

DEENDAYAL PORT TRUST

(India's No. 1 Major Port)

MANUAL ON

JOB

AND

RESPONSIBILITIES

**GENERAL
ADMINISTRATION
DEPARTMENT**

Name : **SHRI T. VENU GOPAL**
Designation : **SECRETARY**
Section : **GENERAL ADMINISTRATION**
Department : **GENERAL ADMINISTRATION**

Title of the Job	SECRETARY
Objectives	<ul style="list-style-type: none"> • Head of General Administration Department.
Role & Responsibilities	<ul style="list-style-type: none"> • To deal with Administrative and policy matters of the Port. • Rendering assistance to Chairman and Dy. Chairman. • Convene meetings of the Board of Trustees, preparing Agenda for the meetings and proceedings of the meetings. • Being FAA, deal with Right to Information Act, 2005 matters. • Achieving Quality Objectives and Targets under ISO. • Co-ordination of inter departmental matters connected with the Port working. • Overall supervision of Legal Section – To brief Advocates about the cases and appearances in various Courts, as and when required. • Overall supervision of General Administration, Establishment, Service and staff matters including recruitment, confirmation and promotion of Class-I & II Officers and common categories of Class-III & IV posts. • Overall Supervision of Trade Promotions and Public Relations. • Dealing with Unions and labour matters including strikes, appearances before ALCs/RLCs and before various Labour Courts. • Examination of appeals received by Chairman/ Dy.Chairman in respect of disciplinary, and establishment matters. • To accord sanction of the work/estimates /bills as per the delegated financial powers. • To recommend disciplinary action in respect of Class I & II Officers of GAD to Disciplinary Authority/Dy. Chairman/Chairman. • Leave sanctioning authority in respect of Class I, II, III & IV employees of General Administration Department. • Disciplinary Authority for Class III & IV employees of General Administration Department. • Co-ordination with the other departments for smooth functioning of work. • Implementation of Official Language (Hindi) in day-to-day administration. • Management of Port School, Guest House and Port Colony in terms of arrangements, safety and security.
Job specification & attributes	<ul style="list-style-type: none"> • Degree from recognized University. • 17 years experience in executive cadre in the field of general administration, personnel, industrial relations, etc. • Knowledge of Rules & Regulations, Knowledge on Establishment & Labour Laws
Resource requirement	Manpower, finance, rules & regulations.

<p>Measureable outcome</p>	<ul style="list-style-type: none"> • Ensuring Board Meeting with decided frequency. • Framing RSP and filling up vacancies through recruitment/ promotion • Estimate the requirement of manpower through a work study to be carried out. • Frame/amend RRs keeping in view the eligibility criteria/educational qualification requirement, to ensure that there is no stagnation at each level.
<p>Date of review</p>	<p>Yearly</p>

Name : **SHRI YOGESH KUMAR SINGH**
Designation : **SR.DY.SECRETARY**
Section : **GENERAL ADMINISTRATION**
Department : **GENERAL ADMINISTRATION**

Title of the Job	SR.DY. SECRETARY
Objectives	<ul style="list-style-type: none"> To assist secretary in smooth conduct of matters relating to General Administration and various other day to day function.
Role & Responsibilities	<ul style="list-style-type: none"> To ensure achievements of the targets set for the various Sections/ISO/as given by the superiors from time to time. To verify, scrutinize and examine the Agenda for the meetings and proceedings of the meetings and put up to Secretary for approval. To verify, scrutinize and examine the matters relating to Implementation of the Right to Information Act, 2005 and put up for Secretary's Approval. To control and monitor the functions of Legal Section – To coordinate and brief Advocates about the cases and appearances in various Courts. To attend to Unions and labour matters including strikes, appearances before ALCs/RLCs and before various Labour Courts. To make and supervise the arrangements for visits of VIPs, Parliamentary Committee Delegations etc. To verify, scrutinize and examine the appeals received by Chairman/ Dy.Chairman in respect of disciplinary and establishment matters and put up to Secretary as and when marked by Secretary. To supervise and monitor the work of Sr. Asstt. Secretary and Dy. Secretary and guide them in day to day functions. To maintain the overall discipline among the officers and staff by exercising necessary supervision and control. To coordinate and deal with for all matters related to ISO pertaining to GAD and ERP for General Administration. To attend various meetings and represent secretary in various forums in his absence, as and when directed. To take follow-up actions for the decisions taken in the HODs' meeting, Chairman's field visit, Safety Committee / Hospital Advisory Committee meeting, etc. To coordinate with depts., for issue of timely replies to parliament questions, Ministry's/IPA references etc. To carry out the inspection of the Guest House and report to Secretary and take follow-up action. Coordinator for ERP and e office (SPARROW).
Job specification & attributes	<ul style="list-style-type: none"> Degree from recognized University. 12 years' experience in executive cadre in the field of general administration, personnel, industrial relations, etc. in an Industrial/Commercial/ Govt. Undertaking.

	<ul style="list-style-type: none"> • Knowledge of Rules & Regulations, Knowledge on Establishment & Labour Laws
Resource requirement	Manpower, finance, rules & regulations.
Measureable outcome	<ul style="list-style-type: none"> • Recruitment & Promotion including compliance to guidelines in reservation rosters. • Timely settlement/completion of legal matters/IR matters. • Welfare of SC/ST/OBC/PH categories. • Monitor and initiate necessary actions on the cases coming within the purview of Rule FR 56 (j) based on the Port Regulations.
Date of review	Yearly

Name : **SHRI RAJENDRA SINGH**
Designation : **DY.SECRETARY**
Section : **GENERAL ADMINISTRATION**
Department : **GENERAL ADMINISTRATION**

Title of the Job	DY. SECRETARY
Objectives	<ul style="list-style-type: none"> To supervise and control the work of the staff working General Section, Accounts Section, Hindi Section & Library and guide them in their functions and ensure timely actions.
Role & Responsibilities	<ul style="list-style-type: none"> To verify, scrutinize and examine the Agenda for the meetings and proceedings of the meetings and put up to Secretary for approval. To verify, scrutinize and examine the matters relating to Implementation of the Right to Information Act, 2005 and put up for Secretary's Approval To comply with the Hindi Official Language Act/Govt. guidelines from time to time and make maximum use of official language in day to day work. To oversee the functioning of Board Section and Library. To ensure timely submission of salary bills and other payment bills of the department. Preparation of Tender documents. To look after works relating to Port Schools, Guest House, Transportation, Watch & Ward etc. and make necessary arrangements as and when required. Co-ordination with all departments for reply to Parliament Questions / Govt. Letters. Coordinate and comply various procedural formalities in conducting Board Meetings. To attend to any other work allotted by Sr. Dy. Secretary/Secretary.
Job specification & attributes	<ul style="list-style-type: none"> Degree from recognized University. 9 years' experience in executive cadre in the field of general administration, personnel, industrial relations, etc. in an Industrial/Commercial/ Govt. Undertaking. Knowledge of Rules & Regulations, Knowledge on Establishment & Labour Laws
Resource requirement	Manpower, finance, rules & regulations.
Measureable outcome	. Updating of Port Establishment Matters and Legal Knowledge updating.
Date of review	Yearly

Name : SHRI DEEPAK RANE
Designation : SR.ASST.SECRETARY
Section : GENERAL ADMINISTRATION
Department : GENERAL ADMINISTRATION

Title of the Job	SR.ASST.SECRETARY
Objectives	<ul style="list-style-type: none"> To supervise and control the work of the staff working under General section and guide them in their functions and ensure timely actions.
Role & Responsibilities	<ul style="list-style-type: none"> Assist Sr. Dy. Secretary and Secretary in all establishment matters and to exercise general supervision of the section. To examine and scrutinize matters pertaining to recruitment, promotion, confirmation, transfer and ACP cases before submitted to superiors. General supervision of Establishment Section. Guiding the staff in all service matters. Periodical review of various registers pertaining to establishment section. Assess the training needs & Organize training programs. Other assignments given by superiors time to time. Member of Screening Committee for ACP cases for whole Port. Direct Recruitment, promotion, seniority, confirmation and transfer of common categories of ministerial staff of all the departments in general and GAD in particular. Reservation of SC/ST/OBC Roster for common categories of all departments and ensure compliance with the Reservation policies. Amendment to Recruitment Rules. Creation/upgradation of posts including change of designation, recruitment rules, etc. of all departments and filling in vacancies of GAD/Officers cadre of all departments. Submission of periodical returns to Ministry of Shipping on personal matters, Employment Exchange etc. Processing cases of employment against compassionate grounds. Coordinator for ERP and e-office (SPARROW).
Job specification & attributes	<ul style="list-style-type: none"> Degree from recognized University. 5 years' experience in executive cadre in the field of general administration, personnel, legal matters, industrial relations, etc in an Industrial / Commercial/Govt. Undertaking.
Resource requirement	Manpower, finance, rules & regulations.
Measureable outcome	Updating of Port Establishment Matters and Legal Knowledge updating.
Date of review	Yearly

Name : Shri
Designation : ASST.SECRETARY
Section : GENERAL ADMINISTRATION
Department : GENERAL ADMINISTRATION

Title of the Job	ASST.SECRETARY
Objectives	<ul style="list-style-type: none"> To supervise and control the work of the staff working under General section and guide them in their functions and ensure timely actions.
Role & Responsibilities	<ul style="list-style-type: none"> Direct Recruitment, promotion, seniority, confirmation and transfer of common categories of ministerial staff of all the departments in general and GAD in particular. Reservation of SC/ST/OBC Roster for common categories of all departments and ensure compliance with the Reservation policies. Amendment to Recruitment Rules. Creation/upgradation of posts including change of designation, recruitment rules, etc. of all departments and filling in vacancies of GAD/ Officers cadre of all departments. Deputation of staff to/from other organizations. Forwarding of applications for outside employment. Submission of periodical returns to Ministry of Shipping on personal matters, Employment Exchange etc. Processing cases of employment against compassionate grounds. Coordinate and comply various procedural formalities in conducting Board Meetings. Comply with the Hindi Official Language Act/Govt. guidelines from time to time and make maximum use of official language in day to day work. Any other work allotted by Secretary, Sr. Dy. Secretary, Dy. Secretary and Sr. Asstt. Secretary.
Job specification & attributes	<ul style="list-style-type: none"> Degree from recognized University. 2 years experience in executive cadre in the field of general administration, personnel, industrial relations, etc.
Resource requirement	Manpower, finance, rules & regulations.
Measureable outcome	Knowledge on Establishment Matters & Rules and Regulations
Date of review	Yearly

Name : **Shri**
Designation : **PERSONNEL OFFICER**
Section : **GENERAL ADMINISTRATION**
Department : **GENERAL ADMINISTRATION**

Title of the Job	PERSONNEL OFFICER
Objectives	Implementation of Welfare measures to the Port employees
Role & Responsibilities	<ul style="list-style-type: none"> • Award of Scholarship to Port employees children, supervision and related work. • Processing/examining the claim from Welfare Fund/Grants, claim of Spectacle Frames and reimbursement of fees of the mentally retarded children of Port employees. • Organizing the meeting of Welfare Fund Advisory Committee and its related work, such as recording and issuing minutes, circulars and correspondence, etc. • Issuance of BCS for the various payments made from the Welfare Fund and making necessary provision in the budget. • Arrangement of transport facility. • Maintaining and keeping track on the Bank Guarantee and Security Deposit furnished by the Contractors. • Preparation of Tender documents/ Agreements/Bank guarantee for running of main A.O. building/Civil Site canteens bio annually. • Any other work allotted by Secretary, Sr.Dy.Secretary, Dy. Secretary.
Job specification & attributes	<ul style="list-style-type: none"> • Degree from recognized University with post Graduate Degree / Diploma in Personal Management / Industrial Relations / Labor Welfare / Social work. • 9 years' experience in executive cadre in the field of General Administration, personnel, Industrial Relations etc. in an Industrial Relations etc in an Industrial/commercial/Govt. Undertaking.
Resource requirement	Manpower, finance, rules & regulations.
Measureable outcome	Knowledge of all welfare Regulations
Date of review	Yearly

Name : SHRI ARVIND PRADHAN
Designation: LABOUR OFFICER
Section : GENERAL ADMINISTRATION
Department: GENERAL ADMINISTRATION

Title of the Job	LABOUR OFFICER
Objectives	Examination of Labour Law matters and processing cases under W.C. Act 1923, payment of Gratuity Act, 1972 and ID Act 1947, Payment of Wages Act,1936, RTI Act. 2005.
Role & Responsibilities	<ul style="list-style-type: none"> • Meetings with unions over various demand raised by them. • Attending conciliation proceedings before the ALC(c) /VSG/RLC(c), Mumbai over Industrial Disputes raised by the Unions/ employees and attending tribunal hearings. • To brief the advocates engaged by the Port in Labour matters. • To co-ordinate and organise arrangements during strike calls given by unions. • To examine and process references received regarding decisions taken by the Hospital Advisory Committee, Uniforms Committee and Dock Safety Committee etc. • Submission of periodical returns on Labour situations to Board, Ministry of Shipping. • Award of Scholarship to Port employees children, supervision and related work. • Processing/examining the claim from Welfare Fund/Grants, claim of Spectacle Frames and reimbursement of fees of the mentally retarded children of Port employees. • Organizing the meeting of Welfare Fund Advisory Committee and its related work, such as recording and issuing minutes, circulars and correspondence, etc. • Organize sports and cultural programs.
Job specification & attributes	<ul style="list-style-type: none"> • Degree from recognized University. • 2 years experience in executive cadre in the field of general administration, personnel, industrial relations, etc.
Resource requirement	Manpower, finance, rules & regulations.
Measureable outcome	Knowledge on Labour Laws updating and negotiation skills.
Date of review	Yearly

Name : SHRI PRAYAG PIYUSH
Designation: LAW OFFICER
Section : GENERAL ADMINISTRATION
Department: GENERAL ADMINISTRATION

Title of the Job	LAW OFFICER
Objectives	To supervise and control the work of the staff working under Legal Section and guide them in their functions and ensure timely actions.
Role & Responsibilities	<ul style="list-style-type: none"> • Attending Court Cases, briefing Advocates, studying Court Files and Deposition in the Courts, Swearing of Affidavits before the various Courts, keeping track of Court cases etc. • Recommend appointment of advocates, keep record of the prominent advocates in the state representing in various courts, recommend fees for the advocates on due verification, and attend to all matters related thereto. • Signing of Legal documents before various authorities viz: Mortgage Deeds, Re-conveyance Deeds before the concerned Registrar etc. and other documents to be furnished before the Court and local authorities. • Attending the eviction matters before the Estate Officer under PP Act, preparation of documents, briefing Advocates and any other work like inspecting the sites etc. related to the subject. • Power of Attorney Holder of the Board in that capacity has to handle different responsibilities as and when required. • Verification and scrutinization of Advocate bills for the approval of Sr. Dy. Secretary/Secretary/Dy. Chairman/Chairman. • Comply with the Hindi Official Language Act/Govt. guidelines from time to time and make maximum use of official language in day to day work. • To monitor Board Section work. To ensure timely compilation of Board Agenda Notes duly approved by the Chairman and forwarding of the same to the Trustees, so as to reach them at least seven days before the schedule date of the meeting. • To ensure submission of Draft Board proceedings for the approval of the Secretary, for onward submission to Dy. Chairman/ Chairman for approval, immediately after the Board Meeting. • To ensure forwarding of duly approved Board proceedings to the Trustees of the Board, within ten days from the date of the meeting. • Any other work assigned by the Sr. Dy. Secretary/Secretary. • Engagement of advocates for appearing in the case and payment thereof. • Guidance and opinions are offered on legal issues to HODs when required. • Keep proper records and supervise the staff of the section.
Job specification & attributes	<ul style="list-style-type: none"> • Degree in Law from recognized University.

Resource requirement	Manpower, finance, rules & regulations.
Measureable outcome	Knowledge on updating of Legal Matters.
Date of review	Yearly

Name : SHRI OM PRAKASH DADLANI
Designation: TRADE PROMOTION AND PUBLIC RELATIONS OFFICER
Section : GENERAL ADMINISTRATION
Department: GENERAL ADMINISTRATION

Title of the Job	TRADE PROMOTION AND PUBLIC RELATIONS OFFICER
Objectives	Interaction with outside Agencies, public and press to maintain Port protocol.
Role & Responsibilities	<ul style="list-style-type: none"> • Arrangements for visits of Parliamentary Committees, delegations, National Shipping Boards etc. • Reception and departure arrangements for Chairman, Dy. Chairman, if required, VIPs, Trustees etc. • Transport arrangements for VIPs/dignitaries visiting Port or any other function. • Arrangements for monthly Board meetings, Retirement function. • Press Conferences, Exhibitions, Trade Promotion Seminars and other Conferences, Seminars, etc. organized by the Port. • Maintain imprest account of TPC. • Ports publicity towards print and electronic media etc. • Printing of calendars, diaries, telephone directories and miscellaneous other Port Publications. • Arrangements for Lunch/Dinner/Refreshments etc. hosted by the Port and settlement of the bills of hotels. • Allotment of accommodation in the Guest House at Mumbai and other Port guest houses, liaising with Care Taker. • Settling of PR vehicle monthly bill. • Guest House Inspection to be carried out by O.S./A.S. regularly and report to be submitted to Secretary as and when required. • Any other work allotted by Secretary & Sr. Dy. Secy.
Job specification & attributes	<ul style="list-style-type: none"> • Degree from recognized University. • 3 years experience of Public relations/and/or journalism or work of liaison with trade and industry.
Resource requirement	Manpower, finance, rules & regulations.
Measureable outcome	Knowledge on Public Relation Skill.
Date of review	Yearly

Name : SHRI SHAILENDRA PANDEY
Designation: HINDI OFFICER
Section : GENERAL ADMINISTRATION
Department: GENERAL ADMINISTRATION

Title of the Job	HINDI OFFICER
Objectives	Implementation of Official Language Hindi Policy in the Port.
Role & Responsibilities	<ul style="list-style-type: none"> • Organizing Quarterly Official Language Implementation Committee Meetings, Preparing Minutes of the meetings and dispatching the same to all concerned after approval of the Chairman, OLIC. Work relating to the compliance of the decisions taken in the OLIC Meetings for increasing the progressive use of Hindi in DPT. • Organizing/conducting Quarterly full day Hindi Workshops for DPT Employees. • Publication of Six-monthly In-house Hindi Magazine 'Lahron Ka Rajhans', Selection of printer, collection of printing material/photographs, Payment of Honorarium to the writers of the articles/poems/stories for the Magazine. • Preparation of DPT's Quarterly Reports regarding progressive use of Hindi by collecting/compiling reports from various (8) departments/preparing review table for the OLIC Meetings and after taking the signature of Chairman, DPT dispatching the QPR to the Ministry of Shipping and Department of Official Language, MoHA, GoI and online submission of the same on DoOL website. Reviewing of the reports received from various departments. • Organizing Hindi Day/Fortnight every year in September in which various competitions are organized for the employees of DPT/Children of the employees/ employees of the TOLIC Member Offices. • Taking action regarding Yearly Rajbhasha Shield Yojna for departments, evaluation and distribution of the same. • Implementation of Hindi Incentive schemes like Original Noting/Drafting Incentive Scheme for employees, Hindi Dictation Scheme for officers etc. • Translation of Annual Administration Report/Annual Account Report/Audit Report & Material to be submitted during visit of various parliamentary committees/ Commissions etc./ Notifications/Other material for translation received from various departments. • Rajbhasha Inspections of various departments, preparing inspection reports and dispatching the same to all concerned. • Work relating to Hindi Training for the employees of DPT. • Correspondence work with Department of Official Language, Ministry of Shipping, member offices of the TOLIC and various departments/sections of the DPT/Other Ports/concerned Government Offices/concerned Private Parties etc.

	<ul style="list-style-type: none"> • Organizing Six-monthly TOLIC Meetings as DPT is the convener of the TOLIC under the Chairmanship of Chairman, DPT, Preparing Minutes of the meetings and dispatching the same to all concerned after approval of the Chairman, TOLIC. Collecting Six-monthly reports from the TOLIC Members Offices, Preparing review table. • Publication of Annual TOLIC Hindi Magazine 'Kandla Narakas Samvahika', collection of printing material, selection of printer. • Other work related to organizing various events regarding Rajbhasha Hindi/OLIC/ TOLIC like work relating to Rajbhasha Shield Yojna for TOLIC Member Offices (collecting reports/evaluation/Results) etc. • Any other work relating to implementation of Rajbhasha Hindi like running of Part-time Hindi Stenography Training Centre, Organizing Sangoshthis/Joint Workshops etc. for DPT/TOLIC Members, Issuance of Individual Orders to Pravinta Prapt Employees.
Job specification & attributes	<ul style="list-style-type: none"> • M.A. in Hindi from a recognized University and Bachelor's Degree with English as one of the subject. • 5 years experience as Sr. Hindi Translator in any Central / State or Government Undertaking office and experience in translation from English to Hindi and vice versa. •
Resource requirement	Manpower, finance, rules & regulations.
Measureable outcome	Proper implementation of Official Language Policy of Central Government in Port.
Date of review	Yearly

Name : SHRI NARESH CHAINANI
Designation : PA TO SECRETARY
Section : GENERAL ADMINISTRATION
Department : GENERAL ADMINISTRATION

Title of the Job	PA TO SECRETARY
Objectives	Secretarial assistance.
Role & Responsibilities	<ul style="list-style-type: none"> • Maintenance of ACRs of Officers and employees and forwarding CRs' of Officers to Dy. Chairman for onward transmission to Chairman. • Maintaining of important/essential/confidential/secret/important documents. • Handling of Secretary's personal correspondence. • Sending letters/ faxes and emails, including confidential correspondence to various organizations such as State Government, Central Govt., Ministry of Shipping etc. • Attending to incoming/outgoing Telephone calls and screening incoming calls before connecting to Secretary. • Timely communication of Secretary's instructions to the HODs/Officers. • Maintenance of file for letters / faxes, received from the Ministry of Shipping. • Maintenance of file for Lok Sabha and Rajya Sabha Questions. • Fixing up / canceling of appointments, meetings and drawing up of tour programmes including booking of air tickets, accommodation, etc. • Rendering stenographic assistance to the Secretary as and when required. • Keep a track of various meeting to be attended by the Secretary and collect all the relevant information, files, papers well in advance for reference during the meeting. • Carrying out any other duties and responsibilities assigned by Secretary, from time to time.
Job specification & attributes	<ul style="list-style-type: none"> • Degree from recognized University. • Knowledge of Computer application. • 5 years experience as Sr.Stenographer
Resource requirement	Manpower, finance, rules & regulations.
Measureable outcome	Development of Secretarial Skills
Date of review	Yearly

Name : SHRI NAVEENCHAND K. BHOIYA
Designation : PA TO SECRETARY
Section : GENERAL ADMINISTRATION
Department : GENERAL ADMINISTRATION

Title of the Job	PA TO SECRETARY
Objectives	Secretarial assistance.
Role & Responsibilities	<ul style="list-style-type: none"> • Maintenance of ACRs of Officers and employees and forwarding CRs' of Officers to Dy. Chairman for onward transmission to Chairman. • Maintaining of important/essential/confidential/secret/important documents. • Handling of Secretary's personal correspondence. • Sending letters/ faxes and emails, including confidential correspondence to various organizations such as State Government, Central Govt., Ministry of Shipping etc. • Attending to incoming/outgoing Telephone calls and screening incoming calls before connecting to Secretary. • Timely communication of Secretary's instructions to the HODs/Officers. • Maintenance of file for letters / faxes, received from the Ministry of Shipping. • Fixing up / canceling of appointments, meetings and drawing up of tour programmes including booking of air tickets, accommodation, etc. • Rendering stenographic assistance to the Secretary as and when required. • Keep a track of various meeting to be attended by the Secretary and collect all the relevant information, files, papers well in advance for reference during the meeting. • Carrying out any other duties and responsibilities assigned by Secretary, from time to time.
Job specification & attributes	<ul style="list-style-type: none"> • Degree from recognized University. • Knowledge of Computer application. • 5 years experience as Sr.Stenographer
Resource requirement	Manpower, finance, rules & regulations.
Measureable outcome	Development of Secretarial Skills
Date of review	Yearly

Name :
Designation : **PRINCIPAL, SCHOOL**
Section : **GENERAL ADMINISTRATION**
Department : **GENERAL ADMINISTRATION**

Title of the Job	PRINCIPAL, SCHOOL
Objectives	Maintenance of Port School
Role & Responsibilities	<ul style="list-style-type: none"> • He will be overall incharge of BVM Primary School, BVM Secondary School, Kandla and BVM Primary Section, Gopalpuri, and all proposals for leave, tours, training of staff, including Head Masters and other official matters to be submitted to Sr. Dy. Secretary/ Secretary shall be routed through him. • Maintenance of all school buildings at Gopalpuri and Kandla, including providing drinking water will be looked after by him. • Organizing all functions, including Independence Day and Republic Day for all the three schools of DPT. • He will be overall incharge for maintaining of punctuality of students and teachers of all three shifts and also activities such as sports and cultural events. • Monitor daily activities as well as emerging issues of Port School • Any other work assigned by superiors from time to time.
Job specification & attributes	<ul style="list-style-type: none"> • Degree from recognized University.
Resource requirement	Manpower, finance, rules & regulations.
Measureable outcome	Development of Port School
Date of review	Yearly

Name : KUM. YASHASVINI YADAV
Designation : LIBRARIAN
Section : GENERAL ADMINISTRATION
Department : GENERAL ADMINISTRATION

Title of the Job	LIBRARIAN
Objectives	Maintenance of Port Library.
Role & Responsibilities	<ul style="list-style-type: none"> • Maintenance of library records. • Procurement of Law, Rule, Regulation books and its supply to the respective offices. • Subscribing periodicals and journals. • Promoting library resources to users. • Coordinator for ERP and e-office (SPARROW). • Handling Twitter activities. • Compilation of Port activities and achievements to provide for IPA magazine on quarterly basis and for Monthly DO. • Uploading e-magazine of Port on quarterly basis. • Uploading citizen's charter on website on yearly basis. • Implementation of Innovative Idea Scheme. • Uploading of necessary information on website regarding RTI. • Carrying out other duties and responsibilities assigned by Sr. dy. Secretary, Dy. Secretary and Sr. Asstt. Secretary from time to time.
Job specification & attributes	<ul style="list-style-type: none"> • Degree from recognized University.
Resource requirement	Manpower, finance, rules & regulations.
Measureable outcome	Development of Port library by fulfilling needs of user.
Date of review	Yearly