



NEW MANGALORE PORT AUTHORITY

Title: ROLES, RESPONSIBILITIES, AUTHORITIES AND ACCOUNTABILITY

SECTION G-Roles, Responsibilities, Authorities and accountability

ROLE	RESPONSIBILITY	AUTHORITY	ACCOUNTABILITY
<ul style="list-style-type: none"> Secretary 	<ul style="list-style-type: none"> Is responsible for: Smooth functioning of the General Administration. Dealing with establishment & personnel matters. Monitoring port legal matters & co-ordinating for cordial industrial relations Monitoring HR Training & Implementation of O L Hindi. Monitoring the works related to Public Relation. 	<ul style="list-style-type: none"> Convening Board meetings & finalizing minutes of Board meetings. Coordinating with Parliamentary Committee meetings & High level delegations. 	<ul style="list-style-type: none"> For lapses in the Department
<ul style="list-style-type: none"> Senior Deputy Secretary 	<ul style="list-style-type: none"> Assisting the Secretary in discharging duties and responsibilities. Discharging the duties of Secretary in the absence of Secretary. Any other work assigned by the higher authorities from time to time. 	<ul style="list-style-type: none"> Dealing with the matters of establishment, Legal, Hindi, Port Trust Co-ordination/Labour/Trade Unions, PR and training. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Deputy Secretary 	<ul style="list-style-type: none"> Is responsible for: Smooth functioning of the PRO and PLA Section of Admin. Department Releasing of Corporate & Banners advertisement. Taxi Hire charges. Outsources Guest House and its correspondence. Trade Union Activities/Meeting/Check-off systems Pay revision/Pay settlements/PLR correspondences. Redressed of Public Grievances. Declaration of Closed Holidays. Standing committee meeting/SC/ST Welfare Association/meeting/Correspondence. Correspondence related to Pensioner/meeting. Sanction of Special C.L. Any other works assigned by the higher authorities from time to time. 	<ul style="list-style-type: none"> Have to check Empanelling advertising & photography agency. Receiving various Committees/D delegations/Trustees, arranging meetings, providing transport & accommodation. Allotment of JNC hall, Guest House etc Tender Work 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Asst. Secy. – Gr-I (PAC) 	<ul style="list-style-type: none"> Is responsible for scrutiny of files related to: Budget estimation for Adm. dept. Pay & allowances, bills, various advances/ reimbursement of medical claims, LTC, HTC etc. 	<ul style="list-style-type: none"> Constitution of Board & convening Board Meetings. 	<ul style="list-style-type: none"> For lapses in the work assigned



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	<ul style="list-style-type: none"> • Encashment and deletion of Leave in ERP • Termination of retiring employees from system & HRMS Super user • Ministry/IPA correspondence. • PIO of Adm. • Celebration of National Festival 	<ul style="list-style-type: none"> • Frame/Amendment to regulations. • Imparting Apprentice Training. • Allotment of Port quarters. • Grant-in-aid to Sports Council/NMPT E School. • Issue of FMR/MEC. 	
<ul style="list-style-type: none"> • Asst. Secy (E&RS) 	<ul style="list-style-type: none"> • Is responsible for scrutiny of files related to: • Establishment matters Viz, recruitment/promotion/Deputation/Transfer of all Ministerial staff and Classes I & II officers of Adm. & Vigilance dept. including HODs. • Forwarded of application to other organisation. • Calculation of Pro-rata, pensioner liabilities. • Issue of NOC. • Disciplinary proceeding of all categories of Adm. Staff and officers' categories. • Sanction of leave/annual increment. • Maintenance of SR. • Writing of APAR in R/S HODs, Class I II and ministerial staff. • Maintenance of Strength register/Incumbent register. • Creation & abolition of Posts. • Correspondence on SC/ST/OBC. & periodic review. • Attending audit paras. • Correspondence on contractual appointments. • Submission of periodical retirees. • Maintenances of Rosters. • SVRS/Retirement/Voluntary retirement correspondence 	<ul style="list-style-type: none"> • Outsourcing of manpower – correspondence. • Issue of seniority list of Class I, II, & ministerial staff. • Ministry/IPA correspondence. • Correspondence on Major Ports and other organisation. • Correspondence On Unions matters 	<ul style="list-style-type: none"> • For lapses in the work assigned
<ul style="list-style-type: none"> • Law Officer – Grade I 	<p>Is responsible for:</p> <ul style="list-style-type: none"> • Attending Cases before various courts & Authorities • Preparation of para-wise comments, statement of objections, written statements related to the court cases. Co-ordination with port counsel with various dept. 		<ul style="list-style-type: none"> • For lapses in the work assigned



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<ul style="list-style-type: none"> Hindi Officer 	<ul style="list-style-type: none"> Is responsible for: <ul style="list-style-type: none"> Monitoring Hindi Training, Hindi Translation Assisting/advising the executives to ensure proper implementation of Official Language Provisions. 	<ul style="list-style-type: none"> Convening & Liaising OLIC & related meetings. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Sr. Assistant Secretary (PLA) 	<ul style="list-style-type: none"> Is responsible for scrutiny of files related to: <ul style="list-style-type: none"> Trade Union Activities/Meeting/Check-off systems Declaration of Closed Holidays. SC/ST Welfare Association/meeting/Correspondence. Correspondence related to Pensioner/meeting. Sanction of Special C.L. Pay revision/Pay settlements/PLR correspondences, Redressal of Public Grievances. 	<ul style="list-style-type: none"> Welfare measure such as Stationary allowances/ Merit Scholarship, Pay anomalies/Stepping up of pay of employees. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Assistant Secretary (PR) 	<ul style="list-style-type: none"> Is responsible for scrutiny of files related to: <ul style="list-style-type: none"> Releasing of Corporate & Banners advertisement. Receiving various Committees/Delegations/Trustees, arranging meetings, providing transport & accommodation. Processing bills for rooms rent. Press releases. Taxi Hire charges. Outsources Guest House and its correspondence. 	<ul style="list-style-type: none"> Empanelling advertising & photography agency. Allotment of JNC hall, Guest House, IB & TPC at Bangalore Press Releases 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Sports Officer) 	<ul style="list-style-type: none"> Is responsible for: <ul style="list-style-type: none"> Promotion of sports/Athletic/cultural activities Organising local, inter-port sports tournaments & cultural 	<ul style="list-style-type: none"> Promotion of sports/Athletic /cultural activities 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Officer in Charge - Training 	<ul style="list-style-type: none"> Is responsible for: <ul style="list-style-type: none"> Imparting in-house & outstation HR trainings. Co-coordinating with training agencies 	<ul style="list-style-type: none"> Imparting in-house & outstation HR trainings. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Public Information Officer (designated under RTI Act) 	<ul style="list-style-type: none"> Is responsible for: <ul style="list-style-type: none"> To transfer the application to concerned dept./section with a request to furnish the required information to PIO. To inform the applicant to pay the required charges towards furnishing the copies of documents. On receipt of charges, information / copies of documents is furnished by PIO 	<ul style="list-style-type: none"> To receive applications along with prescribed fee under RTI Act form 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Director of Public Grievances and Public Grievance Officers 	<ul style="list-style-type: none"> Is responsible for: <ul style="list-style-type: none"> Secretary being the Director, Public Grievances, meets the Public every Wednesday at 3.00 pm. All the HODs are Public Grievance Officers & maintain the register for Public Grievance in the respective Departments. The complaint box is kept at prominent place and opened every month to see 	<ul style="list-style-type: none"> Authorised to address the complaints received. 	<ul style="list-style-type: none"> For lapses in the work assigned

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	<p>letters are required to take approximate action.</p> <ul style="list-style-type: none">• Each communication from a public should be replied to within 15 days. Even the final settlement of the case should not take more than 60 days' time.• If delay is anticipated in sending a final reply, or information has to be obtained from another Ministry or another Office, an interim reply may be sent within a fortnight indicating the possible date by which a final reply can be given.		
Departmental Representative & Document Controller	<ul style="list-style-type: none">• Responsible for all ISO related activities in the Department	<ul style="list-style-type: none">• To prepare ISO related Documents for the Department and maintaining the controls and records for ISO purpose	<ul style="list-style-type: none">• For lapses in the work assigned



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SECTION G-ROLES, RESPONSIBILITIES, AUTHORITIES AND ACCOUNTABILITY

ROLE	RESPONSIBILITY	AUTHORITY	ACCOUNT-ABILITY
1. PROCESS OWNER (HOO)-DEPUTY COMMANDANT			
<ul style="list-style-type: none"> Deputy Commandant 	<ul style="list-style-type: none"> Overall responsible for control and supervision of all functions/ activities of Security Department. Implementation of IMS in Dept. Ensure Continual improvement, control of non-conformities, taking corrective and preventive actions & Resolving any complaints / feedbacks received from customers. Security and protection of New Mangalore port Authority For enforcing /maintaining the efficiency, Control, Discipline and morale of the unit personnel. Proper management of each department. Feed back to chairmen NMPA and Higher formation. Effective implementation and maintenance of Quality system in all areas under control. 	<ul style="list-style-type: none"> Approve DPM and make necessary changes. Approve manpower. Approve training plan 	<ul style="list-style-type: none"> For lapses in the Department.
<ul style="list-style-type: none"> Assistant Commandant 	<ul style="list-style-type: none"> Responsibility of operational area and The General Administration assigned to him by HOO. Assisting the Deputy Commandant as 2nd in command. Duties of HOO in his absence The protection & Security of the area in which the company is deployed. 	<ul style="list-style-type: none"> For taking preventive and improvement action for the integrated management System Routine decisions on administration 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Reserve Inspector 	<ul style="list-style-type: none"> The total administration of HQ Company for which 	<ul style="list-style-type: none"> Routine administrative 	<ul style="list-style-type: none"> For lapses in the work assigned



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	<p>he is in charge under the supervision of Unit Commander.</p> <ul style="list-style-type: none"> • Efficiency, Discipline and Moral of the personnel deployed under him. • Responsible for corrective action of the quality management system. • To look after the regimental programs, training activities and other operational requirements of the unit personnel. 	<p>decisions in his area of work</p>	
<ul style="list-style-type: none"> • Crime & Intelligence Officer 	<ul style="list-style-type: none"> • Collection and dissemination of advance information of impertinence and interest related to trade Union Activities, Political activities, labor affairs, criminals Anti- Social and Communal Activities and other matters of interest, to Unit Commander. • For the efficiency, Discipline and Morale of the Personnel deployed under him. • For taking corrective actions of the quality Management System 	<ul style="list-style-type: none"> • The total administration of the unit Crime and intelligence Wing. 	<ul style="list-style-type: none"> • For lapses in the work assigned
<ul style="list-style-type: none"> • In-Charge (Operational Area) 	<ul style="list-style-type: none"> • The total administration of the Company for which he is in charge. • Efficiency, Discipline and Moral of the personnel deployed under him. • Responsible for corrective action of the quality system. • Protection and Security of the area in which his company is deployed 	<ul style="list-style-type: none"> • Routine administrative decisions in his area of work 	<ul style="list-style-type: none"> • For lapses in the work assigned
<ul style="list-style-type: none"> • Quarter Master 	<ul style="list-style-type: none"> • All the CISF Barracks and CISF family Quarters will be in his supervision. • All Arms and Ammunition will be in his charge. • Issuing and receiving all 	<ul style="list-style-type: none"> • Issue of arms and ammunitions, duly authorized. • Issue and receive stores • For issue of 	<ul style="list-style-type: none"> • For lapses in the work assigned



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	<p>store items and maintenance of their proper records.</p> <ul style="list-style-type: none"> • Timely conducting of Annual Range Classification. • Maintenance of all Security Gadgets and communication equipment. 	<p>security gadgets and communication equipment</p>	
<ul style="list-style-type: none"> • Sub-Inspector & ASI 	<ul style="list-style-type: none"> • Is in- Charge and proper functioning of NMPA Gates as per his deployment • Maintain General Dairy and other documents of the gate properly and keep a control over the passes at the gate, by checking of passes of vehicle, laborers and employees etc., and will ensure that no port properly is taken out without proper authority. • Anti-sabotage check is conducted on all men/material/vehicle, prior to permitting entry into the Port and anti-pilferage check is conducted on all men material & vehicle prior to permitting exit from the Port. • On receiving any report regarding any incident the same will immediately informed to higher formation in accordance with the relevancy and importance of such information. • In case of fire inform to the same to the NMPA fire service • Any instructions/ messages/situation will be explained properly to his reliever before handing over the charge of the post. 	<ul style="list-style-type: none"> • Conducting shift briefing /debriefing of shift personnel. • Duties of shift in charge 	<ul style="list-style-type: none"> • For lapses in the work assigned
<ul style="list-style-type: none"> • Departmental Representative/ISO Coordinator (Quarter Master is assigned this Role) 			
<ul style="list-style-type: none"> • DR & Document Controller 	<ul style="list-style-type: none"> • Responsible for all ISO related activities in the Department • He will act as a 	<ul style="list-style-type: none"> • To prepare ISO related Documents for the Department 	<ul style="list-style-type: none"> • For lapses in the work assigned



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	<p>Document controller.</p> <ul style="list-style-type: none">• Up gradation and revision of ISO Manuals timely.• Making Compliance to all audit observations.• To organize Departmental ISO Meetings & prepare Agenda and Minutes.	<p>and maintaining the controls and records for ISO purpose</p>	
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ROLE	RESPONSIBILITY	AUTHORITY	ACCOUNTABILITY
<ul style="list-style-type: none"> Chief Engineer © - Head of the Department 	<ul style="list-style-type: none"> Coordination of all civil engineering activities Coordinates entire plan, non-plan and revenue works Monitoring all maintenance and execution of all Civil Engg Works Advice Chairperson and Dy. Chairperson in all developmental activities concerning NMPA. 	<ul style="list-style-type: none"> Sanctioning of Estimates including Technical Sanction Sanctioning of purchase proposals and work proposals within the delegated financial power. Providing adequate resources and trained personnel at respective work locations. 	<ul style="list-style-type: none"> For lapses in the Department
<ul style="list-style-type: none"> Deputy Chief Engineer © 	<ul style="list-style-type: none"> Assists the Chief Engineer in Coordination of all civil engineering activities Coordinating the entire Plan, Non-plan and revenue works Monitoring all maintenance and execution of all Civil Engg. Works. Advising Chairperson, Dy. Chairperson and CE© for all developmental activities concerning NMPA Independent responsibility in respect of works assigned to him from time to time. 	<ul style="list-style-type: none"> Authorised to Provide adequate resources and trained personnel at respective work locations. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Superintending Engineers 	<ul style="list-style-type: none"> Works under the Dy. Chief Engineer Assist Dy. Chief engineer in successful completion of all Civil Engg Works, maintenance of Civil Engineering Assets, planning and project works Have to check measure at least 5% for all the works costing more than Rs.5.00 Lakhs and all the bills amounting to more than Rs.1,.00 Lakh should invariably be counter signed by Superintending engineer 	<ul style="list-style-type: none"> Have administrative control over the Divisional officers Coordination of execution and maintenance of works 	<ul style="list-style-type: none"> For lapses in the work assigned



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<ul style="list-style-type: none"> Executive Engineers 	<ul style="list-style-type: none"> Are Divisional officers Assist Superintending engineers Are nominated as the Engineers-in-Charge of Plan, non-plan and revenue works The structures, which are buried, will have to check measured by the Executive Engineer at least for 10% of their quantity. Fully responsible for quality and progress of all works 	<ul style="list-style-type: none"> Have to check measure at least 5% for all the works costing more than Rs.5.00 Lakhs. Execution of Mechanical & Electrical Plan / Non Plan / Revenue works. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Assistant Estate Manager – Gr I 	<ul style="list-style-type: none"> Reports to the Superintending Engineer Manager – Gr I - Responsible for: Matters related to estate of the Port Eviction under Public Premises Eviction Act 1971 	<ul style="list-style-type: none"> Responsible to matters relating to the estate of the Port Demand/ collection of the lease/ license rentals, convening the Land Allotment Committee meetings. Preparation of the proposal for statutory authority approvals. Conducting e-tender and auction of Land parcels as per prevailing Land Policy Guidelines. Accounting of trees and immovable properties in the Port/Estate. Periodical checking of boundary stones of the Port. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Assistant Executive Engineers / Assistant Engineers 	<ul style="list-style-type: none"> Assistant Executive Engineers / Assistant Engineers works under the Executive Engineer Are fully responsible for the preparation of estimate, execution of work They measure the work, control the quality and progress of various Civil Engineering works All measurements of reinforcements, foundation measures etc., are checked and measured by them for 100% quantity. 	<ul style="list-style-type: none"> To prepare ISO related Documents for the Department and maintaining the controls and records for ISO purpose 	<ul style="list-style-type: none"> For lapses in the work assigned



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<ul style="list-style-type: none">• Departmental Representative & Document Controller	<ul style="list-style-type: none">• Responsible for all ISO related activities in the Department	<ul style="list-style-type: none">• To prepare ISO related Documents for the Department and maintaining the controls and records for ISO purpose	<ul style="list-style-type: none">• For lapses in the work assigned
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ROLE	RESPONSIBILITY	AUTHORITY	ACCOUNTABILITY
Financial Adviser & Chief Accounts Officer	<ul style="list-style-type: none"> Head of Finance Dept, has overall responsibility, control and supervision of all the functions/ activities of the Finance Dept and also the financial Administration of the Port Responsible for pre-post audit of claims, preparation of Budget estimate, revised estimate and presentation of annual accounts and financial advice to Port Authority Board Ensures the provision of adequate resources and trained personnel for Finance Dept. Is responsible for continual improvement of the system. Control of non-conformities, and ensuring implementation of required corrective and preventive actions and resolution of complaints/feedbacks received from customers 	<ul style="list-style-type: none"> Sanctioning of purchase proposals and work proposals within the delegated financial power. Providing adequate resources and trained personnel at respective work locations. 	<ul style="list-style-type: none"> For lapses in the Department and authorities assigned. Ensure smooth functioning of the Finance department
Sr.Dy. Chief Accounts Officer (Sr.Dy. CAO)	<ul style="list-style-type: none"> Is responsible for: Scrutinizing the proposals received from other depts. Obtaining required information from the concerned and forwarding for approval to FA & CAO and then to Top Management Supporting FA & CAO in his responsibilities and financial administration of the Port. 	<ul style="list-style-type: none"> Authorised to Provide adequate resources and trained personnel at respective work locations. Taking over the duties of the of the FA & CAO while he is on leave / away from station 	<ul style="list-style-type: none"> For lapses in the work assigned Ensure smooth functioning of the department in absence of HOD
Dy. Chief Accounts Officer (Dy. CAO)	<ul style="list-style-type: none"> Obtaining required information from the concerned and forwarding for approval to Sr.Dy.CAO, FA & CAO & and then to Top Management Supporting Sr. Dy.CAO and FA & CAO in his responsibilities and financial administration of the Port 	<ul style="list-style-type: none"> Scrutinizing the proposals received from other depts. 	<ul style="list-style-type: none"> For lapses in the work assigned
Sr. Accounts Officer (Establishment)	<ul style="list-style-type: none"> Is responsible for: The functions / activities of the establishment and finance administration section. Assisted by the following officer: AAO (Estt1,Estt2,Estt3,Estt4,CPR,) Asst. Secretary (CPR) 	<ul style="list-style-type: none"> Authorised for the activities of the establishment and finance administration section. 	<ul style="list-style-type: none"> For lapses in the work assigned
Asst. Accounts officer (Establishment-I & CPR)	<ul style="list-style-type: none"> Is responsible for: Auditing & Scrutinizing the bills/files related to employees, salary, increments, pay fixation, travelling allowances, LTC, aid to school, education allowances of 	<ul style="list-style-type: none"> Auditing & Scrutinizing the bills/files related to employees (LTC/HTC, HBA, MCA Computer 	<ul style="list-style-type: none"> For lapses in the work assigned



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	<p>employee's children including reimbursement of tuition fee, over time allowance</p> <ul style="list-style-type: none"> maintains the records of above including OB Ledger. Drawls of Pay & allowances of all NMPA regular employees being designated as Pay drawing officer and Budget proposals thereon. All establishment claims/advances/reimbursements of all NMPA regular employees except the Medical reimbursements claims. 	<p>advance, Telephone & Newspaper bills reimbursements)</p>	
Asst Accounts officer (Establishment-II)	<ul style="list-style-type: none"> Is responsible for Scrutinizing the files/bills to employees' general provident fund, superannuation fund, Gratuity and pensioner's income tax, and maintains the records of the same including OB ledger. Opening, maintaining, annual auditing, investment of fund account and preparing the reports pertaining to all types funds accounts. 	<ul style="list-style-type: none"> Scrutinizing the files/bills to employees' general provident fund, superannuation fund, Gratuity and pensioner's income tax info. 	<ul style="list-style-type: none"> For lapses in the work assigned
Asst. Accounts Officer (Establishment-III)	<ul style="list-style-type: none"> Is responsible for: Scrutinizing the files/bills related to employees outdoor / indoor medical treatment and passing for payment entitled and maintaining the record of the same including OB ledger. Preparation of periodical reports as required by the management. Scrutiny of bills/files related to employee's HBA, MCA, Festival Advance, computer advance and contingent bill of concerned dept except store imprest account from the concerned dept and maintaining the records of the same in the OB Ledger 	<ul style="list-style-type: none"> Preparation of periodical reports as required by the management. Scrutiny of bills/files related to employee's benefits. Preparing periodical reports as required by the management. 	<ul style="list-style-type: none"> For lapses in the work assigned
Sr. Accounts Officer/ Accounts Officer Grade 1 (Cash)	<ul style="list-style-type: none"> Is responsible for: Bank reconciliation, issue of receipts in the case of receipt vouchers, arranging payment in the case of payment vouchers, investments, scrutinize the files/proposals related to cash section, maintenance of OB and other ledger/register pertaining to cash section. All cash recoveries like LIC/CTD/PLI 		<ul style="list-style-type: none"> For lapses in the work assigned
Accounts Officer Grade 1 (Taxation & Books)	<ul style="list-style-type: none"> Is responsible for supervision of: Timely remittance of all applicable taxes to the respective tax authorities. replying to IPA minutes Preparation of annual accounts. 	<ul style="list-style-type: none"> Coordination with tax departments with regards to remittance of all taxes /refunds of taxes if any from 	<ul style="list-style-type: none"> For lapses in the work assigned



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	<p>budget estimates/ performance budget, proposals, files of the section, OB and other ledger/register related to accounts section, receipts of the section, replies to all types of statutory audit enquires/notes/paras.</p> <ul style="list-style-type: none"> • Is also responsible for repayment of loans, payment of interest /audit fee, • reconciliation of accounts, periodical report and reply to quires connected to accounts of the Port. 	<ul style="list-style-type: none"> • tax departments Assessing the Port tax liability in assistance /liaison /consultation and advice from Port tax consultants. 	
Asst.Accounts Officer (Books)	<ul style="list-style-type: none"> • Is responsible for: • Preparation of annual accounts, budget estimates/ performance budget, proposals, files of the section, OB and other ledger/register related to accounts section, receipts of the section, replies to all types of statutory audit enquires/notes/paras. • Is also responsible for repayment of loans, payment of interest /audit fee and reconciliation of accounts, periodical report and reply to quires connected to accounts of the Port. 	<ul style="list-style-type: none"> • Preparation of annual accounts, budget estimates/ performance budget, proposals, files of the section, OB and other ledger/register related to accounts 	<ul style="list-style-type: none"> • For lapses in the work assigned
Sr. Accounts Officer (Works)	<ul style="list-style-type: none"> • Is responsible for • All the activities in the works & stores section • Scrutinizing the files/bills related to procurement revenue, Plan Non plan & Stores , Capital works of different departments, attending the opening of tenders /quotation received according to the delegation of financial powers for above said works/procurement. • Preparation of statement of completed works/work in progress and releasing EMD, SD vouchers and deducting the applicable tax from the contractual bills and issuing the certificates for the same periodically Is assisted by AAO 	<ul style="list-style-type: none"> • Scrutinizing the files/bills related to revenue, Plan Non plan works of different departments 	<ul style="list-style-type: none"> • For lapses in the work assigned
Asst. Accounts Officer (works):	<ul style="list-style-type: none"> • Is responsible for • Scrutinizing the files/bills related to revenue, capital works of different departments, attending the opening of tenders and quotation received from the contractors according to the delegation of financial powers for above said works, • Preparation of statement of completed works/work in progress and releasing EMD, SD vouchers and deducting the applicable tax 	<ul style="list-style-type: none"> • Scrutinizing the files/bills related to revenue, Plan Non plan works of different departments, attending the opening of tenders and quotation received from the contractors according to the 	<ul style="list-style-type: none"> • For lapses in the work assigned



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	from the contractual bills and issuing the certificates for the same periodically.	delegation of financial powers for above said works	
Sr. Accounts Officer (RCHW)	<ul style="list-style-type: none"> Is responsible for: The finance functions/activities of RCHW wing, checking of levy and wage statement raised by registered cargo handling workers administrative wing, watching and monitoring the collection of Overall Monitoring & Scrutinizing the proposals Scrutinizing the files/bills related to RCHW worker's salary, HBA, MCA, Computer advance, Festival advance, LTC, Medical bills, Leave encashment etc. and maintaining the record Scrutinizing the contingent bill raised by the RCHW Wing and printing/stationary bill of the section training of RCHW workers, and maintaining accounts for the expenditure incurred in the RCHW.. 	<ul style="list-style-type: none"> Scrutinizing the files/bills related to revenue, Plan Non plan works of different departments, attending the opening of tenders and quotation received from the contractors according to the delegation of financial powers 	<ul style="list-style-type: none"> For lapses in the work assigned
Asst. Accounts Officer (Estate/Stores)	<ul style="list-style-type: none"> Is responsible for Scrutinizing the proposals related to Estate, receipts of moneys in respect of Estate rentals, generation of Invoices, security deposits, water supply charges, electrical supply charges, cable TV, JNC rentals, refund of deposits and maintenance of accounts / records connected to the said items 	<ul style="list-style-type: none"> Scrutinizing the proposals related to Estate and stores 	<ul style="list-style-type: none"> For lapses in the work assigned
Accounts Officer Grade 1 (Revenue):	<ul style="list-style-type: none"> Is responsible for: Scrutinizing all proposals related to revenue and The prompt accounting of all revenue receipts, refunds, and issue of bills for the various services rendered to the vessels called, cargo handling equipment/Flotilla hired and is assisted by AAO to share the responsibility. Reconciliation of party accounts/ collection of revenue, invoices of services as per agreements Scrutinizing of files/bills related to procurement as per delegation of powers 	<ul style="list-style-type: none"> The prompt accounting of all revenue receipts 	<ul style="list-style-type: none"> For lapses in the work assigned
Asst. Accounts Officer (Revenue)	<ul style="list-style-type: none"> Is responsible for prompt accounting of all revenue receipts and issuing of bills for the various services rendered to the vessels called, cargo- handling equipment/ Flotilla hired and refunds, fixation of Wharfage Is also responsible for: Disposal of 	<ul style="list-style-type: none"> The prompt accounting of all revenue receipts and issuing of bills for the various services rendered to the vessels Scrutiny and 	<ul style="list-style-type: none"> For lapses in the work assigned



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TITLE: ROLES, RESPONSIBILITIES, AUTHORITIES AND ACCOUNTABILITY

	<p>references received from RAO, Principal Director Commercial Audit & Ex-officio Member Audit Board, Chennai either directly or through accounts section.</p> <ul style="list-style-type: none"> • Scrutiny and disposal of files received seeking financial concurrence, all correspondences connected with traffic and revision of Tmp related matters are also dealt by him. • Works related to the maintenance of Cash book, Bank accounts both revenue and escrow, Deposit account of Stevedores, Steamer agents and C & F agents, penalty interest register, scrutiny of Import / Export application and settlement of accounts. Supervising work related to proposing journal vouchers, maintenance of subsidiary registers, maintenance of files and correspondences connected with fixation of ad-hoc /final wharfage with respect of jetty No.10 and Jetty No.11 and final wharfage fixation of KIOCL iron ore /pellets in respect of berth No.8 and coordinating the verification of vouchers, registers, bank accounts etc. With regard to the fixation of wharfage as said above. 	<p>disposal of files received seeking financial concurrence</p> <ul style="list-style-type: none"> • Works related to the maintenance of Cash book, Bank accounts both revenue and escrow, Deposit account of Stevedores, Steamer agents and C & F agents, 	
<p>Sr. Dy. Director(EDP)</p>	<ul style="list-style-type: none"> • Sr. DD(EDP)is head of IT centre and is responsible for: • The functions/activities in the IT Centre Software development and it's up gradation procurement of hardware and carrying out networking in the port. Implementation of the Integrated ERP & • Non-ERP Solution • Assessing the IT Requirements of the port and provide the solutions for the same. 	<ul style="list-style-type: none"> • The functions/activities in the IT Centre Software development and it's up gradation 	<ul style="list-style-type: none"> • For lapses in the work assigned
<p>Deputy Director (EDP)</p>	<ul style="list-style-type: none"> • DD (EDP) is responsible for: • Responsible for maintenance of Port Operating systems and ERP • Up keeping the hardware system through external agency and maintaining the records for the service rendered to the internal customers. • Ensuring the training to IT centre employees so as to acquaint with latest developments in IT field. & Up keeping the computer-training centre and keeping records connected with the maintenance contract, purchase of spare parts and stationery etc. 	<ul style="list-style-type: none"> • Arranging training to the port employees as per the demand from the departments 	<ul style="list-style-type: none"> • For lapses in the work assigned



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Assistant Director (EDP)	<ul style="list-style-type: none"> AD (EDP) is responsible for: Maintenance of ERP Systems Up keeping the hardware/Software system through external agency Ensuring the smooth Operation of the application software already implemented and overall server management Co-ordination with IT Related agencies 	<ul style="list-style-type: none"> Overall System Administration of ERP & backup restoration activity Publication of the Tenders in the NMPA Websites. 	<ul style="list-style-type: none"> For lapses in the work assigned
Junior Director-1 (EDP)	<ul style="list-style-type: none"> Jr D1 (EDP) is responsible for Ensuring the smooth Operation of the application software already implemented. Ensuring the changes in the application software is made depending on the changes in rules, regulations, policies etc Delivering the service to the user for the software provided when in use or after the use as applicable with a work instruction to the user through software assistant programming assistant of IT centre. 	<ul style="list-style-type: none"> Co-ordination with software agencies Ensuring the continued performance of IT Systems & LAN 	<ul style="list-style-type: none"> For lapses in the work assigned
Junior Director-2 (EDP)	<ul style="list-style-type: none"> JrD2 (EDP) is responsible for: Processing the data received from the port such as employees pay bills, employee's welfare measures and its tax calculations in consultation with the finance and concerned department 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> For lapses in the work assigned
Departmental Representative & Document Controller	<ul style="list-style-type: none"> Responsible for all ISO related activities in the Department 	<ul style="list-style-type: none"> To prepare ISO related Documents for the Department and maintaining the controls and records for ISO purpose 	<ul style="list-style-type: none"> For lapses in the work assigned



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TITLE: ROLES, RESPONSIBILITIES, AUTHORITIES AND ACCOUNTABILITY

SECTION G-ROLES, RESPONSIBILITIES, AUTHORITIES AND ACCOUNTABILITY

ROLE	RESPONSIBILITY	AUTHORITY	ACCOUNTABILITY
<ul style="list-style-type: none"> Deputy Conservator - Head of the Department/ Process Owner(HOD) 	<ul style="list-style-type: none"> Control and supervision of all sections of the Marine Department with overriding authority. Executing administrative control over the ministerial staff of the Department such as payment, promotion, leave, disciplinary issues etc. Is the Port Facility Security Officer (PFSO) under ISPS code Coordination with CISF. 	<ul style="list-style-type: none"> Sanctioning of Estimates including Technical Sanction Sanctioning of purchase proposals and work proposals within the Delegated financial power. Providing adequate resources and trained personnel at respective work locations. 	<ul style="list-style-type: none"> For lapses in the Department
<ul style="list-style-type: none"> Harbour Master - Deputy Head of the department 	<ul style="list-style-type: none"> Safe entry, berthing/ Unbreathing, stay and departure of vessels to and from the Port. Fire prevention, control and firefighting within the Port area Survey of the channel, waterfront and basin for monitoring of depths for safe navigation. Including vessel's entry /exit clearance's. Operation and maintenance of Navigational Aids such as Buoys, Leading Light etc. Port Control operations. Marine operations (All port craft operation & mooring operation) Is the Dy. PFSO under ISPS code 	<ul style="list-style-type: none"> Communicates the management policies to the immediate controlling officers of each section. Responsible for preparation of Plan and Non-Plan Budgets, Submission of various reports to Ministry, IPA, Management Service Division etc. Execution of Plan / Non Plan / Revenue works 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Dock Master 	<ul style="list-style-type: none"> In-charge of Vessel Traffic System (VTS). In-charge of Marine Water Pollution Control Prevention and combating marine oil pollution in the Port waters. Monitoring Slop reception facility Ensuring proper maintenance 	<ul style="list-style-type: none"> Nodal officer for Oil Spill Response as per the OSCP. Nodal Officer for Disaster Management Plan Responsible for Port Reception Facilities. Ensuring visiting 	<ul style="list-style-type: none"> For lapses in the work assigned



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	<ul style="list-style-type: none"> of Pollution Control Equipment Various correspondences related to Marine Pollution. Assist H.M & DC in operational & technical matters. Ensuring implementation of ISPS code / PFSP 	<ul style="list-style-type: none"> vessels are complying with Ballast Water Convention. OSR equipments and manpower maintained as per NOS DCP and 	
<ul style="list-style-type: none"> Senior Deputy Marine Engineer 	<ul style="list-style-type: none"> Overall responsible for operation and maintenance of all port crafts. Ensuring proper and timely preventive and break down maintenance of all Engines & Machinery onboard crafts. Maintaining class status by timely carrying out periodical surveys related to Annual class and Load line surveys, Intermediate docking survey and special surveys of all port crafts. Ensuring the availability of minimum required number of tugs and additional tug at stipulated notice for shipping movements and achieving the required percentage utilization and availability of tugs. 	<ul style="list-style-type: none"> Preparation of estimates, purchase proposals and work proposals and Budgets of all crafts with assistance of respective Master/Engineer Executing control over the administrative staff for smooth execution of works related to administrative matters such as payment, promotion, sanction of leave, disciplinary issues, clearing of the invoices within the stipulated period etc Maintaining statutory documents of port crafts & correspondences with DGS, IRS, MMD, and Telecommunication Dept. for smooth operation of all port crafts. Execution of Plan / Non Plan / Revenue works. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Pilot 	<ul style="list-style-type: none"> Is responsible for: Safe Navigation of vessels in, out and within the Port. Safe Navigation and pull-back of vessels at the SPM. Maintain watch at VTS as directed Any other work assigned by the superiors 	<ul style="list-style-type: none"> Take over conduct of vessels on boarding. Direct tugs and other supporting craft to assist in maneuver as required. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Marine Surveyor 	<ul style="list-style-type: none"> Is responsible for: 	<ul style="list-style-type: none"> For Finalization of all 	<ul style="list-style-type: none"> For lapses in



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	<ul style="list-style-type: none"> Overall in-charge of Marine Survey Sub-division Supervising all the works carried out in the Sub Division by the AMS and other field staff. All equipment held in this sub-division. Overall in-charge of Private Security Services. Overall in-charge of office work related to CISF unit, NMPA 	<p>survey charts, putting up files related survey works, CISF Unit, Private Security Services, Yearly Budget estimate, Payment of Bills, Casual leave approver for survey staff.</p>	<p>the work assigned</p>
<ul style="list-style-type: none"> Master Gr.I/Gr.II (Master – In Charge - Tug) 	<ul style="list-style-type: none"> Maintenance of all deck machinery, superstructures and decks of all tugs. Assisting Sr. Dy. M.E in carrying out all paper works related to deck section repairs and carrying out timely surveys such as annual class, safety and MLC surveys, docking & special surveys of all tugs. Timely planning & executing Plan-Non Plan, Revenue works and budgets considering the statutory & Regulatory requirements. Deck section of tugs and responsible for operation and navigation of tug and carrying out shipping movements as per pilot instructions. Procurement & storage of spares and consumables for deck side machinery. Maintaining all deck side registers and documents. Ensuring management policies including instructions to the subordinates for continuous improvement in the department. Any other work assigned by the superiors. 	<ul style="list-style-type: none"> Preparation of proposals to procure all LSA and FFA items for all tugs. Monitoring RFID attendance and timings to maintain punctuality of all M.E Division staff. Deputation of marine operating staff in place of staff on leave in port crafts Optimum utilization of existing operational man power in port crafts. Operation and maintenance of all deck machinery, superstructures, decks, fenders, Radio Communication equipment etc. of tug. Inspection of all outsourced deck section works, monitoring their quality& progress and certification and payment of invoices after completion. Submission of various periodical reports to Management service. Procurement of miscellaneous items, spares and consumables for 	<ul style="list-style-type: none"> For lapses in the work assigned



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TITLE: ROLES, RESPONSIBILITIES, AUTHORITIES AND ACCOUNTABILITY

		<p>immediate works through permanent imprest account and maintaining permanent imprest account records</p> <ul style="list-style-type: none"> Disposal of deck side waste/scrap 	
<ul style="list-style-type: none"> Engineer Gr II (Engineer In charge Tug) 	<ul style="list-style-type: none"> In - charge of Engine Room of tug and responsible for providing Main Engines and other machinery to carry out shipping movements. Maintaining all Engine room registers and documents Operation and maintenance of all machinery and equipment of Engine room. Assisting Sr.Dy.ME in carrying out timely surveys such as annual class, safety surveys, docking surveys & special surveys of tugs Assisting Sr.Dy.M.E in carrying out all paper works related to repairs of all machinery and equipment of engine room and periodical surveys of tugs. Procurement & storage of fuel oil bankers, lube oils, spares and consumables of all Engine room machinery in tugs 	<ul style="list-style-type: none"> Preventive and breakdown maintenance of all machinery and equipment of Engine room Putting up proposals of maintenance works, inspection of all outsourced works, monitoring their quality & progress and certification & payment of invoices after completion. Submission of various periodical reports to management service Procurement & storage of lub oils and spares by placing PR and indents to central stores Supply of fuel oil to all pilot & mooring launches, patrol boats and pollution control boats and maintaining their appropriate records. Disposal of waste oil , batteries and Engine room scrap 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Engineer Gr.II (Maintenance of pilot launches / mooring launches) 	<ul style="list-style-type: none"> Responsible for Maintenance of all machinery and equipment on board Pilot and Mooring Launches. Maintaining documents and Registers pertaining to maintenance of pilot and mooring launches. Assisting the Sr. Dy.M.E in 	<ul style="list-style-type: none"> Preventive and breakdown Maintenance of all machinery and equipment on board Pilot and Mooring Launches Putting up proposals of 	<ul style="list-style-type: none"> For lapses in the work assigned



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	<p>carrying out all paper works related to repairs & periodical surveys of Pilot and Mooring Launches</p> <ul style="list-style-type: none"> Assisting Sr.Dy.ME in carrying out timely surveys such as annual class, safety surveys, docking surveys & special surveys of Pilot and Mooring Launches Procurement & storage of lube. oils, spares and consumables of Pilot and Mooring Launches. Any other work assigned by the superiors. 	<p>maintenance works, inspection of all outsourced works, monitoring their quality & progress and certification & payment of invoices after completion.</p> <ul style="list-style-type: none"> Submission of various periodical reports of Pilot and Mooring Launches to Management service Disposal of waste oil, batteries and scrap of Launches.. 	
<ul style="list-style-type: none"> Engineer Gr.II (ME office) 	<ul style="list-style-type: none"> Assisting Sr.Dy.M.E in all office works such as preparation of monthly performance reports, Administrative reports, budgets, audit replies etc. Putting up of proposals related to miscellaneous works in M.E. Division. Assisting the Sr.Dy.M.E in carrying out paper works related to timely surveys such as annual class, MLC and safety surveys of tugs. Any other work assigned by the superiors. 	<ul style="list-style-type: none"> Making the prepayment and final adjustment of payment in ERP, towards procurement of fuel oil to all port and private tugs. Making payments in ERP for all outsourced works, after receipt of invoice certified by vessel's Engineer/Master. Putting up of proposals related to maintenance of common nature of port crafts and also assisting the Engineers in charge wherever necessary for the proposals of maintenance of their respective vessel. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Engineer Gr.II (Tender Cell) 	<ul style="list-style-type: none"> Processing tenders and disaster management plan Any other work assigned by the superiors. 	<ul style="list-style-type: none"> Processing tenders related to entire marine department 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Asst. Engineer (MW) 	<ul style="list-style-type: none"> In-charge of VTS and Nav aids section All works in connection with the periodic / breakdown maintenance of VTMS equipment. Maintenance & procurement of 	<ul style="list-style-type: none"> Working condition of VTS equipments & VHF Sets. Positioning & Monitoring all the buoys in working condition. 	<ul style="list-style-type: none"> For lapses in the work assigned



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	<ul style="list-style-type: none"> walkie – talkie & VHF sets. Rectifying the defects/damages to navigational aids. Maintenance of buoys, leading lights and toe line lights. Any other work assigned by the superiors. 	<ul style="list-style-type: none"> Monitoring working conditions of all the leading & toe line lights. Monitoring Slop reception facility 	
<ul style="list-style-type: none"> Asst. Foreman (Marine) 	<ul style="list-style-type: none"> Optimum utilization of manpower for operation and maintenance of port crafts Daily general inspection of the pilot launches & mooring launches to identify damages. Responsible for maintaining documents and Registers pertaining to operation of pilot and mooring launches Inspection of mooring hooks, wharf fenders, wharfs ladders & reporting about their defects when posted in the mooring section. Making proper communication using VHF / telephone with all concerned, as and when required. Supervising bunkering operation of port launches. Any other duties as assigned by the superiors. 	<ul style="list-style-type: none"> Checking the attendance and monitoring punctuality of operating staff daily. Dealing with staff shortage due to leave or absence Ensuring that all staff are available at all times with proper uniform and PPE Updating staff leave particulars in ERP. Execution of daily general maintenance of launches. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Fire cum Asst. Safety Officer 	<ul style="list-style-type: none"> Is responsible for Ensure that the discipline is maintained by the fire crew in the port fire service. Ensure daily roll call, weekly parade / drill and mock drill appropriate intervals at various locations. Ensures of conduct of mock drill as per annual plan Ensures breathing apparatus, fire suit, spare extinguisher in the fire tender. Maintaining the strength of the fire stations and supervision of drills related to the fire services Sending the requisition for repairing the fire vehicles and equipment. Hot works as per SOP. 	<ul style="list-style-type: none"> Deployment of officers, staff, vehicles and equipment required at the time of emergency and standby duties. Overall command for the port fire service. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Assistant Fire Officer 	<ul style="list-style-type: none"> Shift in charge of port fire service. Deploying men and machine to the scene of fire / standby duty. 	<ul style="list-style-type: none"> Authorized to respond to emergencies Attend 	<ul style="list-style-type: none"> For lapses in the work assigned



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	<ul style="list-style-type: none"> • Checks & informing the changeover of duties of his personnel and arranging for replacement in case personnel sick or absence etc. & equipment in case of loss or damage. • Ensure, update/ verify all PMS related works, log books and submit to the superior. • Maintain discipline and obey superiors' orders. Carry out fire safety inspection in and around the port and submit report to the superior. • Ensures housekeeping. • Responding to the emergencies and Supervising General Parade & Fire Drills, etc. • Ensure proper implementation of subordinates duties & responsibilities. • Ensure the readiness of all the fire tenders/equipments, BA sets communication system, store room and its requirement at all time. • Assist FcASO in day to day administrative and executive duties. 	<p>fire/Rescue/Special service calls</p> <ul style="list-style-type: none"> • Supervise/ conduct First Aid, Fire Fighting training to the port employees and contractual workers. 	
<ul style="list-style-type: none"> • Sub-Officer 	<ul style="list-style-type: none"> • Is responsible for: • Report for duty in proper turnout. • Supervise the roll call and inspecting the crew and after the roll call inform the roll call report to shift in charge. • Supervise / conduct the squad drill / fire drill and update the record. • Conduct monthly inspection of fire extinguishers in the port area, supervising the maintenance / testing of all firefighting equipment like BA set / fire suit / hose & hose fittings / fire vehicle etc., and updating its records. Same shall be produced to the shift in charge for verification. • He shall be responsible to carry out/ update all PMS related work and work allocated to them by their superiors. • Supervising the house keeping • Maintain discipline and obey 	<ul style="list-style-type: none"> • As he is the in charge of pumping unit ensure discipline in the fire crew, patrolling the port area along with crew in fire tender and if any untoward incident observed shall bring to the notice of shift in charge. • Attend fire / rescue / special service call. • Conduct First Aid Fire Fighting training to the port employees and contractor workers 	<ul style="list-style-type: none"> • For lapses in the work assigned



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	superiors' orders		
<ul style="list-style-type: none"> Leading Fireman 	<ul style="list-style-type: none"> Is responsible for Attend roll call in proper turn out, fire & rescue call conduct/ participate in squad drills, mock drills / ceremonial period. Attend control room duties such as maintaining log books, occurrence book, fire call receipt etc., Monitor cleaning, maintenance of the equipment, vehicles surrounding area of the fire station. Update the equipment check lists; he shall be responsible to carry out all the works allotted them by their superiors. Maintain discipline and obey superiors' orders. 	<ul style="list-style-type: none"> Conduct roll call & report to sub officer if sub officer is not available must conduct the monthly fire extinguisher inspection in the port area and update the register. Execute the order of superiors to the individual member of the crew. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Fireman 	<ul style="list-style-type: none"> Is responsible for Attend roll call in proper turn out, fire & rescue call, participation in squad drills, mock drills / ceremonial period as per requirement. Fire stores on day today basis and of port area as per the instruction of superiors. Clean the fire station, vehicle and surrounding area. Fireman shall perform duties as instructed by the superiors, maintain discipline & obey superiors' orders. 	<ul style="list-style-type: none"> Clean & check the suitability of fire extinguishers at vehicles. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Fireman Driver 	<ul style="list-style-type: none"> Is responsible to Attend roll call in proper turn out, fire & rescue call, participation in squad drills, mock drills / ceremonial parade etc. Carry out the preparatory checks of the fire vehicles and update the check list. Ensure the availability water / foam in the fire tender. Maintenance of fire tender in clean & tidy condition regularly Maintain log books. Maintain discipline and obey superiors' orders. 	<ul style="list-style-type: none"> Carry out preparatory checks and trial starting of fire tender. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Assistant Secretary 	<ul style="list-style-type: none"> Is responsible for: Executing control over the ministerial staff for smooth execution of works related to 	<ul style="list-style-type: none"> Inspection / supervision and guidance to subordinate staff. 	<ul style="list-style-type: none"> For lapses in the work assigned



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	<ul style="list-style-type: none"> administrative matters Ensure the vessel related information to finance within the prescribed time. Scrutinizes all vessel certificates. 	<ul style="list-style-type: none"> Maintaining & Updating official rules /regulations/guidelines. 	
<ul style="list-style-type: none"> Office Superintendent / Asst. Superintendent (OS/AS) 	<ul style="list-style-type: none"> Is responsible for: All administrative work such as employees pay bill, various bills, attendance, leave particulars, initiation for filling of vacant post either by promotion / direct recruitment, arranging for trade test, preparation of seniority list of non-ministerial staff, preparing periodical reports, arranging for disciplinary proceedings if any, as per the NMPA regulations and ministry's guidelines in their respective sections and any other correspondence required by the superiors. OS/AS are to execute the works through dealing assistant, AS is responsible to verify the administrative work done by the dealing assistant as per rules and regulations. OS/AS is also responsible for timely submission / receipt of reports and to provide guidance to dealing assistant wherever required. 	<ul style="list-style-type: none"> Timely action for forwarding all kind of pay bills Timely initiation for filling of vacant posts, recruitments, promotions, trade tests, trainings etc. Disposal of obsolete/non-moving items/released materials received from user departments. Disposal of outlived T & P Articles / Unserviceable Articles received from user departments. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Dealing Assistant 	<ul style="list-style-type: none"> The dealing assistants are clerk, junior assistant, senior assistant, steno, and typist etc., Dealing assistant responsible for: Timely disposition of references received by them and as ordered by OS/AS/Superiors and maintaining records of the same with pointing deficiencies if any in the correspondence dealt by them in accordance with the rules/ regulations/ guidelines 	<ul style="list-style-type: none"> Up keeping of official rules / regulations / guidelines. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Dispatcher 	<ul style="list-style-type: none"> Responsible for Receipt of tappals and forward to controlling officer duly stamping with date of receipt, maintaining general receipt register. Distribution of tappals to concerned dealing assistant / concerned sections after initialization of controlling officer / OS / AS applicable within 24 hours. Maintaining stamps and their 	<ul style="list-style-type: none"> Up keeping of dispatch register Distributing of tappals to all concerned in time 	<ul style="list-style-type: none"> For lapses in the work assigned



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	records.		
<ul style="list-style-type: none">• Departmental Representative & Document Controller (DR & DOC)	<ul style="list-style-type: none">• Responsible for all ISO related activities in the Department	<ul style="list-style-type: none">• To prepare ISO related Documents for the Department and maintaining the controls and records for ISO purpose	<ul style="list-style-type: none">• For lapses in the work assigned



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SECTION G-ROLES, RESPONSIBILITIES, AUTHORITIES AND ACCOUNTABILITY

ROLE	RESPONSIBILITY	AUTHORITY	ACCOUNTABILITY
Process Owner(HOD)			
Chief Mechanical Engineer	Overall responsible for control and supervision of all functions/ activities of Mechanical Engineering Department. Implementation of IMS in Dept. Ensure Continual improvement, control of non-conformities, taking corrective and preventive actions & Resolving any complaints / feedbacks received from customers	Sanctioning of Estimates including Technical Sanction Sanctioning of purchase proposals and work proposals within the delegated financial power. Providing adequate resources and trained personnel at respective work locations.	For lapses in the Department
Section Head-Establishment			
Dy Chief Mechanical Engineer	Overall Responsible for the functions / activities in the following Divisions and sub-divisions: Central Store Oil Terminal Fire Fighting & Slop Reception Facilities Mobile Crane and Mobile Harbor Cranes, Electrical Sub-stations & Equipments. Weigh Bridges Auto Garage	Communicates the management policies to the immediate controlling officers of each section. Responsible for preparation of Plan and Non-Plan Budgets, Submission of various reports to Ministry, IPA, FA & CAO, CE (C), & Management Service Division etc. Execution of Mechanical & Electrical Plan / Non Plan / Revenue works	For lapses in the work assigned
Section Head- Mechanical			
Superintending Engineer (Mech)	Overall Responsible for the functions / activities in the following Divisions and Sub-Divisions: Oil Terminal Fire Fighting Mobile Crane & Weigh Bridge Sub-Division. Auto Garage Responsible for preparation of Plan and Non-Plan Budgets, Submission of various reports to Ministry, IPA, FA&	Have to check measure at least 5% for all the works costing more than Rs.5.00 Lakhs. Execution of Mechanical & Plan / Non Plan / Revenue works.	For lapses in the work assigned



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	CAO, CE (C), & Management Service Division etc. Execution of Mechanical & Electrical Plan / Non Plan / Revenue work		
Section Head- Electrical			
Superintending Engineer (Elec)	Overall Responsible for the functions / activities in the following Divisions and Sub-Divisions: Electrical Sub-Division I Electrical Sub-Division II Electrical Sub-Division III Electrical Sub-Division IV Electrical Sub-Division V 33 KV MUSS(Wharf), Electrical Sub-Stations and Equipments, Establishment Responsible for preparation of Plan and Non-Plan Budgets, Submission of various reports to Ministry, IPA, FA & CAO, CE (C), & Management Service Division etc. Execution of Mechanical & Electrical Plan / Non Plan / Revenue works.	Have to check measure at least 5% for all the works costing more than Rs.5.00 Lakhs. Execution of Mechanical & Electrical Plan / Non Plan / Revenue works.	For lapses in the work assigned
Section Head-Purchase & Stores			
Deputy Materials Manager	Overall Responsible for the functions and activities in the Central Stores. Implementations of Quality Management system in the stores. Prompt supply of materials from suppliers to user departments as per the purchase requisition received from user departments. He also ensures prompt payment including Release of EMD to supplier. Disposal of obsolete/non-moving items/released materials received from user departments. Disposal of outlived T & P Articles / Unserviceable Articles received from user departments.	Disposal of obsolete/non-moving items/released materials received from user departments. Disposal of outlived T & P Articles / Unserviceable Articles received from user departments.	For lapses in the work assigned
Departmental Representative/ISO Coordinator			
DR & Document	Responsible for all ISO related activities in the Department	To prepare ISO related Documents	For lapses in the work assigned



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Controller		for the Department and maintaining the controls and records for ISO purpose	
Executive Engineers	<p>Overall Responsible for following in the respective Divisions and Sub divisions.</p> <p>Implementation of Quality Management system.</p> <p>Timely planning & Executing Plan-Non Plan, Revenue works considering the statutory & Regulatory requirements.</p> <p>Fully responsible for quality and progress of all works</p> <p>Preparation of Plan and Non-Plan budgets,</p> <p>Ensuring management policies including suggestions to the subordinates for smooth functioning /continual improvement in the department.</p>	<p>Scrutinize tender documents,</p> <p>placement of orders,</p> <p>Have to check measure at least 10% of their quantity for all the works.</p> <p>Inspection of all works and certifying after completion.</p> <p>Payment of bills for the Outsourced work</p> <p>Submission of various periodical reports to Ministry, IPA, FA& CAO, CE(C), Management service office etc.</p>	For lapses in the work assigned
Assistant Executive Engineer / Assistant Engineer (When Posted as a Controlling Officer of the Sub Division)	<p>Responsible for The functions / activities in the Sub Division.</p> <p>Complying with the statutory requirements.</p> <p>Upkeep of Equipments through Periodical planned maintenance</p> <p>Complying the customer complaints/requests.</p> <p>Providing the required services to the user departments.</p> <p>All the Assets mentioned in the T & P ledger</p> <p>- Submitting periodical report to the superiors</p>	<p>Have to check measure 100% of their quantity for all the works.</p> <p>Supervision of all works.</p> <p>Verification of Estimates, Measurements and bills.</p> <p>They measure the work, control the quality and progress of works</p> <p>Control and Supervision of the Sub Divisional Staff</p>	For lapses in the work assigned
Assistant Engineer(When Working under the Sub Divisional(Controlling) Officer	<p>Responsible for Monitoring the operational & maintenance work.</p> <p>Directly supervises the work and records the 100% Measurements, bill for the outsourced work..</p>	<p>Arranging fuel, spare parts, consumables, materials etc.</p> <p>Preparing estimates for the required work in the sub-Division</p>	For lapses in the work assigned
Technical Assistant /	Report directly to the Sub-divisional Officer	Take all measurements and	For lapses in the work assigned



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<p>Junior Engineer Grade I/ Junior Engineer(When Working under the Sub Divisional (Controlling) Officer</p>	<p>Are the technical personnel who directly supervise the work Mark the alignments of assigned work and get it approved by the competent authorities Assisting the AEE/AE of the sub Division and Technical Sections of Division/ office.</p>	<p>enter them in the Measurement Book The quality of the work is directly controlled by the Technical Assistants / Junior Engineer The Technical Assistants / Junior Engineers prepare design / drawing / estimates</p>	
<p>Assistant Executive Engineer / Assistant Engineer (In Technical section of CME/Dy.CME)</p>	<p>Responsible for following as per the instruction of superiors: with Contractors/ Consultants/ Inspection Agencies etc. Put up of Technical Papers, references, letters etc. received in the Technical Section. Consolidation of Plan & Non-Plan budget/report, various periodical reports. Submission of various Periodical Reports to TM/IPA/Ministry /Secretary/Vigilance Department, etc.</p>	<p>Preparation of tender document/Quotations, Floating of tenders, evaluation of offers, obtaining administrative approval, drafting of orders pertaining to the various works initiated by the CME's / Dy. CME's Technical Section, Correspondence</p>	<p>For lapses in the work assigned</p>
<p>Assistant Executive Engineer / Assistant Engineer (In Technical Section under Executive Engineers)</p>	<p>Responsible for following in respective Divisions as per the instruction of superiors: Correspondence with Contractors/ Consultants/Inspection Agencies.\ Put up of Technical Papers, references, letters etc. Submission of various Periodical Reports to CME in respect of reports to be submitted to TM/ IPA/ Ministry/ Secretary/ Vigilance Department etc. for necessary action</p>	<p>Preparation of tender document/Quotations, floating of tenders, evaluation of offers, obtaining administrative approval, drafting of orders pertaining to the various works initiated by the Sub Division/Superiors. Preparation of Plan & Non-Plan budget, various periodical reports.</p>	<p>For lapses in the work assigned</p>
<p>Assistant Materials Manager Gr. I</p>	<p>Responsible for Timely purchase of consumables which is required for various departments through the use of BOF (Bought-out finished) theory and stock position.</p>	<p>to take action on non-conforming product (rejected material) received from supplier - Vendor Evaluation,</p>	<p>For lapses in the work assigned</p>



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TITLE: ROLES, RESPONSIBILITIES, AUTHORITIES AND ACCOUNTABILITY

<p>Assistant Executive Engineer(M/E) /Assistant Engineer(M/E) when posted in Central Stores</p>	<p>Responsible for Timely purchase of consumables which is required for various departments through the use of BOF (Bought-out finished) theory and stock position.</p>	<p>to take action on non- conforming product (rejected material) received from supplier - Vendor Evaluation.</p>	<p>For lapses in the work assigned</p>
<p>Assistant Materials Manager Gr. II</p>	<p>Overall responsible for Store Depot Storing the material received from supplier with proper identification at identified place duly carrying out He appraises status of received product to the concerned purchase officer. Compliance of audit / stock verification report concerning to depot. To collect the consignment supplied by supplier from applicable location. Custodian of the materials as per stock Ledger. Custodian of items to be disposed of.</p>	<p>inspection for physical damage if any and certifying from user department as applicable for its acceptance. Issue the material to the user department. Disposal of obsolete/non-moving items/released materials received from user departments. Disposal of outlived T & P Articles / Unserviceable Articles received from user departments.</p>	<p>For lapses in the work assigned</p>
<p>Office Superintendent/ Assistant Superintendent(OS/AS):</p>	<p>Responsible for All administrative work such as employees pay bill, various bills, attendance, leave particulars, initiation for filling of vacant post either by promotion/direct recruitment, arranging for trade test, preparation of seniority list of non-ministerial staff, preparing periodical reports, arranging for disciplinary proceedings if any, carried as per the NMPA regulation and ministry's guidelines in their respective sections and any other correspondence required by the superiors. OS/AS are executes the works through dealing assistant. AS is responsible to verify the administrative work done by the</p>	<p>OS/AS is also responsible for timely submission/receipt of reports.</p>	<p>For lapses in the work assigned</p>



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	dealing assistant as per rules and regulations. OS/AS also guides to dealing assistant wherever required		
Dealing Assistant	The designation of the dealing assistant are clerk, junior assistant, senior assistant, steno, typist etc. Dealing assistant responsible for timely disposition of references received by them and as ordered by OS/AS/Superiors and maintaining records of the same with pointing deficiencies if any in the correspondence dealt by them in accordance with the rules/ regulations/ guidelines.		For lapses in the work assigned
Dispatcher	Responsible for Receipt of tappals and forward to controlling officer duly stamping with date of receipt, maintaining general receipt register. Maintaining stamps and their records.	Distribution of tappals to the concerned dealing assistant /concerned section after initialization of controlling officer / OS / AS, as applicable within 24 hours.	For lapses in the work assigned
Senior Store Keeper Gr.I/II/III	Responsible for Maintaining stock of the depot materials and if any discrepancy found he/she brings to the notice of the superiors accordingly action is initiated such as police complaint, informing to DC (CISF). Maintaining all records corresponding to the depot and timely submitting the reports to superiors. Ensures issue of materials to the concerned department as per the instruction of superiors. Updating all relevant records after issue of Materials. Custodian of Materials as per Stock ledger Custodian of items to be disposed of	Ensures stores indents are properly filled with all relevant data by the indenting department. Prompt Compliance of Audit / Stores verification reports/objections	For lapses in the work assigned
Senior Store Issuer	Responsible for Receipt, Stocking, Coding Issuing and Segregation of materials. Assisting Physical verification while	Posting of Indents in Stock Ledger and Computer whenever required to do so as	For lapses in the work assigned



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	<p>auditing by the Finance and External Auditors.</p> <p>Preparation of GRS allotting the Code Nos. to the materials received in stock.</p> <p>receipt and issue of goods in the Stores Depot, whenever required to do so.</p> <p>Informing to the Indenting Depts over phone that their materials are received in stores.</p> <p>Posting of Indents in Stock Ledger and Computer whenever required to do so as directed by Official superiors.</p> <p>Any other works assigned by the superiors Officers.</p>	<p>directed by Official superiors.</p> <p>Raising the requirement for fast moving items when it reaches minimum stock level and to submit for procurement</p>	
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SECTION G-ROLES, RESPONSIBILITIES, AUTHORITIES AND ACCOUNTABILITY

ROLE	RESPONSIBILITY	AUTHORITY	ACCOUNTABILITY
CMO	<ul style="list-style-type: none"> • Head of the Medical Department • Responsible for the following: • Administration of the Medical Department • Appointing authority for class III and class IV employees of the Medical department • Forwarding of Budget Estimates (BE) & Revised Estimates (RE) proposals of Medical Department every year for approval of the competent Authority. • Final authority to approve to refer the eligible patient to any empanelled / referral hospitals / Diagnostic centres for further evaluation and treatment. • Maintenance of Birth & Death Registration at Port Authority Hospital. • Implementation of National & State Health Programmes at Port Authority Hospital. • Monitor the services of all sections of the Hospital • Supervises the Implementation of Quality Management System (QMS) & Environmental Management System (EMS). 	<ul style="list-style-type: none"> • Sanctioning of purchase proposals and work proposals within the delegated financial power. • Providing adequate resources and trained personnel at respective work locations. • Authorised to Provide adequate resources and trained personnel at respective work locations 	<ul style="list-style-type: none"> • For lapses in the Department
Dy. CMO	<p>Deputy Head of the Medical Department Responsible for:</p> <ul style="list-style-type: none"> • Assisting the works of Chief Medical Officer in Administration of Medical Department • Implementation of ERP modules in Medical Department • Monitor & control of Paramedical workers both Regular and Contract • Monitor & control of Medical Officers on Contract • Monitor & control of the services of Part time visiting Consultant Specialists • In charge of the administration of the office of the office Superintendent • Monitor the implementation of OLIC • Monitor and Control of National & State Health Programmes at Port Authority Hospital • Maintenance of Birth & Death Registration at Port Authority Hospital • Correspondences related to approved Referral Hospitals of NMPA • Correspondences related to Medical Departments of other Major Port Authoritys • Correspondences related to 	<ul style="list-style-type: none"> • .Monitor and Control of all works entrusted by CMO. 	<ul style="list-style-type: none"> • For lapses in the work assigned



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	<p>AMC/CMC of Hospital Medical Equipments.</p> <ul style="list-style-type: none"> • Submission of half-yearly Survey Reporting of unused / obsolete / unserviceable T & P items of Hospital. • Correspondences related to implementation of Indoor & outdoor Medical Scheme to the Retirees of NMPA residing at other Port Cities and Retirees of other Major Ports residing at Mangalore city (Port city) • Monitoring and controlling various hospital related registers, documents, files and formats and getting periodical reports/ statistics from various sections. • Handling the duties of CMO in addition to his own duties, in the absence of CMO. 		
<p>SMO / MO</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • Arranging for necessary discharge/referral service to required patients to recognized Specialty Hospitals through CMO. • Implementation of QMS (ISO 9001:2015) & EMS (ISO 14001:2015). • Work of Liaison officer for implementation of MOU between Ministry of Shipping and Department of AIDS for prevention of HIV/STI. • Nodal Officer of Medical Department for Implementation of "Swatcha Bharath" . • Monitor & control of the Clinical Laboratory Management. • Monitor & control of the Registration unit & OPD management. • Monitor & control of the Ambulance Services. • Monitor & control of the First Aid centres of Wharf. • Monitor & control of the Physiotherapy Unit. • Organizing & implementing Health Camps & Health awareness programmes. • Monitor & control of the Biomedical waste disposal . • Monitor & control of the Main Medical Store & Pharmacy. • Work of Public Information Officer (PIO) for implementation of RTI Act.2005. • Monitor & control of the Tools & Plants (T&P) • Monitor & control of the Ward Management. • Monitor & control of the Casualty Management. • Monitor & control of the Operation Theatre Management (OT) • Monitor & control of the functions of the 	<ul style="list-style-type: none"> • Providing outpatient treatment & inpatient treatment to all the patients registered in the registration counter of NMPA Hospital. • Conducting Annual periodical & pre-employment Medical examination of RCHW workers / CISF / Canteen workers / Stevedores/Tug staffs/ Fire service staffs. 	<ul style="list-style-type: none"> • For lapses in the work assigned



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	<p>X-Ray Unit.</p> <ul style="list-style-type: none"> Monitor & control of the Hospital Linen. Supervising each section of the Hospital on rotation basis. 		
Assistant Matron	<p>Responsible for:</p> <ul style="list-style-type: none"> In-charge of Nursing staff, Dressers, Hospital Attendants and Sanitary workers including all Para-Medical staff on contract basis. <p>Responsible for:</p> <ul style="list-style-type: none"> Overall in-charge of all sections of three Floors of the Hospital Monitor & control of the sanitation & cleaning work of the Hospital Work related to Preparation & submission of Monthly census report of all Hospital services. Work related to Preparation & submission of consumption report of Water, Electricity & Paper. Monitor & Maintain Register on cleaning of Water Tanks of Hospital. Work related to arrangement of National and State Health Schemes implementation at Port Hospital in coordination of State Health Authorities. Work related to arrangement of Health Awareness programs at Port Hospital. Monitor & control of the proper disposal of Bio –Medical wastes in the prescribed method Work related to maintenance of records/registers pertaining to birth and death Registration and submission of monthly/annual reports to concerned authorities through CMO. 	<ul style="list-style-type: none"> Work related to arrangement of National and State Health Schemes implementation at Port Hospital in coordination of State Health Authorities. Work related to periodical Inspection /Maintenance / countersigning of various records, registers, documents, files, formats and submissions of weekly/monthly reports to Dy.CMO /CMO through concerned MO's and maintenance of required statistics of related sections. 	<ul style="list-style-type: none"> For lapses in the work assigned
Senior Nurse / Nurse	<p>Responsible for:</p> <ul style="list-style-type: none"> In charge of the Registration, Casualty, OPD Consultations of Doctors, X-Ray Unit, Ambulance, Physiotherapy, specialist Consultations including Eye, Dental, ENT, Homeopathy & Ayurveda, USG / Echocardiogram / Doppler Scan, CMO/Dy.CMO Rooms, private wards, special wards, operation theatre, post-operative ward & hospital linen. Provide Nursing care to the patients of PTH. Monitoring of Housekeeping of the Hospital. Stock indenting on every Tuesday of the week. Maintaining of T&P Registers of concerned sections. Maintain and Entry of Stocks in the ERP Module & HMS Module of the Hospital. Segregation of returned and waste Medicines from the Box in front of the Pharmacy for proper disposal through 	<ul style="list-style-type: none"> Checking and signing of Registers related to all sections under in charge. Preparation & Submission of weekly & Monthly census. 	<ul style="list-style-type: none"> For lapses in the work assigned



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	<p>Bio Medical Waste Management of Hospital once in a month i.e. last day of every month.</p> <ul style="list-style-type: none"> • Supervising & Renewal of AMC Services of Hospital Equipments. • Monitoring of the movements of the Contract Ambulance. • Preparation & Submission of weekly & Monthly census. • Maintain the Linen Movement Register. • Maintaining Epidemic Disease Register and Informing to state Health Authorities in case of any epidemic outbreak. • Maintain Operation Theatre in Sterile condition by proper sterilization and confirmation through Bacterial Culture & sensitivity test once in three months. • Maintain the Linen Stock Register of the Hospital & to issue the required Linen Items to various sections of Hospital whenever required. 		
<p>Head Pharmacist</p>	<p>Overall in charge of the Pharmacy section of the Hospital Responsible for:</p> <ul style="list-style-type: none"> • Complete the Tender process of Annual procurement of Drugs and Consumables to NMPA Hospital within the time scheduled as per Drug Procurement policy of NMPA. • Raising supply Order to the vendors as per requirement so that the stocks in the Main Medical stores should be maintained for a period of minimum three months. • On receipt of the list of near expiring medicines within a month period from the Pharmacy and other user sections, action should be taken to return the medicines to the respective suppliers for replacement or making credit bills and maintain records of the same in full shape. • Responsible to submit quarterly report on the stock value of such return of medicines including details of credit note towards the same to CMO. • Processing for Procurement of Hospital Equipment's /other requirements of Medical Department through Central Stores. • All correspondences related to AMC/CMC of Hospital equipment's and making bills for payment through Finance Department. • Maintain the permanent imprest account of CMO/NMPA. • Maintain all QMS/EMS related Registers/Records related to the Pharmacy Sections of Medical 	<ul style="list-style-type: none"> • On receipt of the verified bills of the suppliers from the main Medical stores, prepare the bills in ERP and the same should be forwarded to Finance Department for payment within the benchmark period specified as per IMS Policy. • Maintain the stock of life saving essential medicines 100% at all times as per the IMS benchmark. 	<ul style="list-style-type: none"> • For lapses in the work assigned.



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	<p>Department / NMPA</p> <ul style="list-style-type: none"> • Correspondences related to the Audit observations etc. • Submission of Main Medical Store Stock report once in a month, both system and physical stock to CMO • Overall supervision and monitoring of the functions of Pharmacy & Main Medical Store. • Any other works entrusted by the SMO i/c / Dy.CMO / CMO. 		
Senior Pharmacist	<p>Responsible for: In charge of Main Medical Store/Pharmacy</p> <ul style="list-style-type: none"> • Responsible for Receiving medicines and other consumables from the suppliers as per purchase order & physical verification of all received goods in the presence of Medical Officer in-charge of Main store and certify the bills and forward the same to Head Pharmacist for payment etc. • Arrangements of all received goods in the respective racks / cupboards and stock in the required optimum temperature etc. & ensure to maintain the required room temperature. • Issue indent to Pharmacy on every Monday and entry into the ERP System immediately. • Issue indent to all other user sections of the Hospital on every Tuesday and entry into the ERP System immediately. • Monthly monitoring the stock of main medical store and give feedback to Head Pharmacist for necessary action to place purchase orders as per requirements. • Raising bill for the in-patient paying patients after discharge, receive the collected cash from the ward Nurse and handover the collected cash to the Finance department, and maintain the accounts etc. • Submit the list of near expiring medicines within a month period to the Head Pharmacist to return the medicines to the respective suppliers for replacement or making credit bills • Whenever there is shortage of Pharmacist due to weekly off/ leave in the Pharmacy, the Head Pharmacist will look after the duties of the Pharmacist in Pharmacy counter. • Any other works entrusted by the Head Pharmacist / SMO i/c /Dy.CMO / CMO. 	<ul style="list-style-type: none"> • Preparing ERP bills of empanelled Medical shops after verifications by following all required procedures / Formalities etc. and the same to be forwarded to Finance Department for payment within the benchmark period specified as per IMS Policy. 	<ul style="list-style-type: none"> • For lapses in the work assigned
Pharmacist	<p>In charge of Pharmacy Responsible for:</p> <ul style="list-style-type: none"> • Dispensing of Medicine and entering in to ERP system immediately on daily 	<ul style="list-style-type: none"> • Collecting the cash from various sections of Hospital / patients for 	<ul style="list-style-type: none"> • For lapses in the work assigned



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	<p>basis</p> <ul style="list-style-type: none">• Preparing email Indent for non - available Medicines at NMPA Pharmacy to the empanelled Medical shop twice i.e. 11am & 12.30 pm in the Morning and Twice i.e. 5pm & 6.30pm in the evening on daily basis and issue one copy to the Dispensing Pharmacist for verification etc.• Immediately on receipt of the Medicines from the empanelled Medical shops, the Pharmacist should verify the medicines along with the bills as per the list of indent statement and note down the supplied quantity, expiry date, MRP Rate as per the strips / Bottles / Tubes / Injections etc., in the copy of the intended statement itself and keep the supplied medicines ready in orderly manner for easy dispensing to the patients.• Setting up of the Medical Shop prescription along with the bill and forward to the senior pharmacist for further verification and payment of bills.• All Medicines supplied by the empanelled Medical shops should be accounted in a separate excel file in the system.• To ensure full supply of medicines without delay as per indent, on receipt of verification report, the duty Pharmacist should take daily follow up action by sending reminder email for the pending Medicines not supplied by the empanelled medical shops.• All unclaimed Medicines supplied by the empanel medical shops should be returned to the medical shops after one-month period in case of Serving employees and after two months' period in case of Retirees and make credit bill and handover to Senior pharmacist for deduction in future bills.• All correspondences related to the English Medium School Patients and prepare demand notice for collection of Dues once in a month.• Prepare online weekly indent and forward the same on every Monday morning to main medical store to supply medicines & all supplied medicines should be arranged in to the respective racks neatly.• Preparing a list of slow moving / non-moving / near expiry medicines and circulate to all doctors for information once in 30 days.• Submit the list of near expiring medicines within a month period to the	<p>private Paying Patients, maintains the account, and arranges to pay to Finance Department once in a week i.e. on every Monday.</p> <ul style="list-style-type: none">• Dispensing of Medicine and entering in to ERP system immediately on daily basis whenever there are more waiting patients or in times of need.	
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	<p>Main Medical store Pharmacist to return the medicines to the respective suppliers for replacement or making credit bills.</p> <ul style="list-style-type: none"> • Proper arrangement of Medicines by labelling in the racks of the cupboard for easy identification. • Periodical verification of Physical stock of Medicines with System Stock of Medicines and submission of monthly stock report to CMO • Any other works entrusted by the Head Pharmacist / SMO i/c / Dy.CMO / CMO. 		
<p>Pharmacy Assistant</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • On receipt of the Medicines from the empanelled Medical Shops and to arrange the same in order for dispense to the patients and maintain a separate Register towards receipt of medicines by the patients. • Maintain the Pharmacy neat & clean. • Any other works in the Pharmacy. • Any other works entrusted by the Dy.CMO / CMO. 	<ul style="list-style-type: none"> • Collecting Medicines from the Main Medical stores as per indent and hand over to the Pharmacist and assist for proper placement in the respective racks. • Setting of the Medical shops bills along with Prescription for quick verification of Medicines received from the empanelled medical shops. 	<ul style="list-style-type: none"> • For lapses in the work assigned
<p>Senior Laboratory Technician/ Laboratory Technicians</p>	<p>In charge of Computerized Clinical Laboratory of the Hospital</p> <p>Responsible for:</p> <ul style="list-style-type: none"> • Provides information for patient diagnosis and treatment by performing laboratory tests in toxicology, Biochemistry, haematology, immunology, and microbiology. • Collection of samples by drawing Blood from intravenous route from the patients for testing. • Organizes work by matching computer orders with specimen labelling; sorting specimens; checking labelling; logging specimens; arranging reports for delivery; keeping work surfaces clean and orderly. • Identifies and communicates abnormal clinical laboratory reports(patient condition) by alerting supervisory personnel, the pathologist, the patient physician, or nurse; reporting mandated information to the public health department or other designated officials. • Maintains patient confidence by keeping laboratory information confidential. • Documentation Skills, Analysing 	<ul style="list-style-type: none"> • Maintains quality results by running standards and controls, verifying equipment function through routine equipment maintenance and advanced trouble shooting; calibrating equipment utilizing approved testing procedures; monitoring quality control measures and protocols. • Estimation/preparation of list of Laboratory Reagents for annual procurement Chemicals/ Instruments on annual/need basis. • Performing the Calibration of Lab Equipment and its 	<ul style="list-style-type: none"> • For lapses in the work assigned



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	<p>Information. Chemistry Techniques, Informing Others, FDA Health Regulations, Creating a Safe, Effective Environment, Infection Control, Training Management, Lab Environment, Clinical Lab Testing, Thoroughness</p> <ul style="list-style-type: none"> • Enhances laboratory services and hospital reputation. • Contributes to a safe and secure environment for patients, visitors, physicians and co-workers by following established standards and procedures; complying with legal regulations. • Provide guidelines regarding Lab Investigations and related Day-to-day operations/procedures to the Lab Technicians • Supervise storage, Stock, expiry date check, segregation and arrange for replacement/disposal of lab chemicals • Supervise maintenance of registers, documents, files, and formats. • Supervising the service and AMC of the Equipment. • Submitting periodical statements/statistics to CMO/DY.CMO 	<p>related activity on daily and periodical basis for maintaining utmost accuracy in investigation reports</p>	
<p>Radiographer (On Contract)</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • Preparing the patient, ensuring safety of self and the patients, taking x-ray and developing the x-rays and issue the x-ray film to the medical officer/consultants through patients/ attendant. • Submission of X-Rays to the visiting Radiologist for report (Obtaining the reports of the x-rays from the help of visiting Radiologist.) • Maintain stock, storage, observe quality of chemicals periodically. • Works related to segregating the unusable chemicals and more than 5 years old X-ray films for disposal. • Maintain register and submit periodical statements/ statistics to CMO/DY.C.M.O. • Supervising the service and AMC of the Equipment. 	<ul style="list-style-type: none"> • Estimating and submitting the required quantity of X-ray films and Chemicals annually and as and when required for procurement. 	<ul style="list-style-type: none"> • For lapses in the work assigned.
<p>First Aid Superintendent</p>	<p>Responsible for:</p> <ul style="list-style-type: none"> • Provide First Aid Treatment to all the injured /Emergency patients at FAC • Supervising wharf First Aid Centres, Preparing duty roster / leave arrangement of LFA and FA. • Maintaining various files documents and formats related to FAC. • Segregating near expiry Drugs/Surgical items and arrange for replacement. • Replenish First Aid Boxes installed in various locations of NMPA with drugs every month/as per need. 	<ul style="list-style-type: none"> • Indenting, storing, stock maintaining and distributing medical and surgical items at wharf first aid centres. • Monthly report of store stock, both physical & system stock. 	<ul style="list-style-type: none"> • For lapses in the work assigned.



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	<ul style="list-style-type: none">• Informing higher authorities about major accidents/injuries.• Sending periodical reports to DY.CMO/CMO.		
Office Superintendent	<p>Responsible for:</p> <ul style="list-style-type: none">• Office Superintendent is the overall in charge and responsible for effective functioning of the office of Medical Department.• Guide/supervise/extract work from all the sub ordinate staffs working in the office.• Preparation of Board Agenda, Reply to Ministry etc.• Preparation of Annual budget estimate/Revised Budget Estimate and related correspondences.• Issues related to service matters of all Class I to Class IV Employees and Officers up to the levels of Dy.HOD.• Issue of NOC for higher studies, Issue of NOC's / NDC's / Service experience certificates, permission to leave the Headquarters to go abroad, Para wise comments for writ petitions, RTI replies are to be attended.• Correspondence with Ministry and Other Department, Annual administrative Report / Press related issues.• Tender Process for engagement of Paramedical Workers, Data Entry Operators Laundry for Hospital Linen, Agency for Biomedical Waste disposal, Xerox Machine and other correspondences related engagement of Medical Officers on contract, visiting consultants.• Settlement of Firm bills, Contractors bills towards engagement of Paramedical Workers, Data Entry Operators, Hired Ambulance and bills related to Medical Officers on contract, visiting consultants within specified period through Data Entry Operators.• Maintenance of Tools & Plants Register & Correspondence related to Survey Reporting of Unserviceable items.• Correspondences related to Audit Observations.• Any other work entrusted by Dy.CMO/CMO.	<ul style="list-style-type: none">• Matters related to Implementation of QMS/EMS/ERP	<ul style="list-style-type: none">• For lapses in the work assigned



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Data Entry Operator	<ul style="list-style-type: none"> Responsible for: <ul style="list-style-type: none"> • Correspondences and Settlement of Firm bills / Contract bills towards engagement of Paramedical Workers, Data Entry Operators, Hired Ambulance and bills related to Medical Officers on contract, visiting consultants within specified period. • Processing of IP/OP Medical Reimbursement claims of the approved referral Hospitals/individual claim, • Settlement of empanelled Medical Shop bills/ Medicine purchase bills, AMC/CMC of Hospital equipments & related correspondence. 	<ul style="list-style-type: none"> • Correspondence and settlement of all bills 	<ul style="list-style-type: none"> • For lapses in the work assigned
Dealing Assistant	<ul style="list-style-type: none"> • Correspondences related to Medical Fitness Certificate to all regular appointments / Medical Board correspondence. • Sanction of all kinds of leave, increment, leave encashment, Disciplinary Proceedings, forwarding of applications to outside organizations • Pay & allowances correspondence • Correspondence related to RFID. • Correspondence related to LTC/Transfer TA. • Forwarding of applications of Motor car/ Festival/Computer advance / GPF/HBA applications etc., and related correspondence. • Issue of ID Cards/Preparation of Monthly reports of appointment & Promotions / Public Grievances / Strike / Disciplinary proceedings / Vigilance report / Accident Reports. Preparation of Quarterly reports of implementation of OLS/Contractual appointments. Half-yearly preparation of Recruitment of Minority Community. • OTA / NWA correspondence • Purchase & Maintenance of Postage Stamps through temporary Imprest. • Registration of Receipt and Dispatch work of Office and Maintenance of Bill Register / File Movement Register/ Outward Tapal Register. • Issue of Medical Eligibility card to the NMPA retired employees. • Permission to acquire / dispose off immovable/movable property. • Reimbursement of Tuition Fees, Merit scholarship, Grant of books and stationary allowance. • Correspondence related to Trainings/Health awareness programmes. • Correspondences related to approval of competent Authority to take 	<ul style="list-style-type: none"> • Recruitment, Seniority, Promotions, Declaration of Probationary period, Confirmations, Resignation, Financial Up gradation under ACP/MACP Scheme, Retirement, Verification of services. 	



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	<p>medical treatment from Hospitals other than approved Hospitals for NMPA/RCHW Employees and Retirees.</p> <ul style="list-style-type: none"> • Maintenance of Temporary Imprests for celebration of National festivals and celebration of other functions of the Medical Department. • Any other work entrusted by Superiors/Dy.CMO/CMO. 		
Physiotherapist	<p>Responsible for:</p> <ul style="list-style-type: none"> • Maintaining the Registers of the patients treated. • Inform the in charge MO/Sr. Nurse/Asst Matron in case of any deficiency regarding Equipment/ Infrastructure maintenance. • Any other work entrusted by the Superior/Dy.CMO/CMO. 	<ul style="list-style-type: none"> • Physiotherapist is responsible for providing physiotherapy treatment to the patients referred by Doctors. 	<ul style="list-style-type: none"> • For lapses in the work assigned
Receptionist	<p>Responsible for:</p> <ul style="list-style-type: none"> • Registration of outpatients within 5 minutes from time of reporting, raising of OP No for a consultant/ MO, whom the patient wants to consult. • Collection of Private Patient payment & handing over to pharmacy daily. • Preparation & submission of weekly / monthly census of OP/IP Referral patient details to the CMO through the Section Head. • Reconciliation of Medical Eligibility Cards (MEC) books daily. 	<ul style="list-style-type: none"> • Preparation of Referral letters approved by CMO/Dy.CMO on recommendation by MO/Consultant 	<ul style="list-style-type: none"> • For lapses in the work assigned
Daftry	<p>Responsible for:</p> <ul style="list-style-type: none"> • Maintaining the Office & Record room neat & Tidy • Collecting, Sorting & filing in orderly manner all the records and files and stored at Record Room. • Assisting the work in the Office. • Any other work entrusted by Superiors/Dy.CMO/CMO. 	<ul style="list-style-type: none"> • Dispatching and Receiving Tapals in and out of Medical Department. 	<ul style="list-style-type: none"> • For lapses in the work assigned
Departmental Representative & Document	<ul style="list-style-type: none"> • Responsible for all ISO IMS related activities in the Department 	<ul style="list-style-type: none"> • To prepare ISO related Documents for the Department 	<ul style="list-style-type: none"> • For lapses in the work assigned



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Controller		and maintaining the controls and records for ISO purpose	
PA to CMO	<p>Responsible for:</p> <ul style="list-style-type: none">• The dictation work and maintenance of the confidential routine matters.• Assisting CMO & DY CMO for conducting regular meetings• For the important correspondence to Ministry /Chairperson etc., and keeping a track of action to be taken over various policy matters and inform regularly the position to the CMO.	<ul style="list-style-type: none">• Authorised to communicate with Ministry / Chairperson on administrative matters pertaining to PTH.	<ul style="list-style-type: none">• For lapses in the work and authorities assigned



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ROLE	RESPONSIBILITY	AUTHORITY	ACCOUNTABILITY
<ul style="list-style-type: none"> Traffic Manager - HOD 	<ul style="list-style-type: none"> Head of Traffic Department as well as Regd. Cargo Handling Administrative Wing. All the work related to Handling of Cargo, both shipping and Railway, Allotment of Berth, Transit shed etc., come under his jurisdiction. Responsible for decision making and closely monitoring the efficiency Parameters such as Average pre-berthing delay, average turn round time, ship berth day through put, Average hook productivity and take corrective action for productivity improvement. 	<ul style="list-style-type: none"> Sanctioning of Estimates including Technical Sanction Sanctioning of purchase proposals and work proposals within the delegated financial power. Providing adequate resources and trained personnel at respective work locations. 	<ul style="list-style-type: none"> For lapses in the Department For ensuring smooth cargo movement in the port.
<ul style="list-style-type: none"> Sr. Deputy Traffic -Manager 	<ul style="list-style-type: none"> Dy. HOD of Traffic Administration, Operation, Commercial, LDO, RCHW, Container, Oil Terminal Management of general cargo handling operation, and ensuring smooth flow of cargo handling in the sphere of bulk, break bulk and dry bulk cargo Close review of operational productivity through minimization of possible idle time and taking corrective steps for improving the effective operational working time. Participation in the Sr. Officers meeting conducted by the Traffic Manager /Dy. Chairperson / Chairperson to review the performance and to take the corrective action. Assisting to Traffic Manager in connection with day to day activities of operational and administrative matters. 	<ul style="list-style-type: none"> Authorised to Provide adequate resources and trained personnel at respective work locations. Authorised to take policy decision in consultation with Traffic Manager in respect of Administrative / Establishment matters. Exercising management function and steps to reduce the administrative cost. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Deputy Traffic Manager (LDO/ RCHW/Operation, 	<ul style="list-style-type: none"> Responsible for: Management of cargo handling operation and ensuring smooth flow of cargo Management of Labour, Allotment of gangs to the Stevedores on the basis of demand and supply and enforce discipline among the Dock workers and staff. 	<ul style="list-style-type: none"> Authorised for - Administration and Management of New Mangalore Port Cargo Handling Workers (Regulation of Employment) Scheme 1990". 	<ul style="list-style-type: none"> For lapses in the work and authorities assigned



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	<ul style="list-style-type: none"> Compliance of safety protective appliances, Ensures prompt settlement of levy amount by the Stevedores. Collection of arrears amount from the Port Users and taking corrective action against them. He is assisted by the subordinate staff such as Sr.ATM, Office Supdts., Asst. Supdts., Jr. Asst. and clerks. 	<ul style="list-style-type: none"> Management of Levy/Stevedoring Charges and decision taking on various issues pertaining to Establishment/ Labour with the approval of Traffic Manager / Dy. Chairperson. 	
<ul style="list-style-type: none"> Dy. Traffic Manager Admn./Coml 	<ul style="list-style-type: none"> In charge of Traffic Department Administration & Shipping establishment activities. Responsible for: Allotment of Land for Port related activity, Railway operation any other work entrusted by the superiors from time to time 	<ul style="list-style-type: none"> Authorised for traffic department administration in absence of Traffic Manager/Sr.DTM 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Asst. Traffic Manager (Est) - 	<ul style="list-style-type: none"> Responsible for: Assisting DTM (Admn.) in Traffic Administration, Shipping and other assignments allotted by Superiors 	<ul style="list-style-type: none"> Authorised for traffic administration in absence of Traffic Manager / Dy. Traffic Manager. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Sr. Asst. Traffic Manager Gr.-I (RCHW) 	<ul style="list-style-type: none"> Responsible for RCHW, Assisting Deputy Traffic Manager in day to day general Administration and other assignments allotted by the superior 	<ul style="list-style-type: none"> Authorised for day to day administration as assigned collection of Levy 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Assistant Traffic Manager Gr-1 (Coml) 	<ul style="list-style-type: none"> Monitoring/verification of Import/Export application/customs out of charge, Reply RTI Queries/Audit/No due certificate for Stevedoring License Renewal Correspondence with Customs/TAMP/PCS and other department of state and central auctioning process for un-cleared and unclaimed cargo/container Collection of wharfage demurrage using PCS/POS/ERP software 	<ul style="list-style-type: none"> Authorised for collection of Port Dues 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Assistant Traffic Manager - Gr.-I (Op/LDO) 	<ul style="list-style-type: none"> Responsible for Execution/ Monitoring of cargo handling operations pertaining to General berth, Monitoring of operational-productivity through minimization of possible idle time and taking 	<ul style="list-style-type: none"> Authorised to - Identifying the reason for shortfall in the traffic productivity, maintaining efficiency 	<ul style="list-style-type: none"> For lapses in the work assigned



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	<p>corrective steps for improving the effective operational working time</p> <ul style="list-style-type: none"> • Liaison officers for software • gang allotment process • Levy charges & Royalty charges • other assignment allotted by Superiors 	<p>parameters, observing pre-commencement and post completion norms and taking positive steps to improve the productivity</p>	
<ul style="list-style-type: none"> • Assistant Traffic Manager (op) /AE(E) 	<ul style="list-style-type: none"> • Responsible for: Management of general cargo handling operation and ensuring smooth flow of general cargo 	<ul style="list-style-type: none"> • Authorised for general cargo handling operations 	<ul style="list-style-type: none"> • For lapses in the work and authorities assigned
<ul style="list-style-type: none"> • AE(M)(Oil Terminal/Commercial) 	<ul style="list-style-type: none"> • Responsible for: Management of Oil Jetty Liquid cargo handling operation and ensuring smooth flow of Oil Liquid cargo, • Monitoring/verification of Import/Export application/customs out of charge, Reply RTI Queries/Audit/No due certificate for Stevedoring License Renewal • Correspondence with Customs/TAMP/PCS and other department of state and central 	<ul style="list-style-type: none"> • Authorized for administer smooth traffic inside coordinate with external agencies of oil terminal. 	<ul style="list-style-type: none"> • For lapses in the work and authorities assigned
<ul style="list-style-type: none"> • Traffic Inspectors / Assistant Traffic Inspectors 	<ul style="list-style-type: none"> • Responsible for; • - The effective supervision of cargo handling operations at wharf, weigh bridge / check post; • - Supervision of the movement of Trucks / Trailers passing through the gate. 	<ul style="list-style-type: none"> • Authorised for Verification of documents pertaining to Import / Export, bill of entries, issue of outturn, 	<ul style="list-style-type: none"> • For lapses in the work and authorities assigned
<ul style="list-style-type: none"> • Safety Officer 	<ul style="list-style-type: none"> • 1)Responsible to advice the concerned departments/ stevedores/ port users and Pvt. Terminals to adhere to the safety standards of the port and to check for the compliance of the stake holders to the Dock Workers (Safety, Health and Welfare) Regulations. 1990 during the cargo handling operations. • 2)Responsible for conducting the quarterly meeting of the Port Safety Committee by coordinating with the Management, HODs, Unions, Port Users etc. • Responsible for ensuring the conduct of Annual Training and Periodical Medical Examination of the RCH workers of the port • Responsible to investigate all 	<ul style="list-style-type: none"> • Authorized to report unsafe/ safety incidents and prepare and submit accident reports. • Authorized to – Carryout the regular inspection during the course of cargo handling operations at wharf and check the regular usage of Personal Protective equipments by the workers. • Authorized to issue SOPs/ NOTICES / CIRCULARS 	<ul style="list-style-type: none"> • The duties of the Safety Officer as per the Schedule III of the Dock Workers (Safety Health and Welfare) Act/ Regulations is to <u>advise and assist the</u> management in fulfillment of its obligations , statutory or otherwise , concerning prevention of personal injuries and maintaining a



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	<p>fatal and other selected accidents.</p> <ul style="list-style-type: none"> Conduct statutory safety week celebrations in the port. 	<p>related to Safety in the port.</p> <ul style="list-style-type: none"> 	<p>safe working environment in the port . The Safety Officer discharges duties as per the ACT of the parliament.</p>
<ul style="list-style-type: none"> Dy. Director (Research) – Management Services Division 	<ul style="list-style-type: none"> Responsible for approval of all the reports pertaining to Management Services Division and also responsible for the approval of management reports/ MoS replies / IPA replies/ replies to parliament questions/etc. after taking approval from TM/ Other HoDs/ Deputy Chairperson/ Chairperson. 	<ul style="list-style-type: none"> Authorised to approve reports for communication to Management / Ministry/ IPA/ etc. 	<ul style="list-style-type: none"> Accountable for clear communication to Management / Ministry/ IPA/ etc.
<ul style="list-style-type: none"> Asst. Director (Research) – Management Services Division 	<ul style="list-style-type: none"> Preparation of replies to the Ministry of Shipping (MOS), Indian Ports Association (IPA) and other governmental organizations. Preparation of the Annual Administration Report. Preparation of Traffic Projections. Preparation of replies to the Parliamentary questions. Responsible to create Power Point Presentation whenever required. Responsible to prepare all Projects and Consultancy Reports. Responsible to verify the correct entry of data. Responsible to follow any other work allotted by DD(R), TM, Dy. Chairperson, Chairperson. 	<ul style="list-style-type: none"> Authorised for analysis of data and prepare reports on projections and budget estimates 	<ul style="list-style-type: none"> For lapses in the work and authorities assigned
<ul style="list-style-type: none"> Sr. Research Officer 	<ul style="list-style-type: none"> Collection of origin and destination of all vessels in person by visiting traffic office at wharf and generation of the report. Port data entry officer for all data in the Port Data Management Portal (PDMP). Responsible to coordinate with other departments in collection of data for TRW and Basic Port Statistics Report. Responsible to update ship register. Responsible for following the 	<ul style="list-style-type: none"> Authorised for preparation of all types of reports on port operations for analysis by Management 	<ul style="list-style-type: none"> For lapses in the work assigned



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	<p>responsibilities of AD(R) in the case of absence of AD(R).</p> <ul style="list-style-type: none"> Preparation of soft copy of vessel wise primary information in the case of absence of SRA3 Responsible to follow any other work allotted by AD(R), DD(R), TM. 		
<ul style="list-style-type: none"> Sr. Research Assistants 	<ul style="list-style-type: none"> Preparation of all daily, half-annual, yearly reports. Responsible for the temporary imprest work under the right procedure. Responsible to enter data into the portals. Preparation of Budget estimation, Establishment Work and Preparation of Contingent bills of the department. Assisting SA in the maintenance of the master file of primary data Responsible to follow any other work allotted by AD(R), DD(R), TM. 	<ul style="list-style-type: none"> Authorised to control primary data for all the vessels. 	<ul style="list-style-type: none"> For lapses in the work assigned
<ul style="list-style-type: none"> Statistical Assistants 	<ul style="list-style-type: none"> Responsible to collect and complies all the primary information of vessels on daily basis from all the concerned departments. Responsible to maintain the master file of primary data. Responsible to generate monthly reports. Responsible to follow any other work allotted by AD(R), DD(R), TM. 	<ul style="list-style-type: none"> Authorised for data analysis and preparation of reports. 	<ul style="list-style-type: none"> For lapses in the work and assigned
<ul style="list-style-type: none"> PA to Traffic Manager - Directly working under the Traffic Manager. 	<ul style="list-style-type: none"> - Responsible for: The dictation work and maintenance of the confidential routine matters. Assisting Traffic Manager and Sr. DTM for conducting regular meetings For the important correspondence to Ministry / Chairperson etc., and keeping a track of action to be taken over various policy matters and inform regularly the position to the Traffic Manager. 	<ul style="list-style-type: none"> Authorised to communicate with Ministry / Chairperson on administrative matters pertaining to the office of Traffic Manager. 	<ul style="list-style-type: none"> For lapses in the work and authorities assigned
<ul style="list-style-type: none"> A/I Section Heads Comm/Operation/Control & Oil/RCHW/LDO/ 	<ul style="list-style-type: none"> Responsible to Prepare, Monitor and Implement of IMS (QMS & EMS) as per Standard 	<ul style="list-style-type: none"> To prepare ISO related Documents of the Sections & forward to DR/DOC/HOD 	<ul style="list-style-type: none"> For lapses in the work assigned



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MSD/Admin		<ul style="list-style-type: none">• Maintaining the controls and records for ISO purpose•	
<ul style="list-style-type: none">• Departmental Representative & Document Controller	<ul style="list-style-type: none">• Responsible for all ISO related activities in the Department	<ul style="list-style-type: none">• To prepare ISO related Documents for the Department and maintaining the controls and records for ISO purpose	<ul style="list-style-type: none">• For lapses in the work assigned