

Duties and Responsibilities of Officers:

I Dy. Chief Engineer (G)

- He shall function under the Chief Engineer and shall exercise supervision, coordination and control in the matter of Executive Administration/Works of Divisions under the department.
- ISO Implementation and all the issues related to Environment and Pollution Control Measures and Court Matters.
- He shall assist the Chief Engineer in all matters relating to administration, establishment, preparation of budget for all Revenue & Capital Works executed by the branches/divisions under him and obtain his decision on the matter of special technical nature as well as those involving Policy of the department.
- All other matters, which are routine and are in accordance with the rules and regulations shall be dealt with him directly.
- He shall be responsible for transfer and posting of Class IV and Class III supervisory staff under his divisions.
- All proposals and recommendations for the acceptance of tenders and other works, excess execution of quantities in a tender, extras and substituted items in a tender and grant of extension of time shall be scrutinized by him before they are forwarded to the Chief Engineer for his approval.
- He shall exercise his powers in acceptance of work and certification of RA bills of the Contractors within his competence under his divisions.
- He shall carry about such other duties as may be assigned to him by the Chief Engineer from time to time.

II Dy. Chief Engineer

- He shall function under the Chief Engineer and shall exercise supervision, coordination and control in the matter of Executive Administration/Works of the department.
Pipeline Division, Design/Environment/PPP, Gandhidham land, Kandla land, Town development, etc.
- Management of land Assets, Auction of Land, Vacant, transfer, Lease hold, Free hold Land. Revenue, Capital works and all issues related allotment of land under Port Authority.
- He shall assist the Chief Engineer in all matters relating to administration, establishment, preparation of budget for all Revenue & Capital Works executed by the divisions under him and obtain his decision on the matter of special technical nature as well as those involving Policy of the department.
- All proposals and recommendations for the acceptance of tenders and other works, excess execution of quantities, extras and substituted items in a tender and extension of time shall be scrutinized by him before they are forwarded to the Chief Engineer for his approval.
- He shall exercise his powers in acceptance of work and certification of RA bills of the Contractors within his competence under his divisions.
- He shall carry about such other duties as may be assigned to him by the Chief Engineer from time to time.

III Supdt. Engineer (Road, PPP, PIC)

- He shall be In-Charge of the planning and Major development projects and construction works also maintenance of the structures, roads etc. He shall exercise, supervision, co-ordination and control in the matter of executive administration of Division through the Executive Engineer/ AXEN/AEN/Jr. Engineer(C) Gr-I.
- He shall give general guidance to the Executive Engineer working under him in regard to the planning and processing and monitoring of various Port developments schemes.
- He shall deal with all correspondence in connection with "Right to Information Act".
- His duties involve preparation of technical feasibility reports for the schemes, financial appraisal of various schemes project reports and submission of monthly & quarterly, progress reports to the Ministry, estimates, tenders, etc. including planning and executing field investigations, sub-soil exploration.
- He shall assist the Dy. CE/Chief Engineer in scrutinizing various proposals received from the Central/State Government, or other Private Organizations so far as they pertain to DPT and also in the work of various Committees appointed by the Central / State Government.
- All proposals and recommendations for the acceptance of tenders
and other works, excess execution of quantities in a tender, extras and substituted items in a tender and grant of extension of time shall be scrutinized by him before they are forwarded to the Dy. CE/Chief Engineer for his approval.
- He shall exercise his powers in acceptance of work and certification of interim bills of the Contractors within his competence.
- He shall represent the Port Authority on the Committees / Sub-Committees as per the Chief Engineer's directives.
- He shall carry about such other duties as may be assigned to him by the Dy. CE/Chief Engineer from time to time.

IV Supdt. Engineer (Estate)

- He shall be Administrative head of the Estate Division and shall function directly under the Dy. Chief Engineer and shall be responsible for exercising, supervision, co-ordination and control of works of Division.
- Being CPIO official responsible for receiving, processing, and responding to RTI applications concerning Central Government authorities. Responsible under the scheme of RTI Act to supply the information and all correspondence in connection with "Right to Information Act".
- Management of land Assets, look after the Port authority assets Auction of Land, Vacant, transfer, Lease hold, Free hold Land. Revenue, Capital works and all issues related allotment of land of Port Authority. He shall be required to scrutinize lease matters in the areas under his jurisdiction referred to the department.
- inspection of assets, action for removal of Encroachment formulation of proposal and obtaining expenditure sanction thereto. Verification of detailed drawings prepared in the design office from the point of economic, functional aspect requirements of users and preparation and scrutiny of tenders for allotment of land, when necessary.
- He shall submit all the necessary details for the preparation of the draft budget for the works executed in his division.
- He shall be authorized to correspondence in all matters pertaining the tender accepted by the Chief Engineer/Dy. Chairman /Chairman/Board directly with the exception that Chief Engineer's approval shall be obtained by him through Dy. Chief Engineer. He shall refer to the Dy. Chief Engineer in all matters of special technical nature and those involving policy of the department for decision. All matters which are routine and are in accordance with rules and conditions of the contract, he shall deal with them.
- He shall exercise his powers in acceptance of works related to land and certification of interim bills of the Contractors within his competence.

V Executive Engineer (TD)

- He shall be Administrative head of the maintenance work and shall function directly under the Chief Engineer and shall be responsible for exercising, supervision, co-ordination and control of works in his branch.
- He shall give general guidance to the AXENs/AENs working under him with regard to the maintenance of the buildings, structures, Port Quarters etc and general supervision, overall quality control, formulation of conditions of contract, shall be looked after by him.
- He shall submit all the necessary details for the preparation of the draft budget for the works executed in his division and placement to the FA&CAO all primary accounts of all transactions.
- He shall be authorized to correspondence in all matters pertaining the tender accepted by the Chief Engineer/Dy. Chairman/Chairman/Board directly with the exception that Chief Engineer's approval shall be obtained in such matters like grant of extension, excess in quantity, extra substituted items, and deviation from the contract. He shall refer to the Chief Engineer in all matters of special technical nature and those involving policy of the department for decision. All matters which are routine and are in accordance with rules and conditions of the contract, he shall deal with them.
- He shall exercise his powers in acceptance of work and certification of interim bills of the Contractors within his competence.
- Verification of detailed drawings prepared in the design office from the point of economic, functional aspect requirements of users and preparation and scrutiny of tenders, when necessary.

VI Executive Engineer (PL)

- He shall be Administrative head of the Division. He shall give general guidance to the AXENs/AENs working under him with regard to the issue of tenders for maintenance / installation of Pipeline for liquid Cargo at Jetty area and preparation of budget for the works.
- He shall be responsible for the distribution and supply of water in the areas under his jurisdiction and also sanitation and scavenging in the division, which is under his control.
- He shall process the Charges of Pipeline from traders and also process the water charges bills of GWSB and its collection/deposit through Finance Department.
- He will look after the Port Trust assets in the landed areas including quarters, hospitals, schools, all the contractors outside the Port boundary wall including Sewage Treatment Plant, water supply network.
- He shall act as the department's local representative for the area in his charge.
- He shall be required to carry out such other duties as may be assigned by the Dy. Chief Engineer and Chief Engineer.

VII Executive Engineer (Design)

- He shall be overall in-charge of the Design and Drawing Division and deals with the preparation of drawing pertaining to Civil Engineering works on existing Port assets also responsible for conceptual plans of new development schemes and processing specific schemes, which are included in the budget.
- His duties involve preparation and scrutiny of techno-feasibility report for schemes, financial appraisal scheme and submission of monthly/quarterly progress reports of these schemes to the Ministry, budget reports, estimates, tenders, etc. including planning and executing field investigation, sub-soil exploration, etc.
- He is authorized to correspond directly with any of the local authorities like GDA, Coastal Zone Management Authority as well as Ministry of Shipping.
- All proposals and recommendations for acceptance of tenders, and other works, excess execution of quantities in a tender, extras and substituted items in a tender, grant of extension of time shall be prepared and scrutinized by him before they are forwarded to Dy. Chief Engineer/Chief Engineer for his approval.
- He is required to look after the budget of the division and will attend to the day to day correspondence of various schemes.
- He will undertake the field work for preliminary investigation, field survey and collection of information from different sources.
- He is responsible for collection of data and follow-up action for all the works required in connection with the Plan Review meetings with the Chairman for various Plan & Non-Plan works.
- He is required to prepare periodical progress reports of specific projects and process them for submitting the same to the Ministry in such forms as desired by the Ministry.
- He will assist Superintendent Engineer / Dy. C E / C E for creation of data and information in regard to preparation of Annual Plan and Annual Report of the Port activities as also performance budget for plan works so far as Civil Engineering Department is concerned.

VIII Executive Engineer (Harbour Division)

- He shall be In-Charge of the Civil Maintenance and Construction Works in the operational areas of MOHP, General Cargo Berth, Railways and Harbour and shall function directly under Supdt. Engineer SE/Dy CE/CE and shall be responsible for exercising supervision and control of the works executed by his division.
- He shall submit all the necessary details for preparation of draft budget for the works to be executed in the above divisions through SE/Dy. CE to the Chief Engineer and obtain his approval to the same and process it for necessary sanction.
- He shall be authorized to correspond on behalf of the Chief Engineer in all the matters pertaining to tenders accepted by the Chief Engineer/Dy. Chairman/Chairman directly with the exception that Chief Engineer's approval shall be obtained by him (through SE to Dy. CE) in such matters like grant of extension, excess in quantities, extras and substituted items and deviation from the contract. He shall refer to the SE/Dy. CE/ CE all matters of special technical nature and those involving policy of the department for decision.
- Based on inspection of assets, formulation of proposal and obtaining expenditure sanction thereto.
- Verification of detailed drawings prepared in the design office from the point of economic, functional aspect requirements of users and preparation and scrutiny of tenders, when necessary.
- Guiding Sectional Officers in organizing and supervising the work in case of contract works, general supervision, overall qualitative and quantitative control, formulation of conditions of contract, shall be looked after by him.

IX Executive Engineer (Construction, C-I)

- He shall be In-charge of the Construction, C-I Division of the department, which deals with the execution of Capital works, Non-Plan works including major projects like construction of Jetties, development of Jetty area etc will be responsible to Supdt. Engineer (Project).
- He will carry out qualitative and quantitative check of the execution of works (day to day execution and supervision of works) is the responsibility of the Asst. Engineer/Assistant Executive Engineer.
- In his capacity he will assist Supdt. Engineer /Dy. Chief Engineer / Chief Engineer for the conceptual planning of works, feasibility studies in collaboration with Executive Engineer (D&D), evaluate various alternatives to select acceptable economic solutions. He is associated with preliminary investigation of schemes and undertake all the necessary field work.
- He will prepare detailed estimate for schemes included in the budget and process the same for sanction.
- He will prepare tenders, invite competitive bids, scrutinise the same and process the same for acceptance.
- He shall be overall In-Charge of execution of work and is responsible for its timely completion with special attention to overall quality control, formulation of conditions of contract and all such other matters as directed by Dy. Chief Engineer / Chief Engineer.
- He is responsible for preparation of budget for the works under his control.
- He is required to co-ordinate with the CME's department in the execution of works at all stages, whether the work involves some work to be executed by the latter department.
- He shall control, coordinate and guide Asst. Engineers / Asst. Executive Engineers / Junior Engineers working under him in the execution of work.
- He shall check the estimates and draft tenders prepared by the AXEN/AEN/Jr. Engineers as to their sufficiency. He shall also scrutinise the drawings being submitted along with estimates and tenders and suggest improvements for execution.
- He shall exercise his powers of acceptance of works and certification of interim bills of the Contractor within his competence.

X Executive Engineer (Project)

- He will be In-charge of the Project Division, which deals with major Capital works and will be responsible to SE (Project).
- He will carry out qualitative and quantitative check of the execution of works (day to day execution and supervision of works) is the responsibility of the Asst. Engineer/Assistant Executive Engineer.
- In his capacity he will assist Dy. Chief Engineer / Chief Engineer for the conceptual planning of works, feasibility studies in collaboration with Executive Engineer (D&D), evaluate various alternatives to select acceptable economic solutions. He is associated with preliminary investigation of schemes and undertake all the necessary field work.
- He will prepare detailed estimate for schemes included in the budget and process the same for sanction.
- He will prepare tenders, invite competitive bids, scrutinise the same and process the same for acceptance.
- He shall be overall In-Charge of execution of work and is responsible for its timely completion with special attention to overall quality control, formulation of conditions of contract and all such other matters as directed by Dy. C E/C E.
- He is responsible for preparation of budget for the works under his control.
- He shall be responsible for maintenance of discipline and efficiency among the staff working in the division.
- He is responsible for enforcement of Conditions of Contract and all such other matters as directed by Dy. C E/C E.
- He shall control, coordinate and guide AXEN/AEN/Junior Engineers working under him in the execution of work.
- He shall check the estimates and draft tenders prepared by the Asst. Engineers / Asst. Executive Engineers as to their sufficiency. He shall also scrutinise the drawings being submitted along with estimates, tenders and suggest improvements for execution and maintenance point of view.
- He shall exercise his powers of acceptance of works and certification of interim bills of the Contractor within his competence.

**XI Asst. Executive Engineer/Asst. Engineer
(Harbour, Pipeline, TD, Project, Estate, Road,
Design, Construction, C-I)**

- He functions under the Executive Engineer and responsible for the organization and execution of the work under his charge.
- He is required to carried out periodic inspection of the Port Authority assets, in his charge, and formulate and execute programme for normal maintenance, special repairs and renewal and replacement. He will submit the details for formulating budget estimates, revised estimates, etc.
- He is required to collect information to feed the design office in preparation of drawings and design.
- He will check estimates, detail estimates and Tenders for obtaining necessary sanction for executing the works and assist the Executive Engineer /Suptd. Engineer in invitation, scrutiny and award of tender.
- He will supervise all the contract work under his charge, exercise full quality control and be responsible for timely completion. He shall keep all necessary records of contract works and record measurement works as per standing instructions.
- Any deviation from contract conditions, he shall seek orders from the Executive Engineer.
- He will be responsible for distribution of work among the departmental labour for repairs and maintenance, muster them and allocate the expenditure under proper heads.
- He shall submit necessary damage to report thereto.
- He shall also attend to the disputes arising from accidents.
- He shall carry out general supervision over the railway maintenance work and construction works in the division.
- He shall directly deal with Western Railway in all matters connected with inter-locking, installation of signals including matters of stores.
- He shall also deal directly with the other Maintenance works of Department and other DPT departments like Traffic, Railway Manager, Materials Manager, Chief Mechanical Engineer on routine matters.
- He shall be responsible for the submission of Weekly, Fortnightly, Monthly, Quarterly and Yearly Inspection Reports to the Dy. CE & Chief Engineer, Traffic Manager and Additional Commissioner of Railways (Safety).

XII Personal Assistant

- To assist Chief Engineer in all matters, particularly regarding administration and establishment.
- To arrange meetings with officers of the department and other departments/Agencies/Associations/Unions, etc.
- To monitor the administration and establishment matters of the department.
- He shall be responsible for the efficiency and discipline in the Chief Engineer's office.
- To attend the confidential correspondences and maintenance of ACRs of Officers and employees of the Department.
- To assist the Chief Engineer in disposal of disciplinary cases.
- To sort out urgent / immediate papers and put up for orders of Chief Engineer.
- To keep the diaries of various programme of meetings.
- To monitor emails and other forms of communications addressed to the Chief Engineer and forward the same to the Divisional Officers concerned for disposal.
- To attend any other duties as assigned by the Chief Engineer.