

DEENDAYAL PORT AUTHORITY
VIGILANCE DEPARTMENT

NO: KPC/4027-Vig/ 376

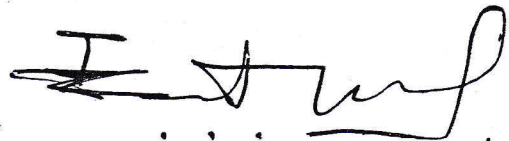
Date 14 /11/2022

CIRCULAR NO. 45

Sub: Circulation of Department wise list of Sensitive Post and request to implement rotational transfer policy for officials posted against sensitive posts- regarding

Reference is invited to this office note No. KPC/4027-Vig./04 dated 28.06.2022 requesting all HODs to furnish post wise details relating to duties and responsibilities attached with each post in their concerned department so that a complete list of sensitive posts of DPA can be prepared as per CVC mandate. Subsequently, the requisite details have been received from all the HODs and based on these details, a list of sensitive post have been prepared by this department as per the provision under para 2.13 (vii) of CVC Manual-2021, which is enclosed herewith at Annexure-I

With regard to implementation of rotation of officials posted against sensitive post, it is to state that the Rotational Transfer Policy aims to harmonise objectives of institutional memory, avoid development of vested interests , avoid scope for employees to indulge in corrupt practice and provide variety of exposure to employees thereby ensuring overall growth of an officer/ staff. Due to these benefits, CVC vide its circular No. 004/VGL/090 date 11.09.2013 emphasised on periodic rotation of officials holding sensitive post. In order to comply direction of CVC, all the HODs are requested to ensure that the officials who are holding sensitive posts in their respective department are periodically rotated after every two/three years in accordance with CVC circular No. 004/VGL/090 dated 11/09/2013 and No. 18/MISC/02-392171 dated 23/08/2018.



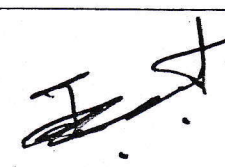
Chief Vigilance Officer 11/11/2022

Secretary/T.M/D.C/FA & CAO/C.M.E/ C.E/ C.M.O/C.O.M

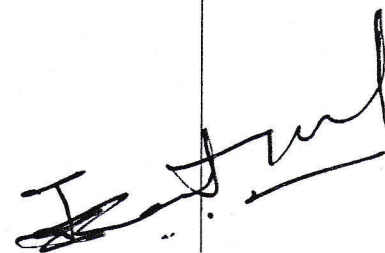
-
- Copy to : 1. Sr. PS to Chairman for information of Chairman
2. PS to Dy. Chairman for information of Dy. Chairman
3. EDP Section - with a request to upload in website

Annexure-I

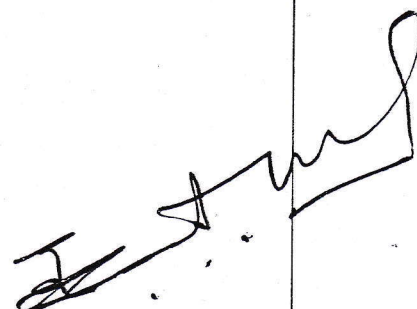
List of Sensitive post of Deendayal Port Authority As on 11/11/2022

Sr. No.	Department	Sensitive Posts
1	General Administration Vigilance Set-up	<ul style="list-style-type: none"> • Sr. Dy. Secretary • Dy. Secretary • Personnel Officer • Sr. Asstt. Secretary • Dy. Personnel Officer • Asstt. Secretary, GR.I • Law Officer, Gr. I • TP & PRO • Public Relations Assistant • Office Superintendent (Dealing with promotions, recruitment and transfers) • Head Clerk (Dealing with promotions, recruitment and transfers) • Assistant (Dealing with promotions, recruitment and transfers) • Sr. Clerk (Dealing with promotions, recruitment and transfers) • Dy. Chief Vigilance Officer • Vigilance Officer • Jr. Engineer (Vig.) • Inspector (Vig.) • Vigilance Inspector
2	Finance	 <ul style="list-style-type: none"> • Sr. Dy. CAO • Dy. CAO • Sr. Dy. Director (EDP) • Sr. Accounts Officer • Dy. Director (EDP) • Accounts Officer, Gr. I • Asstt. Director (Research) • Asstt. Director (EDP) • Assistant Accounts Officer • Data Entry Processing Officer • Superintendent Accounts

		<ul style="list-style-type: none"> • Divisional Accountant • Assistant- (Dealing with Bills of Private Parties) • Sr. Clerk- (Dealing with Bills of Private Parties) • Jr. Clerk- (Dealing with Bills of Private Parties)
3	Marine	<ul style="list-style-type: none"> • Harbour Master • Pilot • Flotilla Supdt. • Fire-Cum-Safety Officer • Assistant-(Dealing with issue of licenses) • Sr. Clerk-(Dealing with issue of licenses) • Superintendent Accounts • Assistant- (Dealing with tendering works) • Sr. Clerk- (Dealing with Bills of Private Parties) • Dy. Fire Officer • Station Officer • Divisional Accountant • Sr. Clerk -(dealing with R.A Bills, procurement) • Berthing Supervisor • Asstt. Flotilla Supervisor • Safety Inspector • Signal Suptd. • Signalman
4	Civil Engineering	<ul style="list-style-type: none"> • Dy. C.E • Executive Engineer (Civil) (Dy. Estate Manager) • Superintending Engineer (C) • Executive Engineer (Civil) • Asstt. Executive Engineer (Civil) • Sr. Asstt. Estate Manager • Asstt. Estate Manager, Gr. I • Dy. Hydraulic Engineer • Sr. Hydraulic Surveyor • Cartographer • Hydrographic Surveyor • Asstt. Engineer (Civil) • PA to CE (Technical) • Scientific Officer • Asstt. Architect • Superintendent (Accounts) • Jr. Engineer (C), Gr. I • Asstt. Cartographer • Asstt. Hydrographer Surveyor • Dredger Asstt. (Marine) • Jr. Engineer (C)



		<ul style="list-style-type: none"> • Head Draftsman (Marine) • Divisional Accountant • Assistant -(Dealing with Bills of Private Parties) • Technical Assistant • Field Assistant • Surveying Recorder • Jr. Scientific Assistant • Sr. Clerk-(Dealing with Bills of Private Parties) • Sub-Inspector (w/w)
5	Traffic	<ul style="list-style-type: none"> • Sr. Dy. T.M • Dy. T.M • Sr. ATM • ATM (Class-I) • Safety Officer • ATM(Class-II) • Asstt. Admin. Officer • Traffic Inspector • Supdt. Accounts • Shed Master • Assistant-(Dealing with Bills of Private Parties) • Head Time Keeper • Supervisor • Sr. Clerk -(Dealing with Bills of Private Parties) • Time Keeper • Traffic Outdoor Clerk • Asstt. Outdoor Clerk
6	Mechanical & Electrical Engineering	<ul style="list-style-type: none"> • Dy. CME • M.E (Gr. I) • S.E (M) • S.E (E) • EIC (Tugs) • XEN (Mech.) • XEN (Elec.) • Dy. M.M • AXEN(Mechanical) • AXEN (Elec.) • AMM (Gr. I) • M.E(Gr. II) • Asstt. Engineer (M) • Asstt. Engineer (E) • Asstt. Engineer (D/T) • Asstt. Engineer (F/C) • Assistant Materials Manager • Supdt. Accountant • J.E (Elec)- Gr. I • J.E (Mech)- Gr. I



		<ul style="list-style-type: none"> • Electrical Supervisor • Divisional Accountant • Jr. Engineer (M) • Jr. Engineer (E) • Sr. Store Keeper • Assistant/Sr. Clerk – (Dealing with Bills of Private Parties)
7	Medical	<ul style="list-style-type: none"> • Sr. Dy. CMO • Dy. CMO(Spe.) • Dy. CMO (Gen.) • Sr. M.O (Gen.) • Sr. M.O (Spe.) • Medical Officer • Medical Officer in charge of Stores • Head Clerk- (Dealing with Bills of Private Parties) • Divisional Accountant- (Dealing with Bills of Private Parties) • Assistant- (Dealing with Bills of Private Parties) • Sr. Pharmacist-cum- Store Keeper • Sr. Clerk - (Dealing with Bills of Private Parties) • Jr. Clerk - (Dealing with Bills of Private Parties)
8	Off Shore Oil Terminal	<ul style="list-style-type: none"> • Marine Engineer, Gr.I • Accounts Officer • Executive Engineer (M&E) • Executive Engineer (Civil) • Assistant Executive Engineer (Civil) • Assistant Engineer (Civil) • Assistant Engineer (F/C) • Assistant Engineer (D/T) • Supdt. Accountant • Jr. Engineer (c), Gr. I • Jr. Engineer (M), Gr. I • Assistant- (Dealing with tendering and billing works) • Shed Master- (Shipping related works) • Sr. Clerk – (Dealing with tender works and shipping works, promotions, recruitment and transfers) • Signal Man- (ship movement planning & marine shipping operations)