



NEW MANGALORE PORT AUTHORITY

Title: Annexure -2 Organizational Chart

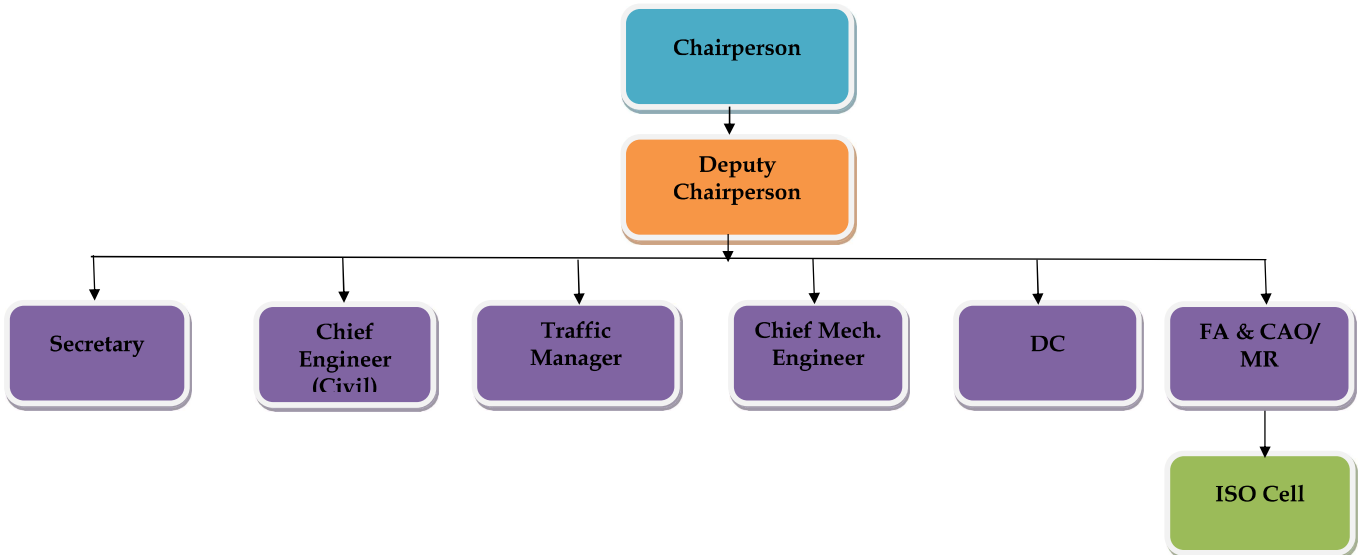
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Annexure-2 - Organizational Chart





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ANNEXURE–3 ROLE, RESPONSIBILITY, AUTHORITY& ACCOUNTABILITY

- This section covers the organization of the Management System at NMPA. It gives the major responsibilities and authority of Management Personnel involved in the Quality and Environmental Management System of the Port Authority. More specific details of the responsibilities and authority are covered in the Integrated Procedure Manual and Departmental Procedure Manuals.

1. Chairperson

Role	Responsibility	Authority	Accountability
<ul style="list-style-type: none"> • The Chairperson is the Chief Executive of NMPA and accountable to the Authorities & the Government • He is the Process Owner for Management Process & Top Management. • Assisted by Process Owners in operations & other departments 	<ul style="list-style-type: none"> • Effectiveness of the Integrated Management System • Ensuring that Policies and Objectives are established and are compatible with the context and strategic direction of the organization • Ensuring integration of management system requirements into organization's business processes • Promoting the use of process approach and Risk Based Thinking • Ensuring that resources for management systems are available • Communicating the importance of effective management systems and of conforming to their requirements • Ensuring that management systems achieve their intended results • Engaging, directing and supporting persons to contribute to the effectiveness of the management systems • Promoting improvement • Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility. 	<ul style="list-style-type: none"> • Authorized for all appointments including nomination of MR. • Authorized for allocation of Resources for IMS. • Authorized for approving the Level 1 and Level 2 documents of IMS 	<ul style="list-style-type: none"> • Accountable for the overall Operations and business performance of NMPA • Accountable for overall performance of the Port Authority including HR, financial, Operational and Maintenance management, corporate planning and project implementation, in pursuit of the Company's goals and objectives.

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2. Deputy Chairperson

Role	Responsibility	Authorities	Accountability
<ul style="list-style-type: none"> • Reports to the Chairperson • Assisted by Process Owners/ HODs • Assumes the role of Chairperson in his absence, duly delegated. 	<ul style="list-style-type: none"> • Assumes the responsibilities of Chairperson in his absence, duly delegated • Effectiveness of the Integrated Management System • Ensuring that Policies and Objectives are established and are compatible with the context and strategic direction of the organization • Ensuring integration of management system requirements into organization's business processes • Promoting the use of process approach and Risk Based Thinking • Ensuring that resources for management systems are available • Communicating the importance of effective management systems and of conforming to their requirements • Ensuring that management systems achieve their intended results • Engaging, directing and supporting persons to contribute to the effectiveness of the management systems • Promoting improvement • Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility. 	<ul style="list-style-type: none"> • Assumes the authorities of Chairperson in his absence, duly delegated • Authorized for all appointments including nomination of MR. • Authorized for allocation of Resources for IMS. • Authorized for approving the Level 1 and Level 2 documents of IMS 	<ul style="list-style-type: none"> • Accountable for the overall Operations and business performance of NMPA, in absence of Chairperson • Accountable for overall performance of the Port Authority including HR, financial, Operational and Maintenance management, corporate planning and project implementation, in pursuit of the Company's goals and objectives in the absence of Chairperson

3. Secretary

Role	Responsibility	Authorities	Accountability
<ul style="list-style-type: none"> • Reporting to Chairperson/Deputy Chairperson and 	<ul style="list-style-type: none"> • Responsible for Recruitment, Promotions, Training, Manpower Planning, Legal, implementation of official 	<ul style="list-style-type: none"> • Authorised to approve appointments for staff • Authorised to communicate 	<ul style="list-style-type: none"> • Accountable for employee empowerment and

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<p>assisted by Sectional Heads of HR, Admin, Security & CSR</p> <ul style="list-style-type: none"> Process Owner for HR, & Admin, & Legal Compliances Process 	<p>language and Logistics.</p> <ul style="list-style-type: none"> Responsible for implementation of HR policies and operations of the HR/Admin Department Responsible for compliance with all statutory requirements pertaining to HR & Admin Identification of Risks & Opportunities and formulates plan for managing the risks & opportunities Deriving and monitoring of Quality /Environmental /Occupational health and safety objectives, KPIs, Action Plans and related activities as applicable for the departments. Participates in MRMs and ensures actions required for the same. Maintains effective co-ordination of work with other Departments Taking up with Top management the Resource requirements and provision of the same. 	<p>with governmental authorities on legal matters pertaining to HR & Admin & other matters.</p> <ul style="list-style-type: none"> Authorized to allocate resources for the departments. Convening Board meetings & finalizing minutes of Board meetings. Coordinating with Parliamentary Committee meetings & High level delegations. 	<p>harmonious and safe work environment at NMPA.</p> <ul style="list-style-type: none"> Accountable for ensuring smooth functioning of the Port operations through providing proper support and necessary human resources and effective administration
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4. FA & CO

Role	Responsibility	Authorities	Accountability
<ul style="list-style-type: none"> Reporting to Chairperson/Deputy Chairperson and assisted by Sectional Heads of Finance functions Process Owner for Finance Process 	<ul style="list-style-type: none"> Responsible for Budgeting, financial planning and for managing the finances of the Port. Responsible for implementation of Financial policies and operations of the Finance Department Responsible for compliance with all statutory requirements pertaining to Finance Identification of Risks & Opportunities and formulates plan for managing the risks & opportunities 	<ul style="list-style-type: none"> Authorised to approve financial sanctions within the budgeted accounts Authorised to communicate with governmental authorities on legal matters pertaining to Finance & other matters. 	<ul style="list-style-type: none"> Accountable for Payments of salary and for payments to contractors and service providers on time. Accountable for wellbeing of employees at NMPA. Accountable for

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- Deriving and monitoring of Quality /Environmental /Occupational health and safety objectives, KPIs, Action Plans and related activities as applicable for the departments.
- Participates in MRMs and ensures actions required for the same.
- Maintains effective co-ordination of work with other Departments
- Taking up with Top management the Finance Resource requirements and provision of the same.

effective management of working capital for port operations

5. Traffic Manager – Head of Operations (for Traffic)

Role	Responsibility	Authorities	Accountability
<ul style="list-style-type: none"> • Functions as Process Owner for Operations Process- Traffic functions. • Reporting to Chairperson/ Deputy Chairperson and assisted by Section Heads. 	<ul style="list-style-type: none"> • Responsible for Operations, • Identification of Risks & Opportunities and formulates plan for managing the risks & opportunities • Deriving and monitoring of Quality /Environmental/ Occupational health and safety Objectives, KPIs, Action Plans and related activities. • Participates in MRMs and ensures actions required for the same. • Maintain effective co-ordination of work with other Departments • Taking up with Top management the Resource requirements and provision of the same. • Ensuring compliance to legal and other requirements related to the process 	<ul style="list-style-type: none"> • Authorised to approve changes in Operations • Authorised to approve purchase orders for procurement of material / services • Authorised to approve supplier's/service providers • Authorised to approve supplier evaluation 	<ul style="list-style-type: none"> • Accountable for ensuring smooth functioning of the Port operations through providing proper infrastructure and maintenance. • Accountable for meeting customer requirements



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6. Deputy Conservator– Head of Operations (for Marine)

Role	Responsibility	Authorities	Accountability
<ul style="list-style-type: none"> Functions as Process Owner for Operations Process- Marine function. Reporting to Chairperson/ Deputy Chairperson and assisted by Section Heads. 	<ul style="list-style-type: none"> Responsible for Operations, Identification of Risks & Opportunities and formulates plan for managing the risks & opportunities Deriving and monitoring of Quality /Environmental/ Occupational health and safety Objectives, KPIs, Action Plans and related activities. Participates in MRMs and ensures actions required for the same. Maintain effective co-ordination of work with other Departments Taking up with Top management the Resource requirements and provision of the same. Ensuring compliance to legal and other requirements related to the process 	<ul style="list-style-type: none"> Authorised to approve changes in Operations Authorised to approve purchase orders for procurement of material / services Authorised to approve supplier's/service providers Authorised to approve supplier evaluation 	<ul style="list-style-type: none"> Accountable for ensuring smooth functioning of the Port operations through providing proper infrastructure and maintenance. Accountable for meeting customer requirements Accountable ensuring provision/availability of materials for smooth operations of Port.

7. Head of Maintenance(Mechanical Engg.)

Role	Responsibility	Authorities	Accountability
<ul style="list-style-type: none"> Reporting to Chairperson/Deputy Chairperson and assisted by Section Heads of Mechanical & Electrical Maintenance functions. Process Owner for Operations & Maintenance- Mechanical Engineering. 	<ul style="list-style-type: none"> Responsible for maintenance of port equipment, machineries, instruments in order that quality of products are ensured. Responsible to ensure reduce down time, reduce break down. Identification of Risks & Opportunities and formulates plan for managing the risks & opportunities Deriving and monitoring of Quality /Environmental / Health & Safety Objectives, KPIs, Action Plans and related activities as applicable for the departments. Participates in MRMs and ensures actions required for 	<ul style="list-style-type: none"> Authorised to approve budgets for maintenance function Authorised to approve plans for procurement of new equipment / machinery Authorised to interact with suppliers of equipment / service providers relating to maintenance. Authorised to approve purchase orders for procurement of material / services relating to 	<ul style="list-style-type: none"> Accountable for ensuring availability of equipment and infrastructure for smooth operations at Port Accountable ensuring provision/availability of materials for smooth operations of Port.

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	<p>the same.</p> <ul style="list-style-type: none"> Maintains effective co-ordination of work with other Departments Taking up with Top management the Resource requirements for Maintenance process and provision of the same. 	<p>maintenance.</p> <ul style="list-style-type: none"> Authorised to approve supplier's/service providers Authorised to approve supplier evaluation 	
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8. Head of Maintenance (Civil Engg.)

Role	Responsibility	Authorities	Accountability
<ul style="list-style-type: none"> Reporting to Chairperson/Deputy Chairperson and assisted by Section Heads Process Owner for Operations & Maintenance- Civil Engineering. 	<ul style="list-style-type: none"> Responsible for maintenance of port equipment, machineries, instruments in order that quality of products are ensured. Responsible to ensure reduce down time, reduce break down. Identification of Risks & Opportunities and formulates plan for managing the risks & opportunities Deriving and monitoring of Quality /Environmental / Occupational health and safety Objectives, KPIs, Action Plans and related activities as applicable for the departments. Participates in MRMs and ensures actions required for the same. Maintains effective co-ordination of work with other Departments Taking up with Top management the Resource requirements for Maintenance process and provision of the same. 	<ul style="list-style-type: none"> Authorised to approve budgets for Civil maintenance function Authorised to approve plans for procurement of new equipment / machinery for Civil Engg. Dept. Authorised to interact with suppliers of equipment / service providers relating to maintenance. Authorised to approve purchase orders for procurement of material / services for Civil Engg. Authorised to approve supplier's/service providers Authorised to approve supplier evaluation 	<ul style="list-style-type: none"> Accountable for ensuring availability of infrastructure and equipment for smooth operations at Port Accountable ensuring provision/availability of materials for smooth operations of Port.



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9. Head of Security Process (CISF)

Role	Responsibility	Authorities	Accountability
<ul style="list-style-type: none"> Process Owner for Security operations Reporting to Chairperson and assisted by Supervisors & Guards 	<ul style="list-style-type: none"> Identification of Risks & Opportunities and formulates plan for managing the risks & opportunities Deriving and monitoring of Quality /Environmental / Occupational health and safety Objectives, KPIs, Action Plans and related activities. Participates in MRMs and ensures actions required for the same. Maintains effective co-ordination of work with other Departments relating to Safety& Security Ensuring compliance to security requirements of the Port 	<ul style="list-style-type: none"> Authorised to approve procurement of Gadgets for safety process Authorised for deployment of staff for ensuring effective security operations. Authorised to arrange collection of intelligence information regarding security of NMPA premises 	<ul style="list-style-type: none"> Accountable for ensuring smooth functioning of the Port operations regarding safety & security Accountable for any lapses in safety& security

10.Chief Medical Officer

Role	Responsibility	Authorities	Accountability
<ul style="list-style-type: none"> Process Owner for Medical Process Reporting to Chairperson and assisted by Doctors and nurses 	<ul style="list-style-type: none"> Identification of Risks & Opportunities and formulates plan for managing the risks & opportunities Deriving and monitoring of Quality /Environmental / Occupational health and safety Objectives, KPIs, Action Plans and related activities. Participates in MRMs and ensures actions required for the same. Maintains effective management of health conditions of the employees of the Port Taking up with Top management the Resource requirements and provision of the same. Ensuring compliance to health requirements of the employees of NMPA 	<ul style="list-style-type: none"> Authorised to approve procurement of equipment and medical supplies for medical Process Authorised to issue Medical Certificates. Authorised to arrange medical check-up for employees of NMPA 	<ul style="list-style-type: none"> Accountable for ensuring proper treatment facilities and requirements of NMPA employees and their families. Accountable for any lapses in health care provision by Port Hospital.



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11. Management Representative – MR

Role	Responsibility	Authorities	Accountability
<ul style="list-style-type: none"> Appointed as MR, reporting to Chairperson for matters pertaining to IMS in addition to his functional responsibilities Assisted by staff in ISO Cell and DRs of respective departments. 	<ul style="list-style-type: none"> Overall implementation and maintenance of Integrated Management Systems. Reporting Integrated Management System Improvements to Management. Coordinating with outside agencies with respect to ISO certification requirements. Communicating customer requirements at all levels within the organization. Monitor achievement of IMS Policy and IMS Objectives. Control of IMS Documents & Records Responsible for Internal Audit, it's follow up, Auditor training and conducting Management Review Meetings and maintenance of records of the same. Responsible for maintenance of records of corrective actions Responsible for monitoring Continual Improvement in all processes and maintenance of records of the same. 	<ul style="list-style-type: none"> Authorised to approve Apex Manual and Integrated Procedure Manual jointly with Chairperson, NMPA. Authorized to issue approved documents to relevant departments. Authorized to plan and schedule IMS related activities. Authorized to close the non-conformities. Authorized to approve KPI for the processes and Departments as part of companywide objectives. 	<ul style="list-style-type: none"> Accountable for the effective implementation and maintenance of IMS Accountable for smooth conduct of internal and external audits