

**दीनदयाल पत्तन प्राधिकरण**  
**DEENDAYAL PORT AUTHORITY**

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सामान्य प्रशासन विभाग / General Administration Deptt.  
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पोस्ट बॉक्स संख्या 50 / Post Box No.50,  
गांधीधाम(कच्छ)/Gandhidham (Kutch),  
गुजरात / Gujarat - 370201

No.GA/GN/0452/2013/ 2077

Dated, the 23<sup>rd</sup> January, 2026

**NOTES & ORDERS**

Considering recent Promotion Order and induction of new Officer in GAD, following working arrangements are ordered with immediate effect :-

Sl. No	Officer	Duties & Responsibilities	Reporting Officer
1	<b>Shri Ravi Maheshwari, Personnel Officer</b>	He shall be overall responsible for all issues related to Industrial Relations, Welfare, supervision & monitoring of the cases pending before Hon'ble CGITA, Conciliation Proceedings, filing of returns under various Labour Laws, running of Buses, organizing sports events, celebration of Independence Day / Republic Day, Summer Coaching Camp etc. Any other assignment (s), as may be assigned to him from time to time.	<b>Sr. Dy. Secretary</b>
2	<b>Shri Arvind Pradhan, Dy. Personnel Officer</b>	He shall be responsible of all issues related to Industrial Relations & Welfare and other allied matters. He shall continue to work as a 'Nodal Officer' in respect of redressal of Grievances, filed on CPGRAM Portal. Any other assignment (s), as may be assigned to him from time to time.	<b>Personnel Officer</b>
3	<b>Shri Shailendra Pandey, Dy. Secretary</b>	He shall look after the affairs of General Section, Accounts Section, HCM Help Desk, Swachhata, CISF, KV-DPA & BVM School administration, MACP, transfer, manpower assessment, hiring of vehicles, engagement of Management Trainees/Graduate Trainees, contractual engagement through Manpower Agency, and any other work assigned to him from time to time. He shall act as CPIO under the RTI Act, 2005 for GA Department	<b>Sr. Dy. Secretary</b>
4	<b>Shri Nitin Singh Tomar, Hindi Officer</b>	In addition to his assigned duties to be discharged as 'Hindi Officer', he shall also look after the work of Library, E-Magazine, updation of Citizen Charter, Training, iGOT Training, e-Sparrow/e-Seva and any other assignment (s), as may be assigned to him by the superiors from time to time.	<b>Dy. Secretary</b>
5	<b>Shri Nihal Mishra, Assistant Secretary (Gr.I)</b>	He shall look after the affairs of Establishment Section and to deal all cases of Recruitment, Promotions, Seniority, Confirmation, re-notification of Rules/Regulations and any other work assigned to him from time to time.	<b>Sr. Dy. Secretary</b>
6	<b>Shri Prayag Piyush, Law Officer</b>	He shall be look after legal vetting of lease deeds, contract agreements, drafting of legal notices/replies, examining of Board notes, and legal opinions sought by the department, under supervision of Sr. Dy Secretary. He shall also process legal fees of the Advocates centrally. He will also be responsible for timely submission of monthly returns and timely submission of ratification proposals.	<b>Sr. Dy. Secretary</b>
7	<b>Shri Dipak Kumar Thakkar, Manager (Legal)</b>	He shall monitor day-to-day progress of litigations, arbitrations and liaise with the Lawyers / Arbitrators and submit Progress Report, whenever notable development takes place. He shall also co-ordinate with the concerned officials of the various departments to ensure timely filing of Appeals, Replies, Counter Replies by the concerned officials of different departments	<b>Sr. Dy. Secretary</b>

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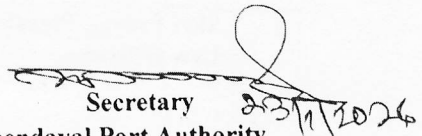
8	<b>Shri Prabhat Kumar, PA</b>	In addition to his day-to-day functions as PA, he shall be responsible to maintain the Property Returns of all Class – I & II Officers, to maintain records of ACRs of Class – III (common categories), custody of DPC / SSC proceedings of Class – I, II and Class - III & IV (common categories), to assist Secretary in disposal of work statutorily assigned to Secretary as First Appellate Authority under RTI Act, to assist Nodal Officer of the Disciplinary Cell, as and when required, to co-ordinate to organize departmental meeting of the officers, preparation of the Board Minutes etc. Any other assignment (s), as may be assigned to him by the superiors from time to time.	<b>Secretary</b>
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2. In addition to day-to-day functioning, as Dy. HoD, Shri Deepak Rane, Sr. Dy. Secretary shall act as 'Nodal Officer' of the 'Disciplinary Cell' and also continue to act as 'Nodal Officer' to handle RTI Portals on behalf of DPA. He shall manage the affairs of the Board Section under supervision of the Secretary. He may also be assigned any other task (s) / responsibility by the Undersigned and / or Superior Authorities, as and when required.

3. Further, following arrangement are made with regard to discharge the duties of Drawing Officer & Disbursing Officer of GAD:-

- (a) Personnel Officer : He shall discharge the duties of drawing and disbursing officer in respect of Labour Welfare Section and in his absence, Dy. Personnel Officer shall look after the said work.
- (b) Dy. Secretary : He shall discharge the duties of Drawing & Disbursing Officer in respect of General, Accounts and Legal Section and in his absence, Asstt. Secretary shall look after the said work.
- (c) TP&PRO : He shall discharge the duties of Drawing & Disbursing Officer in respect of PR Cell and in his absence, Dy. Secretary shall look after the said work.

4. This order issues in supersession of all earlier Notes & Orders, issued in respect of work allocation of the Officers of the General Administration Department.

  
Secretary  
Deendayal Port Authority

Copy to:-

All Officers of GAD – for information and needful action.

Copy to-

- (1) FA&CAO / CMO / TM / DC / COM / CME / CE – for information.
- (2) Sr. PS to Chairperson – for kind information of Chairperson please.
- (3) PS to Dy. Chairperson – for kind information of Dy. Chairperson please.
- (4) PA to CVO – for kind information of CVO, please.
- (5) A.O (Pay), Gandhidham / Kandla – for information.
- (6) RAO, Gandhidham – for information.
- (7) OS (Estt.) / OS(HCM) / HC(Estt)/HC (A/C), G.A. Department – for information and necessary action. Concerned ministerial staff shall submit the files / proposals to the respective officers in order of the hierarchy.