

**BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES
OF
CHAIRMAN**

- Chairman, is the Chief Executive of the Port Trust, appointed by the Central Government. He is responsible for exercising adequate supervision and control over all matters relating to Administration, Operation, Development and Finances of the Port Trust. He is the Appointing Authority in respect of class I & II officers.
- Chairman is also the Chairman of the Board and is responsible for conducting the periodical meetings of the Board of Trustees.
- Chairman, DPT, is responsible for optimizing the Cargo Handling and the Revenue earnings at the Port, improving the Physical Efficiency Parameters & Financial Parameters and taking effective steps for maintaining harmonious Industrial Relations at the Port, which has a highly unionized environment.
- Chairman is also responsible for monitoring/taking required steps for strengthening and upgrading the Infrastructure Facilities provided by the Port to its Users, various activities related to Cargo Handling, maintaining the SBMs at the Offshore Oil Terminal at Vadinar, maintenance of the Flotilla of the Port and maintaining the Navigational Drafts available at the Port.
- Chairman is also responsible for enhancing the efficiency of the Port Management and to improve the quality of service rendered to its clientele.
- Chairman is also required to give necessary guidance and leadership to the Heads of Departments and other Senior Divisional Heads in ensuring cohesion and coordination among the various departments of the Port so as to accomplish the goals set for the Deendayal port trust, keeping in view the guidelines/orders issued by the Govt. of India from time to time.

**BRIEF DESCRIPTION OF DUTIES & RESPONSIBILITIES
OF
DEPUTY CHAIRMAN**

- The Deputy Chairman of the Port is appointed by the Central Government and is one of the Trustees of the Port Trust Board. In absence of Chairman, he preside over the meeting of the Board.
- He is the Deputy Chief Executive Officer of the Port Trust.
- He has to render required assistance to the Chairman in all aspects of Port functioning, like administrative, operational and planning of the Port Trust.
- He is required to exercise administrative and financial powers and also to supervise the functioning of various departments within the Port Trust. To lead the Departmental Heads and Senior Divisional Heads in ensuring cohesion and coordination among the various departments of the Port Trust in pursuance of the objectives set for the Deendayal Port.
- The job requirements are the following :-
 - ⇒ Wide administrative experience and General Managerial ability.
 - ⇒ Experience and talent in man-management in highly unionised environment.
 - ⇒ Experience and ability in Financial Management.
 - ⇒ Ability to formulate and implement development plans and also to prepare broad perspective plan for development of Port.
 - ⇒ Ability to coordinate with various agencies of State Governments and Central Government.
 - ⇒ Experience and ability in Personnel Management and understanding of establishment matters.
 - ⇒ To assist the Chairman in maintaining a cordial industrial relations at the Port and to groom the Human Resources potentials of the organization to face the challenges and demands of the business.