major Port Trusts including temporary employees.

2) ELIGIBILITY INNOVATIVE IDEAS (SUGGESTIONS):

New ideas or any idea for improvement in existing practice shall be considered as an Innovative Idea (suggestion) provided it is implementable.

Illustrative List of Areas for giving Innovative Ideas (suggestions):

- (i) Simplification of Practices / Procedures / Processes.
- (ii) Elimination of ineffective movements / Delays / Rework / Duplication.
- (iii) Economy in stationery, office facilities, Administration.
- (iv) Improvement of working condition, communication, facilities, image, publicity.
- (v) Reduction of wastages pertaining to cost, time, energy maintenance, environment etc.,
- (vi) Rationalization of work, materials, method.
- (vii) Improvement in Productivity, Quality, Safety, Environment, Pollution control.
- (viii) Reduction of Material cost.
- (ix) Improvement in Contract Management, Cash Management, Claims etc.
- (x) Enhancement in Customer satisfaction.

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- (xi) Improving earnings.
- (xii) Value addition
- (xiii) Saving in fuel and power etc.
- (xiv) Rationalization of work, materials, method etc.,
- (xv) Any other area, which improves Port's performance & image.

3) Provision of Funds for the Innovative Ideas (suggestion) Scheme:

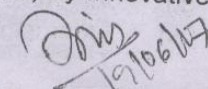
The award will be arranged by the Finance Department after obtaining approval from the Competent Authority.

An accepted Innovative Idea (suggestion) will be rates as per the following criteria:

Sl. No.	Parameter	Points (Maximum)
(a)	Originally / Innovation (Idea / Development / System / Improvement)	10
(b)	Qualitative Gains (Quality, Sa ety, Environment etc.,)	10
(c)	Monetary Savings (Material, Energy, Man hours etc.,)	60
(d)	Recurring Savings (in case recurring savings are not likely to occur, points under this head shall be given in accordance with points gained under (c) e.g. for 60 points at (c), (d) will be 20 points).	20
TOTAL		100

4) AWARDS

After implementation of the accepted Innovative Ides (suggestions) by Innovative Ideas Committee, the innovators will receive necessary award.


 (TRAFFIC MANAGER)

Copy to: PA to TM for information of TM please.

Copy to: All Officers- for information.

Copy to: All Office staff - for information.

Copy to: All D.Is / All G.S./All T.I.s - for information and to circulate among all the staff working under your control and send acknowledgements to this office.

*Copy to: Jt. Director - for necessary action for hoisting on to V&T website.
 (Scanned copy at 11/10/2019 - all users - show folder in office)*