

DEENDAYAL PORT TRUST

(INDIA'S NO.1 MAJOR PORT)

MANUAL ON JOB & RESPONSIBILITIES

TRAFFIC DEPARTMENT

Name : Shri S. Kirupanandasamy

Designation : Traffic Manager

Section :

Department :Traffic

Title of the Job	Head of the Department of the Traffic Department
Objectives	The Prime objective is to handle the cargo throughput by providing quality port services at a competitive rate to the EXIM trade and ensure safe, smooth cargo handling and doing business with port at ease. Further, increase in productivity that increases the capacity of the port by optimum utilization of available resources and to attract new and additional cargo.
Role & Responsibilities	<ul style="list-style-type: none">• Reporting to the Chairman/ Dy.Chairman and liaison with Other HODs, Customs, Railways, Dock Safety and Local Authorities for smooth traffic operation in the Port.• Overall Supervision, Management, Control and Regulation of the Department.• Implementation of laid down policies and innovative schemes, methods and proposals for improving Port Services and Traffic Handled in quality and quantity.• Berthing of vessels according to the Berthing Policy and to ensure optimum utilization of Berths, other infrastructure and resources.• Monitoring of loading and discharge of vessels to ensure faster turn round of vessels and minimize pre-berthing detention.• Taking care of customers' requirements by constant interaction, co-ordination with and receiving feedback from agents, exporters, importers, stevedores, CHAs, transporters, etc.• Ensuring DPT handling cost at a competitive rate attractive to the trade compare to neighbouring ports• Fast evacuation of export/import cargo• Housekeeping and storage of import/export cargo inside the Custom bonded area, faster evacuation, delivery, receiving etc.• Adhering to the government policy, Acts, rules & regulations in the above activities• Promptly replying to MOS,IPA letters, queries, and supply of information• Taking up of port infrastructure requirements with administration, coordination of civil and mechanical departments in formulation and execution of port`s development projects.• Responsible for establishment matters of the officers and staff like Appointment, Promotions, Salary and wages, welfare, terminal benefits etc.• Responsible to maintain discipline in the Department as well as in the Traffic Operations inside the Port Area. Disciplinary Authority for the employees and required to exercise take action as per the C.C.A. Regulations, Policies issued by Higher Authorities and Vigilance Guidelines• Preparation and submission of Proposals to Board meetings for matters related with Traffic operation of the Board.• Interaction with Port Users, service providers, labour unions, staff and Government Authorities for maintaining and developing work culture with professional inter-relationship.• Issue of Office-Orders, instructions and guidance to the Staff and Users, for continual improvement of methods, procedures and services of the Port Operations.• Any Other Work related with management of Traffic in the Port given by the higher Authorities.

Job specification - attributes	<ul style="list-style-type: none"> • A degree from recognize university • Have adequate exposal of the port activates having experience of at least 3 years as Sr.Dy.Traffic Manager in any major port <p>Or</p> <p>Seventeen years experience in Shipping/cargo operations/railway transportation in executive cadre in an industrial/commercial/Govt. Undertaking.</p>
Resource requirement	<ul style="list-style-type: none"> • Human resource with adequate skill and qualification. • Adequate budget / funds. • Required Port infrastructure and equipments • IT infrastructure, Office and Office equipments including furniture • Vehicle for transportation of manpower.
Measureable outcome	<ul style="list-style-type: none"> • Traffic handled. • Average turn round time of the ships. • Productivity of vessels. • Controlling overtime, welfare and disciplinary matters of the employees. • Disposal of complaints grievances and labour disputes and court cases.
Periodical review	Yearly

Name : Vacant
Designation : Sr. Dy.Traffic Manager
 Section :
 Department :Traffic

Title of the Job	Deputy HoD of the Traffic Department
Objectives	<ul style="list-style-type: none"> Overall in-charge for the booking and administration of the cargo handling workers and shore workers. To assist the Traffic Manager for the job of Traffic Manager and when the Traffic Manager is out of station to look after all the duties (accept the statutory functions) of the Traffic Manager.
Role & Responsibilities	<ul style="list-style-type: none"> Management, supervision and administration of the all activities of the Cargo Handling Section. He is assisted by Secretary cum Personnel Officer and Asstt. Administrative Officer. Supervision and administration of Railway-Operation inside the Port area mainly the working of Kandla Port Dock Rail terminal (KPRK). Supervision and administration over the Traffic Operations of the Port. He is responsible of for all establishment matters of the officers and employees of the department. Supervision and control of the Marketing section and to identify and attract additional Cargo to the Port by creating ease of doing business, ensuring prompt and efficient services to the trade and by other marketing efforts. He is responsible of allotment of berths, allotment of labour and equipments and monitoring of vessel working to ensure quick turn over of vessels. He is responsible for submission of Budget Estimates, disposal of correspondence with the labour Unions, and the Government including Parliamentary Committees, Parliamentary questions. He is responsible for grievance handling for grievances made by the Users, employees and Officers of the Department and other individuals. He is to maintain industrial relations and peace and to deal with matters of Industrial disputes like conciliation-proceedings, matters before tribunals and Arbitration under Industrial Dispute Act 1947. He is Public Information Officers for disposing the applications received requesting information under RTI Act 2005, in relation to the Matters related with shipping. Any other work entrusted by superior authorities.
Job specification & attributes	<ul style="list-style-type: none"> A degree from a recognized University. Officers holding post of Dy.Traffic Manager and equivalent in the respective discipline of Traffic Department with experience of three years Or Dy.Traffic Manager and equivalent post of the Traffic Department with experience of two years service as Sr. Asstt..Traffic Manager and Dy.Traffic Manager together Or 12 years experience in Shipping/cargo operations/railway transportation in executive cadre in an industrial/commercial/Govt. Undertaking.
Resource requirement	<ul style="list-style-type: none"> Human resource with adequate skill and qualification. Adequate budget / funds. Required Port infrastructure and equipments IT infrastructure, Office and Office equipments including furniture Vehicle for transportation of manpower.
Measureable outcome	<ul style="list-style-type: none"> Traffic handled. Average turn round time of the ships. Productivity of vessels. Disposal of labour disputes and court cases Any initiation of disciplinary matters to maintain discipline
Periodical review	Yearly

Name : Shri Abir Bose
Designation : Dy.Traffic Manager
 Section :
 Department :Traffic

Title of the Job	Senior Supervisory Officer of the Traffic Deptt.
Objectives	<ul style="list-style-type: none"> To maintain efficient and effective operations in the port and to assist the Sr.Dy.Traffic Manager and Traffic Manger in the matter of the same.
Role & Responsibilities	<ul style="list-style-type: none"> Management, supervision and administration of the all activities inside the Port Area. He is assisted by Sr ATM, ATMs related staff. He is to ensure all data related to ship working, analysis of vessel performance; cargo handling, Storage and delivery are duly maintained and are made available promptly to TM, Sr. DTM and Statistical & Research Section. He is to ensure fast turn round time of vessels and to achieve and improve Performance Indicator. He is to monitor deployment of Outdoor Staffs (AOC, TOC, Supervisors, and Shed Master and control their leave to ensure that there is no unnecessary overtime. He is to organize regular inspection of berths, sheds, warehouses , roads, and other work-places of the Port by Sr ATM, ATMs, Safety Officer and Traffic Inspectors/Shift In-charge to ensure efficient working, cleaning, maintenance, house-keeping smooth vehicle movements and safety in the Port Area. He is responsible of for all establishment matters of the out-door staff. He is responsible for the activities of the Shipping Section. He is to coordinate and ensure for EDP, Computerization. He is responsible to supervise the operations of weigh bridges, access control, gates, disposal of un-cleared cargo and dealing with the legal cases arisen out of cargo handling and clearing. He is Public Information Officers for disposing the applications received requesting information under RTI Act 2005, in relation to the Matters related with establishment. Any other matters entrusted by TM and Sr DTM.
Job specification & attributes	<ul style="list-style-type: none"> A degree from a recognized University. He shall monitor the issue of Dock Safety. Sr.Assistant Traffic Manager have been service of four years OR Nineyears experience in shipping / cargo operations / railway transportation in executive cadre in an industrial / Commercial / Govt. Undertaking.
Resource requirement	<ul style="list-style-type: none"> Human resource with adequate skill and qualification. Adequate budget / funds. Required Port infrastructure and equipments IT infrastructure, Office and Office equipments including furniture Vehicle for transportation of manpower.
Measureable outcome	<ul style="list-style-type: none"> Traffic handled Detention of berths on pre and post berthing Handling of grievances of the port users Disposal of the cases of port safety Port related traffic handled by rail interns Disposal of issues related with the rail operations
Periodical review	Yearly

Name : Shri Anupam Patni
Designation : Sr. Asst. Traffic Manager
 Section : Railway, Warehouse, Godown and Berthing
 Department : Traffic

Title of the Job	Officer responsible for rail movements including loading/unloading in the port area. Warehouse & Godown, Berthing
Objectives	To ensure that smooth function of the railway operation and collection of railway freights.
Role & Responsibilities	<ul style="list-style-type: none"> • To receive the rakes/Goods Train from Western Railway through the interchange points i.e. (i.) Railway Gate between KDLP and Port, (ii.) Stop board after LC No.236A for line No.13,14& 15 and (iii.) Railway Yard serving the berth No.13,14,15,16). • Dispatch of rakes after complying the Railway commercial formalities. • To pilot rakes/Goods Train Rakes up to interchange point for onward movement by Western Railway. • To monitor Rail movements inside the terminal. • To co-ordinate with the Port Users and the Western Railway for giving indents for supply of rakes to the Western Railway and also for unloading/loading of the rakes at the sidings. • Maintenance of Railway lines, points and Railway crossings by the Harbour Division of Civil Engineering Department of DPT. • Allotment of warehouses for storage of Cargo on rental and transit basis. • Accountal of cargo and all commercial activities relating thereto. • Levy and collection of charges on cargo and services, preparation of related bills and submission of the same to the Accounts Dept., • Correspondence with the Customs, including submission of the Out Turn Reports (OTR) and Closing of IGM/EGM. • Inspection of Godowns and monitoring occupation, stacking, delivery, cleanliness, vacation and up-keeping of Warehouses and Godowns. • Scrutiny of claims for refund and processing the same. • Fixing of responsibility for damages to Port-Properties and arranging joint inspection for assessment. • Monitoring and process for delivery of excess cargo. • Submission of the reports related with Ware houses and Godowns. • Maintaining the vessel documents like expected, readiness etc. submitted by vessel agents in Berthing Meeting. • Collection of the information of vessels arrived at OTB, Panel numbers and timings of vessels berthed from Signal station and up-dating the berthing list. • Preparation of provisional berthing list daily at 0900hrsmorning. • Conducting of the berthing meeting at 1100 hr every day as per the instructions of Traffic Manager. • Issue of Berthing List after taking approval of the Traffic Manager to Signal Station, Port Users, Ministry and other authorized Portals through e-mail. • Furnishing statement of vessels berthed on priority to HM.
Job specification & attributes	<ul style="list-style-type: none"> • A degree from a recognized University. • Five years experience in shipping / cargo operations / railway transportation in executive cadre in an industrial / Commercial / Govt. Undertaking.
Resource requirement	<ul style="list-style-type: none"> • Human resource with adequate skill and qualification. • Adequate budget / funds. • Required machine and tools. • Office aids such as Computer, scanner, etc. • Vehicle for transportation of manpower.
Measureable outcome	<ul style="list-style-type: none"> • Handling of rail born cargo • Handling of number of railway wagons. • Turnaround time of the rakes. • Collection of charges in terms of rupees. • Collection of old outstanding in terms of rupees. • Number of complaints and grievances into the matter of railway working and actions to solve the related issues. • Initiatives taken to facilitate Ease of Doing Business in port.
Periodical review	Yearly

Name : Shri Tushar Patel
Designation : Asst. Traffic Manager (Class-I)
 Section : Shipping & Commercial, Gates & ERP (POS)
 Department :Traffic

Title of the Job	Officer responsible for functioning of Shipping Operations, Gates and ERP (POS)
Objectives	To ensure the effective and smooth function of Shipping Section, excess control including RFID and ERP System.
Role & Responsibilities	<ul style="list-style-type: none"> • Cargo Accountal and maintenance of all related documents. • Levy and collection of charges on cargo and services, preparation of related bills and submission of the same to the Accounts Dept., • Correspondence with the Customs, including submission of vessels Out Turn Reports(OTR) and Closing of IGM/EGM, • Inspection of berth, overall supervision of loading/unloading of vessels • Monitoring Gate operations, Movement of vehicles, Cleanliness and up keeping of berths, backup area and roads. • Monitoring smooth functioning and performance of vessels/Barges. • Monitoring Cargo operations inside the Port area. • Supply of Labour and equipments to stevedores and monitoring of Stevedores. • Allotment of space for storage of Cargo on transit and collection of demurrage. • Monitoring berthing / sailing of vessels issued by Traffic Manager in consultation with signal station. • Scrutiny of claims for refund and processing the same. • Fixing of responsibility for damages to Port – Properties and arranging joint inspection for assessment. • Taking of all precautionary measures to avoid dust/environment pollution inside the Port area. • Submission of the report of accidents and incidents. • Monitoring gate operations as per requirement. • Levy of entry tax one equipments. • Regulating the leave of operational staff so that maximum numbers of staffs are available for ships operations. • Issue of auction notices to Trade for un-cleared /unclaimed cargo. • Monitoring and process for delivery of excess cargo. • He is responsible to supervise the operations of access control, ERP (POS) and gates.
Job specification & attributes	<ul style="list-style-type: none"> • A degree from a recognized University. • Two years executive experience in shipping / cargo operations / railway transportation in an industrial / Commercial / Govt. Undertaking.
Resource requirement	<ul style="list-style-type: none"> • Human resource with adequate skill and qualification. • Adequate budget / funds. • Required machine and tools. • Office aids such as Computer, scanner, etc. • Vehicle for transportation of manpower.
Measureable outcome	<ul style="list-style-type: none"> • Collection of charges in terms of rupees. • Collection of old outstanding in terms of rupees. • Number of complaints and grievances and actions to solve the related issues. • Initiatives taken to facilitate Ease of Doing Business in port.
Periodical review	Yearly

Name : Shri Rajkumar Motwani
Designation : Asst. Traffic Manager (Class-I)
 Section : CHD, Labour, Marketing & E-Auction
 Department :Traffic

Title of the Job	Incharge of CHD and Labour Sections, Marketing & E-Auction
Objectives	Assist the Traffic Manager/Sr.Dy.Traffic Manager in Cargo handling labour issues & establishment matters.
Role & Responsibilities	<ul style="list-style-type: none"> • Supply/Booking of Gangs consisting of Winch operator, Signaler, Tindel and Labours as per indents submitted by Stevedores. • Obtaining the information from Registered Stevedores about, deployment of labour, Operational reports and workout Piece-rate to workers • Appointment, seniority, and promotion (including MACP) of the employees. • Maintenance and keeping of service records. • Attendance, leave including leave encashment and welfare of the staff. • Drawing and disbursement of Salary, Piece rate, advances, loans, OT, etc. • Labour relations, Disciplinary matters and related issues (Industrial disputes and Court cases). • Statutory Deductions like, P.F., Income Tax (TDS), and other deductions like recovery of HBL, Vehicle loans, Festival advance etc. • Retirements, terminal benefits and related issues. • To do analysis to advise Strength, Weaknesses, Opportunities and Threats (SWOT Analysis) of the Port, • To suggest for advertising, organising seminars, interaction with users and putting stalls in exhibitions to do sales promotion of facilities. • To advice about potential of new mode of business, diversification to new mode and technologies for attracting new business and/or improving existing volume of traffic. • To do cost benefit analysis for new business, technology etc. • To study about the methods, procedure and technology of competitive ports / organisation and suggest simplification of business and also suggest about competitive rates of port services and to suggest about concession, and changed methods / procedure for developing ease of doing business. • To do market research for Logistic- Chain, Port Services for reducing cost of cargo handling and to suggest new exim cargo, Which has potential to be added to the port traffic. • Any other work entrusted by Traffic Manager and Superior authority • Preparation of the list of Cargo to be auctioned from the record/document transferred from ATM(S)/ATM(OP)/ATM(WH) for auction. • Accounting of Cargo to be auctioned. • Valuation of the Cargo to be auctioned. • Liasoning with customs for custom clearance.. • Arranging auction of Goods by following due procedures. • Delivery and disposal of Cargo after auction.
Job specification & attributes	<ul style="list-style-type: none"> • A degree from a recognized University. • Two years executive experience in shipping / cargo operations / railway transportation in an industrial / Commercial / Govt. Undertaking.
Resource requirement	<ul style="list-style-type: none"> • Human resource with adequate skill and qualification. • Adequate budget / funds. • Required machine and tools. • Office aids such as Computer, scanner, etc. • Vehicle for transportation of manpower.
Measureable outcome	<ul style="list-style-type: none"> • Number of pending cases for promotions/MACP. • Number of pending cases of disciplinary matters for more than six months. • Number of complaints and grievances and actions to solve the related issues. • Reduction of Overtime and to prevent the excessive payment. • Number of pending cases for the payment of salary (including arrears), loan and advances, terminal dues and piece rates.
Periodical review	Yearly

Name : Ms. Deeksha Rajpurohit
Designation : Asst. Traffic Manager (Class-I)
 Section : Establishment, Administration, Shipping, ERP (SAP)
 Department :Traffic

Title of the Job	Officer responsible for establishment, administration and issues of licence to port users, Shipping Section, DAK System, ERP (SAP)
Objectives	To ensure the smooth functioning of establishment section, administrative matters and issue of various licence registration and authorization to port users, functioning of ERP, etc.
Role & Responsibilities	<ul style="list-style-type: none"> • Appointment, seniority, and promotion (including MACP) of the employees. • Maintenance and keeping of service records • Attendance, leave including leave encashment and welfare of the staff. • Drawing and disbursal of Salary, advances, loans, Overtime etc. • Labour relations, Disciplinary matters and related issue (Industrial disputes, RTI and Court cases). • Statutory Deductions like, P.F., Income Tax (TDS), and other deductions like recovery of HBA, Vehicle loans, Marriage advance, Festival advance etc. • Processing of various purchase requisition to Stores division. • Processing of Contingency Bills. • Correspondence with other departments in Establishment matters. • Registration / Authorization of Port Users. • Issue of Trade licences and stevedoring licences. • Issue of Licenses for Cargo handling equipments. • Processing of auction, refunds, claims and tenders. • Correspondence with Government, Follow up action on the decision taken by Ministry/IPA, • Compliance of Audit Queries. • Recovery of damages to port properties, • Dealing with court cases/arbitration/RTI matters. • Preparation of budget and monitoring Budget Allocation. • Recovery of Royalty from PPP operators and LD in case of shortfall in performance standards. • Any other work entrusted by the Traffic Manager. • Processing of contingency bills. • Correspondence with other departments on various Shipping related matters. • Has to supervise the Dak Section
Job specification & attributes	<ul style="list-style-type: none"> • A degree from a recognized University. • Two years executive experience in shipping / cargo operations / railway transportation in an industrial / Commercial / Govt. Undertaking.
Resource requirement	<ul style="list-style-type: none"> • Human resource with adequate skill and qualification. • Adequate budget / funds. • Required machine and tools. • Office aids such as Computer, scanner, etc. • Vehicle for transportation of manpower.
Measureable outcome	<ul style="list-style-type: none"> • Number of pending cases for promotions/MACP. • Number of pending cases of disciplinary matters for more than six months. • Number of pending issues about correspondence/reports related with the governments and trade unions. • Number of complaints and grievances and actions to solve the related issues. • Initiatives taken to facilitate Ease of Doing Business in port.
Periodical review	Yearly

Name : Shri Bhavesh Madhvi

Designation : Safety Officer

Section : Safety

Department :Traffic

Title of the Job	Dock Safety Officer.
Objectives	To ensue safety measures in the port area and implementation of the provisions related with safety given a Dock Workers (Safety Health & Welfare), 1986.
Role & Responsibilities	<ul style="list-style-type: none">• to advise the concerned departments in planning and organising measures necessary for the effective control of personal injuries;• to advise on safety aspects in all dock work, and to carry out detailed job safety studies of selected dock work;• to check and evaluate the effectiveness of the action taken or proposed to be taken to prevent personal injuries;• to advise the purchasing and stores departments in ensuring high quality and availability of personal protective equipment;• to carry out safety inspections of dock work in order to observe the physical conditions of work and the work practices and procedures followed by workers and to render advice on measures to be adopted for removing the unsafe physical conditions and preventing unsafe actions by workers;• to investigate all fatal and other selected accidents;• to investigate the cases of occupational diseases contracted and reportable dangerous occurrences;• to advice on the maintenance of such records as are necessary relating to accidents, dangerous occurrences and occupational diseases;• to promote setting up of safety committees and act as advisor and catalyst of such committees;• to organise in association with the concerned departments, campaigns, competitions, contests and other activities which will develop and maintain the interest of the workers in establishing and maintaining safe conditions of work and procedures;• to design and conduct either independently or in collaboration with the training department, suitable training and educational programmes for the prevention of accidents to dock workers;• frame departmental safety rules and safe working practices in consultation with the various departments or authorities; and• supervise and guide in respect of safety precautions to be taken while handling dangerous cargo.
Job specification & attributes	<ul style="list-style-type: none">• Degree/Diploma in Mechanical/Electrical Engineering. Degree/Diploma in Industrial safety recognized by the Central Govt in this behalf.• Minimum 2 years experience in officer cadre in ports or minimum 5 years experience in supervisory cadre at port/Department of Central Govt/reputed private industries/institutions which deals with the administration Indian Dock Labourers' Act 1963(SAFETY , Health & Welfare Act, 1986)
Resource requirement	<ul style="list-style-type: none">• Human resource with adequate skill and qualification.• Adequate budget / funds.• Required machine and tools.• Office aids such as Computer, scanner, etc.• Vehicle for transportation of manpower.
Measureable outcome	<ul style="list-style-type: none">• Number of fetal accidents, major accidents & minor accidents during the year.• Number of complaints and grievances of dock safety issues and actions to solve the related issues.• Number of safety training programe held during the year.•
Periodical review	Yearly

Name : Shri C. Sai Shashtry
Designation : Assistant Director (Research)
 Section : Planning & Research
 Department : Finance department (posted in Traffic Department).

Title of the Job	In-charge for maintaining data related with the port operation, performance parameters, Annual Administrative Report and analysis of all data.
Objectives	To maintain statistics in relation to the port operations, analysis, planning and research of the port operation.
Role & Responsibilities	<ul style="list-style-type: none"> • He ensures collection of various statistics and data from various sources. • He is to do analysis of Statistical data and preparation of daily / monthly/ yearly reports/ charts to the Traffic-Manager and other authorities about Traffic operation and Port performance. • He is to monitor preparation of all the MIS reports and to make available to the Management / Ministry / IPA in the required format /table as per the requirement. • He is supplies required data for Budget estimates and revised estimates. • He is responsible for in-time submission of parliament questions pertaining to statistics and information of Traffic Operation and port performance. • He will co-ordinate with Marine department, ATM(S) Railway and all concerned for collection of data and information. • He is to issue certificates to private parties regarding vessel performance as and when demanded. • He is to do any other works entrusted by his superior officers.
Job specification & attributes	<ul style="list-style-type: none"> • Degree in economics or statistics or Mathematics form a recognized university/institution. • Two years experience in collection, compilation and interpretation of data or in conducting field surveys, investigations etc.
Resource requirement	<ul style="list-style-type: none"> • Human resource with adequate skill and qualification. • Adequate budget / funds. • Required machine and tools. • Office aids such as Computer, scanner, etc. • Vehicle for transportation of goods & manpower.
Measureable outcome	<ul style="list-style-type: none"> • Punctuality in submission of periodical reports. • Information and complaints about maintenance/updating of statistics, non submission/delay in submission of reports.
periodical review	Yearly

Name : Vacant

Designation : Secretary-cum-Personnel Officer

Section : Labour Division (Cargo Handling & Shore) and CPIO

Department :Traffic

Title of the Job	Secretary-Cum-Personnel Officer of the Labour Division (Cargo Handling & Shore) and Drawing and Disbursing Officer.
Objectives	Assist the Traffic Manager/Sr.Dy.Traffic Manager in Cargo handling labour issues & establishment matters.
Role & Responsibilities	<ul style="list-style-type: none">• He is to look after General Administration and correspondence relating to Personnel and Administration of the Cargo Handling Division.• He is to ensure preparation and submission of monthly reports /returns, in time.• He is to ensure distribution of works in the office and to supervise all establishment works which include recruitment, promotion, MACP, Leave, Salary and wages, over-time, piece-rate, Leave, Advance, Disciplinary Matters, training, Health Check-up etc.• He is to deal with the cases of labour relations, disciplinary matters and related cases of Industrial dispute and court cases before ALC / CLC, tribunals and courts.• He is to prepare brief and makes available documents for the advocates in respect of cases of labour disputes, disciplinary matters, and other cases submitted or pending before tribunals, arbitration and courts.• He is to attend workman compensation for injury sustained to the dock works during the course duty including the cases pending in the Office of the Commissioner for Workmen's Compensation.• He is to obtain the required information from Registered Stevedores relating to deployment of labour, their output, their incentive, including dispute/grievances.• He is to maintain workers Registers, leave registers.• He is to monitor the arrival/departure of vessels for the supply of labour to Stevedores and shall prevail on them for speedy handling of vessels by the deployment of maximum number of hooks.• He is to attend any other work entrusted by Sr DTM / TM
Job specification & attributes	<ul style="list-style-type: none">• A degree from a recognized University.• Post Graduate Degree/Diploma in Personel Management/Industrial Relations/Social Work/Labour Welfare. Social work/Degree in Law. Should have not less than 5 years experience of administrative/personnel work of which not less than 2 years should be in a responsible capacity.
Resource requirement	<ul style="list-style-type: none">• Human resource with adequate skill and qualification.• Adequate budget / funds.• Required machine and tools.• Office aids such as Computer, scanner, etc.• Vehicle for transportation of manpower.
Measureable outcome	<ul style="list-style-type: none">• Number of pending cases for promotions/MACP.• Number of pending cases of disciplinary matters for more than six months.• Number of pending issues about correspondence/reports related with the governments and trade unions.• Number of complaints and grievances and actions to solve the related issues.• Reduction of Overtime and to prevent the excessive payment.• Number of pending cases for the payment of salary (including arrears), loan and advances, terminal dues and piece rates.
Periodical review	Yearly

Name : Shri Puli Srinivasa Rao
Designation : Personal Assistant.
 Section : Administration.
 Department :Traffic

Title of the Job	Personal Assistant & Drawing and Disbursing Officer
Objectives	Maintains Traffic Manager's appointments/meetings
Role & Responsibilities	Maintains Traffic Manager's appointments/meetings and also gives appointments to Port Users/Shippers/visitors. Attends to phone calls and renders Stenographic assistance, receive emails, drafts letters and also attends to other typing work. Maintains several important and miscellaneous files, CRs, APRs, adverse remarks, if any, are communicated to the concerned employee.
Job specification & attributes	<ul style="list-style-type: none"> • Graduate with 5 years experience in stenographic work preferably in dealing with confidential and secret matters or Matriculate with 10 years experience in stenographic work preferably in dealing with confidential and secret matters. • Shorthand and type writing speed of 120 w.p.m and 40 w.p.m respectively.
Resource requirement	<ul style="list-style-type: none"> • Human resource with adequate skill and qualification. • Adequate budget / funds. • Required machine and tools. • Office aids such as Computer, scanner, etc. • Vehicle for transportation of goods & manpower.
Measureable outcome	Providing Secretarial assistance
Periodical review	Yearly

Name : Shri M.N Parmar
Designation : Asst. Traffic Manager (Class-II)
Section : Open plot and weighbridge.
Department :Traffic

Title of the Job	Officer responsible for allotment, vacation and operation of open plots ad weighbridges in the port area.
Objectives	To ensure that Open plots and weighbridges are in good conditions and to monitor allotment, timely vacations and housekeeping in the plots and around the weighbridges in the port area.
Role & Responsibilities	<ul style="list-style-type: none"> • Allotment of open plots for storage of Cargo on rental basis. • Accounting of cargo and all commercial activities relating thereto • Levy and collection of charges on cargo and services, preparation of related bills and submission of the same to the Accounts Deptt and Closing of IGM/EGM. • Inspection of Plots weighbridges for monitoring occupation, stacking, delivery, up keeping, vacation and up keeping Plots, Road and Weighbridges. • Scrutiny of claims for refund and processing the same. • Fixing of responsibility for damages to Port-Properties and arranging joint inspection for assessment. • Monitoring and process for delivery of excess cargo. • Submission of the reports related with Open plots/Weigh bridges.
Job specification & attributes	<ul style="list-style-type: none"> • A degree from a recognized University. • Two years executive experience in shipping / cargo operations / railway transportation in an industrial / Commercial / Govt. Undertaking.
Resource requirement	<ul style="list-style-type: none"> • Human resource with adequate skill and qualification. • Adequate budget / funds. • Required machine and tools. • Office aids such as Computer, scanner, etc. • Vehicle for transportation of goods & manpower.
Measureable outcome	<ul style="list-style-type: none"> • Collection of charges in terms of rupees. • Collection of old outstanding in terms of rupees. • Number of complaints and grievances and actions to solve the related issues. • Initiatives taken to facilitate Ease of Doing Business in port.
Periodical review	Yearly

Name : Shri Vedruchi Acharya
Designation : Assistant Administrative Officer
Section : Labour Division (Cargo Handling & Shore) and CPIO
Department :Traffic

Title of the Job	Assistant Administrative Officer.
Objectives	Assist the Traffic Manager/SrDy Traffic Manager/SPO in establishment matters.
Role & Responsibilities	<ul style="list-style-type: none"> • He is to ensure booking of dock labours both on-shore and on –board as per the requisition made by the CHA / Shipping Agent and stevedores. He is maintaining liaison with CHA and stevedores for safe working of labours. • He is to look after establishment and administration of the Dock labours of the division. He is to ensure maintenance of records of attendance, booking, leave, Salary and Wages, overtime, Payment of piece rates, advances, disciplinary matters, Service records and payment of terminal dues at the time of retirement or termination of service by any other means. • He is to monitor for indents and supply of PPE to Labours/workers, training and medical examinations of workers and compliance of provisions of Dock Workers (Safety, Health &Welfare) Regulations, 1990. • He is Nodal Officer for handling/redressal of complaints and grievances of workers. • He is to ensure proper maintenance of records of the matters of labour relations, industrial disputes, disciplinary matters, Vigilance clearance and court cases. He is to assist the SPO and Sr. DTM in dealing of these matters. • He is to ensure submission of reports / returns of the division in time. • He shall carry out such other instructions issued to him by SPO /Sr.Dy.Traffic Manager / Traffic Manager.
Job specification & attributes	<ul style="list-style-type: none"> • A degree from a recognized University. • Post Graduate Degree of M.B.A/Post Graduate Diploma in Public Administration/Degree in Law/Post Graduation Diploma in Personnel Management/Labour welfare/Social welfare. • Supervisory capacity in a reputed organization.
Resource requirement	<ul style="list-style-type: none"> • Human resource with adequate skill and qualification. • Adequate budget / funds. • Required machine and tools. • Office aids such as Computer, scanner, etc. • Vehicle for transportation of goods & manpower.
Measureable outcome	<ul style="list-style-type: none"> • Congenial business environment which is conducive to exim trade from the port. • Cordial trade – Labour relations. • Transparent work procedures and systems to facilitate ease of doing business.
Date of review	Yearly

Name : Shri D.D. Maheshwari
Designation : Asst. Traffic Manager (Class-II)
Section : CDC & Port Entry Pass
Department : Traffic

Title of the Job	Officer responsible for CDC and Port Entry Pass
Objectives	Documentation and billing of port various services rendered in Port Operation and issuance of Port Entry permits
Role & Responsibilities	<ul style="list-style-type: none"> • Billing of Export Cargo transit storage and demurrage, • Billing of Floating/Mobile Harbour Cranes, • Billing of Barges, • Recovery of wharfage • Co-ordinate with EDP Section to resolve issues of access to PCS, including online assessment of Port Charges and related issues. • Any other work entrusted by Traffic Manager and Superior authority. • Issuance of Port Entry passes
Job specification & attributes	<ul style="list-style-type: none"> • A degree from a recognized University. • Two years executive experience in shipping / cargo operations / railway transportation in an industrial / Commercial / Govt. Undertaking
Resource requirement	<ul style="list-style-type: none"> • Human resource with adequate skill and qualification. • Office aids such as Computer, scanner, etc. • Vehicle for transportation.
Measureable outcome	<ul style="list-style-type: none"> • Number of complaints and grievances and actions to solve the related issues. • Initiatives taken to facilitate Ease of Doing Business in port.
Periodical review	Yearly