

DEENDAYAL PORT TRUST

(India's No. 1 Major Port)

MANUAL ON

JOB

AND

RESPONSIBILITIES

MARINE DEPARTMENT

Name : **CAPT. T. SRINIVAS**
Designation : **DY. CONSERVATOR**
Section :
Department : **MARINE**

Title of the Job	DY. CONSERVATOR
Objectives	The Deputy Conservator is accountable and responsible to the Board of Trustees for smooth and efficient functioning, operation and administration of the Port Department. He exercises the statutory powers conferred upon him by the Indian Ports Act 1908 and Major Ports Trust Act 1963 (as modified from time to time) and delegated to him by the Board of Trustees from time to time.
Role and Responsibilities	The Deputy Conservator is the Head of Marine Department. His duties include management in administration and technical matters as a whole in terms of (i) Pilotage (ii) Dredging of approach channel, alongside berths and its maintenance (iii) Flotilla Section including procurement and maintenance of Crafts, hiring of crafts (iv) Fire Brigade Section concerning to procurement and maintenance of various fire capabilities (v) Pollution and Environment Control including procurement of relevant information structure and setting up of Environment Laboratory (vi) ISPS Code Implementation (vii) Managing removal of ship generated waste/sludge from vessel calling at the Port (viii) Establishment of VTMS in Gulf of Kutch (ix) Compliance of various statutory regulations (x) Implementation of various Plan and Non-Plan Schemes.

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| | <ul style="list-style-type: none">• Implementing QMS to achieve quality objectives and targets. Ensure monitoring and measurement of key characteristics of operations and activities that may have a significant impact on the environment.• Deals with non-conformances and takes appropriate corrective and preventive actions related to the QMS. Identifies resource requirements to meet the departmental needs for the QMS.• Identifies training needs of all the employees of marine Dept. and ensure suitably trained.• Conservation of all the fairways of the port.• Giving draft permission to vessels after taking into consideration the safety aspects of the vessel and port property.• Port pilot services, programming of movement of ships in and out of the harbor and alongside berths.• Monitoring and reviewing the ISPS Code in the Port. Maintenance of all the moorings and running maintenance of tugs.• Maintenance and control of navigational aids, Port Signal Station and control of communications.• Control and running of the port flotilla, diving operations, marine survey, and operation of the port fire service. |
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	<ul style="list-style-type: none"> • Maintenance Dredging of the Navigable channel, turning basin and alongside berths. • Preliminary enquiries into marine accidents. Establishment matters of the Department. Planning for requisitioning of floating crafts inclusive of its staff. • Water supply for ships and port users. • Appointment of class III & IV employees in Marine Department and dealing in respect of establishment matters
Job specification & attributes	<p>1. A Board of Trade Foreign Going Master's Certificate or its equivalent.</p> <p>Minimum 3 years' experience as Pilot after he attains proficiency to handle all types of ships with unrestricted tonnage</p>
Resource requirement	Qualified Officers to take care various Sections for day to day works and Support staff
Measureable outcome	Management in administration and technical matters as a whole in terms of Pilotage.
Date of review	Yearly

Name : **SHASHIKANT SHRIPAT JADHAV**

Designation : **HARBOUR MASTER**

Section :

Department : **MARINE DEPARTMENT**

Title of the Job	HARBOUR MASTER
Objectives	Harbour Master is the Deputy Head of Department of the Marine Department and Head of the Division. He is Incharge of all Pilotage acts in the Port.
Role and Responsibilities	<p>HM look after maintenance of the flotilla crafts and navigational aids. He supervises the administration work of HM Office, Signal Station and Outdoor Marine Staff (Flotilla Section). HM guides the Pilots and subordinates for proper discharge of duties. He undertakes other works when assigned by the Deputy Conservator/Chairman.</p> <p>Based on the shipping programme, HM plans and details pilots for shipping movements as per the availability of tide in consultation with Signal Station.</p> <p>HM planning port pilotage services, including programming of movements of ships in and out of the harbor and alongside berth. He is monitoring supply of fresh water to ships through contractor. HM controls all port crafts, navigational aids, including channel and mooring buoys, port signal station and communications including operation of storm and safety signal services. He also looks after monitoring and combating Oil Pollution.</p> <ul style="list-style-type: none"> • Assisting Deputy Conservator in control of Port Fire Services & Marine Survey operation including

maintenance dredging of navigable channel and alongside berths and also ISPS Code. Harbour Master also looking after:-

- To issue hot work permit on receipt of inspection report from Fire Officer/Station officer and monitoring the progress of the hot work as per the provisions of Act, through Fire Officer/ Station officer.
- Establishment matters of all flotilla staff and any other duties assigned by the Deputy Conservator.
- To ensure systematic planning, smooth administration, effective deployment and operation of the flotilla under his jurisdiction.
- To ensure allotment of suitable Pilots and mooring berths to vessels requiring mooring.
- To ensure maintenance of spare gear required for light beacons, buoys and any other appliances necessary for the safe navigation of the port and of the port approaches.
- To ascertain the position of wrecks if and when reported.
- To issue notice to mariners on matters of interest to shipping with respect to Port of Kandla.
- To attend to the vessels in distress in the Kandla Port as and when called upon to do so.
- Ensure suitable disposal of scrap vessels and beaching of vessels as and when required.
- To keep navigational channels of the Port free and clear of all obstructions such as fishing nets, fishing crafts, fishing buoys and other fishing trawlers.
- To function as a liaison between the Deputy

	<p>Conservator and Labour Unions when required.</p> <ul style="list-style-type: none"> • To officiate as a member of Selection Committees as required under RSP Regulation 1977. • To act as a member of Tender Committee to assist in evaluation. • To envisage and plan short and long term requirements of the Port Department in consideration of developing trends, technology and environment vis-à-vis manpower. • To maintain for and on behalf of the Deputy Conservator, petty cash account of Port Department for expeditious repairs to costly equipments, vehicles and purchase of items in emergency in accordance with the financial powers vested upon him from time to time. • To carry out such duties and functions as may be entrusted upon him from time to time by the Deputy Conservator or any other superior authority.
<p>Job specification & attributes</p>	<p>A Board of Trade Foreign Going Master's Certificate or its equivalent.</p> <p>Minimum 3 years' experience as Pilot after he attains proficiency to handle all types of ships with unrestricted tonnage</p>
<p>Resource requirement</p>	<p>Qualified Officers to take care various Sections for day to day works and Support staff</p>

Measurable outcome	Maintenance of the flotilla crafts and navigational aids. Controls all port crafts, navigational aids, including channel and mooring buoys, port signal station and communications including operation of storm and safety signal services.
Date of review	Yearly

Name : **CAPT. SHISHIR KUMAR PATHAK**
Designation : **PILOT**
Section :
Department : **MARINE DEPARTMENT**

Title of the Job	PILOT
Objectives	Piloting the vessels in and out of the harbour and alongside berths during day and night under the direction of DC and HM.
Role and Responsibilities	<ul style="list-style-type: none">• Assisting Harbour Master in any safety and pollution related matters or any other duties assigned by the Deputy Conservator/ Harbour Master.• To ensure that the Master of the ship is unambiguously made aware that the responsibility of the safety of his vessel squarely rests only with him and that in the event of any accident/casualty the Pilot shall be held responsible only for the act of negligence and carelessness on his part, if any.• To ensure that vessels sailing out of the Port have, before sailing out, completed all the formalities required by the Port. Customs, immigration and other authorities as the case may be.• To report forthwith, through Signal Station, to the Deputy Conservator any violation/breach as to the loading regulation, explosive regulation by the vessels.

	<ul style="list-style-type: none"> • To abide by the rules and regulations spelt out by the Deendayal Port trust. • To keep himself abreast of latest navigational information on the Port. • To keep himself abreast and fully conversant with all standing orders, charts and soundings as published from time to time and also report to the office any unusual occurrence such as vessels anchored in the channel, dragged vessels, vessels developing list or otherwise needing help, unmanned or unlit ships in the harbour, floating or drifting buoys or other obstructions or any other event which may constitute a hazard to the Port including ship polluting the harbour.
Job specification & attributes	<p>Must hold a certificate of competency as Master of a Foreign going Steamship issued by the Ministry of Transport, Govt. of India, Ministry of Transport, U.K. or any Commonwealth Country whose certificate of competency has commonwealth validity.</p> <p>Experience as Chief Officer on a foreign going ship or as Executive Officer in the levy.</p>
Resource requirement	Qualified Officers to take care various Sections for day to day works and Support staff
Measureable outcome	To maintain highly dignified conduct and demeanor at all times whilst on duty.
Date of review	Yearly

Name : **CAPT. VIPUL M MADAAN**

Designation : **PILOT**

Section :

Department : **MARINE DEPARTMENT**

Title of the Job	PILOT
Objectives	Piloting the vessels in and out of the harbour and alongside berths during day and night under the direction of DC and HM.
Role and Responsibilities	<ul style="list-style-type: none"> • Assisting Harbour Master in any safety and pollution related matters or any other duties assigned by the Deputy Conservator/ Harbour Master. • To ensure that the Master of the ship is unambiguously made aware that the responsibility of the safety of his vessel squarely rests only with him and that in the event of any accident/casualty the Pilot shall be held responsible only for the act of negligence and carelessness on his part, if any. • To ensure that vessels sailing out of the Port have, before sailing out, completed all the formalities required by the Port. Customs, immigration and other authorities as the case may be. • To report forthwith, through Signal Station, to the Deputy Conservator any violation/breach as to the loading regulation, explosive regulation by the vessels.

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Job specification & attributes	<p>Must hold a certificate of competency as Master of a Foreign going Steamship issued by the Ministry of Transport, Govt. of India, Ministry of Transport, U.K. or any Commonwealth Country whose certificate of competency has commonwealth validity.</p> <p>Experience as Chief Officer on a foreign going ship or as Executive Officer in the levy.</p>
Resource requirement	<p>Qualified Officers to take care various Sections for day to day works and Support staff</p>
Measureable outcome	<p>To maintain highly dignified conduct and demeanor at all times whilst on duty.</p>
Date of review	<p>Yearly</p>

Name : **CAPT. ASHOK KUMAR SHARMA**
Designation : **PILOT**
Section :
Department : **MARINE DEPARTMENT**

Title of the Job	PILOT
Objectives	Piloting the vessels in and out of the harbour and alongside berths during day and night under the direction of DC and HM.
Role and Responsibilities	<ul style="list-style-type: none">• Assisting Harbour Master in any safety and pollution related matters or any other duties assigned by the Deputy Conservator/ Harbour Master.• To ensure that the Master of the ship is unambiguously made aware that the responsibility of the safety of his vessel squarely rests only with him and that in the event of any accident/casualty the Pilot shall be held responsible only for the act of negligence and carelessness on his part, if any.• To ensure that vessels sailing out of the Port have, before sailing out, completed all the formalities required by the Port. Customs, immigration and other authorities as the case may be.• To report forthwith, through Signal Station, to the Deputy Conservator any violation/breach as to the loading regulation, explosive regulation by the

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Job specification & attributes	<p>Must hold a certificate of competency as Master of a Foreign going Steamship issued by the Ministry of Transport, Govt. of India, Ministry of Transport, U.K. or any Commonwealth Country whose certificate of competency has commonwealth validity.</p> <p>Experience as Chief Officer on a foreign going ship or as Executive Officer in the levy.</p>
Resource requirement	<p>Qualified Officers to take care various Sections for day to day works and Support staff</p>
Measureable outcome	<p>To maintain highly dignified conduct and demeanor at all times whilst on duty.</p>
Date of review	<p>Yearly</p>

Name : **VINAY RAJ TYAGI**
Designation : **PILOT**
Section :
Department : **MARINE DEPARTMENT**

Title of the Job	PILOT
Objectives	Piloting the vessels in and out of the harbour and alongside berths during day and night under the direction of DC and HM.
Role and Responsibilities	<ul style="list-style-type: none">• Assisting Harbour Master in any safety and pollution related matters or any other duties assigned by the Deputy Conservator/ Harbour Master.• To ensure that the Master of the ship is unambiguously made aware that the responsibility of the safety of his vessel squarely rests only with him and that in the event of any accident/casualty the Pilot shall be held responsible only for the act of negligence and carelessness on his part, if any.• To ensure that vessels sailing out of the Port have, before sailing out, completed all the formalities required by the Port. Customs, immigration and other authorities as the case may be.• To report forthwith, through Signal Station, to the Deputy Conservator any violation/breach as to the loading regulation, explosive regulation by the

	<p>vessels.</p> <ul style="list-style-type: none"> • To abide by the rules and regulations spelt out by the Deendayal Port trust. • To keep himself abreast of latest navigational information on the Port. • To keep himself abreast and fully conversant with all standing orders, charts and soundings as published from time to time and also report to the office any unusual occurrence such as vessels anchored in the channel, dragged vessels, vessels developing list or otherwise needing help, unmanned or unlit ships in the harbour, floating or drifting buoys or other obstructions or any other event which may constitute a hazard to the Port including ship polluting the harbour.
Job specification & attributes	<p>Must hold a certificate of competency as Master of a Foreign going Steamship issued by the Ministry of Transport, Govt. of India, Ministry of Transport, U.K. or any Commonwealth Country whose certificate of competency has commonwealth validity.</p> <p>Experience as Chief Officer on a foreign going ship or as Executive Officer in the levy.</p>
Resource requirement	<p>Qualified Officers to take care various Sections for day to day works and Support staff</p>
Measureable outcome	<p>To maintain highly dignified conduct and demeanor at all times whilst on duty.</p>
Date of review	<p>Yearly</p>

Name : **KURUVILLA VARGHESE.**

Designation : **FIRE CUM SAFETY OFFICER**

Section :

Department : **MARINE DEPARTMENT**

Title of the Job	FIRE CUM SAFETY OFFICER
Objectives	Fire Cum Safety Officer is In charge of Fire Brigade Section.
Role and Responsibilities	<ul style="list-style-type: none"> • Provide fire & safety coverage to the Port and its installation. • Manage and control the fire-brigade personnel. • Maintain and upkeep fire brigade vehicles, equipments, appliances. • Gear up to handle all types of contingencies. • Impart training and guide the personnel and carry out mock drill. • Any other assignments given by the Deputy Conservator
Job specification & attributes	<p>Matric or equivalent.</p> <p>Divisional Officers course from N.F.S.C., Nagpur.</p> <p>Practical experience of 10 Years in the supervisory capacity of station Officer or equivalent in an or an organized Fire Service.</p>

Resource requirement	Support staff, Fire safety equipments etc.
Measureable outcome	Provide fire & safety coverage to the Port.
Date of review	Yearly

Name : **SHRI. SUNIL KUMAR T.**
Designation : **FLOTILLA SUPRINTENDENT**
Section :
Department : **MARINE DEPARTMENT**

Title of the Job	FLOTILLA SUPRINTENDENT
Objectives	Looks after the crews as well as training, operational maintenance matters of the tugs..
Role and Responsibilities	<ul style="list-style-type: none">• Maintenance of Port crafts including revalidation of statutory certificates, maintenance of class dry docking, running repairs. Assisting CME in organizing major repair of crafts, dry docking and procurement of new crafts. Monitoring allocation of duties to the subordinates from time to time.• Indenting fuel and spares for crafts. Preparation of fair defect list for crafts and any other connected duties assigned by the Deputy Conservator.
Job specification & attributes	SSC or Equivalent

Resource requirement	Support staff
Measureable outcome	Maintenance of Port crafts
Date of review	Yearly

Name : **SANJAY P. MEHTA**
Designation : **PA to DC**
Section :
Department : **MARINE DEPARTMENT**

Title of the Job	PA to DC
Objectives	To perform day to day work assigned by Dy. Conservator
Role and Responsibilities	<ul style="list-style-type: none"> • To assist Deputy Conservator in day to day work. • To monitor weekly, fortnightly, monthly, quarterly and annual review to be submitted to various Department / Authorities. • To maintain dossiers of CRs pertaining to Marine Department and any other work assigned by DC.
Job specification & attributes	Graduate with 5 years or Matriculate with 10 years' experience as Senior Stenographer preferably in dealing with confidential and secret matters.
Resource requirement	Support staff
Measureable outcome	Perform activities/work in a stipulated time.
Date of review	Yearly