

# **DEENDAYAL PORT TRUST**

**(India's No. 1 Major Port)**

## **MANUAL ON**

**JOB**

**AND**

**RESPONSIBILITIES**

# **MARINE DEPARTMENT**

**Name** : **CAPT. PRADEEP MOHANTY**  
**Designation** : **DY. CONSERVATOR**  
**Section** :  
**Department** : **MARINE**

<b>Title of the Job</b>	<b>DY. CONSERVATOR</b>
<b>Objectives</b>	The Deputy Conservator is responsible to the Board of Trustees for smooth and efficient functioning, operation and administration of the Marine 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.
<b>Role and Responsibilities</b>	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 Operation (ii) Flotilla Section including procurement and maintenance of Crafts, hiring of crafts (iii) Fire Brigade Section concerning to procurement and maintenance of various fire capabilities (iv) Pollution and Environment Control in Port Waters (v) ISPS Code Implementation (vi) Managing removal of ship generated waste/sludge from vessel calling at the Port as per MARPOL (vii) Operation of VTS in Kandla (viii) Compliance of various statutory regulations (ix) Implementation of various Plan and Non-Plan Schemes.

- |  |  |
|--|--|
|  | <ul style="list-style-type: none"><li>• Identifies training needs of all the employees of marine Dept. and ensure suitably trained.</li><li>• Issuing permissible draft circular to trade every annually</li><li>• Maintenance Dredging of the Navigable channel, turning basin and alongside berths.</li><li>• Preliminary enquiries into marine accidents.<br/>Establishment matters of the Department.</li><li>• Appointment of class III &amp; IV employees in Marine Department and dealing in respect of establishment matters</li></ul> |
|--|--|

**Name** : **CAPT.LALJI RAM MEENA**

**Designation** : **HARBOUR MASTER**

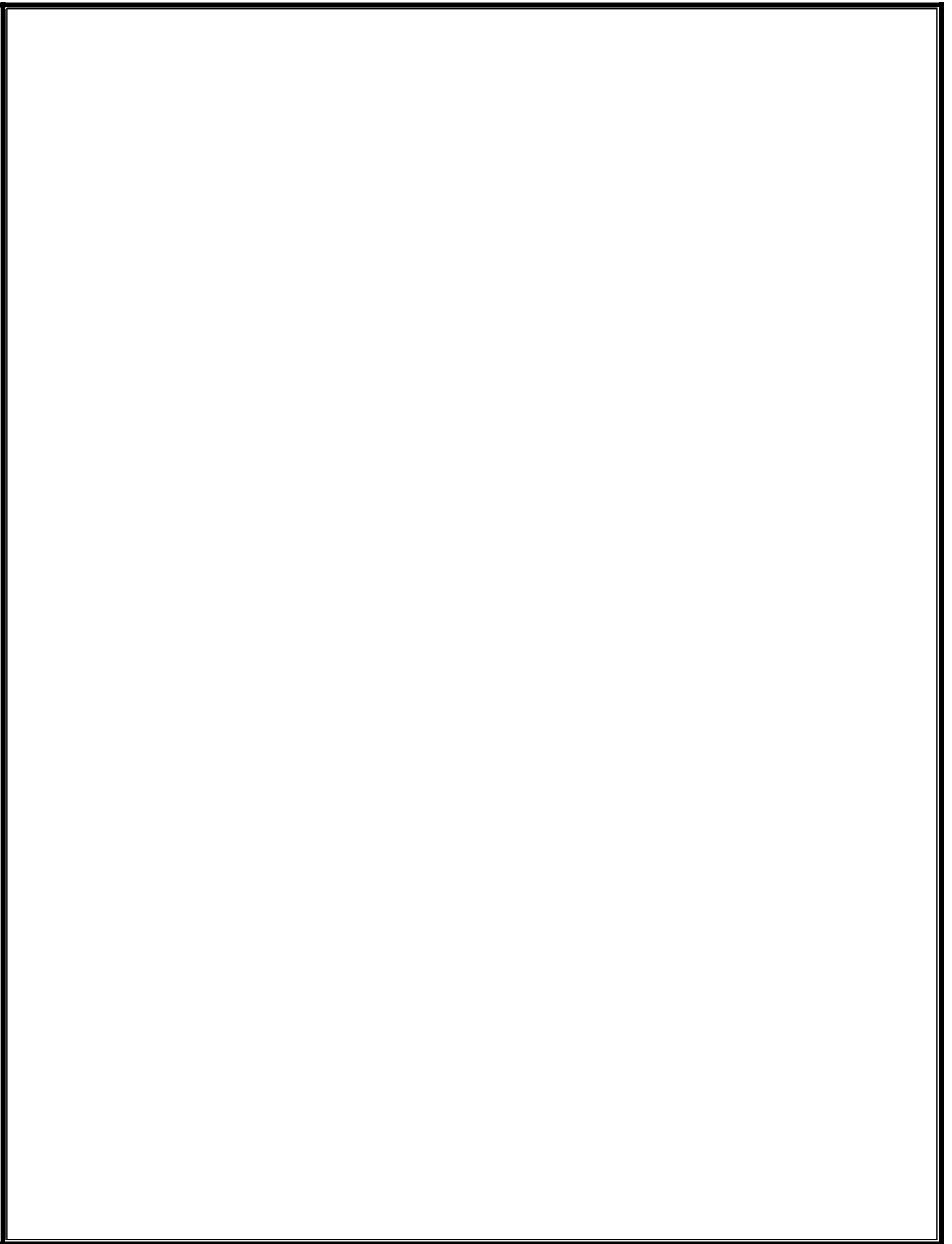
**Section** :

**Department** : **MARINE DEPARTMENT**

<b>Title of the Job</b>	<b>HARBOUR MASTER</b>
<b>Objectives</b>	Harbour Master is the Deputy Head of Department of the Marine Department and Head of the Division. He is In charge of all Pilotage acts in the Port.
<b>Role and Responsibilities</b>	<p>HM looks 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.</p> <p>Planning of port pilotage services, including programming of movements of ships in and out of the harbor and alongside berth. 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"> <li>• Fire Services &amp; Marine Survey operation on scene commander for any emergency</li> <li>• Assist DC for ISPS compliance.</li> </ul>

	<ul style="list-style-type: none"> <li>• To issue notice to mariners on matters of interest to shipping with respect to Port of Kandla.</li> <li>• To attend to the vessels in distress in the Kandla Port as and when called upon to do so.</li> <li>• 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.</li> </ul>
--	---

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



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

<b>Title of the Job</b>	<b>PILOT</b>
<b>Objectives</b>	Piloting the vessels in and out of the harbour and alongside berths during day and night under the direction of DC and HM.
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"><li>• Assisting Harbour Master in any safety and pollution related matters or any other duties assigned by the Deputy Conservator/ Harbour Master.</li><li>• 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.</li><li>• 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.</li><li>• To report forthwith, through Signal Station, to the Deputy Conservator any violation/breach as to the loading regulation, explosive regulation by the vessels.</li></ul>

	<ul style="list-style-type: none"> <li>• To abide by the rules and regulations spelt out by the Deendayal Port Authority,</li> <li>• To keep himself abreast of latest navigational information on the Port.</li> <li>• 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.</li> </ul>
<b>Job specification &amp; attributes</b>	<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>
<b>Resource requirement</b>	Qualified Officers to take care various Sections for day to day works and Support staff
<b>Measureable outcome</b>	To maintain highly dignified conduct and demeanor at all times whilst on duty.
<b>Date of review</b>	Yearly

**Name** : **CAPT. VIPUL M MADAAN**  
**Designation** : **PILOT**  
**Section** :  
**Department** : **MARINE DEPARTMENT**

<b>Title of the Job</b>	<b>PILOT</b>
<b>Objectives</b>	Piloting the vessels in and out of the harbour and alongside berths during day and night under the direction of DC and HM.
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"><li>• Assisting Harbour Master in any safety and pollution related matters or any other duties assigned by the Deputy Conservator/ Harbour Master.</li><li>• 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.</li><li>• 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.</li><li>• To report forthwith, through Signal Station, to the Deputy Conservator any violation/breach as to the loading regulation, explosive regulation by the vessels.</li></ul>

	<ul style="list-style-type: none"> <li>• To abide by the rules and regulations spelt out by the Deendayal Port Authority.</li> <li>• To keep himself abreast of latest navigational information on the Port.</li> <li>• 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.</li> </ul>
<b>Job specification &amp; attributes</b>	<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>
<b>Resource requirement</b>	Qualified Officers to take care various Sections for day to day works and Support staff
<b>Measureable outcome</b>	To maintain highly dignified conduct and demeanor at all times whilst on duty.
<b>Date of review</b>	Yearly

**Name** : **CAPT. SANDEEP BISHT**  
**Designation** : **PILOT**  
**Section** :  
**Department** : **MARINE DEPARTMENT**

<b>Title of the Job</b>	<b>PILOT</b>
<b>Objectives</b>	Piloting the vessels in and out of the harbour and alongside berths during day and night under the direction of DC and HM.
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"><li>• Assisting Harbour Master in any safety and pollution related matters or any other duties assigned by the Deputy Conservator/ Harbour Master.</li><li>• 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.</li><li>• 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.</li><li>• To report forthwith, through Signal Station, to the Deputy Conservator any violation/breach as to the loading regulation, explosive regulation by the</li></ul>

	<p>vessels.</p> <ul style="list-style-type: none"> <li>• To abide by the rules and regulations spelt out by the Deendayal Port Authority.</li> <li>• To keep himself abreast of latest navigational information on the Port.</li> <li>• 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.</li> </ul>
<b>Job specification &amp; attributes</b>	<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>
<b>Resource requirement</b>	<p>Qualified Officers to take care various Sections for day to day works and Support staff</p>
<b>Measureable outcome</b>	<p>To maintain highly dignified conduct and demeanor at all times whilst on duty.</p>
<b>Date of review</b>	<p>Yearly</p>

**Name** : **CAPT.OMESH J.FATWANI**

**Designation** : **PILOT**

**Section** :

**Department** : **MARINE DEPARTMENT**

<b>Title of the Job</b>	<b>PILOT</b>
<b>Objectives</b>	Piloting the vessels in and out of the harbour and alongside berths during day and night under the direction of DC and HM.
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assisting Harbour Master in any safety and pollution related matters or any other duties assigned by the Deputy Conservator/ Harbour Master.</li> <li>• 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.</li> <li>• 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.</li> <li>• To report forthwith, through Signal Station, to the Deputy Conservator any violation/breach as to the loading regulation, explosive regulation by the</li> </ul>

	<p>vessels.</p> <ul style="list-style-type: none"> <li>• To abide by the rules and regulations spelt out by the Deendayal Port trust.</li> <li>• To keep himself abreast of latest navigational information on the Port.</li> <li>• 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.</li> </ul>
<b>Job specification &amp; attributes</b>	<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>
<b>Resource requirement</b>	<p>Qualified Officers to take care various Sections for day to day works and Support staff</p>
<b>Measureable outcome</b>	<p>To maintain highly dignified conduct and demeanor at all times whilst on duty.</p>
<b>Date of review</b>	<p>Yearly</p>

**Name** : **G.NETHAJI**  
**Designation** : **FIRE CUM SAFETY OFFICER**  
**Section** :  
**Department** : **MARINE DEPARTMENT**

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

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

**Name** : **SHRI. NITIN KENIYA**  
**Designation** : **FLOTILLA SUPRINTENDENT**  
**Section** :  
**Department** : **MARINE DEPARTMENT**

<b>Title of the Job</b>	<b>FLOTILLA SUPRINTENDENT</b>
<b>Objectives</b>	Looks after the crews as well as training, operational maintenance matters of the tugs..
<b>Role and Responsibilities</b>	<ul style="list-style-type: none"><li>• 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.</li><li>• Indenting fuel and spares for crafts. Preparation of fair defect list for crafts and any other connected duties assigned by the Deputy Conservator.</li></ul>
<b>Job specification &amp; attributes</b>	SSC or Equivalent

<b>Resource requirement</b>	Support staff
<b>Measureable outcome</b>	Maintenance of Port crafts
<b>Date of review</b>	Yearly

**Name** : **SMT.RACHEL ALEXANDER**

**Designation** : **PA to DC**

**Section** :

**Department** : **MARINE DEPARTMENT**

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