

S.No.	Lighthouse order	Date of Issue	Signature	Remarks
1.	LH. Order No. 1	2-11-1968	Sh. Raghu Nath, for DG	
2.	LH. Order No. 2	16-11-1968	-do-	
3.	LH. Order No. 3	8-11-1968	-do-	
4.	LH. Order No. 4	2-9-1969	-do-	
5.	LH. Order No. 5			
6.	LH. Order No. 6		Sh. M.C. Bhargava, E.O. (Admn.)	
7.	LH. Order No. 7	3-1-1970	Sh. C.V.S. Murty, A.O.	
8.	LH. Order No. 8	18-2-1970	-do-	
9.	LH. Order No. 9	18-2-1970	-do-	
10.	LH. Order No. 10		-do-	
11.	LH. Order No. 11			
12.	LH. Order No. 12			
13.	LH. Order No. 13		Shri Raghu Nath for DG	
14.	LH. Order No. 14	14-9-1971		
15.	LH. Order No. 15			
16.	LH. Order No. 16			
17.	LH. Order No. 17			
18.	LH. Order No. 18			
19.	LH. Order No. 19			
20.	LH. Order No. 20	5-3-1975	Sh. M.C. Bhargava, E.O. (Admn.)	
21.	LH. Order No. 21			
22.	LH. Order No. 22	1-5-11976	Shri T.R. Visvanathan for DG	
23.	LH. Order No. 23			
24.	LH. Order No. 24	28-3-1977	Sh. M.C. Bhargava, E.O. (Admn.)	
25.	LH. Order No. 25			
26.	LH. Order No. 26	29-11-1977	Sh. M.C. Bhargava, E.O. (Admn.)	
27.	LH. Order No. 27		DG	
28.	LH. Order No. 28			
29.	LH. Order No. 29			
30.	LH. Order No. 30			
31.	LH. Order No. 31			
32.	LH. Order No. 32			
33.	LH. Order No. 33			
34.	LH. Order No. 34			
35.	LH. Order No. 35			
36.	LH. Order No. 36			
37.	LH. Order No. 37			
38.	LH. Order No. 38			
39.	LH. Order No. 39			
40.	LH. Order No. 40	20-3-2007	Shri P.P. Sinha, Director (E)	

41.	LH. Order No. 41	10-6-2008	Shri K.P. Singh, Dy. Director	
42.	LH. Order No. 42			
43.	LH. Order No. 43	15-6-2011	Smt. Subala Sarkar, E.O.	
44.	LH. Order No. 44	5-9-2011	Shri Y.R.Umakanth, Director	

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

New Delhi, the 2nd November, 1968

LIGHTHOUSE ORDER NO.1

Subject:-Preparatory work prior to laying of buoys or other floating aids.

1. This order is for guidance of Directors holding stocks of buoys and moorings in each district, and the Master, M.V. "SAGARDEEP".
2. The Directors of Districts should ensure that items (a) to (g) of Para 4 are complied with, when ever they receive stocks of buoys, moorings etc. and also before submitting proposals to the Director General of Lighthouses and Lightships for laying them on site.
3. The Master, "SAGARDEEP" should similarly ensure compliance before laying the buoys, after receiving them on board. If any item has been omitted ashore, the same should be completed on board prior to the laying of the buoys.
4. The following items of work should be completed prior to laying of buoys or other floating aids:
 - (a) All metal portion of the buoys/floating aids should be scraped down to bare metal.
 - (b) After getting a smooth finish, two coats of special anti-corrosive paint (marine brand) should be applied, ensuring that the second coat is applied only after the first coat get dry.
 - (c) After the second coat, referred to above, becomes dry, three coats of the appropriate colour paint (Red or Black or White, as the case may be) of marine brand should be applied ensuring that each coat is thoroughly dry before a succeeding coat is applied.
 - (d) All working parts of the buoys/floating aids should be cleaned and heavily greased.
 - (e) The mooring gear, i.e. chain joining shackles, etc. should be ranged and all links visually inspected, and after removal of all rust, the chain should be treated with thick oil and all working parts greased.
 - (f) The above mentioned items of work would be completed in good time before the buoys/floating aids are to be laid and the Director General informed about the readiness of the buoys/floating aids for laying, by the Director.
 - (g) In order to ensure timely completion of the various jobs referred to above, each Director of Lighthouses and Lightships should maintain at all times a minimum stock of paints, grease, oil etc. which may be necessary for the requirements for the buoys/floating aids which are held in stock by him.

5. When Directors of Districts are getting buoys or other floating aids repaired belonging to Districts other than their own, they shall ensure that the above informations have been complied with in the Repair Yard before their custody is handed to the Master, M.V. "SAGARDEEP" or such other vessel which is going to transport to the District to which they belong.
6. Whenever the above schedule has been carried out on any buoys or other form of aids, report to this effect should be sent to Director General of Lighthouses and Lightships and a copy to the Director of other authority who is holding these aids under the charge of about to place them on station.

(File No. 38-M(42)/68)

Sd/-
(RAGHU NATH)
FOR DIRECTOR GENERAL

To

All the Directors of Lighthouses & Lightships.

Copy also forwarded for information to:

1. The Engineer (Elect.) Deptt. of Lighthouses & Lightships, Calcutta.
2. The Engineer (Civil), Deptt. of Lighthouses & Lightships, Calcutta/Jamnagar.
3. The Superintendent of Workshops, Deptt. of Lighthouses & Lightships, Calcutta.
4. The Engineer Supervisor, Lighthouse Workshop, Calcutta/Madras/Bombay.
5. Maintenance Branch.
6. Development Branch.C&G Branch.

Sd/-
FOR DIRECTOR GENERAL

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

New Delhi. the 16th November, 1969

LIGHTHOUSE ORDER NO.2

Whenever Lighthouses are inspected from Seward by any vessel belonging to this Department, a proforma given as Appendix -1 to this order is invariably to be filed in by the vessel concerned and submitted to its administrative authority for onward transmission to Director General of Lighthouse & Lightships.

2. District Lighthouse Tender may be utilized by Director concerned in their districts for this purpose, and their comments should be added on the report before the report received from the vessel is transmitted to Director General of Lighthouses & Lightships for his information and necessary action.
3. Whenever a buoys is laid in any district whether by the District tender or by M.V. Sagardeep, the proforma given at Appendix-II with this order is invariably to be filled in an immediately after the buoys or light vessel is laid, transmitted to Director General of Lighthouses & Lightships. The respective procedures in the two cases will be:
 - (a) Where is buoys or light vessel is laid by the district tender the responsibility for the correct filling up of this proforma and the particulars required therein shall vest with the Director of District concerned who shall be responsible for transmitting it duly filled up to Director General of Lighthouses & Lightships.
 - (b) Where the light buoys or light vessel is laid by M.V. Sagardeep the transmitted to Director of the District in which these have been laid shall provide a copy of this proforma filled in with the information which is in his office in the Master, M.V. 'SAGARDEEP' and the balance of the information required will be filled in any Master buoys or light vessel is laid and M.V. 'SAGARDEEP' and be shall transmit it through the Director of District concerned to Director General of Lighthouses and Lightships.
4. To ensure correct up-take of records, of equipments already out on station in the various Districts, Directors are to fill up these proformas for each buoy and or light vessel in their District and send it to Director General of Lighthouses and Lightships as soon after receipt of this order as conveniently possible. In any case not later than 31st December, 1968.

M.V. 'SAGARDEEP' is to transmit all necessary information required in these proforma to Director of Lighthouses and Lightships, Jamnagatr for work completed in the Saurashtra & Kutch Region so far in this season. For fresh work which she will undertake during her current/forthcoming cruises, action as in Para 3 above is to be completed.

5. Kindly acknowledge receipt of this Order and Appendix I and II immediately.

(RAGHU NATH)
FOR DIRECTOR GENERAL

Appendix I (LH order No.2)

MV.....Voyage No.....From.....To.....

1. Date
2. Time IST
3. S. No. in ALDC
4. Name of Lighthouse
5. Character defined
6. Character observed
7. Range defined
8. Range observed
9. Raising bearing and Range H.F.
10. Position of ship
11. Decameter reading
12. Dipping heating and range H.F.
13. Position of ship
14. Decameter reading
15. Weather
16. Visibility in Miles
17. Name of observer and designation
18. Remarks

Particulars about the buoy laid

Bt----- Name of Station-----Date-----

Authority for laying the buoy

The original maker of the buoy

The original maker of the lighting equipment

Details of moorings- new length of chain been used or are of old ones

Authority from who equipment is drawn

Administrative Authority of buoy

on station E/Buoy No. (Deptt.)

Position of the buoy

Character of light

Type make and size of buoy

Type of mooring used

Total length and size of chain used

Weight and type of sinker used

Date and time of laying

Actual Depth of water

Depth of Site reduced to the chart

Detum

Whether and visibility at the time of laying

Time buoy was observed between

laying and laying vessel leaving
the station.

Remarks (Sketch of buoy on

Station showing particulars of
mooring).

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

New Delhi, the 8th November, 1968

LIGHTHOUSE ORDER NO.3

1. SWITCHING ON AND OFF TIMES.

Lighthouse should be switched on half an hour before sun set switched off quarter of an hour after sun rise. As times of sun set and sun rise varies from day-to-day, it would not be practicable to change the switching on and off times everyday. The time of switching on and off have therefore, to be fixed on monthly basis depending upon the average sun set and sun rise times over the month. Based on the calculated daily time of sun set and sun rise, the times of switching on and off at each Light station may be worked out and rounded off to the nearest quarter and should be supplied to the Head Light keepers. These timings should be strictly adhered to.

The switching on time pertains to the time when the lights are actually working to their full brilliancy and correct character. It is, therefore necessary that the preliminary works connected with switching on of lights must begin at least 15 minutes before the specified time and the optics should be given sufficient time to reach their correct time of revolution by the specified switching on time.

Head Light keeper regardless of their shift or other duties, must invariably be present personally at the time of switching on and off.

The times of switching on and off are the latest and the earliest times by which the lights must be working and stopped. If, however, any evening or early morning is particularly very dark, because of their earlier and switch them off latter. The Head Lightkeepers should use their discretion on this respect. However a light is switched on earlier or switched off later, a note to that effect should be recoded in the Log Book

a. USE IF STANDBY EQUIPMENT:

At all electrical Light stations fitted with acetylene gas standby equipment should be worked for the first 15 minutes each day before the light is switched over to electricity. This would test the proper working of the acetylene equipment and would also test the smooth operation of the source changer. The sequence and proper method of switching on of the gas source, source changer and lamp changer are give in the Hand Books and must be rigidly followed. At Light stations having P.V. standby the Head Light keeper must check every day that 2 spare mantles properly baked are always available as a standby and the emergency wick lamp (Wherever available) is in good condition.

In the case of a Bialladin lamp standby, it should be checked daily that it is complete with a baked mantle so that it can be put into use when necessary, it short notice. A spare mantle should also be readily.

All light keepers should familiarize themselves with the procedure for the change over from the main to the standby source and each lightkeeper should perform the operation once a month during days time. On such occasions the standby P.V. source/Bialladin lamp should be operated for one to ensure that it is in proper working order.

Gas meters in service should be replaced by spare once in 3 months by the Head Lightkeeper.

Sd/-
(RAGHU NATH)
FOR DIRECTOR GENERAL

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

New Delhi 2nd September, 1969

LIGHTHOUSE ORDER NO.4

Subject: Purchase of Spare Parts for equipments machinery etc.

All proposals submitted to the Director General of Lighthouses and Lightships, New Delhi for expenditure sanction for the purchase of spare parts for equipment machinery etc. in the Department should invariably contain the under mentioned particulars:

- i) Description of spares proposed to be purchased and quantity required with estimated rate.
- ii) Original cost of equipment/machinery.
- iii) Description of equipment /machinery for which spares are required.
- iv) Year of purchase of the equipment/machinery.
- v) Total cost of the spares purchased for the equipment/machinery since acquisition.
- vi) Quantity and cost of spares, if already on order, at the time of submitting the proposal.
- vii) Quantity and costs of spares held in stock.
- viii) Average rate of consumption of the items proposed for purchase.
- ix) Number and date of sanction, if any, wherein purchase of items in question was sanctioned earlier by the Director General of Lighthouses and Lightships.
- x) Basis for the rates adopted in the estimate.
- xi) Foreign exchange required in case of stores not available indigenously.

Instructions issued under letter No.5-M(29)/66 dated the 7th July, 1967 are hereby.

Sd/-
(RAGHU NATH)
FOR DIRECTOR GENERAL

Copy to:-

1. The Director of Lighthouses & Lightships, Bombay/Cochin/Calcutta/Madras/Jamnagar/Panjim/Port Blair.
2. The Engineer (Civil), Department of Lighthouses & Lightships, Calcutta/Jamnagar
3. Engineer (Elect), Department of Lighthouses & Lightships Calcutta.
4. Superintendent of Workshop, Department of Lighthouses & Lightships, Calcutta
5. Engineer Supervisor, Lighthouse Workshop, Calcutta/Madras/Bombay.
6. All Officers at Headquarters.
7. Development/Vigilance/Administration/ Establishment branch..

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHTWAYS)

LIGHTHOUSE ORDER NO.5

Subject: Purchase of Tools Plants and Machinery required in the Lighthouse Workshops/Training Centre/Optical Laboratory.

All proposals submitted to the Director General of Lighthouses and Lightships, New Delhi for expenditure sanction for the purchase of Tools, Plants and Machinery required in the Lighthouse Workshop/Training Centre and Optical Laboratory, should invariably contain the under mentioned particulars:

- i) Complete description of each tool, plants and machinery.
- ii) Quantity required with estimated rates.
- iii) Quantity already available in stock with its value.
- iv) Basis for the rates adopted
- v) Full justification for the requirement.
- vi) Number and date of sanction, if any wherein the purchase of such tolls,
plants and machinery was sanctioned previously and the date and
cost of purchase of the same.

GOVT. OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO.6

Subject: Tours of Officers and Staff of the Department of Lighthouses and Lightships.

With a view of ensuring proper adherence to the working schedules of construction/maintenance of Lighthouses and avoiding embarrassment in dealing with other organization, all Officers and staff of the Department whose tours are approved by the competent authority, should be processed on such tour without exception. Any refusal to go on tours without valid reason and prior approval of the competent authority would be deemed to be sufficient reason to justify action being taken against the Government servant concerned, under the rules.

(File No.25/101/69-Admn)

Sd/-
(M.M. BHRGAVA)
EXECUTIVE OFFICER (ADMN.)
FOR DIRECTOR GENERAL

Copy to:-

- 1 The Director of Lighthouses & Lightships, Bombay//Calcutta/Madras/Jamnagar/Panjim/Port Blair.
2. The Engineer (Civil), Department of Lighthouses & Lightships, Calcutta/Jamnagar
3. Engineer (Elect), Department of Lighthouses & Lightships, Calcutta.
4. Superintendent of Workshop, Department of Lighthouses & Lightships, Calcutta
- 5 Engineer Supervisor, Lighthouse Workshop, Calcutta/Madras/Bombay.
- 6 The Office order may be circulated amongst all the Mechanics/Junior/Mechanics/Mechanic's Mate for their information.
- 7 Development/Maintenance/Budget & Accounts Branch..

Sd/-
FOR DIRECTOR GENERAL

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

New Delhi, 3rd January, 1970

LIGHTHOUSE ORDER NO-7

Subject: Representation from Government Servants on service matters.

The following instructions regarding the submission of individual representations by Government Servants are issued for information and guidance.

2. Whenever, in any matter connected with his service rights or conditions, a Government servant wishes to press a claim or to seek redress of a grievance, the proper course for him is to address his immediate official superior, or the Head of his office, or such other authority at the lowest level as is competent to deal with the matter.

3. The following instructions should be observed with regard to the form and content of the individual representations:-

(i) Form of petitions:

- (a) Every petition shall be legible and may preferably be either in typescript or in print.
- (b) Every petition shall be authenticated by the signature of the petitioner.
- (c) Every petition and the documents accompanying it shall be in the language used for the official purpose of the Union.

(ii) Contents of petitions:- Every petition shall:-

- (a) Contain all material statements and arguments relied upon by the petitioner.
- (b) Be complete in itself and include a copy of the order complained against as well as copies of orders, if any passed by subordinate authorities:
- (c) Contain no disloyal, disrespectful or improper language; and
- (d) End with the specific prayer

4. The representation shall ordinarily be submitted within three months of the receipt of the order against which the representation is made except where otherwise required, e.g. within six weeks in respect of representations against communication of adverse remarks from the confidential reports, within fifty five days in the case of appeals under the Central Civil Service (Classification, Control and Appeal) Rules, 1965, etc.

5. An appeal or representation to a higher authority must not be made except in the circumstance indicated in Para 8 below.

6. Representations to still higher authorities (e.g. those addressed to the President, the Government or to Hon' ble Minister) must not be made unless all means of securing attention or redress from lower authorities have been exhausted; even in such cases the representation must be submitted through the proper channel (i.e. the Head of Office; etc. concerned). Then will be no objection at that stage (but only at that stage) an advance copy of the representation being sent direct.

7. Some Government servants are in the habit of sending copies of their representations also to outside authorities, i.e. authorities who are not directly concerned with the consideration thereof e.g. other Honorable Minister, Secretary, Members of Parliament, etc. This is most objectionable practice contrary to official propriety and subversive of good discipline and all Government servants are expected scrupulously to eschew it,

8.1 Representations from Government servants on service matters are broadly classified as follows:-

- (a) Representations/complaints regarding non payment of salary/allowances or other dues:
- (b) Representation on other service matters:
- (c) Representations against the orders of the immediate superior authority:
- (d) Appeals and petitions under statutory rules and orders (e.g. classification Control and Appeal Rules and the Petition Instructions).

8.2 In regard to representations of the type mentioned (a) and (b) above, if the individual has not received a final reply thereto within a month of its submission, he could address or ask for an interview with the next higher officer for redress of his grievances.

8.3 Representation of the type mentioned at © above would be made generally only in cases where there is no provision under the statutory rules or orders for making appeals of petitions. The provisions of the preceding sub-paragraph would apply to such representations also, but not to later representations made by the same government servant on the same subject after his earlier representation has been disposed off appropriately.

8.4 In regard to the representations of the type mentioned at (d) above, the relevant rules or orders do not prescribe a time for disposing of appeals and petitions by the competent authority, it is anticipated that an appeal or a petition cannot be disposed of within a month of its submission, an acknowledgement or an interim reply would be sent to the individual within a month

The treatment by the higher authorities of advance copies of representations so received (see Para 6 above) would be governed by the following general principles:-

- (a) If the advance copy does not clearly show that all means of securing attention or redress from lower authorities have been duly tried and exhausted, the representation would be ignored or rejected summarily on that ground, the reason being communicated briefly to the Government servants. If the Government servant persists in thus prematurely addressing the higher authorities, suitable disciplinary action would be taken against him.
- (b) If the advance copy shows clearly that all appropriate lower authority have been duly addressed and means to secure redress from such authorities have been exhausted, it would be examined to ascertain whether on the facts stated, some grounds for interference or for further consideration appear prima facie to exist. Where no such grounds appear, the representation will be ignored or summarily rejected, the reason being communicated briefly to the Government servant.

9. The above instructions, which are based on those contained in the Ministry of Home Affairs O.M. No.118/52-Ests. dated 30th April,199952 and O.M.No.25/34/68-Ests(A) dated the 20th December, 1968 and their U.O.No.857/69-Ests(A) dated the 25th February,1969, are brought to the notice of all Government servants working in this Department for their information and strict compliance.

10. This supersedes the instructions contained in this Department's Office Order No.10/12/66-V dated the 23rd May, 1966 (No.8/1/69-V)

Sd/-
(C.V.S. MURTHY)
ADMINISTRATIVE OFFICER
FOR DIRECTOR GENERAL

To

All Officers and Staff working in the Department of Lighthouses & Lightships.

1. Engineer (Civil), Department of Lighthouses & Lightships, Calcutta/Jamnagar.
2. Engineer (Electrical) Deptt. of Lighthouses & Lightships, Calcutta.
3. Director of Lighthouses & Lightships, Calcutta/Port Blair/Madras/Panjim/Bombay/ Calcutta.
4. Superintendent of Workshops, Department of Lighthouses & Lightships, Calcutta.
5. Engineer Supervisor, Lighthouse Workshop, Calcutta/Bombay.

Sufficient spare copies of this Office Order are herewith for supply to all Government servants under them.

Sd/-
FOR DIRECTOR GENERAL

GOVT. OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

New Delhi, 18th February, 1970

LIGHTHOUSE ORDER NO-8

Subject: Lending and borrowing of money by Government servants.

The following extracts from the Central Civil Service (Conduct) Rules, 1964, and Ministry of Home Affairs O.M.No.25/5/65-Ests(A) dated the 25th May, 1966 are circulated amongst all the staff employed in this Department (including those at light stations, Decca Chain stations, launches, etc.) for their information and strict compliance:-

Rule 16.4(i) " No Government servant shall, save in the ordinary course of business with a bank or a firm of standing duly authorized to conduct banking business, either himself or through any other person acting on his behalf:-

- (a) Lend or borrow money, as principal or agent to or from any person within the local limits of his authority or with whom he is likely to have official dealings or otherwise place himself under any pecuniary obligation to such person or
- (b) lend money to any person at interest or in a manner whereby return in money or in kind is charged or paid:

Provided that a Government servant may, give to, or accept from, a relative or a friend, a purely personal temporary loan of a small amount free of interest, or operate a credit account with a bona fide tradesman or make an advance of pay to his private employee".

Ministry of Home Affairs O.M.No.25/5/65Ests(A) dated 25th May 1966:-

“ STANDING SURETY FOR LOANS TAKEN BY OFFICIAL SUPERIORS.

Where a Government servant stands surety for loans taken by his official superior or their friends or relatives, it might create an impression that official pressure has been exerted for this purpose. The superior officer will also be putting himself under obligation to the subordinate and such a situation is not conducive to efficient office management and maintenance of discipline. Officers should not, therefore, approach their subordinates for standing surety for loans taken from private sources either by them or by their relatives or friends".

(C.V.S. MURTHY)
ADMINISTRATIVE OFFICER
FOR DIRECTOR GENERAL

GOVT. OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

New Delhi, 18th February, 1970

LIGHTHOUSE ORDER NO-9

Subject: Intimation regarding arrest of Government servants.

The following instructions contained in the Ministry of Home Affairs O.M.No.39/59/54-Ests(A) dated 25th February, 1955 are circulated amongst all the staff employed in this Department (including those at light stations, Decca Chain Stations, Launches etc.) for their information and strict compliance.

“It has been decided and it is hereby laid down that it shall be the duty of a Government servant who may be arrested for any reason to intimate the fact of his arrest and the circumstances connected therewith to his official superiors promptly even though he might have subsequently been released on bail. On receipt of the information from the person concerned or from any other source the departmental authorities should decide whether the facts and circumstances leading to the arrest of the person call for his suspension. Failure on the part of any Government servant to so inform his official superiors will be regarded as suppression of material information and will render him liable to disciplinary action on this ground along apart from the action that may be called for on the outcome of the police case against him”.

Sd/-
(C.V.S. MURTHY)
ADMINISTRATIVE OFFICER
FOR DIRECTOR GENERAL

To
All Officers and staff working in the
Department of Lighthouses & Lightships.

GOVT. OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO-10

Subject: Maintenance of Lighthouse equipment.

The uninterrupted and efficient operation of the lighthouse being the main function of the Department, all officers and staff should give maximum attention to work relating to the proper maintenance of equipments at Lighthouses. Top priority should be given at Workshop for completing repair work of equipments withdrawn from lighthouses. With a view to avoiding delay in attending to the maintenance of lighthouse and ensuring proper co-ordination between the directors of the District and the workshops, the following instruction are issued for guidance.

2. Whenever any requirement for attending to an equipment at the lighthouses, is received by the work-shops from the Directors, either in writing or by telephone the officer-in-charge of the Workshop should ensure that immediate action initiated to attend the same. In case of any difficulty in attending to the work immediately, the Director of the District concerned and the Supdt. of Workshop should be informed and their instructions obtained.. Similarly, the Director of District should regularly ascertain the progress of work from the Officer-in-charge of the Workshop concerned and should not allow the matters to rest for a very long time. If any undue delay is noticed, the matter should be brought to the notice of the Director General of Lighthouses and Lightships and the Superintendent of Workshops for necessary action.

3. All order issued by the Officer-in-charge of the Workshops for the Mechanic's visit to the Light station should be endorsed to the Director of the District concerned and the Superintendent of Workshops, Calcutta. The tour reports of the Mechanic's should be dealt with and sent to the Director concerned immediately on return of the mechanics from the Light stations.

Sd/-
(C.V.S. MURTHY)
MINISTRATIVE OFFICER
FOR DIRECTOR GENERAL

GOVT. OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO-11

Subject: Tour Completion Reports of Engineer Supervisor and
Technicians/Junior Technicians of the Lighthouse Workshops.

In a recent tour completion report on a lighthouse, the visiting technician had inter alia recommended the transfer of the existing Head Light keeper of the lighthouses and posting of another Head Light keeper in order to effect improvement in the maintenance of the Lighthouses equipment. Though this is a rare incident nevertheless it is clarified for the information of all concerned that Technicians and Engineer Supervisors are not expected to, and indeed should not, make suggestions for transfer of lighthouse personnel; they should confine their remarks to shortcomings, if any, in the maintenance of the equipment by the staff.

GOVT. OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO-12

Subject: Visits of Technicians to Lightstations.

In continuation of the existing instructions the subject, it has been decided that the Lighthouse Technician visiting Lighthouses for maintenance should invariably record in the station defect list/work book their observations in respect of the following:-

- i) Defects that come to their notice in the various equipment.
- ii) Rectification carried out by them.
- iii) Any other work done by them at the station.
- iv) Any defect which could not be rectified by the technicians together with the reasons(s) for not doing the rectification should be indicated in the Defect Register maintained at the station.

GOVT. OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

New Delhi, the 14th September, 1971

LIGHTHOUSE ORDER NO-13

Subject: Operation of Lighthouse.

With a view to ensuring operation and maintenance of lighthouses, the following instructions are issued for guidance and observation.

All the navigational aids should be got checked up periodically to ensure that they have been functioning to the advertised characteristics and range. Whenever a defect in any navigational aid affecting its characteristics, range etc. is noticed, prompt and immediate action should be taken to set it right without any avoidable delay. Simultaneously, the Naval Chart Depot, Bombay and the Chief Hydrographer to the Govt. of India, Dehradun, should also be informed telegraphically about the reduced visibility or irregular/mal-functioning of the concerned navigational aid with a request to notify the same to the mariners either through a WIG Message and/or notice to mariners. An official confirmation of the telegram should also be sent to the above officers under intimation to the Director General within 24 hours of the dispatch of the telegram.

(RAGHU NATH)
FOR DIRECTOR GENERAL

1. Director of Lighthouses and Lightships, Bombay/Madras/Cochin/Calcutta/Port Blair/ Jamnagar.
2. Superintendent of Workshops, Department of Lighthouses & Lightships, Calcutta.
3. Engineer Supervisor, Lighthouse Workshop, Calcutta/Bombay/Madras.
4. Engineer (Civil), Department of Lighthouses and Lightships, Calcutta/Jamnagar.
5. Engineer (Elect.), Deptt. of Lighthouses & Lightships, Calcutta.
6. All Officers and Branches in the Head Quarters.

FOR DIRECTOR GENERAL

GOVT. OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO.14

Subject:- Fire Orders.

1. INSTRUCTION

The object of these orders is to ensure prompt and speedy action by all concerned in case of a fire or their emergency, arising at all Light Station. This is possible only if everyone knows exactly what action is to be taken by him/her in such a situation. The information is provided herein to the extent possible.

2. It should be appreciated that orders and (or) instructions of this nature can never be complete or fully comprehensive against all possible contingencies. It is, therefore, necessary that the Head Lightkeepers/Lightkeepers-in-charge exercise their judgment and initiative when dealing with emergencies calling for decisions which depend entirely on the circumstances involved. Highest priority must of course be assigned to the saving of life.

3. These orders are confirmed only to action for dealing with fire and similar emergencies. Administrative matters pertaining to organization and working details have not been included here, because the intention is to ensure that everyone fully understands the action required by him/her in such an emergency without any ambiguity. All Head Lightkeepers must ensure that all light station personnel understand these instructions and are fully familiar with the proper use of fire prevention and fire extinguishing methods. Head Lightkeepers should hold periodical drills to ensure that all light station staff becomes fully conversant with their duties and responsibilities in this respect particularly in the proper use of fire extinguishers.

4. These orders shall supersede all previous orders on the prevention and control of fires and shall become applicable to all categories of personnel working at all light station unless all categories of personnel working at all lightstations unless otherwise stated.

II ACTION TO BE TAKEN IN CASE OF FIRE

1. If you discover a fire, raise the alarm at once by shouting "FIRE, FIRE", DO NOT PANIC.
2. Call the Fire Service wherever possible or feasible no matter how small the fire.
3. At night rouse all occupants of the buildings and get them out of the buildings.
4. If it is possible to attack the fire without endangering personal safety, do so immediately using the nearest fire appliance. All lighthouse personnel should be fully familiar in the use of fire extinguishers provided at all light stations.

5. Keep all doors and windows closed.
6. Certain personnel have been given individual responsibility in the event of fire. If you have no such responsibility, leave the building quickly and quietly by nearest route. Report at the assembly point.
7. If trapped keep the door of the room closed and go to the window.
8. Never use a lift as a means of escape.
9. If you suspect that there is a fire on the other side of a door, open the door very slowly, shielding yourself as much as possible.
10. If you believe that a staircase is weakened by fire, keep close to the wall when using it.
11. If you are caught in a smoke filled corridor, it may still be possible to accept by crawling on hands and knees.
12. Don't jump from the window of an upper floor if blankets or bed sheets are available use these to slide down.
13. If you must jump, throw out bedding or other material first. This will help to break your fall.
14. Remember, if you hang at arms length from the window still, this will reduce the height of your fall.
15. If a fire brigade is available in the vicinity, contact them on telephone, if a local P&T telephone is provided at the station and give the location (address) of fire in clear voice, DO NOT GET EXCITED

OR

Go to the nearest Fire Station and give the location (address) of fire in clear words, DO NOT GET EXCITED. When calling the Fire Brigade do so by the quickest possible means and give clearly and distinctly the correct address where the fire has broken out.

REMEMBER: ANY DELAY MAY BECOME SERIOUS.

III. REPORT AND INQUIRY

1. Proper record shall be maintained by all concerned of messages Transmitted/received, action taken and diary of events during emergency.
2. On termination of an emergency, a report shall be prepared by Station Engineer/Head Light keeper and forwarded without delay to Director of Lighthouses & Lightships. The report shall include an approximate assessment of the damage caused by the fire
3. An inquiry shall be held into the circumstances of an out-break of fire and the action taken for its extinguishments.

IV. FIRE PREVENTION

Fire prevention is largely the practice of careful habits which should automatically suggest themselves to everyone. It is the duty of everyone to prevent fires.

GENERAL PREVENTION

- (a) Precision, tidiness and cleanliness in all buildings and compounds is essential. Scraps of combustible material shall not be permitted to lie about inside the buildings. Grass shall be kept short, especially in the vicinity of buildings.
- (b) Empty packing cases shall not be stacked in the basement or against the outer walls of buildings or enclosures.
- (c) Grassy rags or other dirt and rubbish shall not be allowed to accumulate or lie about. These shall be kept removed from the buildings at the end of every working day and more frequently if necessary.
- (d) All cupboards and store-places shall be regularly and periodically cleaned.

FIRE AND HEATING APPARATUS.

- (a) FIRES :
 - (i) Fires shall not be permitted in the vicinity of, nor in, any building except in authorized fire places, stoves or blazers.
 - (ii) Fires shall be lighted by matches only. On no account shall burning charcoal or any kind of naked flames e.g. candle or lighted taper, be carried for this purpose from one place to another.
 - (iii) Fires shall not be kept burning without proper supervision.
 - (iv) When no longer required and at the end of the day (s) work, the fires shall be quenched and swept out before unoccupied rooms or closed for the night. The raking out a fire on to the hearth stone shall be avoided, it shall be damped out or allowed to burn out. Towards clearing fire all fires shall be allowed to die down. Under no circumstance shall any fire be banked up at night.
 - (v) The person in charge of each group of room shall be responsible to ensure strict compliance with (a-iv) above and to ensure before closing the rooms that there is no risk of an outbreak of fire.
 - (vi) Coal, wood and oil shall be stored in properly constructed bins of incombustible material, so located that there is no chance of those materials catching fire because of any external source of heat and so constructed that fire in any bin can be located to that bin alone.

(b) STOVES, BRAZIORS AND HEATERS.

- (i) Electric heaters shall on no account be connected to light circuits; bare ends of wire shall not be inserted in the electrical outlet – a proper plug shall be used. The wiring of any heater shall not be under carpet or similar covering and only one heater shall be plugged into one electrical outlet.
- (ii) Electrical heaters shall be kept at a safe distance from all combustible materials and shall be switched off when no longer required or before leaving the room – for a very short duration.
- (iii) All electric heaters shall be fitted with wire guards of substantial construction.
- (iv) Cook houses shall be provided only in rooms with roof and walls of incombustible material.

Lights

(a) ELECTRICAL FITTINGS :

- (i) All electrical fittings, including lamps shall of the appropriate type.
- (ii) In case of temporary installations, the fittings shall be of the approved quality specially instructions of combustible nature. Wire from generators shall be so that it shall not be tramped upon or interfered with by traffic. Broken and unserviceable fittings shall be replaced forthwith.
- (iii) The complete electrical installation shall be tested for sound insulation condition at least once in six months by a responsible official. A record of all such tests carried out and defects noticed/rectified shall be maintained under dated initials of the person designated for the purpose. Wiring passings through combustible materials or store shall be checked more frequently for insulation.
- (iv) Generator sets or motors shall be located only in segregated rooms of incombustible construction and shall be maintained regularly and handled strictly in accordance with the manufacturers instructions.
- (v) Only trained personnel shall be allowed to handle and (or) operate generator sets, motors and other electrical gear.
- (vi) Electrical fittings shall e kept in good repair. Interference in any way with gas or electrical fittings is strictly for bidden all repair and alternations being carried out by the persons responsible for it. Any actual or suspected tempering shall be brought to the notice and immediate disciplinary action taken against offender. Greatest care shall be taken not to drive nails or tacks into electric wires or casings.

(b) Oil lamps and naked lights :

- (i) Kerosene oil and similar lamps of any description shall not be used in the building unless specially authorized in writing for any particular place. Similarly, no naked lights shall be used in the buildings.
- (ii) Where oil lamps are specifically authorized in writing these shall be always filled in before burning.
- (iii) Lamps in regular use shall be frequently examined and shall not be permitted to burn indefinitely in places where these are likely to remain unattended.
- (iv) Hanging lamps shall be rigidly fastened by metal chains, brackets or hooks and shall be regularly inspected to see that the holding parts are secure.
- (v) All stoves, sigris, braziers and oil cookers shall be located on firm incombustible tray with a broad base, having a raised lip, to prevent cinders reaching the floors. These shall under no circumstance be used in rooms where the floor is covered with a carpet or other combustible materials.
- (vi) All stoves, sigris, braziers and oil cookers shall be completely extinguished when not in use.
- (vii) All combustible material shall be kept at safe distance from any stove, sigris, chullah, brazier or oil cooker.
- (viii) Pressure stoves not be used in the main building under any circumstances, similarly bokharis is prohibited.
- (ix) Turning oil cookers to full flame and over filling sigris with coal and chullahs with fire wood is forbidden.
- (x) Cook houses and connected premises shall be kept scrupulously clean and tidy. All appliances shall be meticulously cleaned. It shall be ensured that metal flue pipes do not come in contact with any combustible material throughout the length of the flue-pipes.
- (xi) Frequent inspection shall be made of all stoves, the nearby woodwork and the flues, oil stoves shall be extinguished when not required and shall on no account be left burning when unattended. Other stoves shall be extinguished at the end of the day and ashes removed and disposed off safely outside the building. Fires of steam boilers may be raked up at night. Electric radiators and fittings shall be kept in good repair. When any chafing of wires is detected: the current shall be switched off and attended to at once.
- (xii) It shall be ensured that all electrical fittings are inspected periodically.
- (xiii) Chimneys and flues shall be frequently and thoroughly swept and care shall be taken to see that the draught is properly regulated and that stoves are not allowed to become red hot.
- (xiv) Wicks of oil stove shall be kept carefully trimmed and a bucket of loose sand maintained in the vicinity of all oil stoves in use. A fire bucket with water shall be kept near and other fires and stove, including braziers and sigiris. Flammable materials shall not be kept in the vicinity of any stove and textiles shall on no account be hung on crinolines or over stoves.

(c) WORKMEN

When artificers and workmen are employed in any building, greatest care shall be taken by the superintending authority that all lights and fires – whether in the open or in the buildings are extinguished on the discontinuance of work for the day.

- (i) All oil lamps shall be kept clear of partitions, shelving and ceilings of combustible material. Proper shields shall be provided in the case of lamps placed within 60 cm of the ceiling, and lamps shall not be placed in a draught unless provided with a shield. Cracked chimneys shall be replaced and shall not be repaired by gumming paper or cloth on over the cracks.
- (ii) Only such quantity of kerosene oil as is actually required for the oil containers should be taken to the lantern. Care other oils so that there is no spillage. Mothylated spirit should be kept well stoppered and the bottles placed on a secure safe place away from fires. Under the circumstances should ethylated spirit or extol bottles be kept on the optic tables.

(d) Extinguishing of lights :

When possible at the closed of each day's work all electrical installation viz. lights, fans, air conditioners etc. shall be switched off at the main switch in each building or portion thereof. All detachable electric plugs shall be removed.

Khas tatties: Khas tatties shall be kept continuously moist during summer wherever used.

Smoking: By far the most frequent cause of fires is the careless throwing away of lighted cigarettes ends, matches and the contents of pipes amongst combustible material such as paper dry grass etc. Lighted cigarettes left lying on tables on being allowed to fall from all trays have been responsible for many fires. The following instructions shall therefore, be strictly enforced.

(a) Smoking, introduction of matches and smoking requisites and carrying of naked flames in power house; cylinder rooms lantern rooms, oil store rooms, garages, motor sheds or workshops or in any place where dry grass, straw, paper petrol, sprit, diesel oil, films, linen, cotton, pillows, blankets, furniture office records and similar combustible material is lying about is strictly forbidden and notices of prohibition, in both English and Dev Nagri scripts shall be prominently displayed in such places.

(b) Cautious disposal of match sticks and cigarettes stamps shall be scrupulously observed by staff of all grades specially those working in carpeted rooms and those in those in attendance near khas tatties.

© In the offices etc. where smoking is allowed, special order shall be pasted , in both English and Dev Nagri scripts, regarding the disposal of cigarette ends and

matches which must on no account be thrown or left lying about. Ash trays shall always contain water, be thrown or left.

Disposal of Waste Material.

Care shall be exercised in the use of oiled rags, cotton or other waste, particularly rags which come into contact with petrol or other flammable material. Being liable to spontaneous ignition, they shall on no account be left lying about store rooms, garage or other buildings, but at the end of each day's work shall be burned at a safe place outside the building under the supervision of a responsible individual, to be detailed by officer responsible for these buildings, who shall ensure that the fire is fully extinguished before leaving and that no amouldering material is left lying about.

No accumulation of grass, filth oil waste straw or paper shall be permitted except in authorized bins and all such bins shall be emptied and the contents place outside the building under the supervision of a responsible individual.

- a) Petrol shall not be stocked except that filled in the motor car, tanks, unless specially authorized in writing because of any special reasons. Such cases, utmost cars shall be taken in its handling and storage.
- b) Paint shall be stored in a detached building. The floors of paint stores shall be strewn with dry sand and on no account be strewn with saw dust; paint in small tins may be kept on store shelves but care must be taken that no pain is dripping over side of the containers of spills over shelves or floor. As far as possible they should be kept away from other inflammable materials.
- c) Diesel oil drum should be kept in upright position and raised from the ground so that it is possible to clear, under the drums any oil spillage. Oil should always be drawn carefully to prevent any leakage or spillage.
- d) Acetylene cylinders should always be stored is upright standing position. Cylinders should be carefully handled and not dropped from heights. The cylinder room should be well ventilated.

GOVT.OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO. 15

Subject :- Operation of Lighthouses.

With a view to ensuring efficient operation and maintenance of Lighthouses and Lightships and other visual aids to navigation the following instructions are issued for guidance & compliance:

2. All visual navigational aids should be checked periodically to ensure that they are functioning to the advertised characteristics and ranges. Prompt and immediate action should be taken to set right any failure, malfunctioning or irregular of these aids.
3. Whenever there is any failure of any of these aids, the following action to be taken by the Director concerned.
 - i) The Naval Chart Depot, Bombay should be informed telegraphically with a request to notify the same to the mariners through a WIG message and/or Notice to Mariners. Also intimation to be sent to the concerned Coastal Radio Station about malfunctioning of the Navigational Aids.
 - ii) The Chief Hydrographer to the Govt. of India as well as the officer In-charge of the coastal Radio Station should be informed by telegram of the report sent to this naval chart depot, Bombay and the words DEPSent/Coast SENT (This will convey to the Chief Hydrographer that the Naval Chart Depot, Bombay, as well as the concerned coastal Radio Station have been notified on the subject).
 - iii) Action, as in sub Para (i) & (ii) above should also be taken whenever there is any defect which affect as appreciably the characteristics and the range of those aids.
4. The Director General should also be informed telegraphically about these events. An official confirmation of the telegram should also be sent to the above officers as well as to the Director General with in 24 hours of the despatch of the telegram. In the confirmatory copy of the telegrams to the Director General, more details may be indicated, if available regarding the nature of defects, the source from which the information has been obtained and action taken to set right the defect. These details should appear on the confirmation copies addressed to the Naval Chart Depot, Chief Hydrographer and the office In charge Coastal Radio Station.

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO.16

Subject: Decarbonizing and over-hauling of the generating set.

It has been observed that in some districts decarbonising and over-hauling work is not being carried out as per schedules laid down in the maintenance manuals supplied by the manufacturers of the generating sets. The Directors must ensure strict observance of these maintenance schedules.

During the over-hauling work or any other important maintenance work, Asstt. Engineer (Mech.)/ Asstt. Executive Engineer (Elect/Mech.) from the district office must be present to supervise the work.

Director of Lighthouse & Lightships must always plan out for the procurement of appropriate spares well in time so that the scheduled decarbonising/over-hauling work is not delayed on this account.

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHTWAYS)

LIGHTHOUSE ORDER NO. 17

Subject: Earth and Lightning Conductor Resistance Tests.

In continuation of the orders on the above mentioned subject, it should be ensured that the lightning conductors as well as earth plates at all Lighthouse, Radio Beacon Stations and Decca Stations are tested regularly once in a year preferably before this monsoons and the date of testing together with the results thereof should be recorded in the Lighthouse Log Book. The readings should be compared with previous ones and efforts should be made to improve upon the readings whenever found not satisfactory, action taken should also be indicated in the fortnightly report/Station Engineer's Weekly Report, sent immediately after the tests are carried out.

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO. 18

Subject: Maintenance of Stores Accounts.

Instances have come to the notice of the Director General of the Lighthouses & Lightships where the value of stores purchased in the department have been stated as “not available” in the records. If the procedure laid down in the Lighthouse Accounting Rules for the maintenance of receipt and issue of stores is properly followed, such situations should not arise. The attention of all the officers concerned with the maintenance of stores accounts is drawn to the procedure laid down under rules 46 to 55 of the Lighthouse Accounting Rules, for strict compliance.

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO. 19

Subject: Periodical inspection of Lighthouses.

Instructions had been issued in this office order No. 25/84/63-Admn. dated the 7th September, 1963 that each Lighthouse should be inspected personally at least once every year by the respective Director of the Lighthouse District. The above instructions are again brought to the notice of all the directors of Lighthouses & Lightships for compliance. A detailed report on the working of each light station (including Decca Navigator Chain Stations) covering the maintenance of land and buildings, roads, water supply installations etc. machinery optical apparatus, power supply equipment, functioning of the light, Radio Beacon, Fog Signal, Radar etc. should be submitted to the Director General of Lighthouses & Lightships, New Delhi after every inspection.

2. Every Lighthouse, Radio Beacon, Radar, Fog Signal and Decca Chain Station should also be inspected by the Dy. Director General (Civil)/ Dy. Director General (Elect.) at least once in every 2 years and detailed inspection reports furnished.

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)
New Delhi the 5th March, 1975

LIGHTHOUSE ORDER NO. 20

Subject: Polishing of Brass optic frames.

The following instructions should be followed for polishing the optic frames at Lighthouse:-

- (i) All the accessible and outward portions of the brass frames should be polished. The inward portions which are inaccessible and hidden from outside need not be polished but kept clean.
- (ii) The frames of all optics excepting these painted black and/or are furnished dull chrome should be polished at least once a fortnight.
- (iii) While polishing the metallic frames, utmost care should be taken to keep the lenses and prisms of the optic thoroughly cleaned. If the glass becomes greasy, it should first be wiped with a linen cloth soaked in Xylol or denatured spirit supplied to the stations and then carefully dried with soft linen rubber and rubbed lightly with soft chamois cloth.

Sd/-

(M.C. BHARGAVA)
FOR DIRECTOR GENERAL

To

All the Director of Lighthouses & Lightships Copy also forwarded for information to

- 1. The Engineer (Elect.), Deptt. of Lighthouses & Lightships, Calcutta.
- 2. The Engineer (Civil) Deptt. of Lighthouses & Lightships, Calcutta/Jamnagar.
- 3. The Supdt. of Workshops, Deptt. of Lighthouses & Lightships, Calcutta.
- 4. The Engineer Supervisor, Lighthouse Workshop, Calcutta/Madras.
- 5. MS Branch/Dev Branch/Budget and Accounts and C&G Branch.

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO. 21

Subject: Uninterrupted operation of Lighthouses – Preventive Maintenance action to be taken to ensure.

Instances have come to the notice of the Director General when some lighthouses have failed due to lack of proper preventive maintenance. In a few cases when the lights failed, it has also been observed that action to re-exhibit them was not taken expeditiously. Since the prime responsibility of the District Offices is to ensure normal functioning of Lighthouse and all other aids to navigation and satisfactory performance of all the equipment and apparatus installed there at. It is desired that all out efforts should be made to ensure uninterrupted function of the lights etc. In this regard following preventive maintenance action has been laid down as guidelines:-

A Submission of Bi-Monthly Performance Reports:-

- i) Correctness:- The particulars in the Reports shall be by the Station Staff on the basis of the observations made during the period under review and repetition of the values recorded earlier shall be avoided.
- ii) Completeness:- No column of the Report shall be left blank under any circumstances. The defects reported as well as remedial action, if any, taken by the Station Staff, visiting Technicians, Inspecting Officers etc. should be properly reflective in the performance reports for the relevant period.
- iii) Promptness in submission of Reports:- The Reports should be submitted by the Station Staff on the last day of the period to which the same relates. The Regional Offices should forward the same promptly to the Headquarters Office and the Dy. Director General (Elect.)/Dy. Director General (Civil) within 5 days of their receipt.
- iv) Supervision:- While forwarding the Reports, the District Offices should furnish their comments on the defects reported, if any, action taken thereon etc., and any other suggestions relevant to the performance of the station during the period under reference. Such endorsements should be made on the last page of the reports in the prescribed form, as reproduced below:-
 - i) Action taken on defects reports:
 - ii) Action taken on supply of stores and spares; and
 - iii) Station last inspected by
- v) Forwarding:- a copy of all Reports should be forwarded to the Headquarters Office. Also, an additional copy shall be forwarded to the Deputy Director General (Elect.) in respect of electric light stations/Radio Beacons and the Dy. Director General (Civil) in respect of P.V. and gas operated stations.

vi) Cyclostyling/Printing:- The report forms should be on both sides of paper. Endorsements in the prescribed proforma should be on the body of the Report itself and no separate covering letter should be used.

B. Periodical visits to light stations by Technicians

As per standing instructions issued from time to time, all the light stations should be visited periodically, as a routine measures and without fail at intervals as indicated below:-

Type of Stations	Minimum Frequency of Viz
Acetylene Beacons	Annual
P.V. Stations	Annual
Electric Stations (including Fog signals/Auxiliary Lights)	Half Yearly
Radio Beacons/Radar	Quarterly

The Technician should, during their visits, carry out complete checking of all the equipments at the station. All defects encountered and remedial action taken should be entered in the “Defects Register” to be maintained at each station. A list of the defects which could not be attended during the visit should be furnished in their tour completion Report to the respective Engineer Supervisors/Directors of Lighthouses & Lightships, who should in turn, take prompt steps for rectifying the same. The technicians should also check the spares held at the stations and report any deficiencies observed.

The periodical visits should be planned in such a manner that a group of adjacent light stations are covered by the same said Technician in one visit as far as practicable. The completion report of the Technicians should be promptly and invariably forwarded to the Headquarters office and also the Director of Lighthouses & Lightships concerned as applicable.

C. Periodical Inspection by District Officers.

In accordance with the standing orders issued from time to time each light station must be inspected quarterly by the District Officers and at least once every year personally by the Director in order to ensure proper maintenance of the machinery, optical apparatus, power supply equipment, etc. and the functioning of the light radio bacons, fog signal, etc. All the Officers should submit a report soon after the completion of the inspection and a copy thereof should be forwarded to the Headquarters Office without delay.

Copy also forwarded for information to

6. The Engineer (Elect.), Deptt. of Lighthouses & Lightships, Calcutta.
7. The Engineer (Civil) Deptt. of Lighthouses & Lightships, Calcutta/Jamnagar.
8. The Supdt. of Workshops, Deptt. of Lighthouses & Lightships, Calcutta.
9. The Engineer Supervisor, Lighthouse Workshop, Calcutta/Madras.
10. MS Branch/Dev Branch/Budget and Accounts and C&G Branch.

Sd/-
FOR DIRECTOR GENERAL

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

No. 7-MCS (7)/76

New Delhi, the 1st May, 1976

LIGHTHOUSE ORDER NO. 22

Subject:- Mooring Chains used in the Department

1. The degree and rate of wear in any type of mooring will depend almost entirely on whether its position is exposed or sheltered, the nature of the sea-bed and the state of the tidal stream.
2. The greatest wear in a buoy mooring chain takes place in that section, adjacent to the sea bed as the buoy rises and falls with the tide.
3. During storms rapid vertical accelerations occur when the buoy rides the crests of waves causing the links to thrash up and down rapidly and sustain wear from hammering against each other as well as from the abrasive action of sand & stones.
4. The following procedure should be followed to determine the rate of wear and reuse of the mooring chain:-
 - (a) After about a year's service, the mooring should be lifted. The maximum wear and the number of links affected should be noted. The wear which has taken place during the first year of service will give a reasonably good indication of the rate at which wear will take place during the next year.
 - (b) The procedure should be followed every year and a record kept of the wear. The record would be a good guide to determine how long a mooring would last at a particular location.
 - (c) If the maximum wear at the crown of the links is no more than one eighth of the diameter of the chain when new, the chain may be allowed to continue in use.
 - (d) If, however, the wear exceeds the above limit but does not exceed one fourth of the diameter of the chain when new, it may be dealt with in the following manner.
 - (e) Provided the worn links are not midway along with chain, it may be reversed and for end to bring sound links into the section subject to wear.
 - (f) If wear occurs in the middle of a complete section of the work links can be moved elsewhere in that length by cutting an equal numbers of links from one end and connecting them to the other (File No.. 7-MCS(7)/76)

Sd/-
(T.R.VISVANANTAHAN)
FOR DIRECTOR GENERAL

Copy to:-

1. Copy also forwarded for information to

11. The Engineer (Elect.), Deptt. of Lighthouses & Lightships, Calcutta.
12. The Engineer (Civil) Deptt. of Lighthouses & Lightships, Calcutta/Jamnagar.
13. The Supdt. of Workshops, Deptt. of Lighthouses & Lightships, Calcutta.
14. The Engineer Supervisor, Lighthouse Workshop, Calcutta/Madras.
15. MS Branch/Dev Branch/Budget and Accounts and C&G Branch.

Sd/-
FOR DIRECTOR GENERAL

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO. 23

The prime concern of the Department of Lighthouses & Lightships is to maintain the aids to navigation to the highest standards and to ensure their uninterrupted operation. In order to achieve these standards and maintain them, it some time be comes necessary to utilize the services of the technicians belonging to a particular trade for carrying out works of other trades. I has accordingly been decided the technicians belonging to a particular trade should be prepared to work in other branches if and when ordered by the concerned officers. The officers issuing such instructions shall satisfy themselves that the particular work can be carried out be the Technicians concerned by virtue of their special training, experience or otherwise Refusal to carry out the work so assigned shall be dealt with as misconduct” under the Central Civil Services (Classification Control and Appeal) Rules, 1965.

All works so assigned should be carried out with extreme care and due diligence and any damage caused due to negligence or malingering, willfully or otherwise would be severely dealt with under the provisions of the relevant rules.

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

NO.12-MS (6)/77

Dated 28th March, 1977

LIGHTHOUSES ORDER NO. 24.

Subject:- Maintenance of Lighted and unlighted buoys

It has been found that on several occasion, the district offices are not in a position to readily furnish full particulars of the buoys including exact size, shape, type, dimension of tail, fin and details of counter weight etc., and/or copies of the detailed drawings etc., required for undertaking the repairs as and when required. The particulars like date of purchase, original cost, and depreciated value etc., of the floating aids including the lighting equipment installed thereon are also not readily available at some places. With a view to ensure a proper speedy maintenance and repair schedule to the floating aids, the following instructions are issued for immediate compliance:-

- (i) Metal serial numbers using the abbreviation of the name of the district should be welded to the buoy body in a prominent position above the flotation level. Whenever new buoys are received they should also be serially numbered successively.
- (ii) History sheets in respect of the each of the serially numbered buoys indicating the date of purchase, cost name of the manufactures, shape and dimensions of the buoys, particulars of the relevant drawings and other connected information should be compiled in a register which should be kept up to date at the district Headquarters. The details of the repairs and additions and alterations made, if any, to the buoys alongwith the cost involved thereon should be added to the History sheet as and when such repairs are undertaken.
- (iii) The particulars of the mooring gear procured for the buoys should also shown in the above Register. The items of mooring gear that are lost at sea whenever the buoys drift or which become unserviceable as well as those procured in replacement of the same were lost and the date of purchase of the replacement alongwith the cost thereof.
- (iv) The register referred above should also cover the particulars of the lighting equipment and the mooring gear procured for each of these buoys indication the type, make and details of the flasher etc., fitted to the same may also be kept in the register.
- (v) Whenever a floating aid is transferred from one region to the other, relevant date in respect thereof should be passed on to the concerned district office.

Sd/-

(M.C. BHARGAVA)
FOR DIRECTOR GENERAL

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

No. 1-D(25)/73

New Delhi, the 10th June, 1977

LIGHTHOUSE ORDER No. 24-A

Subject: - Maintenance of Niphan Plug and Sockets of Lamp Changers.

It has been observed that Niphan Plug and Sockets of lamp changers get burnt after some time due to loose contact of terminals in the plugs and of the sockets.

To avoid such mishaps in future it is necessary that the terminals of the Niphan Plug and sockets of the lamp changer should be checked at least once a week for their tightness or otherwise.

Sd/-
(T.R. Visvanathan)
FIR DIRECTOR GENERAL

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO. 25

Subject:- Inspection of Lighthouses and Decca navigator Chain Station etc..

It has been observed that in most cases follow up action on the suggestions made by the various inspecting officers in the inspection books maintained at the Lighthouses, Decca Navigator Chain Stations etc. is not being taken by the concerned officials. In some cases, action has been initiated after the station is visited by the next inspecting officer and the outstanding items of work brought to the notice of Head Light keepers/Station Engineer concerned. All the Chain Commanders/ Station In Charges/ Head Light Keepers are required to take prompt action on the recommendation made by the Inspecting officers in the inspection books and in cases where they are unable to take any action in respect of any item for want of technical assistance or spares or any other reason, they should immediately report the same to the concerned Director of Lighthouse & Lightships indicating the nature of assistance or the particulars of the spares required for attending to the specific item of work. The Chain Commanders/ Station Engineers/ Officer-in-Charge and Head Light keeper should be invariably forward the extracts alongwith a report on the action taken/being taken by them immediately after inspection: fortnightly progress reports on the action taken should be sent to till the action is completed in all respects.

GOVERNMENT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING & TRANSPORT)

New Delhi the 29th November, 1977

LIGHTHOUSE ORDER NO.26

Subject: Duties and responsibilities of officer-in-charge, lightstations.

The duties and responsibilities of the Officer-in-charge, lightstations shall be as under:-

i) To be overall In charge of the Light station and to be responsible to the Director of the District in all matters relating to the station:

ii) to assist in the installation and commissioning of the M.F. Radio Beacons, Radars, Racons, Trans-receiver sets, lighting equipment, Fog Signals, Power Supply equipment in the station, as also in all matters effecting aids to navigation.

iii) to be responsible for satisfactory and efficient operation maintenance and administration of the Light station in order to ensure uninterrupted service of the various navigational aids at the Station:

iv) to be responsible for satisfactory and efficient operation, maintenance and administration of transport vehicles, motor launches and other machinery, stores and equipment attached to the light station including land, buildings and all other assets at the station.

v) to ensure that all the Light station personnel discharge their duties in an efficient manner and to train new incumbents adequately,

vi) to take up a share of the routine watch-keeping duties regularly at the station alongwith other lightkeepers and provide such additional assistance as may be necessary when the station faces shortage of personnel.

vii) to be responsible for necessary procurement action relating to the spares and stores required for the station and to maintain and render proper accounts thereof.

viii) to be responsible for investigating cause of failure, if any, of all the equipments including Radio Beacon etc. at the Lightstation, and to arrange for effective remedial action to restore normal functioning of the navigational aids concerned.

ix) to arrange in case of any interruption/failure of the navigational aids for the prompt promulgation of Notice to Mariners under the procedure laid down in current practice, and

x) any other work entrusted by the Director of the Lighthouse District concerned required for the proper maintenance, operation, upkeep for and administration of the station.

Sd/-

(M.C. BHARGAVA)
FOR DIRECTOR GENERAL

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO. 27

Subject:-Storage of Mantles.

The collodian mantles are used for the gas equipment and Alladin standby lamps, while auto form mantles are used for the P.V. Burners and Bialladin lamps. Owing to difficulty in getting the supplies, larger stocks are procured, as and when necessary, Unless the mantles are properly stored, the mantles deteriorate.

2. For proper storage, the mantles should be stored in air tight containers. Alongwith the mantles, a cloth bag containing indicator type blue silica gel desiccant should be placed to absorb moisture. One bag containing 100 gms + 5 gms silica gel is adequate for the size of a container 16 CMS X 16 CMS x 17 CMS high. In case, the container is of larger capacity, the number of bags containing the silica gel should be increased accordingly. The size of silica gel grains should be 9 -16 mesh. When removing the mantles from the container, the silica gel bag should be 9 -16 mesh. When removing the mantles from the container, the silica gel bag should first be removed and then the mantles. The container should be opened for the minimum period required, and closed tight, thereafter.

3. With the absorption of the moisture, the silica gel turned pink in colour. When this happens, it is necessary to regenerate the silica gel to bring it back to its former blue color.

4. For regeneration, the silica gel bag should be opened and grains placed in an aluminum pan or on an aluminum sheet, which should be placed on a kerosene stove or an electric heater, if available. The silica gel will turn blue in a short while. Heating, however should continue for a period of 10-15 minutes in order to expel the moisture from the innumerable number of pores inside silica gel. The silica gel should, thereafter, be put back in the cloth bag, tied and placed in the container holding the mantles.

5. Whenever a mantle is removed, the colour of the silica gel should be verified and it should be regenerated, if it has turned pink in colour. If, after regeneration, the colour of the silica gel does not turn to blue, the matter should be intimated to the Head of the Lighthouse District for further instructions.

Sd/-
FOR DIRECTOR GENERAL

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO. 28

Subject:- Standardisation of system of Accounts and Records for works in the Department of Lighthouses & Lightships

A study of the system of Accounting and various records maintained in the different district offices in respect of execution of works has revealed that there is no uniform system followed in this behalf. With a view to facilitate proper check and maintenance of accounts and records of all the works taken up departmentally and/or through contractors in a uniform pattern, in all the lighthouse districts, it has been decided to maintain set of registers in proforma A-1 to A – 8 in the district offices and another set of registers in proforma B- 1 to B-7 at work site, as per instructions given below:-

General:- All registers should be properly page numbered and there should be a table of contents or index.

A Certificate regarding the number of pages in the register should be recorded and signed by the Director of Lighthouses & lightships or any other officer.

In the case of materials at site and dead stock registers, a page should be left for inspecting officers to record there periodical certificates of verification.

II. A. Registers to be maintained in Director's Office.

1. Works Register :Form A - 1

This register will be maintained financial year-wise and should show not only the case expenditure incurred in the Director's office but also the debits adjusted by the Pay & Accounts Officer. There should be one or more pages for each work. After the Accounts are closed for financial year, the figures in the various columns should be totaled for posting in the Abstract of Expenditure.

More columns may be opened in form A – 1 if the work involves additional items such as purchase and erection of aerial masts, etc.

2. Abstract of Expenditure on Works : Form A -2

Postings in this register will be from the Works Register described above. There will be one page for each work. If possible, the column C.F. Works' may be sub divided to give the expenditure separately on tower, other buildings, roads and pathways, etc. to facilitate postings in the Fixed Assets Register when the work is completed.

3. Earnest Money Deposit Registers Form A-3

Whenever earnest money I received with the tender or letter, the particulars should be entered in this register and the challan or deposit at call receipt, etc. handed over to the cashier for safe custody in the cash chest. Entries should also be made when the E.M.D. is refunded. In case of forfeiture of the E.M.D. suitable remarks should be made in the register giving reference to the order of forfeiture, remittance into Treasure/Bank etc.

4. Register of recoveries made from contractors ; form A-4

Security deposits, income tax and other recoveries made from contractors/suppliers should be entered in this register. When the security deposits are refunded suitable remarks should be made and by the Director to prevent double payment.

5. Register of construction materials/Dead Stock articles in transit : Form A-5

There will be one or more registers for each work and the registers will be separate for construction materials and dead stock articles. All items procured at the Director's HQ & dispatched to the work site should be entered in this register. While dispatching the materials, the value of each item should be intimated to the Junior Engineer at the site to enable him to make necessary entries in the stock registers at the site. The Officer-in-Charge of the work should periodically review the registers to ensure that all materials procured at HQ have been dispatched to the site.. The receipted dispatch advice returned by the Junior Engineer should be filed work-wise separately for future references/verification by audit.

6. Register of work advance : Form A-6

There should be one or more pages for each work. The register should be put up to the Director with A.C. bill as well as with the adjustment bill for verification and initialing.

7. Register of Measurement Books : Form A-7

This register is necessary to keep a proper record of all Measurement Books in the District.

8. Movement Register of Measurement Books : Form A -8

Since Measurement Books are important records, it is necessary to keep a record of their movement between the HQ Office and the Junior Engineers at sites.

III. B. Registers to be maintained at work site.

1. Register of materials at site : Form B - 1

In this register, the particulars of receipts, issues and balances of all construction materials either procured at site or received from the Director of Lighthouses & Lightships office or else where should be entered. There should be one or more pages for each item and as far as possible the items should be entered alphabetically. Entry should be made on each date on which there is a receipt and/or issue. The estimated quantity of each item required for the work should be indicated when the work in commenced so that a watch can be kept on their procurement and

consumption. Inspecting Officers should physically verify the balance of each item with reference to the register at periodical intervals and furnish certificates of such verification and their findings.

2. Register of Dead Stock articles : Form B – 2

This register will be maintained in the same manner as the materials –at-site register. However, in the case of dead stock articles, there will be no consumption and entries on the issue” side will be made only when an item is issued to some other site or permanently returned to the Director of Lighthouses office or when the item is written off on the order of the appropriate authority. When an item is sent for repairs or temporarily loaned to another site, “issue” entry need not be made but a separate record may be kept for watching its returns.

3. Earnest Money deposit register: Form A-3

Whenever earnest money is received with the tender or letter, the particulars should be entered in this register and Challan or deposit at call receipt etc. handed over to the cashier for safe custody in the cash chest. Entries should also be made when EMD is refunded. In case of forfeiture of the EMD suitable remark should be made in the register giving reference to the order of forfeiture, remittance into Treasury / Bank etc.

4. Register of repairs etc. to vehicles and construction machinery : Form B – 4.

This register should be maintained at the site so that the information contain therein can be used for completing the History of machines’ maintained in the Director of Lighthouses & Lightships office. There may be one more pages for each item of equipment/machinery/vehicles.

5. Register of unpaid wages : Form B – 5

This register is necessary to watch subsequent payment of unpaid wages to the laborers employed on N.M.R. and to prevent possible double payments.

6. Register of sale of usufructs from trees : Form B – 6.

This register should be maintained at sites where there are yielding trees so that a proper record is available of the revenue accruing to the Department on account of sale of the usufructs.

7. Service stamp account :

This account should be maintained in the standard form prescribed in the Manual of office procedure. When the junior Engineer returns to Headquarters office either on completion of the work or due to long duration of suspension on account of monsoon or other causes he should close the stamp account and hand over the balance stamps to the Director’s office.

8. Cash Book : Form B-7

All receipts and payment of cash should be accounted for in the cash book. In respect of work advance, entry on the payment side need not be made on every

day there is a transaction but can be made on the date of closing of the account and submission to the Director. Accounts should however, be closed on the last day of each month and the balances truck and verified.

9. Imprest Cash Account : Form CPW-A2(ii)

These are to be rendered to the Director by the site staff in respect of all cash advance given for the execution of the work. Whenever two or more advances are given for the same work but for different purposes such as 'purchases of material', 'payment of labour' etc. the accounts should be maintained separately and not mixed up. The vouchers should be serially numbered date-wise and attached to the accounts alongwith receipts, quotations, etc. Then accounts should be submitted in duplicate, and vouchers for Rs.100/- and more should also be in duplicate. All vouchers should be properly certified and signed by the Junior Engineer. Bills for purchase should clearly indicate the designation of the official to whom the items are sold and the details of the items. Bill which are made out in the local language should be accompanied by an English translation to facilitate checking in the office. Particulars of the vouchers should be given clearly in the account e.g. cost of 6 torch cells – vide cash bill No.----- dated-----of M/s ----- Labour charges for unloading 6 tonnes of cement from ----- lorry No.----- . Payment on arrears of wages to Shri ----- Mason etc. If any purchase is covered by an order from the Director, reference to the Director's letter should be indicated either in the accounts or the back of the voucher to facilitate check in the office.

10. **Inspection Book :** A plain register should be kept at the site for inspecting officers to record detailed instructions and brief remarks / instructions, if any.

11. A plain register should be kept at the site for inspecting officers to record detailed instructions which cannot be recorded in the Inspection Book.

12. An extracts from the entries made in Form A-2, should invariably be forwarded to the Headquarters Office at the close of the financial year latest by the 15th April for completion of the entries in the Assets register.

13. All the registers and records mentioned above shall be in addition to those that are to be maintained under various rules such as Lighthouse Accounting Rules, General Financial Rules, and C.P.W.D. Code etc.

14. It is desired that the accounts maintained at the work sites should be checked by the Assistant Engineer/Assistant Executive Engineer at least once every 3 months and by the Deputy Director once every 6 months and the concerned Director whenever he happens to visit the site. A certificate to the effect that the accounts and records are being maintained properly and in accordance with the prescribed procedure should also be forwarded to the Headquarters Office periodically.

Works Register

Name of work

Form A-1 (LH order No. 28)

Year _____

Budget Provision

1. Date
2. Bill No. or reference to Debit
3. Brief Particulars

- Expenditure
4. Land
 5. Civil Engg. works
 6. Electrification
 7. Cost
 8. Customs duty
 9. Freight & other Misc. Charges
 10. Installation
 11. Total for equipment
 12. Total of Col. 4,5,6 & 11
 13. Progressive Total.

Register of Abstract of Expenditure

Form A-2(LH order No. 28)

Date of Land acquisition
Date of commencement of work
Date of completion of work
Date of commissioning

Name of Work
Sanctioned amount
Reference to sanction

-
1. Year
 2. Land
 3. Civil Engg. Works
 4. Electrification

- Equipment
5. Cost
 6. Customs duty
 7. Freight and other Misc. charges
 8. Installation
 9. Total for equipment
 10. Total of col. 2,3,4 & 9
 11. Progressive total

EARNIEST MONEY DEPOSIT REGISTER

1. Sr No.
2. Name of Tenderer furnishing EMD
3. Name/Particulars of work for which EMD furnished
4. Amount of EMD
5. No. and date D/D/CDR and the bank on which drawn
6. Date when received in DLL's office
7. Whether tender accepted or rejected
8. Date of release of EMD and ref. to letter No. and date
9. Remarks

EARNIEST MONEY RECOVERIES FROM CONTRACTORS

Name of Contractor

Name / Particulars of work/ supply

1. No.
2. Particulars of Running Account or other bills from which recovery made.
3. Gross amount of bill
Recoveries
4. Security deposit
5. Income tax
6. Other items with particulars
7. Total
8. Net Amount of Bill
9. Remarks

Register of construction Material's Dead Stock Articles in Transit

Name of work

Name of material / Dead stock item

1. Date

Receipt

2. Quantity

3. Value

4. From whom received or purchased

5. Reference to M.B. entry

Issues

6. Quantity

7. To whom issued.

8. Reference to dispatch advice No..... etc.

9. Remarks

Register of work advances

-
1. S.No.
 2. Particular of AC Bill
 3. Purpose for which advance is drawn
 4. Amount
 5. Date of remittance of amount to site
 6. Date of receipt of amount from site
 7. Amount of Imp. Account
 8. Amount of UB received
 9. Challan vide which U.B. deposited
 10. Date adjustment of advance
 11. Particulars of adjustment bill
 12. Remarks

Register of Measurement Books

-
1. Serial Number of Books
 2. From whom received
 3. Date of receipt
 4. Name of work to which issued
 5. Date of issue
 6. Date of return after completion of work / completion of book
 7. Remarks

Movement register of Measurement Books

Measurement Book No.

Receipt

1. Date of receipt
2. From whom received

Despatch

3. Date of dispatch
4. To whom dispatch
5. Remarks

Register of Materials at site

Name of Materials

Ultimate total requirement

1. Date

Receipt

2. Quantity
3. From whom received or purchased
4. Value
5. Reference to M.B. entry or other record

Issue

6. Quantity
7. Item of work for which issued
8. Quantity of work done
9. Reference to M.B. entry for work done
10. Balance quantity

Register of Dead stock Articles

Name and description of item

1. Date

Receipts

2. Quantity

3. From whom purchased or received

4. Value

5. Reference to M.B. entry or other regard

6. Quantity

Issue

7. To whom issued . If written off, reference to sanction for write off

8. Balance in hand

Register of Dead Stock Articles Machinery, etc. Issued to contractors

1. Sr. No.
2. Name of Item
3. Name and address of contractor to whom issued
4. Date of Issue
5. Quantity issued
6. Value as per date stock register
7. Date of return
8. Quantity returned
9. Remarks

Register of Repairs to vehicles,equipment and Machinery

1. Name of Materials
 2. Make
 3. Registration Number or other distinguishing number / marks
 4. Date of receipt at site
-

1. Sl. No.
2. Name and address of firm / party who carried out repairs / supplied spares etc.
3. Brief description of work done, spares purchased etc.
4. Bill No. and date.
5. Amount
6. Date of payment
7. Reference to MB entry or other record
8. Remarks.

Register of Un Paid wages

1. Sl. No

Particulars of the labourer an in N.M.R.

2. Category

3. Name

4. Father's Name

5. Daily wages

- 6. Period of N.M.R. No. of days for which the labourer has to be paid
- 7. Amount of un paid wages
- 8. Reference to N.M.R. M.B.
- 9. Date of subsequent Payment.

Register of Sale of usufructs from trees at site

Particulars of trees

1. Date of auction usufructs
2. Description of usufructs to whom sold
3. Quantity of usufructs
4. Name and address of persons
5. Amount
6. Date of realization of amount to Director
7. Date of remittance to Director
8. Remarks

Cash Book

Receipts

1. Date
2. Particulars
3. Amount
4. Initial

Payment

5. Date
6. Particulars
7. Amount
8. Initial

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO.29

Rule 20 of C.C.S. (conduct) Rules, 1964 lays down that no Government servant shall bring or attempt to bring any political or other influence to bear upon any superior authority to further his interests in respect of matters pertaining to his service under the Government.

It is, however, found that some employees have been approaching members of Parliament frequently for transfer, posting promotion and other service matters. This is violative of the above provision of the Conduct Rules.

Accordingly, it brought to the notice of all employees of this Department canvassing of non-official or other influence to further their service interest would be adversely viewed and entries to that effect recorded in their confidential report.

Sd/-
(K.R. BOSE)
DIRECTOR GENERAL OF
LIGHTHOUSES & LIGHTSHIPS

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO. 30

Subject: Allotment of residential accommodation to Departmental Personnel of Lighthouses/D.N.C. Stations – Procedure regarding.

It has been decided that the following procedure shall be followed with immediate effect in respect of allotment of residential accommodation to the Departmental personnel at Lighthouses/D.N.C. Station.

- a) All the residential quarters available for allotment at the stations should be numbered serially. The number should be displayed prominently on the respective quarters.
- b) All fixtures, viz. ceiling fans, furniture etc. provided in the quarters should be numbered serially and their disposition in the various quarters recorded in a register maintained by the Officer-in- Charge At the Station.
- c) The allotment of the quarters shall be communicated, in writing, to the eligible employee individually by the Director or by an Officer authorized on his behalf for the said purpose. In case of employees presently in occupation of such quarters their allotment shall be regularized by issuing such allotment letters on an ex-post-factor basis.
- d) An inventory of all fixtures, fittings, furniture etc. provided in each residential quarter shall be prepared and the allotment should, at the time of his occupation, sign for these items in the requisite register. (A specimen format is enclosed for reference but additions/deletions may be incorporated as found necessary). The inventory Register should be a permanent record and should be maintained in the Director's office also. At the time of vacation of the quarters by an employee, the Officer-in-Charge of the Lighthouse/D.N.C. Station should physically verify the same and furnish a report to the Director. Any damage or loss shall be made good by the concerned employee, who shall be informed accordingly.
- e) Sub-letting of a quarter or portion thereof by the employee shall not be permitted without obtaining prior permission from the Director.
- f) The maintenance of pet and other animals (cattle, goats etc.) shall be generally discouraged from the point of hygiene. Where it is unavoidable, the employee shall obtain prior permission from the Director for keeping pets/animals and their number shall be restricted. Where such practice is already in vogue, the employee concerned shall apply to the Director for grant of such permission immediately.
- g) No additions and/or alterations to the quarter shall be effected by the employee. Construction of temporary structures (cattle sheds, barns, etc.) shall also not be permitted except with the prior permission of the Director.

h) A record shall be maintained in the office of the Director indicating the name of the employee, date of occupation, date of vacation etc. in respect of such quarter allotted at the Lighthouse/D.N.C. Station

SPECIMEN COPY

Department of Lighthouses & Lightships,

----- Lighthouse District.

Inventory of fixtures, fittings and furniture supplied in Qr. No-----at
Lighthouse/DNC

.....

A. Fixtures/Fittings-----Qty-----

1. Indian type W.C.pan, with foot rests
2. Flushing Cistorn with Pull Chain & other fittings.
3. Brass bib cocks
4. Brass top cocks
5. Water storage tank with ball cock complete
6. Floor trap gratings
7. Gully trap gratings 6 squire with cover
8. Shower with fittings complete
9. Wooden hanging rode in cup board.
10. Fittings of doors/windows, complete
11. Wash Basin
12. No. of ceiling fans, complete with regulators.
13. Electric fittings
14. Energy meter (single phase)
15. Smokeless oven
16. Special fittings (if any)

B. Furniture

1. Cots (Steel/wooden)
2. Dining table
3. Dining Chairs
4. Meat safe
5. Easy chairs
6. Central table
7. Other items, if any.

Date of occupation_____

Date of vacation_____

Signature of Allottee

Designation_____

Lighthouse/D.N.C. Station.

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO.31.

Subject: Buoys;

1. In order that laying of buoys and their maintenance is carried out systematically and efficiently, every district office, which is responsible for these task, should at all times, have up to date and complete information about all the buoys, their various components, mooring gear, lighting equipment, radar reflectors etc., under its charge. This will also include buoys laid in position, in its area of jurisdiction and those in its custody at the store yard/buoy yard, including items received at the yard (s) from other Districts for repairs and return thereafter.

2. When a number of buoy assemblies of the same design are held in a District, the various components would be inter-changeable from one assembly to another. This would also be applicable in case of mooring gears with similar components. It would be necessary, on occasions, to draw serviceable components, from various assemblies or use new spare components available in stock, to form complete assemblies for laying in position. In order to facilitate an assessment of the overall deployment of the various items available in a District, separate detailed records will be maintained for each type of component in the proforma as noted against each:

A. Components (individually identifiable)

<u>Item</u>	<u>Proforma</u> (for record)
1. Buoy Bodies	Annexure I
2. Superstructures	Annexure II
3. Radar Reflectors	-do-
4. Lanterns	-do-
5. Optics	-do-
6. Flashers	-do-
7. Sun Valves	-do-

B. D.A. GAS CYLINDERS

As for other Gas Cylinders held in the district.

C. Other components

1. Chains (Each type, size and length to be grouped separately)
2. Shackles
3. Swivels
4. Sinkers (each type, size to be grouped separately) Particulars of all these components will be maintained in one common Register.
5. Day Marks maintained in one common Register
6. Top Marks register
7. Coloured filter cylinder
8. Piping Assembly (including connectors, spiders, etc.)

Components lost, if any, at sea or those become unserviceable should be detailed in the respective register indicating the date of such occurrence as well as the date of procurement of the replacement along with particulars of cost.

2.2. Each buoy body when first received in the District, for which it is intended, will be assigned an identification number. The number will comprise an abbreviation of the name of the District followed by two-digit serial number as indicated below:-

<u>District</u>	<u>Identification No</u>
Saurashtra & Kutch	SK 01, SK 02, etc.
Bombay	BB 01, BB 02, etc.
Cochin	CN 01, CN 02, etc.
Madras	MA 01, MA 02, etc.
Calcutta	CA 01, CA 02, etc.
Port Blair	PB 01, PB 02, etc.

The number which will be cut out of a 6 mm thick M.S. plate will be 20 cm, in height and will be welded on to the buoy-body in a prominent location well above the line of flotation. In case of buoy bodies transferred from one District to another, whether temporarily or on a long term basis, these will be always identified by their original numbers. The superstructure, radar reflector as well as the opt. will also be assigned a similar identification number which will be patched or painted, as the case may be, on its body. The lantern, flasher and the sun - valve will, however, be identified by the serial number indicated on the body by the manufacturer.

3. The District Office should also maintain on record, drawings and detailed specifications for all components of the complete Buoy assembly, for each station in the District.

- i) As stipulated at the time of initial laying.
- ii) As at the time of every subsequent relaying operation. Even when no changes from the previous occasion are made, a fresh schedule shall be prepared and placed on record. This will provide a complete history and current date in respect of the station; Separate dockets shall be maintained for each station. This will include the mooring schedules and service records of the buoy and its mooring (**Annex-III**) as furnished by the office incharge on every occasion the buoy is tended.

4.1 When a buoy is to be laid or re-laid after maintenance and servicing, the Director will issue instructions in this regard to the Master of the Vessel. Those instructions will include complete details of the stations including type and size of buoy assembly, diagrammatic schedule of mooring, details of day marks, radar reflector, and lighting equipment, colour scheme and the coordinates and deco meter readings of the position of the buoy with Ref. Chart No.. The Director will also intimate the arrangements made for supply of any components, equipment or spares that will be required for carrying out the job.

4.2 The Master of the vessel will be make all necessary observations and records for compiling all the information required for furnishing a report in the Performa (Annex-III). The officer in charge will prepare the report in triplicate and furnished two copies to the Director and one copy to the Master for the Ship's records. The Director will thereafter forward one copy of the report to the Director General of Lighthouses & Lightships with his remarks.

4.3 A separate Dossier will be maintain in the Distt. Office for each station and copies of the reports will be carefully kept therein so as to provide a detailed and complete record of the station.

5. **Maintenance of Buoy and Moorings:**

5.1 Before any buoy is laid in position, it is necessary that all components are carefully examined, replacements/repairs carried out where necessary and protective measures taken, so the buoy with all its components would remain serviceable till the time of next inspection.

5.2 **Preparatory work:**

The following preparatory work shall be completed at the yard and on board the tender, as the case may be, prior to laying of the buoys.

5.2.1 **For Buoys received at Buoy Yard/ Repair Yard:**

5.2.1.1 Clean all surfaces to bare metal.

5.2.1.2 Remove all loose scales, rust, dust, greasy and oily matter and ensure that the surface is clean dry and slightly rough.

5.2.1.3 Apply first coat of anticorrosive primer immediately after the surface had been prepared as above.

- 5.2.1.4 Apply second coat of anticorrosive primer.
- 5.2.1.5 To all surfaces above line of floatation apply two coats of Marine Top Side Enamel paint of the appropriate colour conforming to uniform buoys systems 'A'.
- 5.2.1.6 To all surfaces below line of floatation, apply one coat of antifouling paint, not more than 24 hrs. and not less than four hours before laying.
- 5.2.1.7 Successive coats of paint will be applied only after the previous coat has dried. A minimum interval of 24hrs will be allowed between two coats.

5.2.2 For buoys picked upon board the tender for relaying:

- 5.2.2.1 Remove all marine growth and clean all surfaces by wire brushing.
- 5.2.2.2 Remove loose scales of rust and paint by chipping and wire brushing and clean to bare metal over areas so affected.
- 5.2.2.3 Touch up all bare metal area with one coat of anticorrosive primer .
- 5.2.2.4 Thereafter apply one coat of anticorrosive primer to all surfaces.
- 5.2.2.5 To all surfaces above the line of floatation, apply two coats of Marine Topside Enamel paint of the appropriate colour, conforming to uniform buoys system "A".
- 5.2.2.6 Apply one coat of antifouling paint to all surfaces below the line of floatation, not more than 24hrs. and not less than four hrs. before relaying.
- 5.2.2.7 Successive coats or paints will be applied only after the previous coat has dried.

5.3 Mooring Chains

- 5.3.1 After about a year's service, the mooring will be lifted and ranged for visual inspection of all links, shackles upto. The maximum wear and number of link affected should be noted. The wear which has taken place during the first year of service will give a reasonably good indication of the rate at which wear will take place during the subsequent year.
- 5.3.2 After removal of rust and marine growth, etc. if the wear is within the permissible limits, a coat of bituminous paint will be applied.
- 5.3.3 It is essential that a complete record of inspections and renewals of each mooring is maintained. Such records maintained carefully during the first few years at a station will be provide useful data for planning future maintenance schedule s.
- 5.3.4 When the wear at the crown of the link is not more then one-eights of the diameter when new, the chain may be allowed to continue in use.

- 5.3.5 When the wear is more than one-eighth but less than one-fourth the diameter, it may be dealt with in the following manner:-
- a) Provided the worn links are not midway along the chains, it may be reversed end-for-end to bring sound links into the section subject to wear.
 - b) If wear occurs in the middle of a complete section of chain, the worn links can be moved elsewhere in the length by cutting at least an equal number of links from one end and connecting them at the other end.
- 5.3.6 When fore-lock and shackles are used, the fore-locks shall be replaced after every inspection.

ANNEXURE – I (LH order 31)

BUOY BODY

1. Identification No.
2. Description – (Type & Size)
3. Reference Drawing No.
4. Originally procured for
5. Reference to Supply Order
6. Name of Supplier
7. Cost
8. Received on

Record of Maintenance working/laying

1. Sr. No
2. Date

Particulars when picked up for relaying

3. Condition when picked up
4. Maintenance work carried out

Particulars when picked up and brought to yard

5. Condition when picked up
6. Maintenance work carried out at yard
7. Cost of repaired

Laid / Relaid

8. On
9. At Location
10. Remarks.

ANNEXURE – II (LH order 31)

Components (Individuality Identifiable)

1. Name of Item
 - 2.Type
 - 3.Size.
-

1. Sr. No.
2. Identification No.
3. Received on

Originally procured for use

4. At Station
5. With buoy type and size
6. Reference Drg. No.
- 7.Ref. to Supply Order
- 8.Cost

Current Particulars

9. Location
- 10.Condition
- 11.Remarks

ANNEXURE –III (LH order 31)

_____ Lighthouse Distt. _____

Name of Station: _____

(Ref. Chart No. _____)

_____ Service Record _____

A. Station Particulars

1. **When picked up:**

1.1. On _____ (date) _____ 1.2. at _____ (time)

1.3. In position : Lat. :
Long :

Deco meter Readings.

1.4 Nature of sea bed

1.5 Depth of Water

1.6 Depth of water reduced to Charge

1.7 Remarks

2. **When Relaid**

2.1 on _____ (date) 2.2. at _____ (time)

2.3 in position : Lat :
Long :

Deco meter Readings

2.4 Nature of sea bed

2.5 Depth of Water

2.6 Depth of water reduced to Chart Datum

2.7 Brief description of weather, wind, tide & current at the time of laying.

2.8 Duration for which buoy was observed after laying.

2.9 Remarks/Recommendations

B. BUOY BODY, Superstructure and Lighting Equipment

1. Buoy Body

- 1.1 Identification No. :
- 1.2 Description – (Type & Size)
- 1.3 Condition when picked up/received from yard.
- 1.4 Details of work carried out before laying/relaying.
- 1.5 Remarks/Recommendations:

2. Superstructure, Day Mark & Radar Reflector.

- 2.1 Description
- 2.2 Condition when picked up/received from yard.
- 2.3 Details of work carried out before laying/relaying.
- 2.4 Remarks/Recommendations.

3. Lighting Equipment

- 3.1.1. Lantern No.
- 3.1.2. Optic No.
- 3.1.3. Size of Lantern
- 3.1.4. Capacity of burner
- 3.2. Flasher No.
- 3.3. Sun valve No.
- 3.4. Advertised Character of Light
- 3.5. Character of light when picked up/received from yard.
- 3.6. Character of light when laid/re-laid
- 3.7. Condition of equipment when picked /up received from yard
- 3.8. Details of work carried out before laying/relaying.
- 3.9. Particulars of D.A. Gas cylinders:
 - (a) When picked up Gas pressure Whether
S.No. of cylinder (Kg/cm) at “C” open or shut
 - (b) When Laid / Relaid Gas pressure Whether
S.No. of cylinder (Kg/cm) at open or shut

Mooring

Diagrammatic Schedule

(all components to be already shown and particulars of their type, size & length etc. to be indicated)

Condition of components when up/received from yard. (Give details of wear if picked significant and its locations)

a. Shackles

- i) Buoy to Bridle
- ii) Bridle to Swivel
 - a. Swivel to pendant.
 - b. In pendant.
 - c. Pendant to thrash section
 - d. Thrash section to ground Chain.
 - e. In Ground Chain
 - f. Ground Chain to Sinker.

b. Chains

- i) Bridle
- ii) Pendant
- iii) Thrash
- iv) Ground
- c. Swivel Piece
- d. Sinker

Work/replacements carried out before relaying buoy .

- a) Shackles
- b) Chains
- c) Swivel Piece
- d) Sinkers

Diagrammatic schedule as re-laid if it varies from original schedule

Reasons for variations

Remarks/Recommendations

- i) Recommended date of next inspection
- ii) Any other Remarks:-

(Note : When a buoy assembly or its major components viz. the buoy body or the moorings are not re-laid, at the same station at which they were picked up a copy of this annexure will be placed with the service record of each affected station).

Signature:

(Officer-in-Charge of operations

Place):

Date:

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO.32

Subject: Seaward checks on performance of Lighthouses.

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Whenever the performance of Lighthouses is checked from sea-wards by a Departmental Vessel, a report in **Annexure I** is invariably to be filled in by the Master of the vessel concerned and submitted to the appropriate authority for onward transmission to the Director General of Lighthouses & Lightships.

2. District Lighthouse Tenders may also be utilized by the Director for this purpose and their comments should be added on the report before the report received from the Master of the vessel is transmitted to the Director General of Lighthouses & Lightships.

3. While carrying out such performance checks, in case any lighthouse is observed not operating to the prescribed character and performance, the Director of the District concerned and the Director General of Lighthouses & Lightships are to be informed telegraphically.

Annexure –I (of LH order 32)

M.V. _____
Voyage No. _____
From _____ **To** _____

Character

- 1.Date
- 2.Time I.S.T.
- 3.S.No. in A.L.D.C.
- 4.Name of Lighthouse
- 5 Defined
- 6.Observed

Range

7. Defined
- 8.Observed
- 9.Raising bearing and Range H.F.

- 10.Position of Ship
- 11.Decometer Reading
- 12.Dipping heating and range H.F.
- 13.Position of ship
- 14.Decometer reading
15. Weather
16. Visibility in miles
17. Name of observer and designation
18. Remarks

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO 33

Subject:- Purchase of spare parts for equipment, machinery etc.

All proposals submitted to the Director General of Lighthouses and Lightships, New Delhi, for expenditure sanction for the purchase of spare parts for equipment, machinery, etc. should invariably contain the under mentioned particulars:-

- i) Detailed description (including Part Nos., if any,) of spares proposed to be purchased and quantity required with estimated rates for each item:
- ii) Description of equipment/machinery for which the spares are required.
- iii) Quantity of spare held in stock;
- iv) Quantity consumed of each spare during the last three years.
- v) Quantity and cost of spares, if already on order at the time of submitting the proposal, indicating details of Supply Order, etc., and
- vi) Basis for the rates adopted in the estimates.

GOVT OF INDIA
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LIGHTHOUSE ORDER No. 34

Subject:- Periodical Inspection of Departmental Launches.

With a view to ensuring the proper functioning of the Departmental Launches, it has been decided that the various Launches should be inspected at least once a year personally by the respective Director of the Lighthouse District. Besides, the District Officer who is responsible for the maintenance of the vessel should also be required to inspect the vessel twice a year. These three inspections may be carried out preferably in January, April and September every year. A detailed report as per **Annexure – I** should be submitted to the Headquarters office after every inspection, and a copy thereof also endorsed to the respective Deputy Director General (Civil).

A monthly report should also be submitted by the respective Director from the Head Light keeper of the Station which is being tended by the particular Launch as per **Annexure II** and a copy should be forwarded to the Headquarters office and the respective Deputy Director General (Civil).

Proforma for the inspection of Departmental Launches

_____ Lighthouse District

1. Name of vessel / Launch : M.L. “_____”
2. Stationed at : _____ for tending_____ LH
3. Date of Inspection :
4. Hull
 - (a) External condition :
 - (b) Internal Condition :
 - (c) Bulkheads :
5. Deck
 - (a) Awnings :
 - (b) Cabins :
 - (c) Wheel House :
6. Main Engines
 - a) Type / S.No. :
 - b) BHP :
 - c) RPM :
 - d) Performances
 - (i) Port :
 - (ii) Starboard :
 - e) Alternators:
 - (i) Port :**
 - (ii) Starboard :**
7. Auxiliary Engine
 - a) Type/s.No. :
 - b) BHP :
 - c) RPM :
 - d) Performance :
 - e) Alternator :
8. Air Compressor :
9. Exhaust System :
10. Propeller Shaft :
11. Fuel Tank and piping :
12. Water tank and piping :
13. Bilge Pum :
14. Fire extinguishers (Nos. and type) :
15. Life saving appliances:
 - a) Life Jackets :
 - b) Life Buoys :
 - c) Buoyant apparatus :
16. Life Boar/Dinghy /Care :
17. Distress Signal :

18. Electrical Equipment
 - a) Console Light :
 - b) Tri- lights (Mast head Port/ Starboard) :
 - c) Stern Light
 - d) Ancor Light
 - e) "Not under Command" Light :
 - f) Hand Lamp
 - g) Electric Horn
 - h) Batteries

19. Painting :
20. Flags :
21. Condition of Day marks Exhibited (during day light):
22. Water supply and sanitary arrangement:
23. Davits and winches :
24. Hatches and hatch covers :
25. Rudder “
26. Anchors :
27. Chains / Ropes :
28. a) No. of Trips made January July
 (Indicate Month wise) Feb August
 March September
 April October
 May November
 June December
- b) Total No. of hours engine run.
- c) Monthly consumption (Average) of
 - i) HSD Oil
 - ii) Lub Oil

29. Stocks of Oil / Lubricants
 - a) HSD Oil :
 - b) Lub. Oil (Indicate Grade) :

30. Survey
 - a) Last done :
 - b) Next due :

31. Personnel
 - a) Staff in position :
 - b) Vacant posts, if any :

32. Repairs required if any :
33. Other remarks, if any :

Date: _____19

 Signature
 Designation: _____

Annexure -II (LH Order 34)

_____ LIGHTHOUSES
DISTRICT

Monthly Performance Report of M.L.” _____” for the
month of _____ 19

(To be submitted in triplicate on the last day of the month)

1. Stationed at _____ for tending
_____ Lighthouse
2. Deck:
 - a) General condition :
 - b) Awnings. :
 - c) Cabins and other accommodation:
3. Machinery & Equipment.
 - a) Main Engines & Alternators :
 - b) Auxiliary engine and alternator :
 - c) Ancillary systems :
 - d) Navigation lights, Siren/Horn, :
Search light, Aldis lamp, etc.
 - e) Ventilation system :
4. Fire Fighting Appliances and Life Saving Appliances. :
 - a) Fire Extinguishers :
 - b) Life Jackets and Life Buoys :
5. Work Boat/Dinghy :
6. Stocks of Oil/Lubricants :
 - a) H.S.D. Oil :
 - b) Lub. Oil (Indicate Grade) :
7. Voyages during the month. :
 - a) No. of scheduled voyages :

b) No. of voyages actually made :

c) If all voyages required under (as) :

Not made, reasons therefore.

d) Extra voyages made and purpose :

thereof

8 General upkeep and maintenance of the vessel :

9 Personnel :

a) Staff in position :

b) Vacant posts, if any :

10. Survey :

a) Last done :

b) Next due :

11. Any other remarks :

Date_____19

Head Light keeper

(Senior/ Junior)

_____Lighthouse

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO. 35.

Subject: Periodical checking of Spares at Light stations.

Instances have come to the notice of this office when the light at a navaid station failed and remained off for more than 2 days as spares lying at the stations were found not functioning when put in the circuit/equipment/machinery. These spares are not being checked periodically inspite of specific instruments in force.

2. It is desired that technicians in their respective disciplines may be instructed to check the performance/condition of the essential spares like spares rewinding motor, Transformer, Relays lamp changeup Flashers / Burners etc. every quarter at the light stations. The Districts Officers during their period inspections should also verify the performance /condition of various essential spares and mention about the same may be made in their inspection reports. The items may be identified and register may be opened for each light stations. Each visiting officer/technician should put his dated initial as a token of checking the performance of the spares. It is also desired that minimum level of the essential spares are always kept at the light stations.

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LIGHTHOUSE ORDER NO. 36.

Subject:- Guidelines for invitation of tenders for Civil Engineering Works etc.

1. **Preparation of Tender Documents.**

Before tenders for a work are invited a detailed estimate showing the quantities, rates and amounts of the various items of work should be prepared in the district office and sanctioned by the competent authority (Director (Regional)/Director General of Lighthouses & Lightships)

The tender documents comprising of the following should be prepared and approved by the Deputy Director General before Notice inviting tender is issued.

- i) Notice Inviting Tender.
- ii) Form of tender.
- iii) Schedule of quantities of work.
- iv) A set of drawings referred to in the schedule of quantities of work.
- v) Specifications of the work to be done.
- vi) Special conditions of contract.
- vii) Form of earnest money deposit.

(All India standard specifications/ISI specifications are followed by the Department. Since these are not supplied alongwith the tender documents, it should be clearly mentioned in the special conditions of contract suitably).

2. **Publicity of tenders**

Tenders must be invited in open and public manner such as by advertisement in the press by issuing notice in English, Hindi and the written language of the district and also pasted in public places.

Advertisements for Notice Inviting tenders should be sent to the Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting for insertion in the press. Some times tenders have to be invited for different work at the same time or at short intervals of one two days. In such case it is not desirable to send separate press advertisement for each work and as far as possible composite advertisements should be sent.

The following guidelines are to be followed regarding publicity of tenders:

(a) Request to DAVP for release of advertisement should be sent well in advance so that adequate time is available for release through press.

(b) A watch should be kept on publication of advertisement in those newspapers where advertisements are being released by the DAVP

© Newspaper cutting should be collected and kept on record as a proof of publicity actually achieved as far as possible.

(d) Full details of the dates on which advertisements have actually appeared in the newspapers should be indicated while sending cases to Deputy Director General (Civil) Director General of Lighthouses and Lightships.

3. **Formalities of Re-invitation of Tenders**

In case of re-invitation of tenders, all the formalities as above shall be observed. In cases when the date and time for sale and receipt of tenders is required to be extended due to unavoidable circumstances a proper notice will be issued.

4. All the tenders should be invited in the name of the President of India.

5. **Sale of Tender Documents**

Tender documents should be prepared and kept ready for sale to the contractors before notice is actually sent to the press or pasted on the notice and every contractor desirous of obtaining tender shall be asked to make a written application. Where a request is received from a contractor for the supply of a duplicate set of tender documents the same may be issued at half the cost of the original copy at the time of issue of original papers. The copy to be supplied should be stamped duplicate.

For sale of tender documents a gap of minimum 2 days in the last date of sale of tender papers and date of opening of tenders should be kept so as to give sufficient time to the contractors to study the tender papers, evaluate offer and quote accordingly. Necessary notices may be published taking this guideline in view

6. **Sale Charges for Tender Documents**

The price for sale of tender documents to contractors will be regulated as prescribed by CPWD from time to time.

7. **Time limit**

Following time limit between the date of call for tenders and the date of opening of the tenders are laid but this period may be varied at the direction of the officer competent to accept the tender. In order to ensure keen competition and loss to the directorate of the benefit of competitive rates the above time schedule shall be adhered. Any reduction in time as above shall be only in rare cases and ordered by the authority for recorded reasons.

10 days in the case of works costing up to Rs. 10Lacs

2 weeks in the case of works costing between Rs. 10 Lacs to 50 Lacs

3 weeks in the case of works costing more than Rs.50 Lacs

The above time limit will not apply to global tenders and in such case NIT approving authority will take decision for fixing period.

8. **Time for completion of works**

The notice inviting tenders should stipulate a reasonable time for completion of work.

9. **Receipt and Opening of Tenders**

To avoid the possibility of original tender documents being tampered with, the following procedure shall be followed in connection with the receipt and opening of tenders and their acceptance.

i) Officer opening the tenders should invariably date and initial corrections, conditions and additions in the schedule of quantities, schedule of materials to be issued and specifications and other essential parts of the contract documents, and also date and initial on pages of the tendered documents in respect of fact whether they contain any corrections or over writings etc. The officer concerned should record the fact in writing at the end of those pages individually.

The officer concerned should make all corrections, additions and over writings and number them and attest them in red ink. In case of a number of corrections in any rate, either in works or figures or in both, the number of corrections marked should indicate the corrections serially that is to say, in case of say three corrections in rates of any one item each of these corrections should be allotted in depended numbers serially and not one number to represent all the three corrections. In case of more than one correction where the correction is not legible, the rates should be written afresh in the hand of the officer opening the tenders.

The number of such corrections and over writings must be clearly mentioned at the end of each page of schedule attached to the tender paper and properly attested with the date. Any omission observed should also be brought out clearly on each page of the schedule. The corrections, conditions, additions and over writings should be allotted separated numbers, i.e. corrections should start from 1,2,3 etc. and overwriting should similarly start separately from 1,2,3 etc.

ii) Any ambiguities in rates quoted by tenderer, in words of figures must be clearly indicated on each page of the schedule attached to the tender to which it concerns.

In case where the contractor has quoted in rupees and no paisa mentioned on the word “only” should invariably be added and rounded in the words rupees and corrections should be initialed and date with suitable remarks at the end.

Were the contractor have omitted to quote the rates in figures and words, the omissions should be recorded by the officer opening the tender on each page of the schedule.

(iii) All the tenders should be opened in the presence of such intending contractors or their representatives as may choose to attend to the time and place which should be advertised.

(iv) While checking the tenders if there are differences between the rates given by the contractor in words and figures or in amount worked out the following procedure should be followed:

(a) When there is a difference between the rates in figures and in words, the rates which correspond to the amount in word quoted by the contractor shall be taken as correct.

(b) When the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figures or in words, then the rate quoted by the contractor in words shall be taken as correct.

In the event no rate has been quoted for any item(s) leaving space both in figure(s) and work(s) and amount blank, it will be presumed that the contractor has included the cost of this/these item(s) in other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.

(c) When the rate quoted by the contractor in figures and in words tallies but the amount is not worked out correctly, the rate quoted by the contractor shall be taken as correct and not the amount.

(v) Late tenders i.e. tenders received after the specified time of opening shall not be accepted.

Late tenders i.e. tenders received before the time of opening but after the due date and time receipt of tenders shall also not be considered at all.

(vi) Before acceptance of tenders all the conditions etc. submitted by the contractors should be finally settled before issue of acceptance of letter.

(vii) Processing of tenders and decisions shall be taken well in time. In case of tender where validity period has already expired, decision to accept the same should be taken only after validity period is got extended.

(viii) A statement in the following format may be prepared and submitted with tenders while recommending/accepting the tenders.

a) Name of contractor.

b) Tendered Amount/percentage above or below.

c) Conditions given by the contractor.

d) Financial effect against each condition.

e) Tendered amount/percentage above or below after taking into consideration to financial effect of all the conditions.

f) Comments on the conditions given by the contractors.

(ix) When the tenders are submitted after negotiations with the lowest contractor, the statement showing the position as attained after negotiation should be furnished in the following format.

- a) Name of contractor.
- b) Original tendered amount/percentage above or below.
- c) Conditions given at the time of submission of tenders.
- d) Modified conditions.
- e) Financial effect of modified conditions.
- f) Tendered amount/percentage above or below after taking into consideration the financial effect of negotiated condition.
- g) Comments in the modified conditions.

(x) The accepting authority Director/Dy. Director while accepting the tender should impose a restriction that quantities of items in rate tender for which the contractor has quoted abnormally to be varied by more than + 5%.

(xi) Deviation in quantities of items, i.e. where there is increase or decrease in the quantities of items of work in the agreement. The officers in charge of the work viz. Asstt. Executive Engineer (Civil)/ Asstt. Engineers (Civil) and the Junior Engineer (Civil) should take extra care framing the estimates to ensure the deviations are minimum possible. In order to exercise effective control, instructions issued earlier should be restricted to +

10. All plus minus deviations beyond 10% of the stipulated quantities should invariably be approved by Dy. Director General before execution.

10. **Safe Custody of Original Tender**

The original tender with all its enclosures as received during opening and copy of the correspondence including acceptance letter form part of the agreement and should be kept together, sealed pages numbered serially and a certificate of pages contained may be recorded on the top cover to avoid any subsequent tampering. The original agreement should be kept in the safe custody of the officer signing the contract. A copy can however, be taken out for day-to-day use.

11. Apart from above guidelines issued by CVC/Ministry from time to time must be adhered.

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
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LIGHTHOUSE ORDER NO. 37

The following guidelines have been approved for standardizing the working of Lighthouse equipment Improvement/modification will be taken up in accordance with these guidelines:-

- c) **Illuminant**: In order to ensure redundancy and availability of light, cluster of lamps will be used in all the optics. The cluster should be enclosed in a etched borosil glass cylinder.
- (ii) **Rotation**: Dual stepper motor system for rotating optic will be introduced in all the revolving lights earmarked for conversion/improvement.
- (iii) **Power Source** : Power supply of the main illuminant will be fed through UPS systems for each lamp individually.
- (iv) **Batteries**: 2 V Tubular cells may be used for solar operated light for the manned lights. The maintenance free batteries will be used for unattended lights.
- (v) **Power Back up**: The light operation preferably should be solar operated. Where it is found difficult to charge the batteries by solar panels due to some obstructions, standby D.A. sets may be provided keeping minimum utilization as far as possible.
- (vi) **Alarm system**: Each lamp of the cluster should be monitored individually through a sensor for its failure due to any reason.

(vii) **AMF Panel** : Each electric station should have AMF Pannel having the provision of (i) to start/stop Gen. set automatically with mains failure/restoration (ii) temperature and lub oil monitoring (iii) interlocking between supply sources, (iv) monitoring of voltage & current and (v) distribution of A.C. with overriding provision.

(viii) **Intercom** : Cordless phone as a replacement to intercom sets may be installed keeping in view the utility on case to case basis for each Light Station

(ix) **VHF Sets** : VHF Walkie - Talkie sets may be introduced where ever felt appropriate.

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO. 38

It is required to observe certain norms by the officials of the Directorate while sailing in LH. Tender vessels owned by the Directorate. Apart from maintaining a cordial relation with ship crew, the following guidelines will be observed by every official while traveling on board M.V. Sagardeep-II.

- (1) The officials will not interfere with the Deck Engineer/Officer working on the bridge/Engine Room, nor they will fiddle with the sensitive instruments and equipment installed in the bridge. For any clarification regarding working of the Navigational Aids like DGPS Receiver, Radar etc., the Master of the vessel may be approached at the first instance.
- (2) During sailing, the guidelines of the Director General (Shipping) on safety rules are required to be strictly followed by all the officials. The guidelines are available with the Master of the vessel.
- (3) Officials on-board are required to wear proper shoes/boots/helmet while working on the vessel especially during the Buoy maintenance. Use of bath-room sleepers while moving around the vessel will not be permitted.
- (4) The Senior Officer's cabin will be occupied from the rank of Asstt. Executive Engineer and above as per availability and as per status of the Officer on-board. Owner's cabin will be used only by Director General. In his absence, only Officers in the rank of Director and above will use the accommodation.
- (5) The Mess timings in the vessel are required to be strictly observed. Due to any unavoidable circumstances, if an Officer is not able to take his meal during mess timings, prior information of the same will be given to the steward concerned so that necessary arrangement for storing food is made well in time.
- (6) Necessary Dress code shall be followed in the Mess Room/Saloon by everyone.

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO. 39

The following guidelines will be following guidelines will be followed for testing charges for optical equipment by optical laboratory Kolkata.

- (i) In House testing : 0.5% of the cost of equipment

- (ii) On the site : If the work/testing is to be carried out at site by deputing departmental personnel, a foreign job bill shall be raised as per prevailing procedure. However in this case no separate charges for testing shall be included

GOVT OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSE ORDER NO. 40

SUBJECT: GUIDELINES TO BE FOLLOWED WHILE PREPARATION/EVALUATION OF TENDERS AND PURCHASE OF GOODS.

It has been necessary to follow a uniform system for preparation of tenders and purchase of goods. The following guidelines have been prepared with the above objective and are required to be followed diligently.

This order is for guidance of Directors to prepared/evaluate tenders for various works taken up in the department. The Director should ensure to follow the guideline as given below:

1. FORMATION OF PURCHASE COMMITTEE

GFR Rule -146 provides for constitution of a Purchase Committee for purchasing of goods between Rs.15,000/- to 1,00,000/-. Wherever procurement of higher value is required to be made, the Competent Authority shall constitute a Committee having the required specialization who will to into the detailed requirement, frame the specifications after market survey, prepare/invite/scrutinize the tenders and submit detailed recommendations to the competent authority for the acceptance. Interaction with the prospective suppliers from the field can also be undertaken for ensuring proper understanding on the requirement.

2. REFERENCES TO GOVT. RULES/REGULATION

Before preparation of specification officials dealing the preparation of tenders are required to study in detail the requirements laid down in GFR 2005 – Chapter-6- Procurement of Goods and Services Rule 135 to 185, the relevant portion of CPWD manuals and relevant CVC Guidelines.

3. INVITATION OF BUDGETARY QUOTES

It is observed that Budgetary Quotes have become the means of fine tuning of the specifications. The specifications of equipment/ancillary are required to be scrupulously laid down and if needed be vetted from the other competent sources like market survey etc. Opportunity of conducting pre-bid meeting for better comprehension of technology available in the market and for buttressing the already drawn up specification can also be explored. The budgetary quotes should form the basis of preparation of estimate for which the average of lowest and the highest rates will be considered.

4. PREPARATION OF SPECIFICATIONS

- a) Specifications of the equipment/machines/items to be procured are to be framed in the details with relevant drawings whenever applicable, so that the bidders would respond
- b) Acceptance/verification/testing methodology should be.
- c) The time frame for delivery/execution to be realistically drawn considering the market/site conditions.
- d) In the case of major procurement involving articles needing scrutiny by a specialist committee tenders should be invited in two cover system viz. “Technical bid” & “Commercial bid”.

5. DEVIATION

It may be kept in mind that while preparing the final work order, the specifications in no case should deviate from the specifications brought out for the budgetary quote. If a minor variation is needed, a detailed case should be submitted to the competent authority for approval before placing the work order. In case of major variations, the process shall be started ab-initio.

6. GENERAL AND SPECIAL CONDITIONS

The tender shall contain a chapter on special condition of contract which may vary with the scope of work from one item to another. Another Chapter on General Conditions will also be included for which an approved format is already available. The relevant portion, depending on the scope of work like construction/procurement/services, shall be incorporated. In the event of a contradiction the clause mentioned in the special conditions of the contract shall prevail over the general conditions of contract.

7. PARTICULARS OF CONSIGNEE, DESPATCH DETAILS ETC.

If more than one consignee is mentioned in the tender, full details of the consignee, dispatch details, explicit term of payment in respect of each consignee, mode of billing etc. are to be incorporated in the tender document without any ambiguity.

8. INCREASE/DECREASE IN QUANTITY

In general, the tender should invariably contain a clause where variation permitted should be plus minus 25% of each individual items and 10% of the total contract price.

9. EMD/PERFORMANCE BANK GUARANTEE

EMD should be obtained in the form of Demand Draft/Bank Guarantee. On award of work order, the bidder is required to submit performance bank guarantee as stipulated in Rule No.158 of the GFR-2005.

10. JOINT VENTURE

The clause should be avoided as far as possible. If it is felt that the work cannot be carried out by a single party then only this clause should be included.

Joint venture company/consortium of firms/companies shall be considered subject to the following conditions:-

- a) Consortium of firms should not comprise of more than two firms and one firm must be an Indian firm
- b) Joint Venture firm as a single unit or each member of the consortium should be registered with the appropriate authorities.
- c) A detailed and valid agreement existing between the consortium members defining clearly the role responsibility and scope of work of each member, along with nomination of leader for the purpose of the work, commensurating with their experience and capabilities, and a confirmation that the member of consortium assume joint and several responsibilities.
- d) The leader of consortium of firm shall meet the qualification criteria as defined in the tender and shall accept overall responsibility/Rebuilding work in India.

11. PUBLICITY OF TENDER

Wide publicity of tender is required to be ensured. For all work of Rs. 2 lakh and above, tenders through DAVP should be invited. However, for the value up Rs.25 lakh, advertisement can be limited to classified category. For specialized items like lighthouse equipment lantern etc. it should be ensured that the Original Equipment Manufacturer/Authorized representative of Original Equipment Manufacturer should get a copy of NIT for which if address is not available, the same should be down loaded from the respective website. The NIT should be placed in the Directorate's website and also in Indian Trade Journal, Kolkata.

GOVT. OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSES ORDER NO. 41

Subject: Uniform for Operational Staff.

1. Pursuant to the decision during the 13th senior officers meeting it has been decided that all operational staff upto and including the rank of Assistant Engineer (Electronic) posted at the LH will wear uniforms during duty hours. The scale for each category is indicated in the table given below:

Table—A (For Group ‘B’ and ‘C’)

Item Cadre	Terricot pant white	Polyvastra Shirt white	Shoe black	Shoe canvas white	Chappal rubber	Badges	Pea caps white with badge of LH emblem	Name plate	Belt canvas white with buckle of LH emblem
AE(E)	03 Nos. (o2 yrs)	03 Nos. (o2 yrs)	01 Pr (02yr)	01 Pr (01yr)	--	02 Nos. (06 yrs)	01 (02 yrs)	01 (02 yrs)	01 /(02 yrs)
Sr. R/T	-do-	-do-	do	-do-	-do-	do	-do-	-do-	do
HLK(S S)/ALK (SS)/A LK(JS)	-do-	-do-	do	-do-	-do-	do	-do-	-do-	do

Table – B (For Group ‘D’)

Item Cadre	Terricot pant white	Polyvastra Shirt white	Shoe black	Shoe canvas white	Chappal rubber	Badges	Pea caps white with badge of LH emblem	Nam e plate	Belt canvas white with buckle of LH emblem
LHA/L HS	02 Nos. (01 yr)	02 Nos. (01 yr)			01 Pr (01 yr)	02 Nos. (06 yr)	--	01 (02 yr)	01 (02 yrs)

2. Director(R) as Head of the office will supply all the items of uniform periodically.

3. All the cadres shall wear uniform while on duty and turn out in neat and clean uniforms while the station is under inspection by an officer.
4. Quality/specifications of the above items of uniform for Group 'B', 'C' and 'D' will be regulated as per Govt. of India's orders on quality and specifications of liveries items for Group 'C' and 'D'.

GOVT. OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSES ORDER NO. 42

Subject: Maintenance schedule of Structure.

In order to maintain the various lighthouses and allied structures to keep them in their best condition for their useful life, the following will be the maintenance schedule.

Structure		Periodicity of maintenance	
i)	R.C.C/Masonry LH structure & ancillary Buildings	-	Triennial
ii)	Cast Iron LH Towers (the schedule may be changed to annual for such towers subjected to heavy corrosion)	-	Biennial
iii)	G.I Trestle Tower up to 15 M high	-	Annual
iv)	G.I Trestle Tower above 15 M high (The schedule may be changed to annual for such towers subjected to heavy corrosion)	-	Biennial
v)	G.I Trestle Tower more than 80 M	-	Quadriennial
vi)	Deep Bhawan	-	Triennial

The maintenance of structure shall be carried out taking all effective measures to maintain to the highest standards by using good quality paints and anti-corrosive chemicals.

GOVERNMENT OF INDIA
(MINISTRY OF SHIPPING)
DIRECTORATE GENERAL OF LIGHTHOUSES & LIGHTSHIPS
A-13, DEEP BHAVAN, SECTOR-24, NOIDA- 201 301 (U.P.)

No. 6/1/2011- C & G

Dated 15.06.2011
21.06.2011

Lighthouse Order No. 43

In order to ensure the standardisation in uniform among the operational staff in the Directorate, a standard uniform pattern has been formulated. The nomenclature of the uniform items is as follows.

1. SHOULDER BADGE

- i. Assistant Light Keeper (Junior Scale) - Orange stripe at the bottom & one golden stripe followed by Lighthouse emblem & button.



ASSISTANT LIGHTKEEPER (JS)

- ii. Assistant Light Keeper (Sr. Sc) - Orange stripe at the bottom & two golden stripes followed by Lighthouse emblem & button.



ASSISTANT LIGHTKEEPER (SS)

- iii. **Head Light Keeper (Sr. Sc) & Senior Radio Technician** - Orange stripe at the bottom & three golden stripes followed by Lighthouse emblem & button.



HEAD LIGHTKEEPER

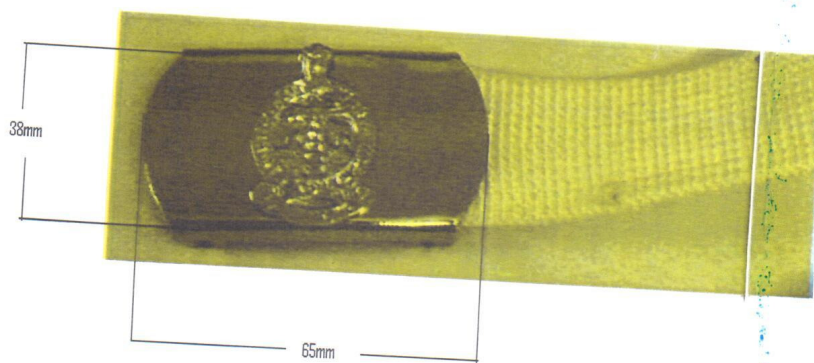
- iv. **Assistant Engineer (E)**—Orange stripe at the bottom & four golden stripes followed by Lighthouse emblem & button.



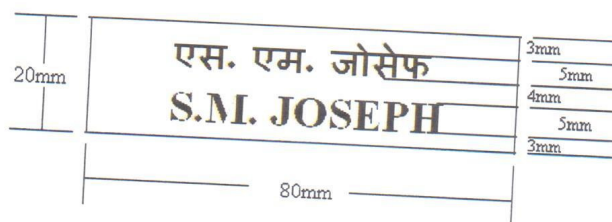
ASSITANT ENGINEER

2. NYLON BELT (WHITE)

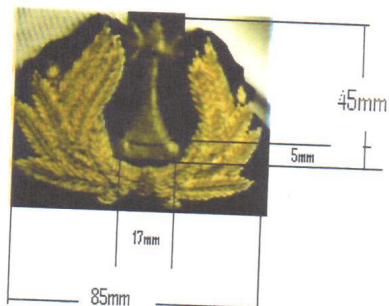
- i. Size of the belt-
Length - 1250mm (Adjustable type)
Width - 33mm.
- ii. Size of the buckle (Brass, chromium Plated)
Width - 65mm
Height - 38mm



3. NAME PLATE -It should be bilingual in Hindi and English, Hindi atop. Background of name Plate will be white and inscription in black. In Hindi either full name should be written or initial of the name in Hindi.(example- {S.M.- एस. एम.) Font for English- Times New Roman



4. PEA CAP (WHITE) AND CAP EMBLEM (BRASS)



5. SHOES

i. Leather Shoes of Oxford pattern (Black)

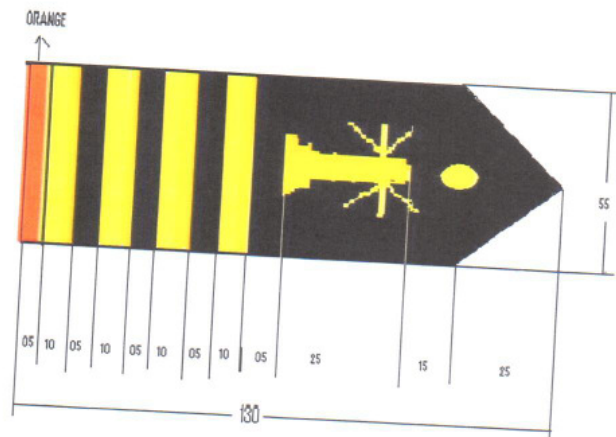


ii. Canvas Shoes (white)

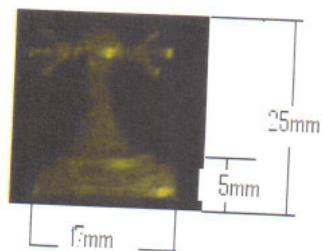
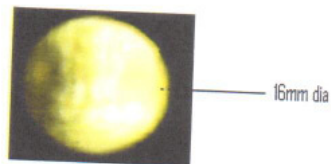


6. SOCKS(NYLON)-- White (Navy Pattern)

DETAILS OF DIMENSIONS



All dimension in mm.



7. Uniform cloth (white)

- i) Pant and shirt should be of same terrycot cloth(70% terrylene and 30% cotton) like VIMAL COMMANDER CHOICE
- ii) The shirt should have pocket on both sides with flap(button inward not protruding out)
- iii) The pant should have two side pockets and one back pocket on right side (Navy pattern)

8. White Jersey without collar with a provision to fasten shoulder.

9. Scale of Uniform

- i) Shirt – one set every year
- ii) Pant – one set every year
- iii) Jersey- one every five years(for operational staff posted in Kutch district of Gujarat and west Bengal and DGLL office)
- iv) Belt- One every five years
- v) Shoulder badges- One set every five years
- vi) Pea cap with cap emblem- one every five years
- vii) Name plate- one every three years
- viii) Shoe black- one set every year
- ix) Shoe canvas- one set every year
- x) Socks- Two sets every year

The above pattern should be strictly and all the operation staff should wear uniforms during duty hours.

AMENDMENTS LIGHTHOUSES ORDER NO. 43

The following amendments to be incorporated in the above lighthouse order.

- i. The bottom stripe(orange colour) in the shoulder badge all cadre's (ALK(JS), ALK(SS), HLK(SS), AE(E) to be removed. There is no change in the golden stripe format.
- ii. The cap emblem(Lighthouse) should be replaced by National emblem (brass) Height of the National emblem is 30 Cms.

(Subala Sarkar)
Executive Officer
For Director General

Copy to

- 1. The Dy. Director General, Directorate of Lighthouses and Lightships, Mumbai, Jamnagar, Kolkata
- 2. All Directorates
- 3. Lighthouse order file

GOVT. OF INDIA
DEPARTMENT OF LIGHTHOUSES & LIGHTSHIPS
(MINISTRY OF SHIPPING, ROAD TRANSPORT & HIGHWAYS)

LIGHTHOUSES ORDER NO. 44

No. 1/4/2003-D&P

Noida, the 5th September, 2011

To mitigate the hardships faced by the light keeping staff in remote/island LH, the officers and staff are transferred to the nearest lighthouse establishment where all amenities are available and thereafter deputed on tour to island lighthouse stations for a certain period. In the process of extending the facility to our staff, it is observed that the responsibility of proper upkeep and maintenance at the light stations is not shouldered by the touring staff resulting in frequent of equipment at the remote /island stations.

In view of this, it is decided to designate an officer-in-charge to the remote/island light stations who will be overall in charge of the station and shall;

1. Supervisor and monitor all the maintenance works at the station.
2. Be responsible of proper security of equipments and other assets of the lighthouse.
3. Maintain defect register, maintenance schedule register and BMR.
4. Verify and update the consumable/dead stock register.
5. Be responsible for safe custody to the various documents in the lighthouse establishment.

If required, the designated in-charge can be assigned with additional duties and responsibilities of other lighthouses also.

(Y. UMAKANTH)
DIRECTOR
FOR DIRECTOR GENERAL

Copy to:-

1. The Dy. Director General of Lighthouse & Lightships, Mumbai/Jamnagar/Kolkata.
2. The Director of Lighthouses & Lightships, Bombay/Cochin/Calcutta/Madras/Jamnagar/Panjim/Port Blair.
3. All Officers at Headquarters office viz. DDG(HQ)/Director/Dy. Director/A.O./A.E.(C)/E.O.(B&A)/E.O. (D)
4. MS Branch (standardization file)/B&A/Noida cell.
5. File no.-2/3/2004-Vig..