



Manual 1

Powers and duties of officers and employees

[Section 4(1)(b)(ii)]

Functions, Responsibility and authority

To discharge collective responsibility and implement decisions made at the highest level of Board, Chairman, Dy. Chairman and Heads of Departments meet weekly and also in exigencies to deliberate important aspects of functioning of the organisation, and decisions are taken for implementation.

Responsibilities and authorities of various levels of personnel in the organisation are described below. The authorities of a particular level can be delegated to lower level through an authorised document. However, authorities of lower levels can be exercised by higher levels.

Chairman

- Articulation of vision and mission of the organisation.
- Evolving strategies and leading towards the vision
- To take important policy decisions.
- Overall management of the organisation.
- To maintain discipline in the organisation.
- To establish an overall plan for development of business, select key subordinates and organise them to achieve the objectives of the plan.
- Conducting the board meetings and liaising with the Ministry of Shipping.
- To ensure smooth flow of operations and functions.
- Management of interface within the organisation and with external agencies for ensuring continued improvement of the organisations performance, goodwill and image.

Dy. Chairman

- Assisting the Chairman in the steering of the organisation in all respects.
- Report periodically to Chief Vigilance Commissioner and Chief Vigilance officer of Ministry of Shipping



Secretary

- Assisting the Board, Chairman and Dy.Chairman in the functioning of the organisation
- Co-ordination of various activities of all departments of the Port Trust such as appointments, promotions and other personnel matters.
- Convening the meeting of the Board of Trustees and sub committees.
- Preparation of minutes and follow up action.
- Public relations work.
- Implementation of various welfare measures for the employees.
- Conciliation of Industrial dispute through Industrial Disputes Act.
- Management of Security measures for port structures, properties etc.
- Assisting the Chairman in areas of anti-corruption and administrative Reforms so as to adopt preventive vigilance as a tool of management.
- Ensuring prompt observance of conduct rules on integrity and ethical behavior, obtain annual property returns and scrutinise them as per the Provisions of Anti-corruption Act.
- Preventive steps and disciplinary action
- Inculcate vigilance awareness among all levels of Port employees
- Effective implementation and maintenance of Quality System as Management Representative.

F.A. & C.A.O.

- Assisting the Chairman, Dy. Chairman in regulating the financial management of the organisation.
- To give financial advice in various matters of the administration of the Port.
- Accounting of receipts and expenditure of the Port fund.
- Compiling of budget estimates and revised estimates of financial statements and monitoring of budget variations.
- Financial and budgetary control.
- Accounting of expenditure of works.
- Issue of bills towards cost of services rendered by Port and recovery of amounts due.
- Payment of salary, pension and other dues to the employees and pensioners.
- Costing of services and operations to facilitate control.
- Fixing of tariffs.
- Conducting cost minimization analysis for the organisation.
- Ensuring adequate returns on idle funds in account by short-term investment.



Chief Engineer (Civil):

- ➔ Assisting the Chairman and Dy. Chairman in the Civil Engineering aspects of the organisation.
- ➔ Effective implementation and review of all new projects under control.
- ➔ Maintenance and development of general conservancy (Civil Engineering) of the Port.
- ➔ Sanitation of Port area and water supply and maintenance of hygiene.
- ➔ Preparation of estimates of new works and award of contract.
- ➔ Land leasing.
- ➔ Environment management.
- ➔ Contract maintenance dredging.
- ➔ All technical aspects of civil works like Planning, Feasibility Reports, detailed project reports and other studies.
- ➔ Formation of proposals for Annual plans and Five Year Plans.

Chief Mechanical Engineer:

- ➔ Assisting the Chairman and Dy. Chairman in the mechanical engineering aspects of the organisation.
- ➔ Procurement of cargo handling equipment.
- ➔ Ensuring optimum availability and utilization of machinery.
- ➔ Operation and maintenance of cargo handling equipment.

Traffic Manager:

- ➔ Assisting the Chairman and Dy. Chairman traffic management.
- ➔ Marketing the port services and enhancing the market share of the Port.
- ➔ Allocation of berths to ships.
- ➔ Management of Registered Cargo Handling Workers Administrative Wing.
- ➔ Allotment of gangs for cargo handling.
- ➔ Arranging custody and release of cargoes and containers.
- ➔ Billing of Port services.
- ➔ Recovery of charges.
- ➔ Disposal of unclaimed cargo.
- ➔ Trade promotion.



Deputy Conservator

- Assisting the Chairman and Dy. Chairman in Marine activities.
- Piloting the ships from outer roads to berths and vice versa and shifting of vessels.
- Billing of Marine services provided to ships
- Procurement of Port flotilla.
- Operation of Port flotilla.
- Conducting of hydrographic surveys.
- Fire service
- Signal station and Vessel Traffic Management System.
- Pollution control.

Chief Medical Officer:

- Management of Medical department.
- Providing medical facilities to officers and staff and their families/pensioners.
- Referring the complaint / critical cases to the specialised hospitals and recommending reimbursement of the expenses.
- Procurement of medicines and Medical equipment.