

**Major Port Trusts
(Procedure at Board Meeting)
Rules, 1981**

(As on 30.11.2007)

Government of India
Ministry of Shipping & Transport
(Ports Wing)

NOTIFICATION

G.S.R. 725 whereas the draft of the Major Port Trusts (Procedure at Board Meetings) Rules, 1981 was published, as required by sub-section (2) of Section 122 of the Major Port Trusts Act, 1963 (38 of 1963) at pages 872-873 of the Gazette of India, Part II, section 3, Sub-Section (i), dated the 28th March 1981 under the notification of the Government of India in the Ministry of Shipping and Transport (Ports Wing), No.G.S.R. 343, dated 12th March, 1981 inviting objections and suggestions from all persons likely to be affected thereby till the expiry of a period of forty-five days from the date of publication of the said notification in the official Gazette.

And whereas the copies of the said Gazette were made available to the public on the 4th April, 1981.

And whereas no objections and suggestions have been received from the public before the expiry of the period aforesaid;

Now, Therefore, in exercise of the powers conferred by sub-section (1) of section 122 of the said Act, the Central Govt. hereby makes the following rules, namely:-

1. (1) These rules may be called the Major Port Trusts (Procedure at Board Meetings) Rules 1981.
- (2) They shall come into force on the date of their final publication in the official Gazette.
- (3) They shall, subject to the provisions of section 16 of the Major Port Trust Act, 1963 (38 of 1963), apply to the business transacted at the meetings of the Boards of Trustees of the Ports of Calcutta, Bombay, Madras, Cochin, Visakhapatnam, Kandla, Mormugao, Paradip, Tuticorin, New Mangalore and Navasheva:-

2. **Frequency of meetings:-** (1) A meeting of the Board other than a special meeting referred to in rule 3 shall be held at least once in three months.
- (2) The Board shall from time to time, determine the date and time of its meeting.

Provided that where the Board is unable to do so for any reason, the Chairman may do so for reasons to be recorded in writing .

- (3) A meeting of the Board shall be held at Port premises of the respective ports except where the Board in advance decides to hold any meeting at any other place for reason to be recorded in writing.

3. **Calling of special meetings:-** The Chairman or in his absence the Deputy Chairman, if appointed may whenever he thinks fit and shall upon the written request of not less than three Trustees call a special meeting of the Board.

4. **Circulation of Agenda etc.:-** Agenda and notice or Memoranda thereon, if any, for any meeting of the Board shall be circulated to the Trustees at least three days before the date of the meeting.

Provided that in the case of a special meeting, such agenda and notes or memoranda shall be circulated at least one day before the date of the meeting.

5. **Discussion on items not included in the agenda:-** The Chairman, or in his absence, the Deputy Chairman if appointed may at his discretion include for discussion at any of the meeting of the Board including a special meeting, any item not included in the agenda, if the same is, in his opinion of sufficient importance, or urgency or both and cannot be held over for the consideration of the Board at any subsequent meeting.

6. **Poll:-** If a poll is demanded on any question, the names of the Trustees voting and the nature of their votes shall be recorded by the President of the meeting.

Explanation: For the purpose of this rule and rules 7 and 8, the expression President shall mean the Chairman, or in his absence the Deputy Chairman, if appointed, and in the absence of both, any person chosen by the Trustees present form among themselves to preside at the meeting of the Board.

7. **Minutes of the meeting:-** (1) Minutes of the proceedings at each meeting of the board shall be recorded in a book to be provided by the Board for this purpose, which shall be signed as soon as practicable by the President of such meeting and shall be open to inspection by any Trustee during office hours.
- (2) Minutes of the proceedings excepting such portion thereof, as the Chairman or, in his absence the Deputy Chairman, if appointed, may direct in any particular case, shall also be open to the Inspection of the public at the office of the board during office hours.
- (3) The names of the Trustees present at each meeting shall be recorded in the minutes book.
- (4) A Trustee present at any meeting of the Board shall sign his name in a book or register to be provided by the Board for the purpose.

8. **Adjournment of Meeting:-** The President of meeting, may adjourn it to a later date which date shall either be announced at the meeting in which case intimation shall be sent to the Trustee absent at the meeting atleast three days in advance or communicated^{to} the Trustees atleast three days before the date of the meeting.

Foot note:- Principal Rules published in the Gazette of India with G.S.R.725 dated 13-7-1981 and subsequently amended vide

- i) G.S.R. 138(E) dated 26-7-1982
- ii) G.S.R. 335(E) dated 9/21.3.1988.