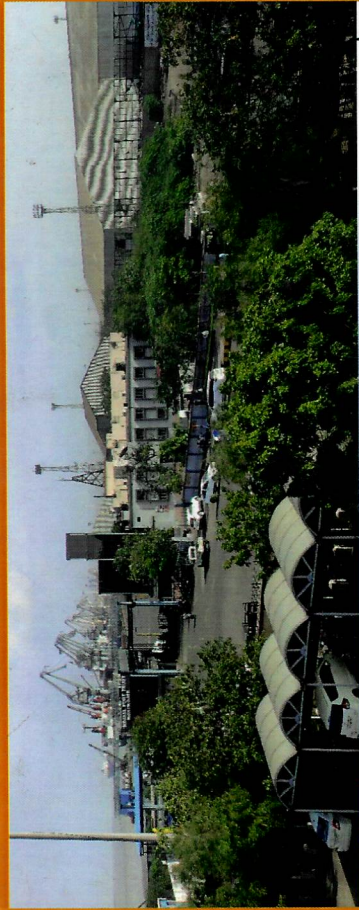




# DEENDAYAL PORT TRUST TRAFFIC DEPARTMENT M A N U A L - 2020



## MANUAL OF JOB DESCRIPTION



## P R E F A C E

There was no reference book for the Traffic Department to follow the Standard Operating Procedures, which are mandatory as per the extant Acts, Rules and Regulations of the Port Trust. It is also felt necessary to provide the information to the Port Users, the facilities and services available in the Port and also the Officials, whom one should approach for availing these services. This has resulted into preparation of the present Manual. A separate manual on Standard Operating Procedures is under preparation.

The chapters like the infrastructure facilities available in the Port for carrying out cargo operations, Administrative set-up of Traffic Department, various Sections functioning under Traffic Department by clearly defining the roles and responsibility of each official, Check-list for obtaining authorizations/permissions for carrying out the Port operations, etc.

I hope that this Manual will serve as a guide and a reference book for providing necessary information.

  
CHAIRMAN  
Deendayal Port Trust


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## ACKNOWLEDGEMENT

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Various Manuals and Standard Operating Procedures of other Major Ports have been referred while preparation of this Manual.

The Contribution of all the above Officials is acknowledged.

  
(S. Kirupanandasamy)  
Traffic Manager

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## INTRODUCTION

The history of Deendayal Port Trust (DPT) (Formerly Kandla Port Trust) owes its origin to 1930 when the ruler of the princely state of Kutch, Maharao Khengarji III, wanted a deep draught closed port in his kingdom. The Port of Kandla was thus commissioned by His Highness, the Maharao of Kutch, in 1931.

Due to the loss of Karachi Port to Pakistan during partition, the dependence of the entire North Indian trade was shifted to the Port of Mumbai, that put a strain on its facilities. Under the inspirational and able guidance of Sardar Vallabhbhai Patel, the Government of India on February 17, 1948, constituted an expert committee known as the West Coast Major Port Development Gujarat Coast Committee to explore the possibilities of establishing a deep-sea port to cater to the vast hinterland. The committee submitted its report on April 30, 1948 recommending that a Major Port should be sited at Kandla.

Then, on January 20, 1952, Pandit Jawaharlal Nehru, the then Prime Minister of India, laid the foundation stone for the new Port of Kandla and it was declared as a Major Port on April 8, 1955 by Mr. Lal Bahadur Shastri, the then Minister of Transport, Government of India. Since then the Major Port of Kandla has come a long way in becoming the 'Port of the New Millennium'.

DPT's journey began in 1931 with construction of RCC Jetty by Maharao Khengarji III. After partition, Deendayal Port's success story has continued and it rose to the No. 1 Port in India in the year 2007-08 and since then retained the position for the 13th consecutive year. In the year 2019-20, the Port has handled 122.5 MMT cargo.

At the time of enactment of Major Port Trusts Act, 1963, the Port became a statutory body viz. 'Kandla Port Trust' in the year 1964. The name of the 'Kandla Port Trust' was subsequently changed as "Deendayal Port Trust" in Sept., 2017.

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## FUNCTIONS OF TRAFFIC DEPARTMENT

The main function of Traffic Department is to handle the cargo throughput by providing quality port services at a competitive rate to the EXIM trade and to ensure safe and smooth cargo handling with ease of doing business. The Port further function to increase the productivity and capacity of the Port by optimum utilization of available resources and to attract additional cargo. The function includes :-

- 2.1 To allot berths to ships considering the various parameters, requirements and type of cargo as per berthing policy.
- 2.2 To provide competitive, transparent and quality services to Port users for speedy, safe discharge/loading of cargo and to achieve fast turn-around time of vessels.
- 2.3 To be custom cargo service providers for export and import goods inside the Port area.
- 2.4 To regulate and supply adequate labour, and equipments for handling of cargo.
- 2.5 To ensure optimum use of equipments, infrastructures and other facilities of the port for effective cargo handling.
- 2.6 To provide storage facilities for cargo received to the port for shipping and dispatch after discharge of the vessel.
- 2.7 To ensure speedy evacuation of the cargo brought to the Port area.
- 2.8 To maintain proper accounts and accountability of the cargo received in the Port area.
- 2.9 To compile data of day to day operation of cargo operation of the Port and also of other terminals (like M/s. AKBTP, M/s. KICTPL, IFCO etc.) and to compile statistics for the purpose of MIS.
- 2.10 Monitoring of PPP projects cargo handling as assigned by the management time to time.

- 2.11 To provide/suggest inputs for competitive Scale of Rates (SoR) and to levy charges for various services as per the SoR.
- 2.12 To regulate loading/unloading operations of vessels in the mid-stream and movement of barges for cargo operation.
- 2.13 To regulate entry and exit (access control) of persons, vehicles, cargo, equipments, etc. to/from the port.
- 2.14 To do marketing of facilities and services of the port for attracting cargo to port.
- 2.15 Taking care of our customers' requirements by constant interaction, coordination with and receiving feedback from agents, exporters, importers, stevedores, CHAs, transporters, etc Ensuring ease of doing business to the port users and to keep handling cost competitive and attractive for the trade

\* \* \*

### VITAL INFORMATION

#### 3.1. TOTAL CUSTOM BONDED AREA:

Category	Area(in Hectares)
Land area	370

#### 3.2. STORAGE FACILITIES:

Covered Storage:

Total Godowns (in nos)	Area (in m2)	Capacity (in metric tons)
31	149997	445255

Open Storage:

Location	Area (in m2)	Capacity (in metric tons)
66 hectares	485858	1033149
40 hectares	263700	580140
34 hectares	302000	604000
Back up area of berth no 11 & 12	260000	520000
Back up area of 13 to 16 <sup>th</sup> berth	8,40000	1680000
Back up area of Bunder basin	101705	213410
Back up area of Tuna jetty	35000	77000
Back up area of berth no 1 to 10	403594	1330729
<b>Grand Total</b>	<b>2691857</b>	<b>6038428</b>

## 3.3 LIQUID CARGO STORAGE FACILITIES:

Sr No	Name of party	No of tanks	Total capacity(kl)	Type of products
<b>PRIVATE TERMINALS</b>				
1	Aegis Logistics Ltd	60	323700	Edible oils
2	Agencies and Cargo Care	36	56414	Edible oils
3	Ambajji Import Pvt Ltd	43	68378	Edible oils
4	Avean International (P) Ltd	20	28018	Edible oils
5	CRL Terminal Pvt Ltd.	116	251026	Edible oils/Chemicals
6	Deepak Estate Agency	9	13345	Edible oils
7	Emperius Infralogistics Pvt Ltd	41	68385	Edible oils
8	Friends Bulk Handlers Ltd.	29	77813	Edible oils
9	Friends Salt works & Allied Industries	158	381220	Edible oils/Chemicals
10	Friends Oil & Chemical (P) Ltd	21	50500	Chemicals
11	Gokul Agro Resources Ltd	30	63016	Edible oils
12	Indian Molasses Co Ltd	4	25185	Chemicals/POL
13	Indo Nippon Chemical Co Ltd	10	22864	Chemicals
14	J.R.Enterprise	15	25342	Chemicals
15	Kesar Enterprise Ltd	64	127284	Chemicals
16	Kutch Oil & soap Industries	31	64997	Chemicals
17	Lanxess ABS Ltd	11	13024	Chemicals
18	Liberty Investments Pvt Ltd	14	22475	Edible oils
19	Narambhai P.Patel(I) Pvt Ltd	12	50213	Chemicals
20	Parker Agro Chem Products	19	25739	Edible Oils
21	Parker Agro chem Exports Ltd	12	17499	Edible Oils
22	Rishi Kiran Logistics Pvt Ltd.	14	31022	Chemicals
23	Seabridge Terminals Pvt Ltd	31	66115	Chemicals
24	Shreeji Liquid Storage Term Pvt Ltd.	33	115135	Edible Oils
25	Tejmal Bhai & Co.	18	25654	Edible Oils
26	USTTL	35	121432	Liquidified Gas
27	Viking Lighterage & Cargo Handlers Pvt Ltd.	21	66354	Edible Oils
	Total(A)	948	2271154	

<b>B PSU TERMINALS</b>					
1	NDDB	9	53000	Edible oil	
2	IFFCO	11	100000	Phos Acid/ammonia	
3	IOCL (FST)	25	367501	POL products	
4	IOCL (Kharirchar)	6	64000	POL products	
5	BPCL	25	235512	POL products	
6	HPCL	20	156949	POL products	
7	IOCL (LPG)	4	30300	LPG	
	Total(B)	100	1007262		
	Total (A+B)	1048	3278416		

## 3.4 DRY CARGO HANDLING FACILITIES:

There are 16 alongside berths at Inner Harbour to handle multipurpose dry cargo, apart from lighterage operations through Floating Cranes at Outer Tuna Buoy (OTB).

The details are given as under:

Berth No	Panel	LOA (in mtrs)	Draught (in mtrs)	DWT(in tonnes)	Capacity (in MMT)
1	01 TO 08	184	10.0	45000	1.5
2	08 TO 16	183	9.8	45000	1.5
3	16 TO 24	183	9.8	45000	1.5
4	24 TO 32	183	9.8	45000	1.5
5	32 TO 41	205	10.0	35000	1.5
6	41 TO 52	254	12.0	35000	3.04
7	52 TO 58	183	12.0	55000	2.25
8	58 TO 67	213	12.0	55000	2.20
9	67 TO 75	184	12.0	55000	2.25
10	75 TO 85	220	12.0	55000	2.25
11	86 TO 98	270	13.5	65000	3.7
12	99 TO 110	275	13.5	65000	3.7
13	111 TO 130	294	13.5	75000	4.50
14	131 TO 145	189	13.5	75000	4.50
15	146 TO 159	216	13.5	75000	4.50
16	160 TO 174	243	13.5	75000	4.50

**3.5 LIQUID CARGO HANDLING FACILITIES:**

Berth No	Draught (in mtrs)	LOA (in mtrs)	DWT	Designed Capacity (inMMT)
Oil Jetty 1	10.0	185	40000	3.3
Oil Jetty 2	10.0	183	52000	2.0
Oil Jetty 3	9.80	213.4	40000	2.0
Oil Jetty 4	10.70	216	56000	2.0
Oil Jetty 5 (IFFCO)	9.50	216	45000	2.0
Oil Jetty 6 (IOCL)	10.1	216	45000	2.0

**3.6. BUNDER BASIN (Barge Jetty)**

There is a Bunder Basin with a total wharf length of 242 meters having a capacity of 5.11 MMT. This is used for barge handling for loading/unloading of ships at OTB. This has back-up area of 98000 sq.mtrs. and is connected to the outside main road through Bunder Gate and is also connected to Cargo Jetty area through internal road.

**3.7. TUNA (Barge Jetty)**

Tuna is a satellite Port of DPT with a total wharf length of 240 meters having a capacity of 1.20 MMT, with a back-up area of capacity 35000 sq.mtrs. It is presently used for export of Live stock/Foodders through country crafts and may also be used for other cargo handled by country crafts.

**3.8 OFF-SHORE OIL TERMINAL (OOT), VADINAR**

DPT has three no. of Single Point Moorings (SPM) for handling of oil- tankers at OOT Vadinar, which is located in the District of Devbhumi Dwarka. The facilities at OOT are as follows:

- i) Three SPMs: 1<sup>st</sup> and 2<sup>nd</sup> SPMs of M/s IOCL were commissioned in the year 1978 & 1997 respectively and 3<sup>rd</sup> SPM of M/s. Nayara Energy Ltd. (formerly Essar Oil Ltd) was commissioned in September 2006. These SPMs can handle VLCCs as well as ULCCs having 3,00000 DWT and more.
- ii) The terminal has draught upto -33 meters at SPMs, and Lighterage Point Operation (LPO) even during monsoon.

- iii) Supply of Crude Oil to the refineries of M/s IOCL at Koyali (Gujarat), Mathura (U.P.), Panipat ( Haryana), and M/s Nayara Energy Ltd. at Vadinar (Gujarat) through pipeline.

- iv) Has vast Crude Tankage Facility having capacity of 15,30,000 KL and 11,20,000 KL of M/s IOCL and M/s Nayara Energy Ltd respectively.

- v) L shaped service Jetty constructed in 1978 for proper securing of Flotilla Crafts.

- vi) Two product jetties of M/s Nyara Energy Ltd. Commissioned in 2006 and 2009 respectively, which can accommodate tankers of 100000 DWT capacities.

- vii) One RORO – LOLO of M/s Nyara Energy Ltd constructed in 1997 is available for handling of their Project Cargo, construction materials and spare parts.

In addition, OOT has its office complex and residential complex. Management and administration of OOT is controlled by Chief Operations Manager.

**3.9 PPP PROJECTS****A. M/S IFFCO – OIL JETTY NO.5**

The Oil Jetty No.5 was commissioned in March, 1998 and is dedicated to handle liquids like Phosphoric acid and Ammonia on account of M/s IFFCO Ltd. on caplve basis. An MOU has been signed between DPT & M/s IFFCO. As per the MOU, minimum guaranteed traffic needs to be achieved and if there is any shortfall, the wharfage has to be paid.

**B. M/S IOCL – OIL JETTY NO.6**

M/s IOCL constructed RCC liquid jetty and its allied facilities in the waters owned by DPT at its own cost in the Kanda creek at a position Lat.23 Deg. 02' 33.86"N, Long.70 Deg.13"12.22" E. The IOC has first right for berthing of their vessels and when it is vacant, the DPT may allow berthing of other vessels. The jetty was commissioned in April, 2001.

**C. M/S NAYARA ENERGY LTD. – SPM & Product Jetty at Vadinar**

A Concession Agreement was executed between DPT and M/s. Nayara Energy Ltd., on 16.4.2015 for development of additional one Single Point Mooring and two Product Jetties consisting of 3,22,743 sq.mtrs. of land area and 3,46,099 sq.mtrs of water front area.

**D. M/S.ADANI KANDLA BULK TERMINAL PVT LTD (AKBTPL) atTEKRA**

The Concession Agreement was signed on 27<sup>th</sup> June 2012 and the terminal became operational in June 2015. The terminal has T-shaped jetty having 4 berths with 1200 meters length and 15.5 meter draught and each berth can handle vessel of 300 meter x 60 meter dimension. The terminal has capacity to handle 14.1 MMT per annum. The terminal is equipped with mechanical handling facility back up area of 80 hectares equipped with adequate storage facility, cargo handling equipments, bagging plant and rail / road network well connected with NH141 and Western Railway.

**E. M/S.KANDLA INTERNATIONAL CONTAINER TERMINAL (KICT)**

KICT is a terminal dedicated for container-handling at Berth Nos. 11 & 12 of DPT, Kandla. The terminal is run by M/s Kandla International Container Terminal Pvt. Ltd. (KICT) a company owned by J.M. Baxi & Co. DPT and KICT signed Concession Agreement on 29<sup>th</sup> Feb 2016 for Development, Operation and Maintenance of the container terminal at the existing berths. The terminal is spread in the area of 16 hectare and designed capacity is of 670000 TEUs per annum. KICT commenced operation in the month of Feb, 2017. The terminal is provided Railway connectivity with dedicated sidings.

**F. M/s IFFCO KISAN LOGISTICS LIMITED (IKLL)**

M/s IFFCO KISAN LOGISTICS LIMITED (IKLL) formerly known as IFFCO KISAN BAZAR LOGISTICS LIMITED is a wholly owned subsidiary of IFFCO which owns and operate the captive Barge Jetty as Special Purpose Vehicle (SPV) and is a BOT Project of Deendayal Port.

Model Concession Agreement between IKLL and the DPT was signed on 17<sup>th</sup> Feb 2011 and the barge Jetty was commissioned on 16/11/2013 for handling of fertilizers. In addition, adequate capacity is available to handle third party dry bulk cargo. The Jetty is of the dimension of 126m x 20 m and has backup area of 36000 sq.mts. with two weigh bridges and three storage sheds of capacity 35000 MT each, annual handling capacity of the jetty is 2 MMT.

IKLL has first right for berthing the barges on the jetty and shall provide minimum guaranteed cargo of 1 MMT per annum of captive cargo consisting of MOP, Urea, DAP and MAP, etc.

**3.10 WHARF CRANES AND MOBILE HARBOUR CRANES.**

The Port has 12 ELL Wharf Cranes on Berth no.2,3,4 & 10 and 6 Mobile Cranes:

Sr.No.	Type	Nos.	Capacity (in tons)
1	ELL Wharf Cranes	12	12 ton to 25 ton
2	Mobile Harbour Cranes	02	63 ton each
3	Mobile Harbour Crane	04	124 ton each

**3.11 PRIVATE EQUIPMENT RESOURCES**

- i) 2 Nos Mobile Harbour cranes of 104 ton capacity each on licence basis.
- ii) 2 Nos Mobile Harbour cranes of 124 ton capacity each on licence basis.
- iii) 7 nos Floating Cranes of 40 to 52 ton grab capacity each on licence basis.

In addition to the above, the Port allow the private parties to provide cargo handling equipments like Crawler Mounted cranes, Tyre Mounted cranes, Timber Grabs, Bulk Grabs, Pay loaders, Reach Stackers, Top Lift Trucks, Forklifts, Gangways and Hydras are available with Private operators to handle their cargoes on license basis

**3.12 OTHER FACILITIES:**

**A. Gates (Entry and Exit to Port)**

All Gates are manned by the Central Industrial Security Force, Customs and DPT gate supervisors. In order to regulate the access and entry, Gates have been specified for entry/exit of cargo vehicles, and persons/vehicles other than cargo vehicles separately. The details are as mentioned below:

Sr. No.	GATE	Purpose
1	North Gate	For persons, other than cargo vehicles, Supply of material for vessels.
2	West Gate 1	For cargo vehicles, equipments and other Misc items.
3	West Gate No 2	For cargo vehicles, equipments and other Misc items.
4	West Gate No 3	For cargo vehicles, equipments and other Misc items.
5	Gate No 13 & 15	For cargo vehicles, equipments and other Misc items.
6	Bunder Gate	For cargo vehicles, equipments and other Misc items and Bunker supply.
7	Oil jetty	For persons and other misc. material.
8	Tuna gate	For persons, equipments, cargo.

**B. Weighbridges.**

20 numbers of weighbridges, each of 100 ton capacity are available on different locations, inside the Port area.

**C. Mechanized Bagging Plant with facility of mechanized rake loading facility placed alongside at NG-34:**

The Port has created a facility of Mechanized automated bagging Plant with facility of mechanically loading of Railway Wagons / Rake placed alongside at NG-34. The Plant was commissioned on 11.07.2018. Designed capacity of the Plant is 1.4 MMT per annum. O & M of the plant have been awarded to M/s Rishi Shipping on Contract for 8 years.

**D. Road and Rail connectivity:**

The Port is well connected with the hinterland through Road and rail network.

i) Four lane National Highway No 141, extended right upto various gates of DPT.

ii) The Port has total road network of 61 Kms out of which 30 Kms. roads are inside the cargo jetty area connected with plots and berths and 31 Kms. roads are in outside Cargo Jetty area.

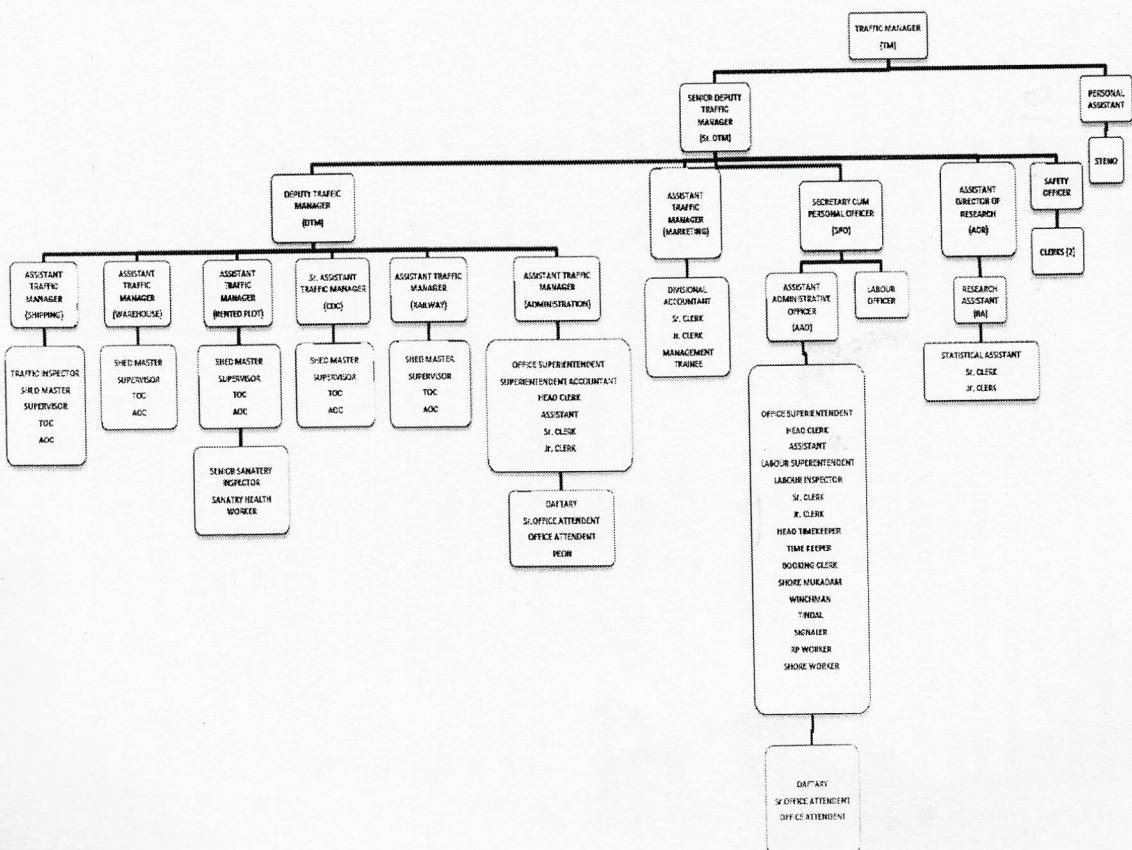
iii) The Port has its own Railway Terminal viz. Kandla Port Rail Dock Terminal (Code KPRK) of rail network of 23 kms track length inside Port area, which is directly served by Western Railway through Gandhidham-Sirwa-Kandla section. In addition, there are: (a) Kandla Port Railway Good Shed of Western Railway, (b) JFCCO Railway siding (c) IOC Railway siding, (d) LPG Railway private siding and (e) Gandhidham Tuna Tekra NGR System.

iv) There are in all 7 full length railway sidings including one container-siding serving the KICT.

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**ADMINISTRATIVE SET-UP**

Organizational Chart of Traffic Department



Traffic Department comprises of 14 Sections as below:

1. Dak (Receipt & Dispatch) Section.
2. Vessel Planning Section.
3. Shipping (Operation / Commercial) & Gate Section.
4. Railway Section.
5. Warehouse & Godown Section.
6. Open Plot, Weighbridge and Sanitary Section.
7. Cargo Handling Section (Shore and Dock labour), ← Page 16
8. Marketing section.
9. Central Documentation Section.
10. E-auction section.
11. Statistical and Research Section.
12. Establishment section.
13. Shipping Section and
14. Office of Safety Officer

#### 4.1 Dak (Receipt & Dispatch) Section

The Centralized Dak Section works under the control of ATM (General). One Sr. Clerk, one Jr. Clerk and one Dak Peon is posted in the Section. The Section is responsible for:

- i) Entering all the letters received in the section in the Inward Register giving the Inward No. and endorsement of the same on the letter received.
- ii) Marking, Distribution and service of the Letters/ dak received to the relevant section /Officers/employees/ persons.
- iii) Tracking the letters for actions required/desired on letters received.
- iv) Entering all the letters/dak to be dispatched from the Section in the Outward Register giving the outward no. and endorsement of the same on the letter to be dispatched.
- v) Serving the letter/dak to the recipient by hand delivery or by Post.
- vi) Tracking the letter/dak dispatched for its service to the recipient and desired or expected action/reply on the same.
- vii) Making entry of all incoming and outgoing files in the register kept for the purpose.

#### 4.2 Vessel Planning Section

The Planning of berthing/sailing of vessels is under the charge of Sr. Asst. Traffic Manager/Asst. Traffic Manager, who looks after Planning and regulating berthing and sailing of the Vessels. He assists the Sr. Dy. Traffic Manager/ Traffic Manager in planning of vessels for berthing as per berthing policy. He also ensures recovery of priority changes of vessels berthed on priority.

The Section is responsible for:

- i) Maintaining the vessel documents like expected, readiness etc. submitted by vessel agents in Berthing Meeting.
- ii) Collection of the information of vessels arrived at OTB, Panel numbers and timings of vessels berthed from Signal station and up-dating the berthing list.
- iii) Preparation of provisional berthing list daily at 0900hrs/morning.
- iv) Conducting of the berthing meeting at 1100 hr every day as per the instructions of Traffic Manager.
- v) Issue of Berthing List after taking approval of the Traffic Manager to Signal Station, Port Users, Ministry and other authorized Portals through e-mail.
- vi) Furnishing statement of vessels berthed on priority to HM.

#### 4.3 Shipping (Operations/Commercial) & Gate Section:

The Shipping (Operations/Commercial) & Gate Section is under the charge of Asst. Traffic Manager, who looks after Operations, commercial part and Gate operations. He directly reports to Dy. Traffic Manager/ Sr. Dy. Traffic Manager.

The Section is responsible for:

- i) Cargo Accountal and maintenance of all related documents.
- ii) Levy and collection of charges on cargo and services, preparation of related bills and submission of the same to the Accounts Dept.
- iii) Correspondence with the Customs, including submission of vessels Out Turn Reports(OTR) and Closing of IGM/EGM.
- iv) Inspection of berth, overall supervision of loading/unloading of vessels
- v) Monitoring Gate operations. Movement of vehicles, Cleanliness and up keeping of berths, backup area and roads.
- vi) Monitoring smooth functioning and performance of vessels/Barges.
- vii) Monitoring Cargo operations inside the Port area.
- viii) Supply of Labour and equipments to stevedores and monitoring of Stevedores.
- ix) Allotment of space for storage of Cargo on transit and collection of demurrage.
- x) Monitoring berthing / sailing of vessels issued by Traffic Manager in consultation with signal station.
- xi) Scrutiny of claims for refund and processing the same.

- xii) Fixing of responsibility for damages to Port – Properties and arranging joint inspection for assessment.
- xiii) Taking of all precautionary measures to avoid dust/environment pollution inside the Port area.
- xiv) Submission of the report of accidents and incidents.
- xv) Monitoring gate operations as per requirement.
- xvi) Levy of entry tax on equipments.
- xvii) Regulating the leave of operational staff so that maximum numbers of staffs are available for ships operations.
- xviii) Issue of auction notices to Trade for un-cleared /unclaimed cargo.
- xix) Monitoring and process for delivery of excess cargo.

#### 4.4 Railway Section:

The Section is under the control of Sr. Assistant Traffic Manager, who reports to DTM/Sr. DTM / TM. The Functions of the Section are:

- i) To receive the rakes/Goods Train from Western Railway through the interchange points i.e. (i.) Railway Gate between KDLP and Port, (ii.) Stop board after LC No.236A for line No.13,14& 15 and (iii.) Railway Yard serving the berth No.13,14,15,16).
- ii) Dispatch of rakes after complying the Railway commercial formalities.
- iii) To pilot rakes/Goods Train Rakes up to interchange point for onward movement by Western Railway.
- iv) To monitor Rail movements inside the terminal.
- v) To co-ordinate with the Port Users and the Western Railway for giving indents for supply of rakes to the Western Railway and also for unloading/loading of the rakes at the sidings.
- vi) Maintenance of Railway lines, points and Railway crossings by the Harbour Division of Civil Engineering Department of DPT.

#### 4.5 Warehouses and Godowns Section:

The Warehouses and Godowns Section is under the charge of Asstt. Traffic Manager, who looks after allotment of warehouses for storage of Import & Export cargo. He directly reports to Dy. Traffic Manager/ Sr. Dy. Traffic Manager.

The Section is responsible for:

- i) Allotment of warehouses for storage of Cargo on rental and transit basis.
- ii) Account of cargo and all commercial activities relating thereto.
- iii) Levy and collection of charges on cargo and services, preparation of related bills and submission of the same to the Accounts Dept.,

- iv) Correspondence with the Customs, including submission of the Out Turn Reports (OTR) and Closing of IGMEGM.
- v) Inspection of Godowns and monitoring occupation, stacking, delivery, cleanliness, vacation and up-keeping of Warehouses and Godowns.
- vi) Scrutiny of claims for refund and processing the same.
- vii) Fixing of responsibility for damages to Port-Properties and arranging joint inspection for assessment.
- viii) Monitoring and process for delivery of excess cargo.
- ix) Submission of the reports related with Ware houses and Godowns.

#### 4.6 Open Plots, Weighbridge and Sanitary Section:

The Open Plot, Weighbridge and sanitary section is under the charge of Asstt. Traffic Manager (Open plot & Weigh bridge), who looks after allotment of open plots for storage of Import & Export Cargo, Allocation of weighbridges and Sanitation of port buildings inside port area. He directly reports to Dy. Traffic Manager/ Sr. Dy. Traffic Manager.

The Section is responsible for:

- i) Allotment of open plots for storage of Cargo on rental basis.
- ii) Accounting of cargo and all commercial activities relating thereto
- iii) Levy and collection of charges on cargo and services, preparation of related bills and submission of the same to the Accounts Dept and Closing of IGMEGM.
- iv) Inspection of Plots weighbridges for monitoring occupation, stacking, delivery, up keeping, vacation and up keeping Plots, Road and Weighbridges.
- v) Scrutiny of claims for refund and processing the same.
- vi) Fixing of responsibility for damages to Port-Properties and arranging joint inspection for assessment.
- vii) Monitoring and process for delivery of excess cargo.
- viii) Submission of the reports related with Open plots/Weigh bridges.

#### 4.7 Cargo Handling Division (Dock and Shore Worker):

Cargo Handling Division of the Traffic Department deals with Dock Labours and Shore Workers. The Division is controlled by Secretary-cum-Personnel Officer (SPO) and Asstt. Administrative officer (AAO). Secretary-Cum-Personnel Officer is over all in-charge and reports to Sr.DTM. Asstt. Administrative Officer (AAO) looks after the Booking, Administration and Establishment of dock labours (Both On-board and On shore). The AAO reports to SPO / Sr.DTM / TM.

The Division deals with the following functions:

- i) Supply/Booking of Gangs consisting of Winch operator, Signaler, Tindal and Labours as per indent submitted by Stevedores.
- ii) Obtaining the information from Registered Stevedores about, deployment of labour, Operational reports and workout Piece-rate to workers
- iii) Appointment, seniority, and promotion (including MACP) of the employees.
- iv) Maintenance and keeping of service records.
- v) Attendance, leave including leave encashment and welfare of the staff.
- vi) Drawing and disbursement of Salary, Piece rate, advances, loans, Overtime etc.
- vii) Labour relations, Disciplinary matters and related issues (Industrial disputes and Court cases).
- viii) Statutory Deductions like, P.F., Income Tax (TDS), and other deductions like recovery of HBL, Vehicle loans, Festival advance etc.
- ix) Retirements, terminal benefits and related issues.
- x) Any other work entrusted by the Traffic Manager and higher authorities.

#### 4.8 Marketing Section:

The Marketing section is under the charge of Sr. Dy Traffic Manager, who looks after marketing of Port services to attract new EXIM Cargo to the Port and to tailor the services as per the requirement of customers. The Section is to suggest marketing strategy for continual improvement in the traffic handled by the Port.

The Section is responsible for the following:

- i) To do analysis to advise Strength, Weaknesses, Opportunities and Threats (SWOT Analysis) of the Port,
- ii) To suggest for advertising, organising seminars, interaction with users and putting stalls in exhibitions to do sales promotion of facilities.
- iii) To advise about potential of new mode of business, diversification to new mode and technologies for attracting new business and/or improving existing volume of traffic.
- iv) To do cost benefit analysis for new business, technology etc.
- v) To study about the methods, procedure and technology of competitive ports / organisation and suggest simplification of business and also suggest about competitive rates of port services and to suggest about concession, and changed methods / procedure for developing ease of doing business.
- vi) To do market research for Logistic- Chain, Port Services for reducing cost of cargo handling and to suggest new exim cargo, Which has potential to be added to the port traffic.
- vii) Any other work entrusted by Traffic Manager and Superior authority

#### 4.9 Central Documentation Section:

The Central Documentation section is under the charge of Asst. Traffic Manager, who looks after documentation and billing of port various services rendered in Port Operation. He directly reports to Dy Traffic Manager/Sr. Dy Traffic Manager.

The Section is responsible for the following:

- i) Billing of Export Cargo transit storage and demurrage,
- ii) Billing of Floating/Mobile Harbour Cranes,
- iii) Billing of Barges,
- iv) Recovery of wharfage
- v) Co-ordinate with EDP Section to resolve issues of access to PCS, including online assessment of Port Charges and related issues.
- vi) Any other work entrusted by Traffic Manager and Superior authority.

#### 4.10 E- Auction Section:

The Auction section is under the charge of Asst. Traffic Manager, who looks after auction of unclaimed/un-cleared cargo.

The Auction Section is responsible for:

- i) Preparation of the list of Cargo to be auctioned from the record/document transferred from ATM(S)/ATM(OP)/ATM(WH) for auction.
- ii) Accounting of Cargo to be auctioned.
- iii) Valuation of the Cargo to be auctioned.
- iv) Liaisoning with customs for custom clearance..
- v) Arranging auction of Goods by following due procedures.
- vi) Delivery and disposal of Cargo after auction.

#### 4.11 Statistical Research Section:

The Statistical Research Section collects the basic information right from the nomination of the vessel for cargo operation (loading/unloading) till the sailing of the vessel from the Port. The information is collected from Shipping Section and Marine Department. The various MIS reports are prepared as per the requirement of Management Ministries and IPA. The Section is under the supervision and control of Assistant Director Research(ADR), who reports to Sr. DTM / TM. He is responsible for collection, processing, analysis and maintenance of data/statistics related to port operation.

The Statistical and Research section is responsible for:

- i) Collection of data related to vessel and other port operations of the entire Port.
- ii) Statistical research and MIS.
- iii) Preparation of income budget related to cargo.
- iv) Traffic projections, trend of cargo and analysis.
- v) Preparation and submission of statistical and MIS reports as per the requirement of various authorities like Ministry, IPA, Nitivog etc.
- vi) Preparation of various periodical Reports.
- vii) Reply to various parliament questions.

#### 4.12 Establishment Section:

The establishment section deals with Staffing, Attendance, salary, Discipline and welfare of the personnel posted with the department. The section is under the control of Assistant Traffic Manager.

Functions of the Section are:

- i) Appointment, seniority, and promotion (including MACP) of the employees.
- ii) Maintenance and keeping of service records
- iii) Attendance, leave including leave encashment and welfare of the staff.
- iv) Drawing and disbursement of Salary, advances, loans, Overtime etc.
- v) Labour relations, Disciplinary matters and related issue (Industrial disputes, RTI and Court cases).
- vi) Statutory Deductions like, P.F., Income Tax (TDS), and other deductions like recovery of HBA, Vehicle loans, Marriage advance, Festival advance etc.
- vii) Processing of various purchase requisition to Stores division.
- viii) Processing of Contingency Bills.
- ix) Correspondence with other departments in Establishment matters.

#### 4.13 Shipping Section:

Shipping Section deals with Shipping, Accounts and related issues of the Department. The Section is under Assistant Traffic Manager, who reports to DTM/Sr DTM.

The functions of the section are:

- i) Registration / Authorization of Port Users.
- ii) Issue of Trade licences and stewarding licences.
- iii) Issue of Licenses for Cargo handling equipments.

- iv) Processing of auction, refunds, claims and tenders.
- v) Correspondence with Government, Follow up action on the decision taken by Ministry/IPA.

- vi) Compliance of Audit Queries.
- vii) Recovery of damages to port properties.
- viii) Dealing with court cases/arbitration/RTI matters.
- ix) Preparation of budget and monitoring Budget Allocation.
- x) Recovery of Royalty from PPP operators and LD in case of shortfall in performance standards.
- xi) Any other work entrusted by the Traffic Manager.
- xii) Processing of contingency bills.
- xiii) Correspondence with other departments on various Shipping related matters.

#### .14 Office of Safety Officer:

section deals with the issues of Dock Safety and related issues and is under the DTM, and TM.

- i) Implementation of Safety in the Port Operation inside the Port Area in accordance with provisions of Dock Safety Regulations.
- ii) Maintaining close liaison and Coordination with the Asstt. Director (Dock Safety) DG FASLI
- iii) Ensuring use of Safety Gears and safety norms by Port user.
- iv) Investigation of Fatal and non-Fatal accidents and submission of Report.
- v) Conducting Safety related Trainings for dock workers.
- vi) Conducting dock safety meetings once in every quarter and follow up action.
- vii) Inspection, certification of equipments and vehicles permitted to work in the custom bound area of the port
- viii) To conduct Periodic safety audit, compliance to safety regulations, etc.

### DUTIES AND RESPONSIBILITIES

#### 5.1 Traffic Manager (TM):

The Traffic Manager is the Head of Department and his duties are broadly listed as under:

- i) Overall Supervision, Management, Control and Regulation of the Department.
- ii) Implementation of laid down policies and innovative schemes, methods and proposals for improving Port Services and Traffic Handled in quality and quantity.
- iii) Responsible for smooth functioning of berthing operations of vessels, loading/unloading operation of vessels, storage, delivery and disposal of cargo/containers by seeking due assistance of Officers of the department.
- iv) Reporting to the Chairman/ Dy.Chairman and liaison with Other HODs, Customs, Railways, Dock Safety and Local Authorities for smooth traffic operation in the Port.
- v) Responsible for establishment matters of the officers and staff like Appointment, Promotions, Salary and wages, welfare, terminal benefits etc.
- vi) Responsible to maintain discipline in the Department as well as in the Traffic Operations inside the Port Area. Disciplinary Authority for the employees and required to take action as per the C.C.A. Regulations, Policies issued by Higher Authorities and Vigilance Guidelines.
- vii) Preparation and submission of Proposals to Board meetings for matters related with Traffic operation of the Board.
- viii) Interaction with Port Users, service providers, labour unions, staff and Government Authorities for maintaining and developing work culture with professional inter-relationship.
- ix) Issue of Office-Orders, instructions and guidance to the Staff and Users, for continual improvement of methods, procedures and services of the Port Operations.
- x) Any Other Work related with management of Traffic in the Port given by the higher Authorities.

#### 5.2 Sr.Dy.Traffic Manager (Sr.DTM):

The Sr. Dy. Traffic Manager is the Dy. Head of Department and he, in absence of the Traffic Manager is to ensure continuity of all functions of the department except exercising the financial and statutory powers of the Traffic Manager. His specific duties are broadly listed as under:

- i) Management, supervision and administration of the all activities of the Cargo Handling Section. He is assisted by Secretary cum Personnel Officer and Asstt. Administrative Officer.
- ii) Supervision and administration of Railway-Operation inside the Port area mainly the working of Kandla Port Dock Rail terminal (KPRK).
- iii) Supervision and administration over the Traffic Operations of the Port.
- iv) He is responsible of for all establishment matters of the officers and employees of the department.
- v) Supervision and control of the Marketing section and to identify and attract additional Cargo to the Port by creating ease of doing business, ensuring prompt and efficient services to the trade and by other marketing efforts.
- vi) He is responsible of allotment of berths, allotment of labour and equipments and monitoring of vessel working to ensure quick turn over of vessels.
- vii) He is responsible for submission of Budget Estimates, disposal of correspondence with the labour Unions, and the Government including Parliamentary Committees, Parliamentary questions.
- viii) He is responsible for grievance handling for grievances made by the Users, employees and Officers of the Department and other Individuals.
- ix) He is to maintain industrial relations and peace and to deal with matters of Industrial disputes like conciliation-proceedings, matters before tribunals and Arbitration under Industrial Dispute Act 1947.
- x) He is Public Information Officers for disposing the applications received requesting information under RTI Act 2005, in relation to the Matters related with shipping.
- xi) Any other work entrusted by superior authorities.

#### 5.3 Dy.Traffic Manager (DTM):

Dy Traffic Manager is a Senior Supervisory Officer of the department. He is to supervise the vessels working on berths, barges at bunder, storage/delivery of cargo, sheds/warehouses and open plots, and movement of vehicles inside the port

area. He is to assist the Traffic Manager and Sr DTM for management and administration of the department. His specific duties are broadly listed as under:

- i) Management, supervision and administration of the all activities inside the Port Area. He is assisted by Sr ATM, ATMs-related staff.
- ii) He is to ensure all data related to ship working, analysis of vessel performance; cargo handling, Storage and delivery are duly maintained and are made available promptly to TM, Sr. DTM and Statistical & Research Section.
- iii) He is to ensure fast turn round time of vessels and to achieve and improve Performance Indicator.
- iv) He is to monitor deployment of Outdoor Staffs (AOC, TOC, Supervisors, and Shed Master and control their leave to ensure that there is no un-necessary overtime.
- v) He is to organize regular inspection of berths, sheds, warehouses, roads, and other work-places of the Port by Sr ATM, ATMs, Safety Officer and Traffic Inspectors/Shift In-charge to ensure efficient working, cleaning, maintenance, house-keeping smooth vehicle movements and safety in the Port Area.
- vi) He is responsible of for all establishment matters of the out-door staff.
- vii) He is responsible for the activities of the Shipping Section. He is to coordinate and ensure for EDP/ERP, Computerization.
- viii) He is responsible to supervise the operations of weigh bridges, access control, gates, disposal of un-cleared cargo and dealing with the legal cases arisen out of cargo handling and clearing.
- ix) He is Public Information Officers for disposing the applications received requesting information under RTI Act 2005, in relation to the Matters related with establishment.
- x) Any other matters entrusted by TM and Sr DTM.

#### **5.4 PA to Traffic Manager:**

P.A. will provide secretarial assistance to Traffic Manager. Besides, he is the custodian of ACRs of the Officers and employees of the Department and APARs of Officers.

#### **5.5 Sr Assistant Traffic Manager (Sr ATM):**

Sr. ATM is in-charge of Vessel Monitoring Section. He looks after Planning and regulating berthing movements like berthing/sailing of vessels. He assists the Sr.DY Traffic Manager/ Traffic Manager in planning of vessels for berthing as per berthing policy. He also ensures recovery of priority charges of vessels berthed on priority. He shall co-ordinate with vessels agents to solve the issues related to berthing and sailing. He shall also co-ordinate with signal station for any alteration/change in the movements. He shall conduct the berthing meeting at 1100 hrs every day.

#### **5.6 Asstt. Traffic Managers**

There are three posts of Assistant Traffic Manager Class I and two posts of Assistant Traffic Manager Class II. Assistant Traffic Managers supervise the sections at ground level and ensure smooth and efficient functions of the sections. The Asstt. Traffic Managers are posted by the Traffic Manager and their postings are as follows:

1. ATM - Shipping -Operation / Commercial, Gate Section including Access control & ERP system.
2. ATM - CDC section & E-Auction section.
3. ATM - (General) -Dak Section, Establishment, Shipping section, PCS 1x & SAP in ERP system.
4. ATM - Open Plots, Weighbridges and cleanliness ( Swachchh Bharat)
5. ATM - Go-downs/Ware houses and Railways.

Basic duty of ATM is to discharge all the responsibilities of the section/sections where he is posted. Responsibilities of the section are written in Para -4 supra. His duty is to do allocation of work, to do regular inspection, to ensure in-time allotments /disposal /reporting, maintenance of records and correspondence with inter and intra departments.

His duty is also to do any work/ responsibility entrusted by his superiors.

#### **5.7 Safety Officer**

Safety Officer is in-charge of Dock Safety Section. His duty is to discharge responsibility of the section, which is stated in Para 4.14 supra. His duties as provided in Schedule III of the Dock Workers (Safety, Health and Welfare) Act 1986 are as below:

"The duties of a Safety Officer shall be to advise and assist the Management in the fulfilment of its obligations, statutory or otherwise, concerning prevention of personal injuries and maintaining a safe working environment. These duties shall include:

- i) to advise the concerned departments in planning and organising measures necessary for the effective control of personal injuries;
- ii) to advise on safety aspects in all dock work, and to carry out detailed job safety studies of selected dock work;
- iii) to check and evaluate the effectiveness of the action taken or proposed to be taken to prevent personal injuries;
- iv) to advise the purchasing and stores departments in ensuring high quality and availability of personal protective equipment;
- v) to carry out safety inspections of dock work in order to observe the physical conditions of work and the work practices and procedures followed by workers and to tender advice on measures to be adopted for removing the unsafe physical conditions and preventing unsafe actions by workers;
- vi) to investigate all fatal and other selected accidents;
- vii) to investigate the cases of occupational diseases contracted and reportable dangerous occurrences;
- viii) to advise on the maintenance of such records as are necessary relating to accidents, dangerous occurrences and occupational diseases;
- ix) to promote setting up of safety committees and act as advisor and catalyst of such committees;
- x) to organise in association with the concerned departments, campaigns, competitions, contests and other activities which will develop and maintain the interest of the workers in establishing and maintaining safe conditions of work and procedures;
- xi) to design and conduct either independently or in collaboration with the training department, suitable training and educational programmes for the prevention of accidents to dock workers;
- xii) frame departmental safety rules and safe working practices in consultation with the various departments or authorities; and
- xiii) supervise and guide in respect of safety precautions to be taken while handling dangerous cargo.

#### 5.8 Asstt. Director (Research)(ADR)

Assistant Director Research (ADR)is overall in-charge of Statistical Research Section. He is responsible for efficient and effective working of the Section. He reports directly to Sr. Dy. Traffic Manager and Traffic Manager.

His duties are as under:

- i) He ensures collection of various statistics and data from various sources.
- ii) He is to do analysis of Statistical data and preparation of daily / monthly/ yearly reports/ charts to the Traffic-Manager and other authorities about Traffic operation and Port performance.

- iii) He is to monitor preparation of all the MIS reports and to make available to the Management / Ministry / IPA in the required format/table as per the requirement.
- iv) He is supplies required data for Budget estimates and revised estimates.
- v) He is responsible for in-time submission of parliament questions pertaining to statistics and information of Traffic Operation and port performance.
- vi) He will co-ordinate with Marine department, ATM(S) Railway and all concerned for collection of data and information.
- vii) He is to issue certificates to private parties regarding vessel performance as and when demanded.
- viii) He is to do any other works entrusted by his superior officers.

#### 5.9 Secretary-Cum-Personnel Officer:

He is overall in-charge of the Cargo Handling Division. He is to discharge Secretarial and Personnel function of the division.

His duties are as under:

- i) He is to look after General Administration and correspondence relating to Personnel and Administration of the Cargo Handling Division.
- ii) He is to ensure preparation and submission of monthly reports/returns, in time.
- iii) He is to ensure distribution of works in the office and to supervise all establishment works which include recruitment, promotion, MACP, Leave, Salary and wages, over-time, piece-rate, Leave, Advance, Disciplinary Matters, training, Health Check-up etc.
- iv) He is to deal with the cases of labour relations, disciplinary matters and related cases of Industrial dispute and court cases before ALC / CLC, tribunals and courts.
- v) He is to prepare brief and makes available documents for the advocates in respect of cases of labour disputes, disciplinary matters, and other cases submitted or pending before tribunals, arbitration and courts.
- vi) He is to attend the cases of workman compensation for injury sustained to the dock works during the course duty including the cases pending in the Office of the Commissioner for Workmen's Compensation.
- vii) He is to obtain the required information from Registered Stevedores relating to deployment of labour, their output, their incentive, including dispute/grievances.
- viii) He is to maintain workers' registers, leave registers and regulate their attendance.
- ix) He is to monitor the arrival/departure of vessels for the supply of labour to Stevedores and shall prevail on them for speedy handling of vessels by the deployment of maximum number of hooks.
- x) He is to attend any other work entrusted by Sr. DTM / TM

### 5.10 Assistant Administrative Officer (AAO)

Basic duty of the Assistant Administrative officer is to assist the SPO and Sr. DTM for administration and supervision of the Cargo Handling Division.

His duties are broadly as under:

- i) He is to ensure booking of dock labours both on-shore and on-board as per the requisition made by the CHA / Shipping Agent and stevedores. He is maintaining liaison with CHA and stevedores for safe working of labours.
- ii) He is to look after establishment and administration of the Dock labours of the division. He is to ensure maintenance of records of attendance, booking, leave, Salary and Wages, overtime, Payment of piece rates, advances, disciplinary matters, Service records and payment of terminal dues at the time of retirement or termination of service by any other means.
- iii) He is to monitor for indents and supply of PPE to Labour/workers, training and medical examinations of workers and compliance of provisions of Dock Workers (Safety, Health & Welfare) Regulations, 1990.
- iv) He is Nodal Officer for handling/redressal of complaints and grievances of workers.
- v) He is to ensure proper maintenance of records of the matters of labour relations, Industrial disputes, disciplinary matters, Vigilance clearance and court cases. He is to assist the SPO and Sr. DTM in dealing of these matters.
- vi) He is to ensure submission of reports / returns of the division in time.
- vii) He shall carry out such other instructions issued to him by SPO /Sr.Dy. Traffic Manager / Traffic Manager.

### 5.11 TRAFFIC INSPECTOR ( TI) :

Traffic Inspector is the senior most class III post. Traffic Inspector works as shift -in charge and controller of all traffic works in shift at different sites in the port area. Out of 6 posts, four are posted to man round the clock shifts (three shifts each of 8 hrs). Two Inspectors are posted to assist ATM (Shipping and Gates) and ATM CDC, one each and may also used as leave reserve.

Duties of T. I. are as below :

- i) He is Shift In-charge. He control and co-ordinate berthing and sailing of vessels, as per the programme supplied to him.
- ii) He controls and co-ordinates ship working on berths.
- iii) He is responsible for posting of Supervisors/outdoor clerks in each shift as per the work requirement and also ensure that they are posted to different shifts by rotation.

iv) He maintains log (timings of berthing & sailing) of vessels, placement and despatch of trains ( Rakes) and records other incidents noticed by him and reported to him in the register ( Diary) maintained by him.

v) He is source of information for all movements and important incidents in the Port. In case of stoppage of works, fire, accidents and other incidents, he informs all the concerned and is to co-ordinate with all concerned and initiate action to restore the working of the port at the earliest.

vi) The Traffic Inspector posted in day shift collects all the information regarding traffic operations for 24 hours and make available the same to the Statistics and research Section for the preparation of the Daily Reports and to the Shipping Section for record.

vii) He regulates placement of barges at bunder-basin and cargo jetty as per seniority of barges.

viii) He carries out inspections of the sheds and quays and regulates the road and rail traffic and ensures smooth operation.

ix) He records incident/ work which requires attention of Traffic Inspector of succeeding shifts. And also brief him in person.

x) He is to carry out the works entrusted to him by his superiors.

### 5.12 Shed Master:

Shed Master is a senior Supervisor Post. Shed Masters works in day Shift and their main duty is receiving the Import application/export application before discharging/unloading of goods, Assessment of charges, cargo accounting, loading -unloading of vessels, storage of export and import cargo, maintenance of wharves, equipments, plots sheds / warehouse and other property and to ensure billing of port services and fixing responsibility for damage caused. As stated above, duties of a Shed Master depend on his posting and duties entrusted to him by his superiors T.I. /ATMs / DTM / Sr-DTM / TM. One Shed Master is posted to OOT, Vadinar and his main duty is to collect all traffic related data and to make available the same to ADR.

### 5.13 Supervisor

The supervisors supervise the activity like loading, unloading of vessels at berths. They are responsible for Transfers of cargo from Berth to storage, delivery of cargo, storage of export / import cargo at plots and warehouses, monitoring exit /entry of vehicles and cargo in port area etc at ground level during shifts. They also prepare or validate documents and statements shift wise and for day (24 Hrs.). The supervisors are therefore posted as Wharf -Supervisor, Gate supervisor, Delivery supervisor, Supervisor for open plot, Supervisor for shed/warehouse, and Rail-supervisor etc.

Duties of Supervisors depend on their deployment and the same are as below:

- i) Supervisor deployed as **Wharf Supervisor**-He maintains the records of berthing, sailing, unloading, loading and completion of vessels. He ensures cleanliness of wharf and reports about delay in loading/unloading and damages if any to the port properties. Validates of tally sheets for shifting of cargo from wharf and also of direct delivery from berths. In case of export cargo, validates receiving tally. He also ensures working of vessels at berth and records loading/unloading, performance of hooks, equipments, labours deployed and supervises vessel operation and reports the incidents noticed to the Shift-in-Charge.
- ii) Supervisor deployed as **Gate Supervisor** ensures the entry and exit of vehicles and stores or cargo in compliance of the established procedures, with valid permissions and documents. He shouldn't allow any cargo to pass through Gate without proper Gate-Pass and valid carting permission by Shed Master/T.1. He is to verify the cargo with the Gate-Pass for type and quantity of Cargo. In case of any deficiency, the same is to be reported to all concerned. He is supposed to collect the entry permit tax for cargo handling equipments at the time of entry. He shall keep record of all incoming / outgoing Trucks Party-wise and forward the same to the Shed Master on day to day basis.
- iii) Supervisor deployed as **Delivery Supervisor** is responsible for accounting of cargo and maintains all the particulars of delivery in daily shift-wise report. He issues Material Gate passes giving proper details with proper identification and quantity based on the order given by Shed Master/T.1. He is to ensure safe handling and proper stacking of the cargo at the time of storage/delivery. He is also to ensure cleanliness of the wharf / plot/ shed at the time of giving delivery. If he notice any damage caused to port property during delivery or any other discrepancy, he is to bring immediately to the notice of the Shed Master/T.1.
- iv) Supervisor deployed for **Rail Supervisor** is responsible of rail movement, placement and removal of the rake in the port area i.e. Kandla Port Dock Railway Terminal (KPRK) in the shift. He is also responsible for posting of Railway Workers and to mark their attendance for drawing their wages as per agreement made with the labour contractor. He is to get the railway lines checked before and after every movement. If he finds any defects, incident or, he is to inform SDO (harbor)/ ATM Railway and takes action under their guidance.
- v) Supervisor is to carry out any other work entrusted by his superiors.

#### 5.14 Traffic Outdoor Clerk (TOC).

Traffic Outdoor Clerks are posted to assist Supervisors/ Shed Masters/ T.1, for preparation of documents, maintenance and keeping of records, handling of stores and to correspondence in outdoor sections. Their duty and responsibility depend of allocation of work and instruction of superiors.

Overall Duties of TOCs are here as under:

- i. Maintenance of shipping register and vessel wise files separately for import and export.
- ii. To ensure custom out of charge and keep related documents before delivery of imported goods and completion of all documentation before loading of export cargo to vessel.
- iii. Preparation of Ship Card.
- iv. Issue of demurrage Bills and rental bills to users on day to day basis.
- v. Preparing of piece rate statement for Outdoor staff and Shore labours.
- vi. Maintenance of records of gate passbooks, other stationary and stores.
- vii. Closing of IGM/EGM of vessel files.
- viii. Issue of out- turn reports of vessels.
- ix. Posting of night weightage of outdoor clerks.
- x. Preparation of monthly absenteeism statements and submission to TM.
- xi. Proposal for OT approvals to TM.
- xii. Issue of auction notices of unclaimed/ uncleared cargo after 60 days.
- xiii. While working as delivery clerk, he is to prepare the MGP after ensuring BE and marks and numbers linked with packing list.
- xiv. He shall keep the records of movement of cargo by rail.
- xv. Preparation of Debit memo request toward wharf dues of cargoes
- xvi. Maintenance of record of export goods on transit account on the basis of receipts.
- xvii. Preparation of crane performance output statement of vessels working at berths.
- xviii. Maintenance of records of shipping bills, Mate receipts, weight certificates and statement of facts ship wise.
- xix. Maintenance of records of daily unloading of cargo at plots/godowns on transit account in sheds commodity wise.
- xx. The outdoor clerks raise the invoice for licence bills of storage and ensure payment
- xxi. He is responsible for carting permission for export cargo after scrutinizing the shipping bill from customs and quantity.
- xxii. Proper maintaining of export cargo records and ensures shifting permission from open plot to hook point for loading.
- xxiii. He maintains records allowing stock transfer of cargo from one shipping bill to another shipping bill on the custom permission.

- xxiii. He maintains record of movement of trucks from weigh bridges.
- xxiv. Raises the weightment charges bills to Port users.
- xxv. Indent the material required for cleaning to main stores and arrange to supply to Jamadar.
- xxvi. He should regulate the leave of worker and sent the leave report to OS.
- xxvii. He shall monitor the attendance and leave of Jamadar and sweepers and supervise and in absence of Sr. Sanitary Inspector ensure cleanliness of offices and toilets.
- xxviii. To raise the invoice for Recovery of royalty from HMC's
- xxix. To update the record of unclaimed/unloaded cargo.
- xxx. To send list of cargoes to customs for NOC.
- xxxi. To prepare the lots and listing for auction.
- xxxii. To prepare the comparative statement for lots after Auction.
- xxxiii. To carry out any other works entrusted by his superiors.

#### 5.15 Assistant Outdoor Clerk (AOC)

Assistant Outdoor Clerk is an entry level class III post and his duty is to do all clerical works entrusted to him as per his deployment to the work. They are mainly posted as tally clerk to take running tally of goods loaded/unloaded to vessels. Shifting Tally from wharf to Storage area, Receiving Tally from storage area to Wharf, Delivery of goods, manning weighbridges for weightment trucks, Posted in shed offices for clerical work and any other works entrusted by superiors.

Over all duties of AOC are as under:

- i) Furnishing statement of vessels berthed on priority to HM.
- ii) He shall maintain the vessel documents like expected, readiness etc. submitted by vessel agents in Berthing Meeting.
- iii) Preparation of provisional berthing list at 0900 hrs everyday at morning.
- iv) Collection of the information of vessels arrived at OTB, Panel numbers and timings of vessels berthed from Signal station and updating of the berthing list.
- v) Issue of Berthing List after taking approval of the Traffic Manager to Signal Station, Port Users, Ministry and other authorized Portals through e-mail.
- vi) He may be posted as 'Tally Work' for taking running tally of unloading/loading of vessel or for shifting of cargo from one place to other place or receiving cargo to/from storage.
- vii) Any other work entrusted by his superiors.

#### 5.16 Stenographer:

Stenographer is posted for taking dictation / typing given by TM/ Sr DTM/ TM. His over-all duties are here as under:

- i) Shorthand dictation/typing given by Dy. TM, Sr. Dy. TM, and TM.

- ii) Submission of permission for private equipments to Traffic Manager for approval after verifying the documents.
- iii) Looking after the duties of P.A. in her absence/ assisting as and when required.
- iv) Monitoring e-mails and correspondence as per direction of TM/Sr DTM/ DTM.
- v) Taking minutes if the meeting.
- vi) Any other work given by the officers.

#### 5.17 Office Superintendent (OS):

Office superintendent is a senior most class III employee, who controls and supervises works of the entire employee posted in his section. He is responsible for all the works of the establishment and office stores.

His duties are here as under:

- i) Responsible for the upkeep, cleanliness and maintenance of the office discipline among the office staff.
- ii) To supervise the work of the staff working in the establishment section and to maintain discipline in the office.
- iii) Responsible for mustering and attendance of the employees and to ensure their presence in the office.
- iv) To maintain and upkeep records attendance, Leave, and overtime, and to draw wages based on the records.
- v) To supervise and maintain establishment records like Schedule of staff, Recruitment, seniority, promotion, MACP, Reservation-rosters, Service-Sheets, Service-Books, vigilance clearance, Disciplinary matters and records related with retirement, removal etc. The records are to be kept and indexed in such a way that the same is available for any reference.
- vi) He is to ensure that on the establishment matters, and application/representations of employees or their dependents are put up promptly through him.
- vii) He is responsible for checking of the note-sheets put up through him and to ensure that the note-sheets submitted are in order. In case of any discrepancy / deficiency he is to clearly mention on the note sheet, while forwarding the same.
- viii) He is Monitor Recruitment/promotion process of un-common categories of the department.
- ix) To assist the Asst. Traffic Manager/ DTM in Establishment matter.
- x) Any other work entrusted by his Superiors.

**5.18 Superintendent Accounts (SA) :**

SA is to supervise matter related with cash and finance. His duties and responsibility are here as under:

- i) To look after inventory account, tools and plants, register etc.
- ii) To look after R & M budget estimate.
- iii) Maintenance of general imprest cash account and to process welfare imprest of Traffic Department.
- iv) To prepare tenders for Traffic Department in consultation with Finance Department.
- v) To recover the financial dues after raising bills to Port users.
- vi) To prepare comments for court cases.
- vii) Processing the legal fees to law officer for approval of Chairman.
- viii) Compliance of Audit replies in time.
- ix) To ensure issuing licenses to Port Users and Authorization after verifying documents.
- x) Follow up of PPP projects and recovery of royalty and LD from the PPP operators.
- xi) Monitoring of licenses issued to port users, bank guarantees, court cases, recovery of various port dues arising out of licenses, damages, scrutiny of refund claims etc.,
- xii) To ensure proper recovery of land lease rentals from parties as per land policy guidelines.
- xiii) Any other work assigned by his superiors.
- xiv) Reply to RTI letters.
- xv) Processing the Refund claims by Port Users to finance department after verifying.

**5.19 Head Clerk:**

His duties and responsibilities are here as under:

- i) To supervise Maintenance of records/files.
- ii) To supervise the staff working in establishment section as well as checking of all the work put up by the staff of Establishment section.
- iii) To scrutinize TA/LTC/HTC claims and medical bills of all the staff.
- iv) To process indents for office stationery, uniforms, monsoon wear, calendars and diaries for the staff.
- v) To scrutinize pay bills, formats, Provident fund applications for advance/withdrawal, OT register, leave encashment, issue of pay slips etc.
- vi) Maintenance of RTI Act register and processing the applications/any information sought by the employees/other parties under Right to Information Act, 2005.

vii) To prepare comments on court cases for submission of advocate.

viii) He is responsible in putting up applications/claims such as reimbursement of Spectacle frames, Children's Education Allowances, Scholarship scheme, etc.

ix) He is responsible in maintaining various registers section files. He shall be responsible to issue new/duplicate Family Medical Cards for employees in service and to retired employees.

x) He is responsible in issuing monthly Marketing Bus Passes and maintaining the accounts.

xi) He shall be responsible in putting up applications/claims such as reimbursement of Spectacle frames, Children's Education Allowances, Scholarship scheme, etc.

xii) He shall be responsible to issue new/duplicate Family Medical Cards for employees in service and to retired employees.

xiii) He is to Process the claims for Conveyance Advances, Computer advance, etc.

xiv) He is responsible for doing correspondence about Audit and Audit queries raised during audit

**5.20 Assistant**

His duties and responsibilities are here as under:

- i) Preparation of pension & Gratuity of retired/expired officers/Employees/Workers and all correspondences regarding superannuation/death and submit the cases of pension and terminal dues.
- ii) Promotion and transfer and posting to the post of Class IV employees.
- iii) Return of HBA documents, NOC for HBA, and rebate of HBA interest.
- iv) Mementos to retired workers and related works. Office orders granting permission to visit abroad/visa etc. Maintaining staff register with entry on every occasion of recruitment/ transfer/promotion/retirement/death etc.
- v) Preparation of MACP cases of workers/staff, issue of office order and fixation of pay thereof.
- vi) Forwarding of returns about Monthly staff position, Local/Non-Local to GAD.
- vii) Disciplinary action i.e to issue memorandums, calling explanations, submission of reply and taking action if any.
- viii) Processing of applications for allotment of quarters. Indenting materials for in house consumption through SAP.
- ix) Indenting and Procurement of non-stock items for open market and issuance.
- x) Preparation of Salary certificates for employees availing loan.
- x) Any other work entrusted by his superiors.

**5.21 Sr. Clerk }**  
**5.22 Jr. Clerk }**

Duties of Sr. Clerks, Clerks and Jr Clerks to do all the office works as per allocation of works decided by the section supervisor like OS/ SA/ Head Clerk etc. and the officer approved by DTM / Sr. DTM. Allocation of work amongst the staff is done considering the seniority, competency and experience of the staff and quantum of work in the section.

**Cargo Handling – Labour Booking**

**5.23 Labour Inspector:**

Labour inspector is to supervise proper booking in shifts. His duties are as under :

- i) To carry out the booking activities as per their role under SAP/Manually.
- ii) To recommend the leave of workers/booking staff to AAO/ Labour Officer.
- iii) To do Inspection of workers doing work at berths and to suggest improvements in productivity.
- iv) To Supervise work of booking staff in shifts..
- v) To see that the workers are supplied by booking section as per Manning Scales approved.
- vi) To attend disputes at work place and resolve the same.
- vii) To monitor the booking made by booking clerks.
- viii) He is to ensure use of PPE's, while at work by workers.
- ix) To monitor performance of vessels for which the workers are booked by stevedore.
- x) To monitor the output and productivity and incentives/overtime of worker.
- xi) To hand over the notification for supply of Gang and winchman to stevedores.
- xii) To assist AAO in all court cases, ALC matters, CGIT and processing for legal fees.
- xiii) Distribution of uniform/shoes and PPEs to workers.
- xiv) To do any work entrusted by his superiors.

**5.24 Head Time Keeper :**

Head Time Keeper is responsible for the booking/ postings of shore labours by Time keepers. His duties are here as under :

- i) He is to regulate leave of time keepers and to ensure booking of labours as per requisitions/ demand made.
- ii) He is to redress the complaints/ grievance made by labour in the matter of postings/ booking etc.
- iii) He is to take care for supply of PPE's to labours. He shall regulate the leave of Time Keepers under him.
- iv) To do any other work entrusted by his superior.

**5.25 Time Keeper / Booking Clerk :**

Time Keeper / Booking Clerk is responsible for booking of on-board labour and shore worker as per the requisition and to maintain proper records for drawl of salary/wages including piece-rate to the workers. Over all duties of Time-Keeper/ Booking Clerk are as under :

- i) To carry out the booking activities as per the requisition of stevedores and record the same in the posting register.
- ii) Allocation of gang no in each shift for vessels.
- iii) To take attendance of workers in each shift.
- iv) To allow leave to workers as per instructions to Booking Section and forward other cases to Head clerk.
- v) To maintain the leave account of workers and to debit the leave as and when sanctioned and also enters in SAP.
- vi) Entry of Overtime of workers in Register.
- vii) To send daily report on allocation of labour with gang no in each shift to Shift In charge/berth supervisor..
- viii) The daily report is signed by Berth supervisor in each shift after certification and same is returned to Time keeper.
- ix) Handling over the booking slip prepared to berth- supervisor.
- x) To ensure that booking is conducted smoothly, to see that workers are supplied as per Manning Scales approved.
- xi) To make necessary entries of posting of which operator/Gang No in order book. The notification is prepared and displayed on the notice board and one copy to Labour Inspector and one copy to Traffic Inspector..
- xii) To enter the data into the booking register for supply of winch operator and Gang No.
- xiii) To hand over Gang requisition slip to Tindel by booking clerk.
- xiv) To enter data of shift wise output in the muster based on the output submitted by stevedores.
- xv) Any other work entrusted by his superiors.

**Class III -Statistics & Research Section:**

**5.26 Research Assistant:**

Research Assistant is to assist the ADR in the matter of collection of traffic data, analysis of statistics, Preparation of various reports and working out of performance indicators.

His overall duties are here as under:

- i) He ensures collection of various statistics and data from various sources.
- ii) He is to prepare MIS reports, performance indicators and to analyse the factors causing variations with the projected indicators (including traffic-projections).
- iii) He is to prepare MIS reports required by the Management / Ministry / IPA in the required format /table as per the requirement.
- iv) He is to prepare Budget estimates and revised estimates.
- v) Whenever ADR is on leave or out of station, the Research is responsible for day to day function and submission of reports.
- vi) To do any other works entrusted by his superiors.

#### 5.27 Statistical Assistant:

Statistical Assistant is responsible for collection of data from various sources, compilation of data and preparation of statistical statements of traffics.

His duties are here as under:

- i) He is to prepare all statistics based on the ship-cards.
- ii) He is to maintain registers and records of the section.
- iii) He is to furnish information required for preparation of various reports.
- iv) He is to assist ADR in the matter of data analysis, statistics and Reports.
- v) To do any other works entrusted by his superiors.

#### 5.28 Jr. Clerk (posted in Statistics & Research section).

His duty is to do clerical working as assignment given by ADR. His over all duties are as under:

- i) He is to open a ship-card based on the arrival of vessels and to enter daily performance of vessel till its completion/sailing.
- ii) He is to collect data from signal station from arrival to sailing of vessel and also about draft of the vessel.
- iii) He is to forward daily detention details of waiting vessels to Top Management/EDP.
- iv) He is to take out daily report of Ship position and to update respective Registers about details of arrival of ships.
- v) He is to prepare daily traffic position based on the traffic position received from ATM (Shipping) / T.I..
- vi) He is to update the various portals of ministry on daily basis.
- vii) He is to type letters, drafts and proposals.
- viii) He is to maintain registers and files pertaining to the section.
- ix) To do any other works entrusted by his superiors.

#### 5.29 Sr. Office Attendant:

Responsibility of Sr. Office attendant is house-keeping of records and office. His duties are as under:

- (i) Filing of letters/papers in office -files copies and house-keeping of Registers and office records.
- (ii) Maintenance of old files, records and numbering the files.
- (iii) In charge of securing and the movement of the Service Books/Personal files of employees of Traffic Dept.
- (iv) Attending the superiors in the absence of Office attendant.
- (v) Delivering the Dakand other works in the absence of Office attendant.
- (vi) To assist Accountant in collecting of the materials i.e. Uniforms, Shoes, Monsoon wear etc.
- (vii) To look after any work assigned to him from time to time by Superiors.

#### 5.30 Office Attendant

Opening and closing of this office and taking tapal to A.O. building and other Departments. To take Xerox Copies. He is to ensure house keeping of the offices and to attend to all Offices Work and Other officers/Staff. Attending to the work of filing, letter delivery and any other duties as instructed by SPO/AAO.

#### 5.31 Sr. Sanitary Worker

To supervise the cleanliness in various offices under his control. Maintain healthy environment in offices. To regulate the duty of sanitary worker. Maintain their roster register, leave accounts etc. Filing of indent for sanitary items from stores department.

#### 5.32 Sanitary Worker

To clean the offices, Toilets etc in regular intervals to maintain clean and healthy environment.

#### 5.33 On Board Worker

He is directly connected with initial work of Loading/unloading of cargo from/to vessels. He shall work under the guidelines and supervision of Tindal.

#### 5.34 Tindal

He is the leader of the gang for loading/unloading of cargo from/to vessels. He is responsible for efficient handling of cargo and directs on board labour to perform accordingly as per norms.

**5.35 Signaller**

He is responsible for giving the signal/sign for loading/unloading of cargo to winchman/Shore crane driver in the vessel. On his direction, the cargo is unloaded/loaded in vessel hatches with proper stacking.

**5.36 Winchman cum Crane Operator**

He is responsible for operating the Ship crane/derricks for unloading/loading of cargo.

**5.37 Shore Mukadam**

Leader of the gang for loading/unloading of cargo at Wharf for Break bulk/bagged/palletized cargo. The gang consisting of shore labour shall work under his supervision. He shall be responsible for achieving the Output of cargo.

**5.38 Shore Worker**

He is directly connected with initial work of loading/unloading of cargo at wharf for Break bulk/bagged/palletized cargo. They are performing under the supervision of Mukadam.

## APPENDIX

Appendix - 1 Staff Strength of Traffic Department as on 31.3.2020

**I. TRAFFIC (Core)**

Sr. No.	Category	Sanctioned Strength	Working Strength	Vacancies
<b>Class I and II</b>				
1	Traffic Manager	1	1	0
2	Sr.Dy.Traffic Manager	1	0	1
3	Dy.Traffic Manager	1	1	0
4	Sr. ATM	1	1	0
5	A.T.M. (Class-I)	3	3	0
6	Safety Officer	1	1	0
7	A.T.M. (Class-II)	2	2	0
8	P.A. to T.M.(Class-II)	1	1	0
	<b>Total</b>	<b>11</b>	<b>10</b>	<b>1</b>
<b>Class III</b>				
9	Office Supdt.	1	1	0
10	Superintendent Account	1	1	0
11	Traffic Inspector	6	6	0
12	Shed Master.	13	12	1
13	Head Clerk.	1	1	0
14	Assistant	2	2	0
15	Head Time Keeper	1	1	0
16	Senior Clerk.	6	5	1
17	Supervisors.	57	57	0
18	Time keepers	3	3	0
19	Jr Clerk.	17	7	10
20	Traffic Outdoor Clerk.	72	27	45
21	Labour Supervisor	4	0	4
22	Assistant Outdoor Clerk	56	43	13

23	Sr. Sanitary Inspector	1	0	1
<b>Total</b>		241	166	75
<b>Class IV</b>				
24	Sr Office Attendant	3	3	0
25	Office Attendant	3	2	1
26	Sr Sanitary Health worker	1	1	0
27	Sanitary health worker.	25	10	15
28	Driver(M)	5	0	5
<b>Total</b>		37	16	21
<b>Grand Total</b>		290	193	97

## II. CARGO HANDLING LABOUR DIVISION

Srl. No.	Category	Sanctioned Strength	Working Strength	Vacancies	Remarks
<b>Officers</b>					
1	Secretary cum personnel officer Gr-I	1	0	1	
2	Asst Administrative Officer Gr-II	1	1	0	
3	Accounts Officer Gr-II	1	1	0	Working in Finance Dept
<b>Total</b>		3	2	1	
<b>Class III</b>					
4	Stenographer	2	2	0	Posted in other deptt
5	Office. Supdt.	1	0	1	
6	Accountant	1	0	1	
7	Head Clerk	1	0	1	
8	Junior Engineer	1	1	0	Working in CE Deptt.
9	Assistant	3	1	2	Working in other department
10	Labour Inspector	2	2	0	
11	Cashier	1	0	1	
12	Hindi Translator	1	1	0	Working in Hindi cell
13	Senior Clerk	12	3	9	Transferred to other department.
14	Junior Stenographer	2	2	0	Working in other department
15	Junior Clerk	10	0	10	

16	Booking clerk	5	3	02	
17	Driver	1	1	0	
18	Hindi Typist	1	0	1	Working in Hindi section
19	Pump Operator	3	3	0	Transferred to other department
<b>Total</b>		45	17	28	
<b>Class IV</b>					
20	Senior-Office Assistant	3	3	0	Transferred to other deptt.
21	Security Guard	10	3	7	
22	Office Attendant	3	2	1	-do-
23	Khalasi	4	1	3	-do-
24	Sanitary-Health Worker	8	2	6	-do-
<b>Total</b>		28	11	17	
<b>Grand Total</b>		76	30	46	

## III. Statistical Research Section

(As per cadre restructuring orders vide ref.No.GAD/P/CA/15/1/2010/3210 dated 26.11.2010 is under Finance Department but working in Traffic)

Class-I				
1	Assistant Director (R)	1	1	0
<b>Total</b>		1	1	0
<b>Class-III</b>				
2	Research Asst.	1	0	1
3	Statistical Assistant	1	1	0
<b>Total</b>		3	2	1
<b>Class-IV</b>				
5	Peon	1	1	0
<b>Grand Total</b>		5	4	1

IV. CHD Workers (395 workers)

- 1) Tindal = 20
- 2) Signalman = 103
- 3) Winchman = 27
- 4) RP Worker = 245

V. Shore Workers (97 workers)

- 1) Shore Mukadam – 04
- 2) Shore Worker – 93

REVIEW & REVISION

In order to keep pace with the time and technology, changes in the functions and duties may be required. Therefore, review of the Manual should be taken periodically and necessary changes shall be made with the approval of the Competent Authority.

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