

Clause 4(1)(b)(ii)

Powers and Duties of Officers and Staff

Financial Powers

The Major Port Trusts Act, 1963 vests administrative and financial powers to the Board of Trustees and to the Chairman. Under Section 21 of the MPT Act, 1963, the Board, with the approval of Central Government may delegate the powers imposed on the Chairman, to the Deputy Chairman or any other Officer of the Board. Existing powers of the Board, Chairman and Deputy Chairman are as follows :-

Board/Chairman/Deputy Chairman

Nature of power	Board	Chairman/Deputy Chairman
Entering into contract (Plan & Non-Plan)	Full power.	Chairman and Deputy Chairman (Haldia) ♦ Rs. 5 crore for Plan Works and Rs. 2 crore for Non-Plan Works. Dy. Chairman (Kolkata) ♦ Rs. 3 crore for Plan. Works and Rs. 1 crore for Non-Plan Work.
To charge expenditure to Capital	Rs.50 crore for new projects and Rs.100 crore for replacement under Plan Scheme.	Chairman and Deputy Chairman (Haldia) ♦ Rs. 5 crore for Plan & Non-Plan Works Dy. Chairman (Kolkata) ♦ Rs. 3 crore for Plan. and Non-Plan Works.
To sanction Plan and Non-Plan works.	Full power.	Chairman and Deputy Chairman (Haldia) ♦ Rs. 5 crore for Plan Works and Rs. 2 crore for Non-Plan Works. Dy. Chairman (Kolkata) ♦ Rs. 3 crore for Plan. Works and Rs. 1 crore for Non-Plan Work.
To execute deposit work	Full power	Chairman ♦ full power subject to the condition that the Board would be kept

		informed of the nature, size and value of the deposit work as and when undertaken.
Writing off losses	Up to Rs. 2 crore subject to a maximum of Rs. 20 crore per annum.	Chairman/Dy. Chairman (H) - Rs. 5 lakh in each case subject to an aggregate of Rs. 1 crore per annum.
Limit of expenditure in pressing emergency	Rs. 1 crore subject to a ceiling of Rs. 10 crore in a year	Chairman ♦ Rs. 5 lakh with forthwith report to the Board. Dy. Chairman ♦ Rs. 2 lakh with forthwith report to the Board.
Power to raise loan	Up to an amount equal to annual revenue receipt of the previous financial year. Terms of loan will not need Govt. approval if the loans are obtained from scheduled banks or public financial institutions.	
Power to take temporary loan or overdraft.	Up to an amount equal to 20% of the approved annual budget of the Port.	
Power to compound a compromise claim	Rs. 1 crore in each case subject to a ceiling of Rs. 10 crore in a year.	

Heads of Department

Nature of power	Extent of power
i) To enter into contract (Plan & Non-Plan)	CE/CME/DMD/CMM- Rs. 3 lakh.

ii) To charge expenditure to Capital (Plan & Non-Plan)	CHE/CMO/Secretary/LA&IRO/FA&CAO/Director (P&R)/LA/LM/TM/CVO ♦ Rs. 1 lakh in each case
iii) To sanction work (Plan & Non-Plan)	
To grant extension of time for completion of work.	CE/CME/CHE/TM/DMD/CMO/GM(M&S)/GM(Ops.)Manager (Traffic Operations)/Manager (I&CF)/Manager (MO)/Manager (P&E) ♦ Up to 6 months in respect of all contracts pertaining to their respective departments/divisions. Dy.CE/Dy.CME/Dy.CHE/Dy.DMD/Docks Manager/Medical Superintendent/ Dy. Manager (Shipping & Cargo Handling.)/Dy. Manager (Rlys)/Dy. Manager (MO)/Dy. Manager (I&CF)/Dy. Manager (P&E) ♦ Up to 3 months in respect of contracts entered into by them.
To grant extension of delivery period for completion of contract.	CMM ♦ Up to 6 months. Sr. Dy. MM ♦ Up to 3 months in respect of contracts entered into by him.
To grant extension of time for lodgement of security deposit for performance of contract.	TM/DMD/CHE/CME/Dy.CME/Dy.CHE/Dy.DMD/Medical Superintendent/Manager (MO)/Manager (TO)/Manager (I&CF)/Manager (P&E)/Dy. Manager (I&CF)/Dy. Manager (P&E)/GM (M&S)/GM (Ops.) ♦ Full power subject to financial concurrence.

Establishment powers

Appointment power

The Central Government is the Appointing Authority in respect of posts of Heads of Departments. Chairman has power to make appointments below the Heads of Department's level. Deputy Chairman (Haldia) can make appointments to posts up to the pay scale of Rs.13,000-350-18,250/-. Deputy Chairman (Kolkata) has power to make appointment to posts up to the pay scale of Rs.10,750-16,750/-.

The Chairman is the Disciplinary Authority for posts upto the level of Heads of Departments (penalties involving suspension, reduction in rank, removal, dismissal or compulsory retirement require prior approval of Central Govt.).

Deputy Chairman (Haldia) is the Disciplinary Authority in respect of all posts of Haldia Dock Complex. However, for imposing penalties like reduction in rank, dismissal and compulsory retirement, Chairman is the Disciplinary Authority in respect of posts higher than the pay scale of Rs. 13000-18250/-.

Deputy Chairman (Kolkata) is the Disciplinary Authority in respect of posts for which he is the Appointing Authorities. Heads of Departments are the Appointing Authorities as well as disciplinary authorities in respect of Class-III and Class-IV posts.

Duties of Officers and Employees

Administration Department

Category	Duties and responsibilities
Secretary	<p>1. All matters relating to meetings of the Board of Trustees.</p> <p>2. As head of the Administration Deptt., Secretary is responsible for all functions carried out by the Administration Deptt. which are summarised below :-</p> <p>i. Personnel policy matters of all categories of employees.</p> <p>ii. Personnel matters of Class-I&II officers relating to recruitment, promotion, training etc</p> <p>iii. Framing of various service and non-service regulations.</p> <p>iv. Communication system in the port (telephone, fax etc.)</p> <p>v. Security functions of the entire port through CISF, PSO and private security agency.</p> <p>vi. Matters related to environment and pollution.</p> <p>vii. Maintaining records of Govt. orders.</p> <p>viii. Grievance redressal.</p> <p>ix. Functioning as tender committee member.</p> <p>x. Formulation, circulation and implementation of rules, regulations, codes, procedures, etc. for different aspects of port functioning.</p> <p>xi. Central transport contracts for KDS.</p> <p>xii. Dealing with Parliamentary Committees, Parliamentary questions and other VIP references.</p>

	xiii. Implementation of official language policy.
Officer-on-Special Duty (Operations & Works)	<ul style="list-style-type: none"> ◆ All operational and works proposals relating to KDS processed through Administration Deptt. ◆ All proposals of HDC requiring approval of Chairman/Board of Trustees. ◆ Non-service regulations ◆ Matters on developmental/ privatization projects ◆ Monitoring progress of various consultancy jobs and special schemes like riverfront beautification, development of port facility at Diamond Harbour/Sagar. ◆ To act as Estate Officer under P.P. Act, 1971.
Deputy Secretary-I	<ul style="list-style-type: none"> ◆ All personnel matters relating to officers of all departments. ◆ Matters relating to ACRs/APRs of officers. ◆ Disciplinary cases for officers. ◆ Framing/amendment of all Service Regulations. ◆ Matters common to all classes of employees. ◆ Matters relating to grievance redressal and women employees. ◆ To act as Estate Officer under P.P. Act, 1971 ◆ Matters relating to CRDC ◆ Matters relating to RTI Act
Deputy Secretary-II	<ul style="list-style-type: none"> ◆ Operational and works proposals relating to Marine and Hydraulic Study Departments (through OSD) ◆ Matters relating to Port Security, CISF, Police, Private Security Agencies, Dock Permits/ID Cards. ◆ Hindi implementation at KDS ◆ Parliament questions (through OSD)/Parliamentary Committees/ VIP reference ◆ Matters relating to delegation of financial powers ◆ Library ◆ Standing member of Sexual Harassment Complaint Committee ◆ To act as Dy. PFSO under ISPS
Deputy CVO.	<ul style="list-style-type: none"> ◆ Disciplinary cases of class III and IV employees of all departments ◆ Matters relating to TA Bills. ◆ Management of printing and binding works of Administration Deptt. including formation of panel, issue of work order, etc. ◆ Management of office equipment/furniture of the Administration Deptt. including maintenance of asset register, issue of indents, local purchase, general house-keeping, proposals of other departments relating to office equipment, furniture etc. ◆ Procurement of retirement gifts.

	<ul style="list-style-type: none"> ◆ Contracts for upkeepment of Head Office, photocopying, etc.
Assistant Secretary-I	<ul style="list-style-type: none"> ◆ Privatization/developmental projects at KDS (through OSD) ◆ Computerization in Administration Deptt. (through OSD) ◆ All personnel matters relating to class III and IV employees of all departments excluding disciplinary cases. ◆ Assisting DS-I in formulation, amendment, etc. of Service Rules and Regulations. ◆ All periodical statements/returns/statistical data (excluding SC/ST/OBC reservation) regarding establishment matters including monthly performance reports to Director (P&R). ◆ Overall management of the Head Office building including supervision of work of Caretaker and his workers.
Assistant Secretary-II	<ul style="list-style-type: none"> • Matters relating to medical reimbursement/advances. • Incentive for acquiring higher educational qualification. • NOC for passport, foreign visit approval, special casual leave, etc. • Establishment matters of Estate and Hydraulic Study Departments. • All periodical statements/returns/statistical data (excluding SC/ST/OBC reservation) regarding establishment matters including monthly performance reports to Director (P&R). • Follow up of grievance redressal cases. • RTI returns. • Processing of leave, late attendance, etc. of employees of Administration. • Assisting DS-I in formulation and amendment of Service Rules and Regulations. • Overall management of the Head Office building including supervision of work of Caretaker and his workers. • All matters relating to direct telephone lines, mobile phones, EPABX at Head Office.

Junior Assistant Secretary-I	<ul style="list-style-type: none"> ◆ Operational and commercial matters of Traffic Deptt. (through OSD) ◆ All matters relating to non-service regulations (through OSD) ◆ Matters relating to TAMP (through OSD) ◆ Matters relating to transport contract (through AS-I) ◆ Matters relating to permission for photography ◆ To assist DS-I in the matters relating to CRDC ◆ To assist DS-I in the matters relating to RTI Act ◆ Matters related to Coordination Meeting ◆ Administration Report
Junior Assistant Secretary-II	<ul style="list-style-type: none"> • Operational and works proposals of all departments excluding Marine, Traffic and Hydraulic Study Departments (through OSD) • All matters relating to died-in-harness candidates (through LA&IRO)
P.S-cum-EA to Chairman.	Providing Executive assistance to Chairman
Private Secretary to Deputy Chairman.	Providing assistance to Dy. Chairman by maintaining appointments/engagement diary, attending telephone, maintaining records of file movement, etc.
Personal Assistant to Head of Department.	Providing assistance to Secretary by maintaining appointments/engagement diary, attending telephone, maintaining records of file movement, etc.
Hindi Officer-cum Translator	Implementation of the Official Language Policy.
Asstt. Supdt. (Security)	<ol style="list-style-type: none"> 1. Carrying out all functions of Port Security Organisation directly through departmental guards and also through private security agency. 2. Issue of identity cards to employees 3. Issue of biennial permits/annual permits. 4. Endorsement for dock entry in respect of Govt. officials.
Security Officer (Ports Security Organization/ Permit)	<ol style="list-style-type: none"> 1. Maintaining a departmental security force for deployment in identified areas. This involves maintenance of all personnel details as well as operational deployment of the guards. 2. Monitoring the functioning of private security agencies engaged by different departments for security of Trustee's properties in their custody. 3. Collecting information related to security. 4. Maintaining a mobile squad for checking of security at various

places.

5. Conducting enquiry in case of theft.

Traffic Department

	<u>Designation</u>	<u>Responsibilities & authorities.</u>
	Shri U Sinha Traffic Manager	He is one of the Principal Officers of the Port and heads the Traffic Department of the Kolkata Dock System, comprising the Shipping and Railway Wings including the Port Fire Division. . He is responsible for all cargo, shipping and port railway related operations at the Transit Docks, riverside jetties, wharves, Container Terminal, Lighterage and anchorage. He is the Convenor of the Marketing Group of the KDS and Member Business Development Group. He is also ex-officio Member, Calcutta Dock Labour Board.
	Shri P Bhattacharya Docks Manager	He looks after the operational and commercial functions of the docks and jetties excepting Container Terminal. Matters relating to shipping activities (operational and commercial) , labour and railway, recommendation of land license in the transit area are done under his supervision and control. He also coordinates with users and other agencies He reports to Traffic Manager in all the above functions and assists him in the framing of policy decisions, finalisation of proposals to the Board etc. He is also designated as the Officer-in-Charge of the Customer Relations Cell and ex-officio Estate Officer.

	<p>Shri P K Mullick Dy.Docks Manager (Shipping)</p>	<p>He is in charge of shipping movement. He maintains constant liaison with Harbour Master (Port), Dock Master, Harbour Master (River) and other Marine sections for planning, arrival, sailing and movement of ships in Port. He holds daily meetings with port users to lay out the schedule of berthing and de-berthing operations in consultation with Docks Manager and with the approval of Traffic Manager</p>
	<p>Shri M S Biswas Dy. Docks Manager (Establishment)</p>	<p>He is overall incharge of all matters pertaining to Establishment in the Department on behalf of Traffic Manager.</p>
	<p>Shri M N Ghosh Dy.Docks Manager (Labour and Stevedoring)</p>	<p>He supervises the activities of the entire cargo handling labour force including its deployment and booking. Procurement and maintenance of KoPT gear is also done under his supervision. He is responsible for the functions of the Stevedoring Cell in totality, which includes container-related activities involving integrated management of DLB personnel.</p>
	<p>Shri A Moitra Dy.Docks Manager (Operations)</p>	<p>The Dy. Docks Manager (Operations) is in charge of all matters relating to operational and commercial activities of the cargo docks, opening and arrival of exports, holding of planning meetings with vessel agents and allotment of land under Licensing Scheme within the Docks. He is in charge of the Fire Services Division of the Kolkata Dock System. He is responsible for operations at the Budge Budge Petroleum Wharves. He is also the departmental nodal officer for ISO compliance.</p>
	<p>Shri S K Mondal Dy Docks Manager (Sale)</p>	<p>He is principally responsible for disposal of unclaimed/uncleared export/import cargo by means of auction/tender/e-auction sale of cargo. He coordinates with the Customs, valuers and the buyers in this regard and takes action under the directions of Traffic Manager. He extends supervision over the functions of IWT and overside delivery. He is also the Liaison Officer for employees in the category of SC/ST/OBC working in the Traffic Department.</p>

	<p>Shri G Gupta</p> <p>Dy. Terminal Manager</p>	<p>He looks after all operational and commercial matters relating to the Container Terminal and container related operations at KDS. He is entrusted with the responsibility of attending to trade queries relating to Container traffic. He assists the Traffic Manager in the direct administration of the Container Terminal and all Container related planning, operations and commercial activities at KDS. He is also designated as Coordinator in the Marketing Group</p>
	<p>Shri T K Palit</p> <p>Dy.Docks Manager (Commercial)</p>	<p>He looks after all shipping general, railway commercial aspects and extends overall supervision in matters pertaining to issuance of Licenses and Permits. . He supervises work of all the sidings. He directly controls the Legal Cell of the Traffic Department. .</p>
	<p>Shri G P Patnaik</p> <p>Supdt Establishment</p>	<p>He directly assists the DDM (E) in all matters pertaining to Establishment .</p>
	<p>Shri K K Sinha</p> <p>Supdt.(Jetties & Wharves)</p>	<p>He looks after the IWT including activities of the inland vessel wharves. He coordinates with concerned officials of the IWAI, Customs and Marine Deptt for the movement of inland vessels. He monitors the delivery of cargo discharged overside. He is also the nominated officer for monitoring the departmental ♦Quality Circle♦.</p>
	<p>Shri S Gangopadhyay</p> <p>Supdt. (Labour) I</p>	<p>He assists the DDML in all administrative matters pertaining to the Labour section and stevedoring</p>
	<p>Shri A Duttagupta</p> <p>Supdt Budge Budge Petroleum Wharves</p>	<p>He looks after the traffic operations of the Petroleum Wharves as also all other matters concerning issuance of Permits at Budge Budge and general liaison with different oil companies. . He reports to Dy Docks Manager (O) for matters concerning operations and Fire prevention. He assists the Dy Port Facility Security Officer in the matter of ISPS implementation and security of PWBB.</p>
	<p>Shri M R Tomar</p> <p>Supdt. KPD</p>	<p>Planning and supervision of all cargo handling work and shipping operations pertaining to Kidderrpore Docks (barring container operations) is done by him. He is responsible for all commercial matters and gives on the spot decisions on all important issues relating to or affecting users. The administration of the passenger terminal at 11 KPD is his responsibility. He is the departmental nodal officer for Rajbhasha implementation.</p>

	<p>Shri P K Chattopadhyay</p> <p>Supdt NSD</p>	<p>Planning and supervision of all cargo handling work and shipping operations pertaining to Netaji Subhas Docks (barring container operations) is done by him. He is responsible for all commercial matters and gives on the spot decisions on all important issues relating to or affecting users</p>
	<p>Shri S Naskar</p> <p>Supdt Container I</p>	<p>He assists the Dy Terminal Manager in all matters of the office and inter-departmental issues. He also monitors all legal issues concerning containers and non-operational functions of the Terminal He replies to Audit Queries. He is assisted by the Asst. Supdts./Traffic Officer. He assists in matters concerning port tariff framing and modification and is associated with Chairman's Special Cell to coordinate interdepartmental functions as and when required by Chairman.</p>
	<p>Shri G Chakraborti</p> <p>Supdt (General, Commercial and Prosecution).</p>	<p>He looks after all general administrative matters, including maintenance of office infrastructure, procurement of office-support equipment, departmental budgeting, rental/Licensing of office accommodation and assists the Traffic Manager in policy issues concerning general security. He responds to queries on theft/pilferage of cargo and monitors commercial matters including Railway & Shipping claims. He is designated as Dy Port Facility Security Officer directly responsible for executing ISPS compliance at KPD , NSD and Budge Budge and reports to PFSO (DMD) and TM . He is appointed as the Central Public Information Officer under the RTI Act for the Traffic Department. He is also the Assisting Member in the Customer Relations Cell.</p>
	<p>Shri S Roychowdhury</p> <p>Supdt.(Permits, Computer and Licenses)</p>	<p>He is responsible for implementation, administration and day-to-day running of the modules linked to the Traffic Department under the comprehensive computerisation scheme.as well as other computer related systems/projects/requisition etc. He controls the Permit and License issuance sections at Subhas Bhavan and KPD both for individuals and vehicles.. He is also designated as the Supdt in charge of the Corporate Communications Centre.</p>
	<p>Shri S K Bishnu</p> <p>Supdt Labour II</p>	<p>He assists the DDML in matters relating to booking, accountal & distribution of cargo handling labour and gear and all other matters as may be delegated to him.</p>

	Shri B Sahoo Supdt Sale	He assists the DDM (Sale) in the functions of auction/tender sale of cargo. He coordinates with the Customs, valuers and the buyers in this regard.
	Shri D Shaw Supdt. Afternoon (Cargo Docks)	He is the senior most officer in the afternoon shift who supervises cargo operations and related commercial activities directly.
	Shri R Naskar Supdt. Container II	He assists the Dy Terminal Manager in all matters pertaining to activities of the CPY and assumes responsibility of operational matters concerning container handling, preparation of statistics and in overseeing the operational activities of the Terminal as required within the limits of his authority. He is assisted by the Asst.Supdts./T.O.
	Shri D Mukherjee Supdt.CFS	He is the overall in-charge of commercial and related activities of the CFS and reports to Dy Terminal Manager. . He is assisted by the Asst.Supdts /Traffic Officers
	Shri J S Sodhi Supdt Container	He looks after the operational activities of the CFS and reports to Dy Terminal Manager. . He is assisted by the Asst.Supdts /Traffic Officer
	Shri L N Basu SOFF	He is responsible for Fire Prevention and Fighting operations at KDS and reports to DDMO .
	Asst. Supdts.(Shift)	The duties of A/Ss in brief are : - berthing and unberthing iof vessels; supervising operational work; supervision of entire commercial work including recovery of cargo related charges; holding of enquiries; categorisation and classification of cargo according to their value and hazard; granting receipts to Steamer Agents, which form the basis of all claims and accountal of cargo passing through the port; submitting labour returns, on the basis of which labour payment is done, certifying incentive payments for workers of CME's department; supervision of work of inland transportation system viz. railways, roadways and barges; submitting Outturn Report of vessels; and granting out put certificates to Dock Labour Board on the basis of which workers of the Docks Labour Board are paid incentive. In addition some Asst.Supdts. are posted in office who are responsible for dealing with

		court cases, establishment, general matters including issuance of Jetty Sircar Licences etc.
	Traffic Officers	They are responsible for supervising operational work at their respective working points in three shifts. Traffic Officer at Container Terminal issues instructions to workers and staff of the Container Terminal for ensuring smooth and uninterrupted operations at the Terminal. Traffic Officers attached to Stevedoring physically supervise the work done by the workers and supervisors of Dock Labour Board, engaged for onboard operations and give on the spot decisions in exigencies.
CONTRACTS CELL , TRAFFIC DEPARTMENT	Shri Soven Mukherjee SEE (Contracts Cell)	He assists the Traffic Manager in matters regarding tendering and management of contracts for cargo handling equipment, development of port, privatisation etc. He is assisted by two senior officers in the level of Executive Engineers. .
	Shri J Sengupta Executive Engineer	He assists the SEE (Contracts cell)
	Shri S Das Executive Engineer	He assists the SEE (Contracts cell)
RAILWAY WING	Shri T K Chattopadhyay Railway Manager	He looks after the Railway Operations and a part of railway commercial functioning of the Traffic Department. He maintains liaison with Railway Authorities, planning and executing Railway movements in accordance with the requirement and booking of the cargo docks and sidings. He reports to Traffic Manager.
	Shri S Sarkar Dy Railway Manager (Operations)	He looks after all operational matters concerning Railway traffic and assists the RM. He is assisted by Asstt Railway Manager and ATOs.
	Shri S Chowdhury Dy Railway Manager (General and Commercial)	He looks after all billing matters (demurrage etc) coming under the purview of the Railway Wing and assists the RM in any day-to-day commercial administration.
	Shri P Sarkar Dy Railway Manager (EJC)	He assists the Railway Manager in all staff and personnel related matters in the railway wing and labour related issues in the outdoor. He also coordinates with CONCOR on behalf of RM in Terminal related reconciliation. He is assisted by ATOs.

	Asstt Railway Manager	He coordinates operational functions on behalf of the Dy RM (Operations).
	Asstt Transportation Officers	They look after all operations at the yards and working points , assisting the ARM/DRM at the field level.

Labour Department

Designation

Labour Adviser &

Industrial Relations Officer

Industrial Relations Officer/ Sr.
Labour Officer (I.R)

Duties and responsibilities

- Adviser to Chairman/Deputy Chairman on labour matters and statutory provisions of laws relating to labour and is responsible for maintenance of harmonious industrial relations.
- Represents management in adjudication proceedings, conciliation proceedings, proceedings under the payment Gratuity Act, Workmen's Compensation Act and Payment of Wages Act with assistance of officers under him.
- Administration of housing complexes for about 1500 employees.
- Development and arrangement of training programmes for Class-III & IV employees.
- Looking after Safety and Welfare as per Dock Workers (Safety, Health and Welfare) Act. 1986 and Regulations, 1990 thereunder.
- Represents management in conciliation proceedings, adjudication proceedings and proceedings under the Payment of Gratuity Act.
- Assists LA & IRO at meetings with trade unions and examining their demands.
- Deals with court cases, Official Language Implementation, ISO 9001: 2000, Quality Circles, classification and categorisation of posts, Incentive Schemes, surplus manpower and their adjustment, Group Insurance

	Scheme for Safai Karmacharies, matters relating to condemned mazdoor lines etc.
Safety Officer	<ul style="list-style-type: none"> - Supervision of officers working under him. - Advises and assists the management in fulfilment of its obligations, statutory or otherwise, concerning prevention of personal injuries and maintaining a safe working environment.
Personnel Officer/Labour Officer	<ul style="list-style-type: none"> - Deals with all matters relating to Safety Committee. - Deals with matters relating to housing and welfare including eviction cases. - Performs all matters relating to Kolkata Port and Dock Workers Training Institute including development of new training courses.
Assistant Labour Officer	<ul style="list-style-type: none"> - Deals with establishment matters including preparation of various reports/ statements, procurement of stores/uniforms, canteen matters, individual grievances, references from unions, court cases, check-off, Merit Award/Scholarships, audit queries, computerisation, Quality Circles etc. - Deals with matters relating to housing and welfare of Taratala Colony including eviction cases.
Inspector(Welfare)	<ul style="list-style-type: none"> - Inspection of Class-IV quarters, processing for allotment of quarters and maintenance of records, participation in inspection/investigation with officers of other departments concerned in the maintenance of Class IV quarters.
Head Clerk	<ul style="list-style-type: none"> - Supervision of the affairs of departmental canteens. - Work of clerical nature involving drafting original letters, complicated correspondence etc. and to supervise the staff working under him.
Junior. Welfare Inspector	<ul style="list-style-type: none"> - General supervision of office, record and establishment. - Inspection of Class-IV quarters, processing of allotment of quarters and maintenance of records, participation in

inspection/investigation with officers of other departments concerned in the maintenance of Class-IV quarters.

- Rendering assistance to concerned Inspector in running of departmental canteens.
 - To perform work of clerical nature including drafting complicated correspondence etc.
- Clerk-in-Charge
- U. D. Clerk
- To perform duties of clerical nature viz. drafting, noting, billing and establishment work to carry out clerical duties of any kind and to operate computers.
- Canteen Supervisor
- To supervise the work of the canteen, to perform duties of clerical nature, viz. maintenance of accounts and to perform any other job pertaining to running of canteen while posted in the canteen
 - To supervise the work of the canteen, to perform duties of clerical nature, viz. maintenance of accounts and to perform any other job pertaining to running of canteen.
- L.D. Clerk
- To perform clerical duties of a routine nature viz. posting, noting, stereotype drafting etc.
 - To carry out duties of clerical nature of any kind, if exigencies of work so warrant and to operate computers.
- Head Cook
- To sell the coupons as per daily menu board, to maintain the daily sale register and to help Supervisor for any official work related to canteens while posted in the canteen.
 - Preparation of the daily menu and maintenance of the daily stock register (materials) with the help of Supervisor.
- Cook
- Cooking meals and snacks and supervising jobs of Cooks and Canteen Attendants.
 - Cooking meals, snacks and preparing
- Canteen Attendant
- Tea.
- To assist cook and perform such other duties of cook
- Record Peon
- To file, rule, paste, arrange and supply records, to operate duplicating machine and perform other lowest ministerial work if the exigencies of work so warrant.

Cycle Peon	-	To mail letters to different offices by cycles and such other general duties of an Office Peon.
Peon	-	To attend to the officers and staff and to bring food, water etc. for them. Dusting, tidying tables, chairs etc., carrying despatch from and to offices and other general duties of an Office Peon.
Sweeper	-	Sweeping and swabbing floors, cleaning tables, chairs, benches etc. and washing utensils.
(a) Line watcher	-	To visit Mazdoor Lines allocated to them and to report about the general conservancy, sanitary condition, out break of any infectious diseases, unauthorised occupation of quarters, unauthorised constructions, illegal sharing with unauthorised persons, to report scarcity of water supply, to operate pumps in the Mazdoor Lines whenever required, to serve notices in the Mazdoor lines to allottees relating to Class IV accommodation Rules and to perform such other general duties of a Linewatcher/Linesman as per practice and convention.
(b) Linesman		

LEGAL DEPARTMENT

<u>POST</u>	<u>DUTIES</u>
Legal Adviser	<ul style="list-style-type: none"> ❖ Functioning as the Legal Adviser to the Board of Trustees, Chairman, Deputy Chairman and other HODs and Divisional Heads including HDC. ❖ Appointing Advocates on behalf of the Board of Trustees, Chairman, Deputy Chairman, HODs, Managers of HDC and other Officers of KDS and HDC with approval of Chairman ❖ Exercising the power of Attorney on behalf of the Board of Trustees for execution of Vakalatnamas and for affirmation of affidavits, etc. ❖ Monitoring and pursuing court cases in various courts including Supreme Court of India. ❖ Co-ordinating between the Departments and Divisions for court cases. ❖ Furnishing legal opinion to the Board of Trustees, Chairman, Dy. Chairmen, Heads of Departments and Divisional Managers

on various issues.

◆ Functioning as establishment Head of the Legal Department.

Deputy
Adviser

Legal

◆ Assisting the Legal Adviser in furnishing legal opinion to the Heads of the Departments and Divisional Heads on various issues.

◆ Pursuing and monitoring cases in different Courts of law by attending courts, conferences with Counsel and arbitration proceedings.

◆ Co-ordinating between the departments and Divisions in Court cases.

◆ Assisting the Legal Adviser in establishment matters.

Assistant
Adviser

Legal

◆ Pursuing and monitoring cases in different Courts of law by attending courts, conferences with Counsel and arbitration proceedings.

◆ Co-ordinating between the departments and Divisions in Court cases.

◆ Assisting the Legal Adviser in establishment matters through Dy. Legal Adviser.

◆ To give opinion on legal issues referred to by Legal Adviser.

Estate Department

Sl.No.	Designation	Powers & Duties
1	Sr. Executive Engineer Pay scale: Rs.13000-18250/-	The post is originally under the cadre of the Civil Engineer Department but the incumbent is deputed to work both under the Civil Engineering Department and the Estate Department. Presently Sri Santanu Mitra, Sr. Executive Engineer is discharging the work of the following sections: Tenancy matters of Dock-II Section Tenancy matters of Budge Budge Section

		<p>Tenancy matters related to outside property</p> <p>Tenancy matters related to Foreshore land</p> <p>Work related to Drawing & Survey Section</p> <p>Matter related to implementation of Geographical Information System for Estate Department.</p> <p>He is reporting to the Land Manager</p>
2.	<p>Dy. Land Manager</p> <p>Pay scale :</p> <p>Rs.10750-16750/-</p>	<p>The Dy. Land Manager, assists the Land Manager, who is the Head of the Department, in discharge of his functions. Presently Smt. Purba Mandal is Dy. Land Manager. In the execution of her duties, she is supported by one Asstt. Land Manager, one Land Inspector and one Jr. Land Inspector. Smt. Purba Mandal, Dy. Land Manager is discharging the work of the following sections:</p> <p>Tenancy matters of Calcutta Section</p> <p>Municipal Assessment matters</p> <p>Implementation of ISO 9001 and ISO 14001 in Estate Department</p> <p>Ship breaking</p> <p>Allotment of land within Dock for traffic related purpose of export and import</p> <p>She is reporting to the Land Manager</p>

Sl.No.	Designation	Powers & Duties
3.	Officer on Special Duty (Estate)	Presently Smt. S. Thakur, OSD (E) is discharging the following functions:

	<p>Pay scale: Rs.10750-16750/-</p>	<p>Tenancy matters related to Calcutta-I Section</p> <p>Quarter Section</p> <p>Establishment Section</p> <p>Eviction functions</p> <p>Matters related to implementation of Hindi as Nodal Officer, Hindi</p> <p>Security matters</p> <p>Smt. Thakur is also discharging the function of Public Information Officer under the Right to Information Act, 2005 for the Estate Department and work related to Public Premises (Eviction of unauthorised occupants) Act as Authorised Officer.</p> <p>She is reporting to the Land Manager</p>
4.	Executive Engineer	<p>The post is originally under the cadre of the Civil Engineer Department but the incumbent is deputed to work both under the Civil Engineering Department and the Estate Department. Presently Sri N. Mallick is discharging the following functions:</p> <p>Tenancy matters related to Howrah Section</p> <p>Matters related to Lease Section</p> <p>Matters related to Record Section</p> <p>Matters related Tender Cell including SLBAC</p> <p>Computerisation of Estate matters</p> <p>Modernisation of Estate Department in association with the Civil Engineering Department</p>

		He is reporting to the Land Manager
Sl.No.	Designation	Powers & Duties
5	Officer on Special Duty (Civil)	<p>The post is an ex-cadre post under the Civil Engineering Department. The incumbent is deputed to work both under the Civil Engineering Department and the Estate Department. Presently Smt. K. Chattopadhyay, OSD(C) is discharging the following functions:</p> <p>Tenancy matters related to Dock-I Section</p> <p>Tenancy matters related to Dock-III Section</p> <p>Matters related to Shimurali and Diamond Harbour Inspection Bungalows</p> <p>She is reporting to the Land Manager</p>
6.	Assistant Land Manager-I	<p>Sri S. K. Das, Asstt. Land Manager is reporting to the Dy. Land Manager related to tenancy matters and to OSD (E) for matters related to quarter and private security guards and is discharging the following functions:-</p> <p>Tenancy matters related to Calcutta Section-II</p> <p>Tenancy matters related to Budge Budge Section</p> <p>Ship breaking matter</p> <p>Allotment of land/shed within dock for traffic related purpose of export and import</p> <p>Matters related to Quarter Section</p> <p>Security matters</p>

	Matters of reservation for SC/ST/OBC employees as Liaison Officer
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I.No.	Designation	Powers & Duties
7.	Asstt. Land Manager-II	Sri A.K.Banerjee, Asstt. Land Manager is assisting Officer on Special Duty (Civil) in tenancy matters related to Dock-III Section. Sri Banerjee is also assisting Sri S.Mitra, Sr. Executive Engineer in tenancy matters related to Outside Properties, Foreshore land and discharging work of Drawing & Survey Section and work related to plan approval etc. as also valuation of survey done by outside consultants.
8.	Asstt. Land Manager-III	<p>Sri P. Majumder is reporting to Sri N. Mallick, Executive Engineer and assisting him in the following sections:</p> <p>Tenancy matters related to Howrah Section</p> <p>Work related to allotment of hoarding sites or other advertisements.</p> <p>Sri P. Majumder is also reporting to Smt. Purba Mandal, Dy. Land Manager and assisting her in Municipal Assessment matters and work related to allotment of land to Metro Railway</p>
9.	Asstt. Land Manager (Legal)	<p>Sri Somnath De, Asstt. Land Manager (Legal) is discharging the following functions. He is reporting to officers of the respective tenancies and to the Land Manager:</p> <p>Work related to Municipal Assessment matters</p> <p>Work related to eviction cases under the Public Premises Act and related court cases</p>

		Work as Nodal Officer in respect of all court cases as in-charge of Legal Cell
10.	Sr. Accounts Officer (Bill Recovery)	The post is under the Finance Department cadre. However, Sri Arindam Roy, Sr. Accounts Officer (BR) is deputed to work under the Estate Department to deal with all bill accounts of Estate Department.

Class-II cadre

The Land Inspectors in the scale of pay of Rs.8600-14600/- undertake work in connection with the Estate management including all acquisition work with the help of Jr. Inspector (Land) in the Class-III cadre with regard to the specific jurisdiction allocated. It involves outdoor inspection work as well as processing of tenancy files related to Estate matters including work related to Legal cases and P.P. Act cases of their respective tenancies. The Land Inspectors report to the Assistant Land Manager and is assisted by the Jr. Inspector (Land) in the discharge of his duties:

Sl.No.	Name & Designation	Tenancy Section
1.	Sri Samir Kumar Chowdhury, Land Inspector-I	Calcutta Section
2.	Sri Sudip Kumar Nandy, Land Inspector	Howrah Section
3.	Sri Pradip Kumar Hazra, Land Inspector	Licencing of sheds/yard spaces within the Dock, Ship breaking activities.
4.	Sri Karick Dhar, Land Inspector-IV	Dock-I and Dock-III Sections.
5.	Sri Manoj Dutta, Land Inspector-V	Dock-II Section and Budge Budge Section
6.	Sri Dipak Das, Land Inspector-VI	Dock-III Section

Sl.No.	Name & Designation	Tenancy Section
1.	Sri Jalal Khan, Jr. Inspector (Land) Sri Soumik De Sarkar, Jr. Inspector (Land)	Calcutta Section
2.	Sri Biplab Pal, Jr. Inspector (Land)	Howrah Section
3.	Sri Sujit Kumar Chowdhury, Jr. Inspector (Land)	All work related to Tender Section of the entire tenancy section.

Class-III Supervisory Cadre

Quarter Inspector in the scale of pay of Rs.5500-11380/-and the Jr. Quarter Inspector in the scale of pay of Rs.5000-10850/- undertake work related to allotment of quarters to Class-I, Class-II and Class-III employees of Kolkata Dock System and all work connected thereto. The Jr. Quarter Inspector assists the Quarter Inspector.

Drawing & Survey Section

The function of the Drawing and Survey Section is undertaken by one Jr. Field Officer assisted by one Sr. Surveyor, two surveyors, one Sr. Draftsman, one Draftsman, two Premises Surveyor and Chainman. The Survey Section reports to Asstt. Land Manager-II who in turn reports to Sr. Executive Engineer.

Civil Engineering Deptt.

The Civil Engineering Department is responsible for identifying conceiving and formulating all development works for the Kolkata Dock System (KDS) including preparation of detailed project reports, follow-up actions, preparation and drawings and detailed estimate, invitation and finalization of tenders and execution of the projects including co-ordination with various local bodies / outside agencies / departments at various stages of planning and execution.

The department is also responsible for maintenance and upkeepment of all Civil Engineering assets of CPT on both sides of the River Hooghly between Jangipur to Sagar Island which include two Dock System viz. KPD & NSD. Oil installation at Budge Budge Petroleum Wharf area, various marine structures including jetties and wharves, river training works including Silt Trap Dredging, Navigational Columns for identification of Navigational Channel, several Bridges including Rabindra Setu, Dr.B.R. Ambedkar Bridge, Bascule Bridge & Swing Bridge No.1. Besides the above, this department also maintains a vast network of roadways both inside and outside the Dock area, Port Railway System, large estate including residential and office building complexes, Workshops, river front promenades, including plantation and landscaping, water supply, drainage and sewerage system, etc.

RESPONSIBILITIES AND AUTHORITIES OF OFFICERS OF THE CIVIL ENGINEERING DEPARTMENT:

Sl. No.	Designation	Responsibilities & authorities
1.	Chief Engineer	The Chief Engineer is the Head of the Department and is a principal officer of Kolkata Port Trust. He is responsible for successful implementation & maintenance of the Quality Management System as prescribed in ISO 9001 - 2000. His responsibilities include co-ordinating all the Civil Engineering activities of Kolkata Port Trust. He is a member of the Investment Committee for deciding the pattern and level of investments to be made under various development activities at the KDS and HDC. He is also primarily responsible for the maintenance and execution of all Civil Engineering Works, River Training Works including maintenance and development of all infrastructural facilities at KDS as well as procurement of some items of materials. As a member of Port Operation Group he actively participates in formulating all modernization schemes relating to shipping and cargo handling of the Port. He compiles and prepares the budget of the department after

		getting budget report from the Sr. Executive Engineers. He sanctions estimates and tenders for the department within his delegated power. He also identifies the training needs & nominates the officers and staff of the department for any training as per the training schedule sent to the department by Administration. Those nominations are further screened by the Administrative Department and the final list for officers and staff for any particular training is prepared by the Administration.
2.	Dy. Chief Engineer - I	The Dy. Chief Engineer ♦ I assists the Chief Engineer in his day to day works & co-ordinates the works of the different sections assigned to him by the Chief Engineer. He also attends various meetings on behalf of the department. He also sanctions estimates and tenders for the sections looked after by him within Rs. 1.0 L. In absence of the Chief Engineer, he looks after the works of the Chief Engineer also in addition to his normal duties.
3.	Dy. Chief Engineer - II	The Dy. Chief Engineer ♦ II also assists the Chief Engineer in his day to day works & co-ordinates the works of the different sections assigned to him by the Chief Engineer. He also attends various meetings on behalf of the department. He also sanctions estimates and tenders for the sections looked after by him within Rs. 1.00 lakhs. In the absence of the Dy. C.E. - I, he looks after his works in addition to his normal duties.
4.	Dy. Chief Engineer (RT)	The Dy. Chief Engineer (RT) looks after the matters relating to the River Training section including measures of draft improvement. He also co-ordinates different works with the Hydraulic Study Department and other external agencies attends various meetings on behalf of the department. He also sanctions estimates and tenders for the River Training Section within Rs.1.00 lakhs. The post is presently lying vacant.
5.	Manager (Env.)	He is responsible for various environmental works in KoPT.
6.	Superintending Engineer (Design)	Chief Engineer♦s Design Office is headed by the Superintending Engineer (Design). The Contract and Design Sections come under him. He is responsible for planning, design and estimation of all projects relating to development and maintenance, harbour structures, quay wall, berths and infrastructural facilities etc. He does liasoning with other departments of KoPT, CE, Dy. C.E. and other external agencies. He is responsible for offering technical decisions in all design related issues as sought for by the C.E. He is also responsible for preservation of all drawings related to different structures of KoPT. He also looks after the tenders done by the C.E. This post is presently lying vacant.
7.	Sr. Executive	Sr. Executive Engineers head the sections and hold separate

	Engineers (except Executive Engineer (Design) & Sr. Executive Engineer (Contract) Common Responsibilities	<p>Sr. offices. They distribute works among the Executive Engineers, assistant Engineers, Supervisors and all other supporting staff placed under the section. They also co-ordinate with the Chief Engineer & the Dy. C.Es on various matters, hold joint inspections with representatives of other Organization / Department / Sections on various issues. The sectional budget for all works is also prepared and monitored by them. They are also responsible for execution of any development work under Non-plan or Plan capital when allotted to their section by the Chief Engineer. They also prepare all estimates for different works and do tendering up to Rs. 5.00 lakhs. They also execute urgent works through issuing Labour Work Orders up to Rs. 6000/- after obtaining prior sanction of CE. They also issue work orders for contract works up to Rs. 5.00 lakhs after sanction of competent authority. They also condemn unsafe structures and arrange sale of such structures after preparation of Reserve Sale Price. They also assess the condition of all the structures under use like Bridges, Docks, Locks, Jetties, buildings, roads, water supply appurtenances etc. and are responsible for issue of cautionary notices for unsafe structures in advance, if necessary, in consultation with the design office so as to protect human life and properties.</p> <p>They also do checking of the measurements and ensure the quality of works and materials as per laid down norms in the Manual for Civil Engineering Works. As they enjoy independent delegated autonomy as regards their jurisdiction, they are ultimately responsible for all issues relating to properties and personnel placed under them.</p>
7/A	Sr. Executive Engineer, South	<p>He heads the South Section. He supervises and monitors execution of all revenue works including drainage, water supply and roads in connection with all Trustees♦ infrastructures in the following locations:</p> <p>C.I.S.F. Qrs. at Subhas Nagar, Ramnagar Camp & labour quarters, different structures located at Kantapukur Labour Line, Portland Park Quarters, Remount Road Quarters, Transport Depot, Chetla Staff Quarters, etc.</p>
7/B	Sr. Executive Engineer, Development	He heads the Development section. Mainly he is assigned the development works under Non-Plan and Plan Capital Works.
7/C	Sr. Executive Engineer, River Training	He heads the River Training Section. He is basically entrusted with the routine River Training and Regulatory works for maintenance of the shipping channel of river Hooghly and all other works on requisition from Hydraulic Study Department

		<p>from time to time. He identifies the works, prepares and monitors budget for the section, prepares estimates, tenders etc. and supervises and executes the jobs. In this connection, he also keeps himself in touch with the Hydraulic Study Department.</p> <p>In addition to this, he supervises and monitors execution of all revenue works including drainage, water supply and roads in connection with all Trustees ♦ infrastructures in the following locations:</p> <p>Hydraulic Study Field Office at Berhampore, R.T. Camp Office, HSD establishments and KoPT Rest Shed at Swarupgunj, Hooghly Point River Survey Office and allied infrastructures, R.T. Camp Office and upper Reach River Survey Station at Falta, River Training Structures like Spurs, bank protection, etc., from Uluberia to Garia Pole, Tidal Station and Guest House at Diamond Harbour, R.T. Camp Office at Nischintapur, HSD establishment at Fazergunj, HSD establishment and Pilot Station at Sagar, any other work, which is required to be executed in and at the bank of river Bhagarathi ♦ Hoghly starting from Ahiron up to Sagar Island for KoPT ♦s interest or as deposit works.</p>
7/D	Sr. Executive Engineer, N.S. Docks.	<p>He heads the Netaji Subhas Docks Section. He supervises and monitors execution of all revenue works including drainage, water supply and roads in connection with all Trustees ♦ infrastructures in the following locations:</p> <p>All structures inside Netaji Subhas Docks including the Container Terminal and Lead-in-Jetty including Dry Docks, G.R. Jetties, B.B. Road Quarters, Nimak Mahal Officers ♦ Quarters, Hydraulic Study Department ♦s Office Building, C.I.S.F. Quarters at Brace Bridge Road, Lybian Tea Ware House, Hydraulic Model Centre, Loco Shed, Alifnagar Crews ♦ Quarters, Dhobitala Container Park, Mazdoor lines at Argarah, Muchikhola & Dhobitala, Basra Pump House, No. 8 Workshop, Subhas Bhavan, Port Security Office, etc.</p>
7/E	Sr. Executive Engineer, Kolkata.	<p>He heads the Kolkata section. He supervises and monitors execution of all revenue works including drainage, water supply and roads in connection with all Trustee ♦ infrastructures in the following locations:</p> <p>KoPT ♦s Rest House at Simurali, KoPT Guest House & Officer ♦s Club at Chowringhee, Maidan Tent of KoPT ♦s Sports Club, KoPT Head Office Building at 15, Strand Road, New Howrah Bridge Qrs. and the Water Treatment Plant at Howrah</p>

		end of Rabindra Setu, all KoPT structures from Rabindra Setu to Shibpur on the west bank of Hooghly, Chief Vigilance Officer's Office at Fairlie Place, all KoPT's structures including Warehouses, Ghats, Jetties including the Jetty Workshop, Jetty Building, Hilary Institute, Head Office Pump House Complex, etc., right from Man-of-War Jetty to North Port Police Station along Strand Road, all structures of Roychak Fish Harbour and Jetty, all structures within the Budge Budge Oil Terminal of KoPT including the Water Treatment Plant.
7/F	Sr. Executive Engineer, Railways.	He heads the Railway section, KoPT has a running track length of nearly 22.73 Km out of total existing Track length of 59 Km. Sr.Executive Engineer, Railway identifies the works to be done both for preventative and breakdown maintenance of the track, prepares estimates, prepare and monitors budget for the Railway Section and supervises and executes the works. He also does liasoning with Railway Authorities, KoPT's Traffic Department and other Government Agencies in connection with those works. In addition, he is also looking after the works of Taratala Labour Colony, Centenary Hospital, E.J.C. Yard.
7/G	Sr. Executive Engineer, Rabindra Setu.	He heads the Rabindra Setu Section. He is entrusted with prestigious and specialized work of maintenance of the Rabindra Setu and adjacent flyovers from the fund of Howrah Bridge Commissioners which have been assigned to the KoPT by the State Government since inception of the Bridge. He prepares and monitors the Budget, identifies the works to be undertaken in connection with the maintenance and upkeepment of the Rabindra Setu, prepares estimates for the works, do tendering up to Rs.5.00 lakhs etc.. Frequently he has to do the liasoning works with different Governmental Nodal Agencies, consultants, etc., in connection with the above works.
7/H	Sr. Executive Engineer, K.P. Docks.	He heads the Kidderpore Docks Section. He supervises and monitors execution of all revenue works including drainage, water supply and roads in connection with all Trustees' infrastructures in the following locations: All structures inside Kidderpore Docks including Dry Docks, Island Workshop, D.C. Port's Office Complex , Lead-in-Jetty, Coal Dock, Kantapukur sheds, Nivedita Abasan, East Yard, Bascule Bridge, Swing Bridge, 58/1 Officers' Quarters, Fire Office, Dock Workers' Training Institute, Dock Welfare Office, Telephone Operators' Quarters, Fair-Weather House Institute, Hide Road Institute, Jain Kunj KoPT's Playground, South Port Police Station, 51, C.G.R. Road Office Complex, all

		KoPT's sheds around Hoboken Road, on east side of Hide Road and Coal Dock Road, maintenance of Chief Materials Manager's Office and all other structures including the North Workshop located within CMM compound at Panbazar, Mooring Master's Office at Panbazar, Engineering Superintendent's Office at Panbazar & Harbour Master (River)'s Office at Panbazar, Dumayune Avenue Officers' Quarters.
7/I	Sr. Executive Engineer, Design.	He is responsible for design and estimation of all projects relating to development and maintenance, harbour structures, quay walls, berths and infrastructural facilities, liaisoning with consultants on any technical matter, checking any design submitted by any consultant/tenderer or departmental engineers in connection with any original / maintenance / rehabilitation / restoration work. This post is currently lying vacant.
7/J	Sr. Executive Engineer, Contracts.	<p>He is attached to Chief Engineer's Office. He checks all estimates submitted by the concerned sections / design office and arranges for sanction of those by CE, fixes pre-qualification criteria if required, prepares tender documents including bill of quantities for all works which are required to be tendered by CE including arrangement of publication of NIT, opening of tender, preparing comparative statements, having recommendation from Tender committee getting administrative approval and placing the matter before CE for placement of work order. In addition to these he is also responsible for keeping record of budgetary provision of all works in the C.E.'s Department.</p> <p>He maintains / revises / updates and distributes KoPT's Schedule of Rates and all other documents to all concerned including maintaining the library of special rates approved by CE. He also arranges for approval of the Special Rate Memos raised by different sections by CE.</p> <p>His other duties comprise of checking and arranging of approval of labour Work Orders, offering special consultancy in case of disputes of contract related issues including interpretation of contract clauses in the GCC when CE's intervention is required, processing and arranging for administrative approval of Extra-Excess Works, Extension of Time, processing and arranging of the compilation of all the on a/c bills culminating in to the final bill in case of tenders called by CE, evaluate the suppliers and keep records of that evaluation and action, if any.</p>
8.	Executive Engineer	The works of CE's Office / any section / division are distributed among the available Executive Engineers by the

		<p>Chief Engineer / concerned Sr. Executive Engineers clearly delineating the delegated responsibilities (job specific) through an office order and they carry out these specific responsibilities under the Chief Engineer / Dy. CE / concerned Sr. Executive Engineer in addition to assisting Chief Engineer / Dy. CE / concerned Sr. Executive Engineer in day-to-day functioning of the CE's office / division / section.</p> <p>They also do checking of the measurements and ensure the quality of works and materials as per laid down norms in the Manual for Civil Engineering Works. In exigencies of the work they sometimes also act as the measuring officer, enter measurements in the measurement books and do all processing of contractors bill.</p>
9.	Assistant Engineer	<p>The Asst. Engineers work at the field level and are responsible for the work and measurement, quality control, industrial management at various sites. They report to the Executive Engineers and in many cases directly to the Sr. Executive Engineers as per the distribution of works among them by the Sr. Executive Engineer through office orders. They also do checking of the measurements and ensure the quality of works and materials as per laid down norms in the Manual for Civil Engineering Works. In big and important works they act as first measuring officer, enter measurements in the measurement books and do all processing of contractors bills.</p>
10.	O.S.D. (Civil)	<p>She is presently looking after the establishment of Class - III & Class - IV employees of the sections including their salary, leave etc., & Contract Labour related issues including Court Cases related to Contract Labour matters & Workmen's Compensation.</p>
11.	O.S.D. (Env.)	<p>He is attached to the Manager (Env.) and is responsible for assisting him in his day-to-day works.</p>

5. GENERIC PROCESS:

This Department also maintains own list of documents and list of records. Control of Documents & Records, Internal Quality Audits, Control of Non-conforming Services, Corrective & Preventive actions, Monitoring of Quality Objectives & Targets, continual improvements, Training, Customer Communication & Customer Satisfaction measured are ensured as per guidelines given in Proc. No. KoPT-KDS / QP.

Mechanical Engineering Deptt.

**ORGANISATIONAL CHART OF MECHANICAL ENGINEERING
DEPARTMENT**

Sl.No.	Other areas	Name of the officer
1.	RTI/Public Information Officer of CME's department	Shri P.K.Roy, Sr.Exe.Engineer(LD)
2.	Hindi Liaison Officer	Shri R.Kumar, Sr.Exe.Engineer(Elect-II)
3.	Liaison Officer regarding SC/ST matters	Shri P.P.Deb Barma, Sr.Exe.Engineer(Workshop)
4.	Departmental Grievance Officer	Shri S.Mukherjee,Dy. CME-II
5.	Nodal Officer for Computerisation excluding ERP.	Shri S.Sinha, Exe.Engineer(Docks)
6.	Nodal Officer for ERP,ISO, Port Census reports, Dock Safety reports and other reports to be sent to IPA, IB, ISPS etc.	Shri K.Deb Roy, Executive Engineer(MIS)

Note : Till the post of SEE (Projects) is filled up, DCME-III will look after the same directly.

Hydraulic Study Department

1. Chief Hydraulic Engineer Overseas the total activities of the department/sections under his control and reports to the Dy. Chairman (KDS) and Dy. Chairman (HDC). As administrative Head of Department he may change and entrusted the responsibility and officer of the department for smooth functioning if the situation arises. Liaison with other Departmental Heads.Interacts with Govt. and Non Govt. Organization Universities of National and international repute.Formulates plan & non plan schemes and monitor the river and estuary behaviour during their implementation . Ensures that the sources required in above areas are provided for effective implementation of quality system. He also arranges to procure small parts of maintenance purpose departmentally.participates in the Management Review Meeting to review the continued effectiveness and suitability of implemented and document Quality Systems including quality objective. identifies needs and arranges to impart the training of personnel reporting to him and maintains the records thereof. ensures that relevant documents / quality records originated or used by the department under his supervision are brought under document control. Ensures corrective actions in case of any nonconformity exist during The activity of his departmental functions are suitable corrective and Resolved effectively. Ensures that purchase specifications are fully documented and supplied For any procurement necessary for the department. Appropriate application of statistical techniques are identified

and Implemented in his department. Ensures Scientific Study and Research on Hydraulic Characteristics and problems of river Hooghly / estuary, monitoring of the river behaviour and planning remedial measures for the entire river/estuary. Ensures application of Navigational Aids like Syledis System, DGPS & VTMS to Survey, dredging and monitoring of river and estuarine Behaviour. Ensures the completion of different time bound studies (Deposit Works) entrusted by different Govt. /Non Govt. agencies.

2. Dy.Chief Hydraulic Engineer-I To assist Chief Hydraulic Engineer in all his activities He will be the In-charge of the establishment matters of HSD and assist the Chief Hydraulic Engineer in disciplinary cases He will also be the in-charge for overall control of the Electronic Section of this department along with HSFO, Berhanpore. He will follow up implementation of the decisions taken in meetings with Trade Unions and monitor implementation of all the schemes formulated by the department from time to time. He will assist Chief Hydraulic Engineer in drawing up annual budget, replying Audit queries and also in legal matters. He will overview, monitor and will be In-charge of the implementation of application softwares of HSD along with other departments of KDS and will responsible for preparation and onward transmission of updated status reports to Administration from time to time.

3. Dy.Chief Hydraulic Engineer-II He will be overall in-charge of the ongoing River Regulatory measures. He will be in control of Hydraulic Model Centre of HSD . He will also formulate, monitor all river training and dredging works, monitor riverine behaviour, give riverine clearance plan and monitor maintenance dredging measures and will assist Chief Hydraulic Engineer in all activities related to RR Scheme, maintenance dredging including rendering assistance in matters related to TAC meetings.

4. Dy. Chief Hydrographer(P&R)
He controls and
Crafts and research Station
(P&R) would plan and

He is the Sectional Head of Marine Wing of HSD.
manages all Research Vessels, surveying
(URRS, Phalta) under this department .DCH

surveys in lower and
Saugor in connection with
co-ordination with the
Chief Hydraulic
behavioural changes of
interim actions.

organize hydraulic observations and specific
upper reaches right from Swarupgunj to
the monitoring of river morphology in close
concerned officers of this department . He will
Engineer informed regarding the trend and
the river from time to time and suggest

5. Dy. Director-I
HSFO, Berhampore
investigations/observations of
and the Annual Report
his guidance. He will

He will be in overall control of the activities of
He will also in overall charge of the
The river Hoghly. The Study Team Report (s)
of the river Bhagirathi will be prepared under

the

also assist Chief Hydraulic engineer in evaluating as well as under-
taking R&D schemes entrusted by different Govt. department /
Organisations and undertaken by this department respectively. As

well

Representative of this department for the implementation of ISO
9001 : 2000, he along with other nominated officers will initiate
actions for its implementation. He will also keep CHE informed
from time to time regarding the status, problem faced, if any, as

Barrage

as progress of the same. He will keep liason with the Farakka

He

project regarding the release of fresh water to the feeder canal.

will be in overall control of the depository works in the Bhagirathin
river entrusted by different Govt / semi Govt. agencies He will also
assist DCHE-I.

6. Dy. Director-II
and
monitor the
the

He will look after River Regulatory Works, plan schemes, budget
matters related to Syle-dredge etc. He will also assess and
river and estuarine behaviour of critical stretches. In addition to
above works, he may be entrusted to undertake additional
responsibilities as and when required. He will assist DCHE-II

7. Dy. Director-III
Sensing

He will look after the works of Mathematical Model, remote
& GIS Stores and procurement, general establishment including
accounts, record management, legal cell etc. He will also be co-
ordinating with different academic institutes (IITs, Jadavpur

- etc.) university, Bengal Engineering & Science University, Indian Institute of Remote Sensing National Remote Sensing agency,
- for improving / updating the infrastructural facilities of laboratories including development of Mathematical Model. He will assist DCHE-I in matters related to Comprehensive Computerization as being undertaken by M/s. DCPL Shri S. Mukhopadhyay, the Nodal Officer of this project / contract will render necessary support /
- input in concerned matters for efficient co-ordination, review and implementation of decisions. Besides this, he may be entrusted
- with any other works / assignment by this senior officers as and when necessary. He will report to DCHE-I.
8. Asstt. Hydraulic Engineer. He will look after the activities of Remote Sensing Laboratories, maintenance dredging & its effect on the shipping channel, Analytical studies & preparation of reports for the estuarine reaches below Diamond Harbour (especially Jellingham Bar), Drawing
- office activities excepting computerization programme, Deposit works
- as and when required etc. and act as Nodal Officer as per existing
- office orders. He will report to Dy. Director-II at Headquarter. He may However be called upon to undertake additional responsibilities /
- work load as and when entrusted by senior officers.
9. Sr. Scientific Officer-I He will be In-charge of Analytical Laboratory of this department. being the In-charge of the Laboratory he will draw up plans of Comprehensive hydraulic observations in river Hooghly in Consultation with Dy. Director-I and Dy. CH (P&R). In addition to This he will also assist Dy. CHE-I in matters related to
- comprehensive Computerization in KDS and Mathematical Modelling of river Hooghly .
10. Sr. scientific Officer-II He will be responsible for functioning and maintenance of VTM System, DGP and Syledis position fixing system and all related Electronic equipments including departmental current meters,
- echo- Sounders and survey instruments etc. He will also be in-charge of Stores and its related activities. He will assist DCHE-I and CHE
- art Regarding procurement and replacement of latest state-of-the- Instruments and its applications for precise measurement of Hydrological parameters and any other new project like VTM-stand Alone System.
11. Sr. Scientific Officer-III He will be the station in-charge of the Hydraulic Model Centre, HSD of KDS. He will be responsible for all model experiments, data analysis and preparation of reports. He will draw
- comprehensive

- plans for the development of infrastructural facilities of Hydraulic Model Centre including procurement of latest state-of-the-art instruments and techniques for carrying out experiments for identification of behavioural response of river parameters. He will also assist Dy. Director-II and Chief Hydraulic Engineer for identifying probable river related schemes/measures to be taken up for hydraulic model studies.
12. Sr. scientific Officer-IV
Headquarter Officer.
- He will be responsible for Technical Reports related to river Bhagirathi & assessment of bars in upper reaches of river Hooghly (especially Ninan & Nurpur Bar) He will also provide assistance in preparation of Study Team Reports and act as Nodal Office as per existing office orders. He will report to Dy. Director-I at Headquarter.
- He may, however, be called upon to undertake additional responsibilities/ work load as and when entrusted by Senior Officer.
13. Sr. scientific Officer-V hydrographic
Water with annual report
- He will be the Station in-charge of Hydraulic Study Field Organization (HSFOO Berhampore. He will look after the survey and hydrological observations of the river Bhagirathi from Ahiron to Swarupgunj. He will also make liaison with Central Commission as well as Farakka Barrage authority in connection with statutory data of Ganga and Feeder Canal for preparation of reports of Bhagirathi as well as reports for Study Team. He will report to Dy. Director-I.
14. Executive Engineer-I
DiamondSand), MIKE-21
computerization and application
departmental activities
Director ♦II
additional responsibilities
- He will look after the jobs pertaining to Analytical study and preparation of report for specific reaches of Hugy River up To Diamond Harbour (especially E. Gut & Phalta Bar and Mathematical Model studies of River Rupnarayan Application of and proposed project work in collaboration with IIT, Kharagpur, of drawing office activities Including digitization of survey charts of Auto CADpreparation of power Point presentation of and deposits works as and when required etc. He will report to Dy. at Headquarter. He may, however, be called upon to undertake /work load as and when entrusted by senior officers.

15. Executive preparation Engineer-II
Analytica
liaison
He
responsibilities/
- He will look after the jobs pertaining to micro analysis and of reports on morphological changes and monitoring of dredging Activities in and around Oil Jetties including Balari Passage, Study and preparation of report for specific reaches of Hugly River Upto Diamond Harbour (especially Moyapur & Roypur Bar) Geotechnical Laboratory, deposits works as and when required, With different wings of HDC etc. He will report to Dy. Director-II. May, however, be called upon to undertake additional Work load as and when entrusted by senior officers.
16. Electronic Instrumentation Engineer.
- He will look after the VTM as well as DGP system. He will also look after legal aspect of this department. He will report to Dy. Chief Hydraulic Engineer-I.
17. Commander Research URRS, Phalta
- He will control and manage the activities of Research Station Crafts and participates in Hydraulic observation work . He will also undertake Hydrographic survey as required by the C.H.E.
18. Commander R.V. Anusandhani
- He will manage the operation of the Research vessel for collection of Hydrological data He will also undertake Hydrological observation, Conduct Hydrographic survey as required by the C.H.E.

MARINE DEPARTMENT

Director, Marine Department - He is the overall in-charge of the entire Marine Department and responsible for any matter related to shipping and navigation which primarily include movement of all vessels, dredging, hydrographic survey, maintenance of buoys, jetties, moorings, running and maintenance of port tugs, dredgers, despatch vessel, pilot launches, survey vessels, launches etc. and shore establishments like wireless communications, VTMS, Pilot Station and Survey Stations within the jurisdiction of Kolkata Port. He is in-charge of the impounded dock systems of KDS & HDC and the entire navigational channel leading to the twin dock systems which includes Sandheads, Sagar, Haldia, Kulpi, Diamond harbour, Baj - Baj etc. He is the statutory officer of the port and conserves the port and its navigational channel on behalf of the Board of Trustees for the Port of Kolkata. He is the head of the Marine Examination Board for training and certification of Marine Officers of KoPT and conducts preliminary enquiries into any marine accident or casualty within the limits of the port either by himself or through his Deputies or the Harbour Masters. He is also a designated Port Facility Security Officer as per IMO Convention.

Dy. Director-I- Besides assisting the DMD directly in all matters of the department, Dy. DMD-1 is responsible for day-to-day co-ordination on the activities of the operational

sections like HM(P), HM(R), SDDS, MMOH, ES and CH. He is required to oversee the functioning of these sections towards smooth marine operations and has to co-ordinate with other departments in matters related to shipping, dredging, vessel repairs and hydrographic surveying. He is responsible for management of the establishment and personnel matters including court cases. He has to prepare proposals, various base papers, board notes and communicate with ministry, DG shipping, Dredging companies, Ship-yards, port users etc. He is also responsible for all ship-breaking activities in KoPT and co-ordinates with other agencies like PCB, MSTC etc. on this issue. He also prepares necessary document for implementation of ISPS Code. He is also required to carry out the current duties of Director, Marine Department during absence of DMD from station.

Dy. Director-II - Besides assisting the DMD directly in all matters of the department, he controls and co-ordinates the activities of Chief Radio Officer, Superintendent, Boat Registration, Establishment Officer, Safety & Anti Pollution Officer, and Superintendent New Construction. He is required to prepare the budget of the department and monitor all work. He is responsible for preparation of all statistical reports for the entire department like bills / payments, Fuel consumption, Status of vessels, manpower availability, disciplinary cases/ court cases etc. with an objective to increase the productivity and reduce cost. He is also responsible for implementation of the official language. He controls the movement of hazardous cargo in KDS and HDC. He co-ordinates with prospective port users on new projects, and is the Nodal Officer of the port for Inland Water Transport.

Harbour Master (River) ♦ He is the administrative head of the River Section of Pilot Service and responsible to DMD for all matters relating to river pilotage between Garden Reach and Sandheads and Haldia to Sandheads, which also includes anchorages at Kolkata, Baj Baj, Diamond Harbour, Kulpi, Haldia, Sagar and Sandheads. He is responsible for ensuring smooth pilotage operation in the river and is the allocates Pilots to merchant vessels including those based at Haldia. He is also responsible for general administration of the section and conducts marine enquiries as per instruction of DMD and is a member of the Marine Examination Board. He is responsible for management and maintenance of respective crafts/pilot stations under his control and their effective utilisation. He is responsible for lighterage operation of Crude oil at Sandheads and for controlling overboard cargo discharge operations in various river anchorages at Sagar, Kulpi, Haldia and Diamond Harbour.

Dy. Harbour Master (River) ♦ He assists HM(R) in all matters relating to his section and is required to carry out current duties of HMR during his absence. He is responsible for imparting training to all officers under his control. Allot duties to pilots for pilotage operation for departure of vessels from KDS/HDC as per KoPT Guidelines. He ensures availability of appropriate numbers of pilots at pilot station/Calcutta Port for arrival/departure on vessels to maximize shipping. He arranges for booking of vessels as per agent's declarations, co-ordinates with MMOH/Dy.MMOH for arrival/departure of vessels. He attends to routine and special messages and takes suitable actions. He scrutinises of berthing stations and supporting documents and arranges for transport as required in his section. He also provides training to Trainee Officers as pertaining schedule.

Commander, Pilot Vessel/OCS -

He allots pilotage duty to pilots for arrival of vessels as per priority in calling order and KoPT Guidelines to maximize shipping. He mobilises resources for safe

embarkation/disembarkation of ships as required and lies with DMD/HMR/MMOH for mobilisation of resources for shipping/pilotage requirement in case of emergency and attends to routine and special messages and take appropriate action. He looks after the general administration pertaining to pilot station and liase with representatives of Contractor for smooth operation of the pilot station. He provides pilotage/navigational information/instructions to watch-keeping officers for onward transmission to incoming/outgoing vessel. He organises inward bound/outward bound shipping and coordinate to VTMS pilots for shipping movements/VTMS guidance as per requirement. He also guides vessels through stand-alone VTMS in the event of failure of the main VTMS. He provides assistance to vessels anchored / lightening at Saugor without pilot whenever necessary. He also attends office in town to assist HMR/Dy.HMR as required.

Pilots

Perform pilotage duties as allotted by Dy.HMR/Commander/OCS ensuring safety of the vessels under his pilotage charge and the port property. Reports any changes/deficiencies observed in the navigational channel/supporting infrastructure to appropriate authority for necessary action including vessel piloted by him to Harbour Master (River)/MMOH for appropriate action. He checks relevant documents prior to undertaking pilotage of vessels as per existing rules/regulations. He co-ordinate with VTMS pilots/OCS for VTMS guidance/assistance. He reports all marine casualties/damage to ship/port property and submission of relevant documents/reports to HMR/MMOH/MOH at the earliest.

Second Officer -He assists the commanders in all work towards smooth operation of the pilot station. He carries out watch-keeping duties at station, controls and monitors pilot embarkation and disembarkation. He monitors vessels approaching vessels at Sandheads and maintain all records pertaining to shipping and sends periodical shipping reports to headquarters. He supervises the arrangement for accommodation of pilots information to pilot launch, pilots, VTMS regarding shipping time to mobilise for boating. He attends office in town and reports to HMR/Dy.HMR in matters related to the station.

Harbour Master (Port) ♦ He is the overall in-charge of the pilotage, berthing and movement of ships in the harbour limits of the river and within the twin dock system of KDS i.e. KPD & NSD, Baj Baj Moorings and Sagar Moorings etc. He is responsible for maintaining the dock systems, all the mooring buoys and jetties at Sagar, Haldia, Diamond Harbour, Baj Baj and Kolkata. He is also responsible for operation of VTMS Station at Haldia. He conducts marine enquiries as per instruction of DMD and is a member of the Marine Examination Board. He is responsible for management and maintenance of respective crafts under his control and their effective utilisation. He also provides training to Trainee Officers as pertaining schedule.

Dy. Harbour Master (Port) ♦ He assists HM(P) in all matters relating to his section and is required to carry out his current duties during the absence of HM(P) from station. He is responsible for imparting training to all officers under his control. He is entrusted with booking and scheduling the movement of ships. He r eceives all booking from shipping forms and agencies allot turns of vessels selling and shifting/arrivals. Appoints harbour pilots for all selling/arrival and shifting. He allots berths for vessels mooring at the river moorings and Buj Buj Jetties. He is the designated Dy. Port Facility Security Officer as per the IMO Convention.

Harbour Pilot

He is responsible for mooring/unmooring at Baj Baj Oil Terminal and at different Calcutta Moorings. He is also responsible for movement of ships from KPD & NSD Lock Gate to Garden Reach.

Dock Master

He is the overall in-charge of the Administration and functioning of the Dock Master Office both the Docks and Berthing Service. He controls activities of Berthing Establishment comprising of the Berthing Officers and Marine Personnel for call activities within the preview of his responsibility and authority. He is assisted by three Dock Masters and seven Asstt. Dock Masters who are promoted from Berthing Master.

Dy.Dock Master-I

He is in-charge of the shipping movements in KPD and NSD from lock to berth, vice-versa and shifting under the supervision of the Dock Master. He looks after day to day shipping movements and publishes the same in consultation with Dy.HMP and Dy.Dock Manager shipping. He is head of the Berthing Service and allots duty to ADMs and Berthing Masters. He ensures that ADM, Berthing Master, Tug, Motor Launch and Mooring Boats are available to conduct safe movements.

Dy.Dock Master-II

He is in-charge of Netaji Subhas Dock under Dock Master. He looks after posting of Marine Crew and their welfare. He also looks after maintenance of the mooring boats and infrastructure for shipping movements at Netaji Subhas Dock.

Dy.Dock Master-III

He extends support for maintenance of Doctors, Motor Launch (Dock side) to CME & ES for main engine and other machineries. He arranges for providing fenders, bunkering, supply of fresh water to tugs and launches inside the docks.

Asstt.Dock Master

He is in-charge of eight-hour shift and allots berthing master for movement of ships inside docks. His primary job is to take ships inside lock gates either from the river end or dock end. Outward movement of ships through lock gates are carried out by him. Arranges for the tug near work place as per requirement.

Berthing Master

He is in-charge of the ships movements from lock to the berth and vice versa. Shifting of the vessels inside the dock are being carried by Berthing Master. Ensures safety parameters check list and revenge in the office round the clock to meet any emergency inside the docks during his working hours. He is also assists the Asstt. Dock Master in working ships in and out of lock gates.

Mooring Master

He is responsible for laying relaying, overhauling and maintenance of river buoys, jetties, pontoons including Baj Baj Petroleum wharves and reports to Harbour Master (Port). He supervises and renders limited assistance during salvage operations. He is incharge of launches for transportation of pilots to and from ship within KoPT including Buj Buj. He is in-charge of Anti-pollution vessel working within KPD & NSD and also of the mechanised boat working at Buj Buj for mooring/unmooring operation. He is in charge of Tukta Ghat establishment and Buj Buj Mooring Staff.

Asst. Mooring Master

He assists the Mooring Master in all the mooring operations at Baj Baj/Kolkata. He allots duties to the Crew of Mooring Master. He assists Harbour Master (Port) in official duty as required.

Chief Hydrographer ♦

He is the administrative and operational in-charge of the hydrography section and reports to DMD. He is responsible for surveying and charting the entire river stretch from Nabadwip to Sandheads and the connecting river systems including impounded dock systems of KPD, NSD, Haldia Dock, riverine jetties like Baj Baj, Haldia Oil Jetties, Barge Jetties etc. having establishments at Haldia, Hugli Point, Phalta, Baj Baj, Kolkata etc. with a fleet of floating crafts. He is required to monitor the navigational channel and report the changes to all concerned for navigational safety and research work. He is responsible to conduct dredge-monitoring surveys to ensure better dredging performance. He is also responsible for collection of tidal and hydrological data to facilitate smooth navigation and publication of tide tables in co-ordination with the Survey of India. He is responsible for forecasting depths at various localities and maintains liaison with the Chief Hydrographer to the Govt. of India, Central Water Power Research Station at Pune in matters related to hydrography. He is responsible for management and maintenance of respective crafts under his control and their effective utilisation. He is the head of the board for examination of hydrographers as well as a member of the Marine Services Examination Board.

Dy. Chief Hydrographer ♦

He assists CH in all matters relating to his section and takes charge of the section during the absence of CH from station. He is responsible for imparting training to all officers under his control. He reports to CH and supervises the activities of Commodores and Commanders, Officer-in-charge of Surveys and all Officers below them. He is responsible for processing, editing and publishing of all navigational chart and issuing navigational warnings. He controls the activities of Drawing Office and its staff members.

Dy. Chief Hydrographer (P & R)♦

He is the head of the marine wing of Hydraulic Study Department and reports to CH and CHE. He controls and manages the activities of Research Vessels and Shore Station under the Hydraulic Study department. He coordinates with CH for Hydrographic Surveys, collects necessary data for Research works , Navigation and other allied riverine matters. He is a member of Examination Board for certification of Hydrographer and associates himself with the Bathymetric Investigation, Hydrological Analysis.

Commodores and Commanders of CH Section

He reports to the CH and Dy.CH and controls the activities of Chief Officers (Master and Sr. Hydrographers, second Officers and TMOs) posted under administrative heads of the respective vessels and stations. He conducts hydrographic surveys of the region under their control. He looks after the safety security of vessels/stations and its crew under his control. He supervises the maintenance of the Semaphore and broadcast of the rise of tide and available depths for best tracks for shipping within his areas of jurisdiction. He has to liaise with MMD and IRS for obtaining all statutory certificates required for plying. He controls all activities of sounding supervisors who carry out regular sounding of the water bodies like locks, approach jetties, basins and berth without tidal fluctuations. He has to execute hydrological research work one attached to hydraulic department in addition to survey work within his reasons as assign to him. He has also to carry out large scale surveys for various river related project work. He is responsible for ensuring availability of necessary equipment for smooth functioning of his department.

Officer-in-charge Surveys

He is in-charge of executing the hydrographic surveys in the lower reaches with particular attention of dredge monitoring surveys apart from routine surveys as required.

Chief Officers (Masters Hydrographers & Sr. Hydrographers)

He reports to the Commodores/Commanders for day-to-day allotment of staff to carry out survey work, maintenance of stations, Vessels, launches. They are also required to handle radio equipments. He deploys the crew for daily work. He is responsible for preparation of field sheets, correction of survey charts.

Trainee Marine Officers

He reports to the Chief Officer to carry out correction of survey charts, maintenance of logbook and survey records. He looks after the instruments and safety and security of crewmembers attached to vessels/launches/stations under the guidance of Chief Officer.

Supdt. Dredger & Despatch Service ♦

He is the overall administrative and operational head of the Dredging & Despatch Service and reports to DMD. He is responsible for carrying out dredging in the entire navigable channel leading to the dock system of Haldia and Kolkata through port's own dredgers and hired dredgers. He is responsible for running and maintenance of dredgers, despatch vessels etc. of KoPT. He monitors the dredging performance of hired dredgers through his representative posted on each dredger. He is also responsible for all river conservancy works in both channels of KDS and HDC such as laying of buoys, light vessels, maintenance of shore marks, lighted buoys, channel buoys etc. in addition to towing, salvaging and attending to emergencies like grounding. He is a Member of the Marine Examination Board. He is responsible for management and maintenance of respective crafts under his control and their effective utilisation.

Dy. Supdt. Dredger & Despatch Service ♦

He assists SDDS in all matters relating to his section and takes charge of the section during the absence of SDDS from station. He is responsible for imparting training to all officers

under his control. He looks after certification of bills etc. and supervision of operation activities of dredger and despatch vessel.

Commander (SDDS Section) ♦

He takes charge of a Dredger/Despatch Vessel and carries out infield operation pertaining to this section. He is responsible to the management for safety and security of the vessels and personnel on board. He is also responsible for overall maintenance of the vessel under his charge and its effective utility. He has liase with MMD & IRS for obtaining all statutory certificates for crafts under him. He reports to SDDS/Dy.SDDS and carries out the work as per their instruction of the SDDS. He attends Office in town to assist SDDS & Dy.SDDS.

Chief Officer

He assists Commander in supervision operation and maintenance of the Vessel and management of the Crew Members. He also acts as KoPT representative on board contract dredgers.

Second Officer

He assists Chief Officer in vessels maintenance, crew management and carries out works assigned by Commander/Chief Officer.

Lighting Officer

He is in-charge of Lighting Section and assigns duties to Jr. Lighting Officer. He looks after the maintenance of navigational lights, manning and management of lighting crew etc. He arranges to attend to extinguished lights of buoys with the help of launch.

Asstt.Lighting Officer

He assists the Lighting Officer in all aspect for the work carried out by the lighting section.

Jr.Lighting Officer

He carries out instructions and duties assign to him by Commander and the Lighting Officer.

Engineer Superintendent ♦

He is the administrative and operational head of Marine Engineering Section and reports to DMD. He is responsible for repair and maintenance of all KoPT vessels including the pilot vessel, despatch vessels, survey vessels, estuarine dredgers etc. He is responsible for arranging fuel to the port vessels and supply of fresh water to port and merchant vessels. He is responsible for management and maintenance of all machineries of port vessels under his control and their effective utilisation. Technical decision making and projecting to DMD. He formulates tenders for AMC of KoPT Crafts. Issues job order to parties and sanctions all repairers portables. He raises proposal of matters concerning repairs.

Dy. Engineer Superintendent ♦

He assists ES in all matters relating to his section and takes charge of the section during the absence of ES from station. He looks after posting of Engineers/Welfare of Engineers and repairs of Class-I Vessel. He is in-charge of office/office staff.

Asst. Engineer Superintendent ♦

He assists ES & Dy.ES in all matters of establishment and he is responsible for posting and welfare of crew. He looks after maintenance of tugs and launches. He performs all activities under ES♦s Section as assigned by ES.

Chief Engineer

He is in-charge of all machineries on board and the Engineers posted under him as well as the engine room crew. He finds out the defects (Mechanical/Electrical) with supports of Engineers and arranges for rectification through either ship♦s staff or through repairer. He issues work done certificate to the AMC Party. He signs all sorts of paper related to machineries/engineers/engine room crew. He indents spare parts for the machinery to CMM through ES. He prepares the vessel for MMD & IRS Surveyors Inspection regarding engine room machinery.

Second Engineer

He is in-charge of jobs carried out in engine room and pump room under the instruction of CE. He is in-charge of distribution of jobs to the crew and other engineers and extract work from them. He looks after the welfare of the engine room crewmembers in consultation with CE.

Electrical Engineer

He is in-charge of entire electrical system including deck engine room machineries and accountable to CE. He also looks after the welfare of engine room crewmembers in consultation of CE.

Engineer-in-Charge

He is in-charge of tugs and launches and responsible for their operation. He prepares of the vessel for MMD & IRS Surveyors Inspection and places indents as per requirement so as to keep the crafts in operation and make best use of them.

Jr. Marine Engineer

He is responsible for operation and maintenance of machineries for individual watches and in-charge of crew members under his watch. He reports to second engineer and takes his guidance as required.

Chief Radio Officer -

He is the head of the communication system and responsible for manning, repair and maintenance of all communication equipment on board the vessels and that of the shore stations at Sagar, Haldia and Kolkata and reports to DMD.

Dy. Chief Radio Officer

He assists CRO in all matters relating to his section and takes charge of the section during the absence of CRO from station. He looks after day-to-day administration of the section and deployment of operational/technical staff for communication purpose. He looks after the maintenance and repair of existing communication infrastructure arranges for attending breakdown. He also looks after maintenance of office building cover work ship etc.

Sr. Radio Officer/Radio Officer/Radio Officer[Spl.]

He maintains radio communication with inward bound/outward bound, merchant vessel, KoPT fleet and other various shore based station. He carries out minor repairs to technical faults for discharging of his responsibility as communication officer at given point of deployment. He also maintains batteries/ancillaries for effective radio communications and keeps stations in order for MMD Surveys. He looks after all other related works pertaining to radio communications.

Technical Assistant/Radio Mechanic

He maintains/repairs radio communications equipment used in CRO Establishment and also visits sites at which the equipments are placed for necessary repairs of same. He maintains/repairs public address system/Colour TVs and other music system installed at KoPT vessel/shore stations. He helps in installation/commissioning of new stations as and when required.

Supdt. Boat Registration -

He is in-charge of Boat Registration Section under Marine Department. The Superintendent, Boat Registration is the authority to issue licences and registrations of all non-propelled crafts plying within the port limit. He is responsible for inspection, certification and collection of revenue for non-propelled barges plying within the jurisdiction of KoPT which includes both KDS & HDC and reports to DMD.

Ship-Wright

To assist Superintendent, Boat Registration in all aspects and to discharge duties as assigned to him from time to time. He has to carry out the duties of Superintendent, Boat Registration during his absence on temporary basis.

Supdt. New Construction ♦

He is responsible for planning, designing and procuring new vessels and undertaking new projects till completion. He is also responsible for hiring of utility crafts and undertaking official procedures like tendering etc. including supervision and monitoring. He is also responsible for maintenance of pilot station at Sagar and pilot launches and reports to DMD. As representative of DMD, he suggests engineering aspects of the project work and

as a Tender Committee Member recommends selection of bidders. He recommends bills for payment and is the leave sanctioning authority to personal working under his cell.

Chief Engineer on Spl. Duty

He assists Superintendent, New Construction in carrying out of his work and making correspondence with outside agencies and resolving critical issues related to contractual work. He looks after the monitoring of the project and preparation of tender document. He has to correspond with other department related to project work and payment of bills etc. He replies to Audit Queries, Arbitration etc. He allocates the work to personal working under SNC Cell. He gives necessary instructions to the Contractor for repairing and maintenance work and as a Tender Committee Member recommends Selection of Bidders.

Engineer on Spl. Duty

He carries out the work as per advised of Supdt., New Construction regarding certification of work, preparation of tender document, scrutinised of bids, monitoring of projects etc. He inspects repair/construction of maintenance work, scrutinising bills, monitoring of entire repair and other miscellaneous correspondence dealing with Arbitration, dispute litigation and certification of work.

Inspector, Undertake following responsibilities with the advice of Superintendent, New Construction.

Commercial

- i) To look after commercial aspects of the project.
- ii) Preparation of Internal Budget.
- iii) Insurance of assets.
- iv) Dealing with audit queries.
- v) Periodical financial report for planning and related department.

- vi) Dealing with vigilance cases.
- vii) Dealing with arbitration/litigation/dispute etc.
- viii) Other miscellaneous work as advised by the Section In-charge.

Safety & Anti-Pollution Officer ♦

He assists DMD and Dy. DMDs for inspection, certification and issuing approval for handling of hazardous cargoes both at KDS and HDC. He is responsible for advising the Port Users for acceptance of different hazardous cargo as per the dangerous goods listed in IMDG Code for the Port and also making the hazardous categorisation based on IMDG Code and other relevant Statutory Regulation as applicable.

Establishment Officer ♦

He assists DMD and his deputies in all matters pertaining to personnel, establishment and all other non-technical matters of all sections of the Marine Department

including Court cases of the entire Marine Department. He is also the Nodal Officer for ISO and for comprehensive computerisation.

Office Superintendent-

He is incharge of all the clerks and peon who assists in carrying out the day to-day office work and allocates their duty in consultation with the Establishment Officer.

He carries out the work assigned to him by the Dy. DMD with the help of the clerks. He also looks after the billing of the various kinds of transport used by the Department, and maintains the leave particulars of the staff in DMD's Office.

Regarding the Class_III & IV staff the duties are detailed in a booklet form and is available with the Establishment Officer of Marine Department.

ADMN DIVISION HDC

Manager: He is responsible for overall activities of entire divisional activities.

Dy. Manager-I: He is responsible for Estate Management, Fire, Security, CISF matters, Departmental Vehicles, Hired Transport, Plantation & Gardening and other residual matters. He is assisted by Dy. Secretary, Asst. Managers, Jr. Asst. Managers & Estate Officer/ Plantation & Gardening Officer/ Personnel Officer for discharging his assigned functions.

Dy. Manager-II: He is responsible for Computerisation, MIS, Telecommunication, EDI and Project Monitoring. He is assisted by Jr. Asst. Managers & Administrative Officer (Computer) for discharging his assigned functions.

Administrative Officers: 02 nos. Administrative Officers are posted in M.O. & Medical Division each to render administrative assistance to Manager (MO) and Medical Superintendent respectively. They are under the administrative control of the respective divisional heads.

P&IR HDC

Manager, Personnel and Industrial Relations Division is the Head of the Division. In his execution of duties, he is supported by one Deputy Manager, three Asstt. Managers, a five Jr.Asstt.Managers, three Personnel Officers and one S.O.(Jr.), who are all in the Class-I category, and two nos. Asstt.Personnel Officers who are in the Class-II category. These officers are assisted by Office Supdt., Welfare Inspector, Head Clerks, Head Assistant, Upper Division (Selection Grade) Clerks, Inspector (Personnel) Investigators, Jr.Inspector (Personnel), Upper Division Clerks, Lower Division Clerks, Record Supplier-cum-Daftories, Messengers, in the execution of their duties & responsibilities in P&IR Division. The officers and the clerical staff supervise/deal/with the establishment matters, recruitment, seniority, confirmation, promotions, reservations roster, Medical History Book, Personal record of officers and employees, Legal cases on service matters, departmental proceedings, workman's Compensation, Safety, Welfare, Training, Industrial Relations, Settlement of

dues of retired employees, Apprentice engagement, etc. Besides this P&IR Division also looks after all the 7 canteens operating at H.D.C. through Memowriters, Cooks, Helpers and Boys.

MEDICAL DIVISION HDC

The Medical Division of H.D.C. is headed by Medical Superintendent, assisted by three (3) Deputy Medical Superintendents followed by eight (8) Senior Medical Officers and four (4) Medical Officers. Medical Superintendent is assisted by one Administrative Officer in discharge of his administrative functions. Senior Medical Officers and Medical Officers are in charge of various sections of Port Hospital and discharge functions as given at Sl. (I) Apart from the above, there are 2 Sisters in charge, 12 Staff Nurses, 6 Nurses who assist Sisters-in-charge in discharge of various indoor and OPD functions. There are 3 Sr. Pharmacist-cum- Dressers and 5 Pharmacist-cum-Dressers who supply medicines to indoor as well as OPD patients against prescription of doctors and also take care of the dressing needs of patients. They also look after medicines store at Port Hospital. There is one Storekeeper and Asstt. Storekeeper who look after General Store functions. In Pathology, there is one Sr. Lab Asstt., one Lab Asstt. on ad hoc basis and one Apprentice to look after lab related functions. In the Radiology Wing, there is one Sr. Radiographer, one Radiographer on ad hoc basis and one Apprentice and one X-Technician who look after the radiology related functions. In the Physiotherapy Wing, there is one Physiotherapist who takes care of physiotherapy requirement of patients. In the Administrative Office there are 8 clerical staffs, one Sr. Typist, one RSD and 3 Messengers who assist Medical Superintendent, Deputy Medical Superintendents and Administrative Officer in discharge of administrative functions. In the Kitchen, there are 2 Cooks and 2 Cook mates who prepare food for indoor patients as per diet requisition made by the doctors. In the Emergency Wing there are 6 Stretcher Bearers who take care of transportation and movement of emergency patients. There are 16 Male Attendants and 10 Female Attendants at Port Hospital who take care of emergency as well as indoor patients. There are 7 Female Sweepers and 16 Contract Labors who are responsible for maintaining cleanliness, hygiene at Port Hospital.

FINANCE DIVISION HDC

Manager, Finance Division is the Head of the Division. In his execution of duties, he is supported by two Deputy Managers, four numbers Asstt. Manager, four numbers Jr. Asstt. Manager and five numbers Accounts Officer who are all in the Class-I category. They are assisted by One Treasurer, 2 Deputy Treasurers and 7 Inspector of Accounts who are in the Class-II category. These officers are assisted by Office Supdts., Head Clerks, Calculators, Stock Verifier, Upper Division (Selection Grade) Clerks, Sr. Cash Clerks, Cash Clerks, Upper Division Clerk, Lower Division Clerks, Record Supplier-cum-Dufftury and Messengers, in the execution of their duties & responsibilities in Finance Division. The officers and the clerical staff supervise/deal/with the areas mentioned above. Besides this, One Assistant

Manager, Finance Division also looks after as Administrator, Kolkata Port Trust Employees Superannuation Fund and Kolkata Port Trust Employees Gratuity Fund.

RAILWAY DIVISION, HDC

Manager(Railway) :

Incharge of Railway Division and responsible for operation of Port Railway system within HDC, servicing of all siding holders, movement of Rail borne traffic to and from the Port including Railways Commercial work, review of requirements related to service, control of non-conforming service and corrective and preventive action, delegation of responsibilities to his subordinate officers. He is responsible for identification of training need of employees reporting to him in consultation with P&IR Division.

He enjoys establishment and other power as delegated to him from time to time, with the approval of the Appropriate Authority, under various provisions of MPT Act, 1963 (As amended from time to time).

Deputy Manager(Rlys) :

He is responsible to assist the Manager(Rlys) in all the activities of the Division as outlined in the quality manual and any other job allotted by the Manager(Rlys) from time to time. He is also responsible to take corrective / preventive action to maintain quality system in consultation with the Manager(Rlys).

He is responsible for the commercial matters related with Railway Operations of Port Railway. He is responsible for acceptance of Forwarding Notes, realization of freight, issuance of Railway Receipts, delivery of wagons, realization of Port charges, terminal charges, Disciplinary proceedings, Statistics and work related to Hindi Training and other miscellaneous responsibilities as entrusted from time to time.

Asstt.Manager(Rlys) :

He is the Officer-in-Charge of day to day Railway operation of Port Railway, Planning, implementation and monitoring of wagon operations, establishment matters (Recruitment, Selection & Promotion). His responsibilities include co-ordination with different Divisions of HDC as well as with outside organizations and customers for wagon operations, computerization, audit related queries, ISO related works, works related to training and other miscellaneous responsibilities as entrusted from time to time. He is also responsible to take corrective / preventive action to maintain quality system in consultation with the Manager(Rlys.).

Jr.Asstt.Manager (Rlys.)-I :

He is responsible for daily operations in consultation with Asstt.Manager(Rlys). He is responsible to liaison with customers or his representatives and South Eastern Railway for allotment and loading of wagons also Liaisons with Loco and TXR sections of P&E Division for availability of locomotives and brake release of wagons, liaisons with Permanent Way Section of I&CF Division for maintenance of tracks, derailment, accidents and restoration of normalcy in case of brake down / abnormal situations. He is responsible for establishment matters, training, safety, house keeping of office equipments. He is also responsible to take

corrective / preventive action to maintain quality system in consultation with the Asstt. Manager(Rlys.).

Jr.Asstt.Manager(Rlys.)-II :

She is responsible for the commercial matters in consultation with Dy.Manager(Rlys). She is responsible for acceptance of Forwarding Notes, realization of freight, issuance of Railway Receipts, delivery of wagons, terminal charges, ISO related works, maintenance of quality system in accordance with ISO and implementation of Hindi and miscellaneous responsibilities as entrusted from time to time. She is also responsible to take corrective / preventive action to maintain quality system in consultation with the Dy. Manager(Rlys.).

Jr.Asstt.Manager(Rlys.)-III :

He is responsible for realisation of Port Charges and operational works as and when necessary. He is also responsible to take corrective / preventive action to maintain quality system in consultation with the Dy. Manager(Rlys.).

Traffic Officer◆I :

He is responsible for S&T works, safety, pilferage, Damage & deficiency and generation of statistical information. He will also be responsible for other operational matters. He will report to Asstt.Manager(Rlys). He will assist Deputy Manager(Rlys) regarding statistical matters.

Traffic Officer-II :

He is responsible for overall operation in shifts. He is also responsible for other miscellaneous jobs as entrusted from time to time.

Traffic Officer-III :

He is responsible for overall operation in shifts. He is also responsible for other miscellaneous jobs as entrusted from time to time.

Asstt. Traffic Officers Gr.I :

They are overall incharge in shifts operations, liasioning with various Port users, SE Railways officials for smooth functioning of Railway Operations & other miscellaneous jobs as entrusted from time to time.

Asstt. Traffic Officer Gr.II:

They are overall incharge of Yards and responsible for manning of working points including deployment of Locomotives for various jobs in consultation with ATO Gr.I.

SHIPPING AND CARGO HANDLING DIVISION

Manager (SH& CH):

He is overall responsible for all activities of the Division as outlined in the Quality Manual of HDC. He is assisted by Dy. Manager (SH&CH).

Deputy Manager (SH&CH):-

He is overall responsible for the matters pertaining to ship planning, operational & commercial activities etc. concerning the division. He is assisted by the Asst. Managers of the division.

Asstt. Manager(SH&CH)-I, Chiranjibpur:

He is responsible for the Establishment matters, Permit and Computerisation in T.O.(Sh&CH) Division. His other responsibilities are acceptance of the vessel and holding Planning Meeting of Break Bulk cargo ships. He is designated as Asst. Public Information Officer for T.O (Sh&CH) Division. He is assisted by Traffic Officer (Permit Office) to deal the matters related to issuance of permit.

Asstt. Manager(SH&CH)-II, Chiranjibpur:

He is responsible for looking after the shipping commercial matters in consultation with Asstt. Manager (Sh&CH), G.C.Berth. His other responsibilities include disposal of Shipping Claims, Claims for damage of port properties and matter related to audit query. He looks after matters pertaining to implementation of Quality Systems (ISO 9001:2000) in the division. He is assisted by Jr. Asst. Manager (Sh&CH), CJP.

Asstt. Manager(SH&CH) General Cargo Berth:

He is responsible for calling of ships for working under this division. He is also responsible for cargo & container handling activities, shipping & commercial activities. For smooth

operations inside dock he maintains proper co-ordination with Marine Operation Division and other Divisions of Haldia Dock Complex as well as with Port Customers concerned. He also looks after the matters related to damages of port properties and TPD reports. He is assisted by Jr. Asst. Managers (Sh&CH), GCB.

Jr. Asstt. Manager (SH&CH), CJP: -

He looks after the matters pertaining to implementation of Quality Systems, allotment of land, MIS and other commercial matters.

Jr. Asstt. Manager (SH&CH)-I, and Jr. Asstt. Manager (SH&CH)-III, GCB:-

They look after the cargo & container handling activities and responsible for smooth operational work of the vessels working under this division. They are also responsible for deployment and working of Port's equipment for cargo/container handling. They are assisted by Four Traffic Officers and Four Asst. Traffic Officers (Gr-II).

Jr. Asstt. Manager (SH&CH)-II, GCB:-

He is looking after the shipping commercial matters and auction sale of undisposed cargo. They are also responsible for issuance of OTR and B form. He is assisted by Asst. Traffic Officer (Gr-I) - II.

Jr. Asstt. Manager (SH&CH)-IV, GCB:-

He looks after total implementation of computerization in T.O (Sh&CH) Division. He is also responsible for establishment matters and booking of cargo handling staff. He is assisted by Traffic Officer (Sh&CH) VI.

Traffic Officer (Sh&CH)-III:-

He is responsible for the issuance of permit at permit offices.

Traffic Officer (Sh&CH)- I, II, IV and V:-

They are performing their duties in shifts and responsible for cargo & container handling activities and smooth operational work of the vessels. They also supervise deployment and working of Port's equipment for cargo/container handling.

Traffic Officer (Sh&CH) VI:-

He is responsible for establishment matters, maintenance of cargo gears and booking of cargo handling staff. He is assisted by Asst. Traffic Officers (Gr-I)-I.

Asst. Traffic Officer (Gr-I)- I:-

He is responsible for establishment matters, maintenance of cargo gears and booking of cargo handling staff

Asst. Traffic Officer (Gr-I)- II:-

He is looking after the shipping commercial matters and auction sale of undisposed cargo. They are also responsible for issuance of OTR and ♦B♦ form.

Asst. Traffic Officer (Gr-II)- I, II, III and IV:-

They are performing their duties in shifts and responsible for cargo & container handling activities and smooth operational work of the vessels. They also supervise deployment and working of Port♦s equipment for cargo/container handling.

In absence of Manager (SH&CH), the Deputy Manager (SH&CH) will look after the day-to-day works of the Manager(SH&CH) in addition to his own jobs. Similarly in absence of the Deputy Manager (SH&CH) his day-to-day works will be looked after by the Asst. Manager (SH&CH)-I or Asst. Managers (SH&CH)-II, Chiranjibpur in addition to their own jobs. At G.C.Berth, in the absence of Asst. Manager(SH&CH), his day-to-day works will be looked after by the Jr.Asst. Managers(SH&CH) in consultation with concerned Asstt. Managers (SH&CH), Chiranjibpur. In absence of Asst. Managers (SH&CH),CJP, their day-to-day work will be looked after by the Jr.Asst. Manager (SH&CH), Chiranjibpur, in consultation with the Deputy Manager (Sh&CH) or Manager (Sh&CH).

PLANT & EQUIPMENT DIVISION

MANAGER (P&E) :

Manager (P&E) is in-charge of Plant & Equipment Division. He is responsible for maintenance and operation of different plants, equipments, lock gates, cargo handling equipments, locomotives, ship planning and cargo operation at Berth No. 3 & 4 (only thermal coal and iron ore) and related commercial activities connected with operation, maintenance of power houses, sub-stations and distribution of electric power in the dock

areas. He is responsible for control of monitoring & measuring devices, requisition of inventory as per requirement, storage, issuance of materials pertaining to P&E Division, review of requirements related to service, customer property, service identification & traceability, monitoring and measurement and related status, validation of process for production & service provision, analysis of data & continual improvement, corrective & preventive actions, control of non-conforming service. He is responsible for identification of training need of employees reporting to him in consultation with P&IR Division.

He is assisted by Dy. Manager, Asst. Manager & Jr. Asst. Manager/Sr. Plant Engineer & Asst. Exe. Engineer and other officers of different section under P&E Division.

DY. MANAGER (P&E)- I :

i) He is overall in-charge for all Operational and Maintenance Activities of Power House; 1st, 2nd Oil Jetties, Ballast Water Treatment Plant; 3rd Oil Jetty, Lock Entrance and Central Mechanical Workshop & Electrical Motor Repair Shop.

ii) He controls and monitors the requirement of all electrical spares common to all sections of P&E Division, raises timely Indent to MM Division for procurement and follows-up the same. He is also responsible for all electrical contract work under Plan/Non-plan and revenue account under P&E Division.

For common mechanical items and POL of the concerned sections under him. He is overall responsible for calibration of all measuring and testing instruments of all divisions of HDC as per ISO certification requirement.

iii) He is overall responsible for meter reading and electricity billing.

iv) He monitors compliance of Work Instruction and Maintenance Plan as well as maintenance of all Quality Records of the sections under his jurisdiction.

v) He is assisted by a group of officers in the rank of Asst. Manager, Jr.Asst.Manager/Sr.Plant Engineer and Asst.Ex. Engineer.

vi) He reports to Manager (P&E), HDC and assists him in identification of training need for the personnel working in the concerned sections under him.

DY. MANAGER (P&E)- II :

i) Plan Project Work

ii) Project Work of 2 Nos. Rail Mounted Quay Cranes (RMQCs)

iii) Project Work of 4 Nos. Rubber Tyred Yard Gantry Cranes (RTYGCs)

iv) Project Work of Power Supply for 2 Nos. RMQCs.

v) Operation & Maintenance Contract for 2 Nos. RMQCs.

vi) Operation & Maintenance Contract for 4 Nos. RTYGCs.

ASST. MANAGER (P&E) - I, ORE & COAL HANDLING PLANT :

i) He is directly responsible for all operational activities and overall responsible for all maintenance activities of Ore & Coal Handling Plant.

He plans and makes programme of Operation and Shutdown of plants in co-ordination with the concerned external/ internal agencies.

ii) He is responsible for management of Sub-Store and controls & monitors the requirement of Spares of Plants & Machineries of Ore & Coal Handling Plant and sends his requirements through the concerned Dy.Manager (P&E), who is overall in-charge of Ore & Coal Handling Plant, as follows:

a) Directly to MM Division for items exclusively used at Ore & Coal Handling and follows up;

b) To the concerned Dy. Manager(P&E) for common mechanical items and POL required for Ore & Coal Handling Plant;

c) To the concerned Dy. Manager (P&E) for electrical items required for Ore & Coal Handling Plant.

iii) He is overall responsible for execution of contract repair work relating to Ore & Coal Handling Plant.

iv) He looks after the establishment matters relating to Ore & Coal Handling Plant.

v) He monitors compliance of Work Instruction and maintenance of all Quality Records in this regard.

vi) He is assisted by Jr. Asst. Manager(P&E)(O&C) and Asst.Ex.Engineer(P&E) of electrical engineering discipline(O&C) and a group of other officers posted at Ore & Coal Handling Plant.

vii) He reports to the concerned Dy.Manager(P&E), who is the overall in-charge of the Ore & Coal Handling Plant.

ASST. MANAGER (P&E) -II:

i) Plan & Non-Plan Project (Mechanical) related to Ore & Coal Handling Plant.

ii) Repair & Maintenance Contract (Mechanical) related to Ore & Coal Handling Plant.

iii) Execution of Operation & Maintenance Contract of Berth No.5

ASST. MANAGER (P&E) - III:

i) He is overall In-Charge of Loco Section and G. C. Berth Equipment Section.

- ii) He controls and monitors operational and maintenance activities of the concerned sections under him to achieve the targeted throughput.
- iii) He is responsible for implementation and maintenance of Quality System of the sections under his control.
- iv) He is responsible for planning of all spares and procurement and contract repairing jobs relating to the concerned sections under his jurisdiction.

He is responsible for implementation and maintenance of Quality System in this regard.
- v) He consolidates requirement of all mechanical items and POL common to all sections of P&E Division, raises timely Indent to MM Division for procurement and follows-up the same.
- vi) He looks after establishment work of P&E Division and upkeepment of office equipments.
- vii) He monitors calibration of measuring and testing instruments of the concerned sections under his control and sends the requirement to the concerned Dy.Manager(P&E).
- viii) He is assisted by a group of officers in the rank of Jr. Asst. Manager/Sr.Plant Engineer and Asst.Ex. Engineer.
- ix) He reports to Manager(P&E), HDC and assists him in identification of training need for the personnel working in the concerned sections under him.

ASST. MANAGER (P&E)- IV :

- i) Contract & Execution of Plan & Non-Plan Projects (Electrical).
- ii) He is responsible for all contract jobs relating to Power House, 1st & 2nd Oil Jetties, Ballast Water Treatment Plant (BWTP), Township Electrical Maintenance & 3rd Oil Jetty and all other Electrical & Electronic Contract Repair / Maintenance Contract job for all sections under P&E Division.
- iii) He controls and monitors the requirement of Spares of Plants & Machineries of Power House, 1st & 2nd Oil Jetties, Ballast Water Treatment Plant, Township Electrical Maintenance & 3rd Oil Jetty and sends his requirements through the concerned Dy.Manager(P&E) :
 - a) Directly to MM Division for items exclusively used at the aforesaid sections and follows up;
 - b) To the concerned Dy. Manager(P&E) for common mechanical items and POL required for the aforesaid sections;
- iv) He makes necessary arrangements for Calibration of all Measuring & Testing instruments of all divisions of HDC as per ISO Certification requirements.

- v) He monitors maintenance of all Quality Records of the aforesaid work under his jurisdiction.
- vi) He is responsible for meter reading and electricity billing.
- vii) He is assisted by Jr. Asst. Manager(P&E) / Sr.Plant Engineer(P&E) and Asst..Exe. Engineer (P&E).
- viii) He is Nodal Officer related to safety issues.
- ix) Repairing & Maintenance Contract (Electrical) including Lift, Air-conditioning Machine, etc.
- x) He reports to the concerned Dy.Manager(P&E).

He is assisted by a group of officers in the ranks of Jr. Asst. Manager, Sr. Plant Engineer, Ass. Exe. Engineer.

JR. ASST. MANAGER(P&E) , LOCK ENTRANCE

He is responsible for:

- i) All daily maintenance and operational activities including sub-store and establishment.
- ii) Co-ordination with external agencies and other divisions of HDC as per requirement for smooth functioning of Lock Entrance.
- iii) Monitoring of overall maintenance, planning and shutdown maintenance work.
- iv) Indenting of spares related to Lock Entrance.
- v) Execution and certification of contract maintenance and repairing jobs related to Lock Entrance.
- vi) Compliance of work instruction, maintenance plan and maintenance of records, registers as per ISO guideline.

He is assisted by a group of officers in the ranks of Asst. Exe. Engineer, Plant Engineer and Asst. Plant Engineer.

JR. ASST.MANAGER (P&E) , POWER HOUSE AND CENTRAL WORKSHOP & ELECTRIC MOTOR REPAIRING SHOP

He is responsible for:

- i) All daily maintenance and operational activities including sub-store and establishment.
- ii) Co-ordination with external agencies and other divisions of HDC as per requirement for smooth functioning of Power House.

- iii) Monitoring of overall maintenance, planning and shutdown maintenance work.
- iv) Indenting of spares related to Power House.
- v) Execution and certification of contract maintenance and repairing jobs related to Power House.
- vi) Compliance of work instruction, maintenance plan and maintenance of records, registers as per ISO guideline.

He is assisted by a group of officers in the ranks of Plant Engineer and Asst. Plant Engineer.

JR. ASST.MANAGER (P&E) , LOCOMOTIVES MAINTENANCE

He is responsible for:

- i) All daily maintenance and operational activities including sub-store and establishment.
- ii) Co-ordination with external agencies and other divisions of HDC as per requirement for smooth functioning of Loco Section.
- iii) Monitoring of overall maintenance, planning and shutdown maintenance work.
- iv) Indenting of spares related to Loco Section.
- v) Execution and certification of contract maintenance and repairing jobs related to Loco Section.
- vi) Compliance of work instruction, maintenance plan and maintenance of records, registers as per ISO guideline.

He is assisted by a group of officers in the ranks of Plant Engineer and Asst. Plant Engineer.

SR. PLANT ENGINEER (P&E) , G.C. BERTH EQUIPMENT SECTION

He is responsible for:

- i) All daily maintenance and operational activities including sub-store and establishment.
- ii) Co-ordination with external agencies and other divisions of HDC as per requirement for smooth functioning of G. C. Berth Equipment Section.
- iii) Monitoring of overall maintenance, planning and shutdown maintenance work.
- iv) Indenting of spares related to G. C. Berth Equipment Section.

- v) Execution and certification of contract maintenance and repairing jobs related to G. C. Berth Equipment Section.
- vi) Compliance of work instruction, maintenance plan and maintenance of records, registers as per ISO guideline.

He is assisted by a group of officers in the ranks of Asst. Plant Engineer.

ASST. EXE. ENGINEER (P&E), 1st & 2nd OIL JETTY and BWTP

He is responsible for:

- i) All daily maintenance and operational activities including sub-store and establishment.
- ii) Co-ordination with external agencies and other divisions of HDC as per requirement for smooth functioning of 1st & 2nd Oil Jetty and BWTP.
- iii) Monitoring of overall maintenance, planning and shutdown maintenance work.
- iv) Indenting of spares related to 1st & 2nd Oil Jetty and BWTP.
- v) Execution and certification of contract maintenance and repairing jobs related to 1st & 2nd Oil Jetty and BWTP.
- vi) Compliance of work instruction, maintenance plan and and maintenance of records, registers as per ISO guideline.

He is assisted by a group of officers in the ranks of Asst. Plant Engineer.

ASST. EXE. ENGINEER (P&E),

TOWNSHIP ELECTRICAL MAINTENANCE & 3rd OIL JETTY.

He is responsible for:

- i) All daily maintenance and operational activities including sub-store and establishment.
- ii) Co-ordination with external agencies and other divisions of HDC as per requirement for smooth functioning of Township Elect. Maint. & 3rd Oil Jetty.
- iii) Monitoring of overall maintenance, planning and shutdown maintenance work.
- iv) Indenting of spares related to Township Elect. Maint. & 3rd Oil Jetty.
- v) Execution and certification of contract maintenance and repairing jobs related to Township Elect. Maint. & 3rd Oil Jetty.

- vi) Compliance of work instruction, maintenance plan and maintenance of records, registers as per ISO guideline.

He is assisted by a group of officers in the ranks of Plant Engineer and Asst. Plant Engineer.

MARINE OPERATIONS DIVISION

MANAGER (MARINE OPERATIONS) :

Manager (Marine Operations) is responsible for all the shipping Movements and related works in Haldia, maintenance & Operation of all Haldia crafts and all related works. Handling of Crude, POL, Chemicals etc. at Haldia Oil Jetties and Berth Number-3.

DEPUTY MANAGER (MARINE OPERATIONS) :

Dy. Manager Marine Operations is responsible for all shipping movements and related works in Haldia. He is assisted by the Dy. Dock Master in all shipping movements inside the impounded Dock.

Dy. Manager (M.O.) and Dy. Manager (Oil Terminals) look after the job of each other in addition to their own jobs in absence of the other. Dy. Manager. M.O. also looks after the job of the Dy. Dock Master in his absence. Dy. Manager, M.O. along with the Dy. Manager, O.T. are responsible for fighting onboard fire from the river/basin side.

DY. MANAGER(MARINE ENGINEERING) :

- To look after Engineering aspects of Marine crafts.

Oversee the work of Chief Engineers, Engineer-in-Charges, Jr. Marine Engineers(not attached to Grab Dredger Baghajatin) and Plant Engineers.

-Management of the establishment of engineers.

-Supervise the work of Marine Repair Workshop and repairs, maintenance and management of floating crafts.

-Maintenance of Fire Floats in proper working condition.

-Arrange for surveys of all floating crafts (annual, four yearly, damage due to accident) and tendering for procurement of engineering equipment.

-Co-ordination of Safety Audit for crafts/ Marine Repair Workshop.

-Planning & execution of Dry Dock repairs of crafts.

-Co-ordination with Shipyards/Ship-repairers for delivery of crafts and guarantee repairs.

-Co-ordination between Chief Engineers/E.I.C. and Marine Repair Workshop for estimation of damage to marine crafts by Merchant vessel.

-In absence of DMME, a senior Chief Engineer, designated by him looks after the job of DMME.

DEPUTY MANAGER (OIL TERMINAL) :

- He is responsible for shipping movements at all the three oil jetties in the river and tankers handled at Berth No. 3 His responsibility at berth no. 3 is limited to supervision of cargo operations and submission of various reports and is assisted by Administrative Officers for statistical matters of berth no. 3 and by MOHs for all other matters. Monitor the work of MOHs at oil jetties for berthing/unberthing of tankers. Overall supervision of jobs of Pilots during berthing /unberthing operations at the Oil Jetties.

- Supervision of anti pollution activities ♦ e.g. removal of spilled oil in the dock system or in the river using anti pollution craft and communication and liason with Coast Guard in connection with oil spillage or disaster management.

-Supervise fire fighting at all the three oil jetties and at Berth No3.

-Responsible for supervising fire fighting from the river/basin side along with the Dy. Manager, M.O.

-In absence of DMMO he looks after the job of DMMO in addition to his own job and DMMO looks after DMOT♦s job in case of his absence.

CHIEF ENGINEER :

Overall in charge of operations and maintenance of the tug, safety of the tug and lives on board. He is to keep the Dy. Manager(M.E.) and Dy. Manager(M.O.) appraised of all developments regarding progress of repairs/requirement of repairs.

In absence of DMME, Chief Engineer designated by the DMME carries out the duties of DMME.

DEPUTY DOCK MASTER :

All works related to the establishment of berthing service and supervision of work of Assistant Dock Masters, Berthing Masters and Apprentices.

Assist Dy. Manager(M.O.) in other shipping related matters. Maintain records in MO/R/01, MO/R/02 and MO/R/03.

In his absence, DMMO looks after the job of DDM in addition to his own job.

PILOTS :

The overall pilotage work has been sub-contracted to the parent body, i.e. Kolkata Dock System of Ko.P.T.

Haldia Pilots are under the Marine Operations Division only for the administrative purpose. The operational orders are issued by the Harbour Master (River).

ASSISTANT DOCK MASTER :

Supervision of movements of vessels between berths and lock(inward and outward), shifting of vessels between berths and assist pilots in moving vessels from approach jetty to lock and vice- versa.

To check the fendering system at the approach jetty and lock periodically and prior to arrival and after departure of vessels and report to the Dy. Manager, M.O. in case of any damage.

- Liason with SH&CH/P&E/TMIL/ISPL and vessels for vessel's readiness or related matters.
- Mobilize resources in adverse weather conditions to ensure safety of vessels in the port.
- To keep Dy. Manager (M.O.) and Dy. Dock Master informed of events needing their attention.

In absence of A.D.M., a senior Berthing Master, designated by DDM carries out the duties of ADM.

- Asst. Dock Master acts as shift in-charge of his shift.

ENGINEER IN CHARGE :

Assist Chief Engineer or is overall in-charge of a Tug where a Chief Engineer is not posted. He is responsible for the Tug and its personnel during his watch. He is to keep the Chief Engineer or the Dy. Manager, M.E. posted of all developments on board.

BERTHING MASTER :

To carry out berthing and unberthing of vessels inside the dock, movement of vessels to and from lock, supervise the infrastructure including mooring crew provided for the above purpose under the supervision of Asstt. Dock Masters.

To assist A.D.M. in ensuring smooth shipping operations inside the dock, lock and approach jetty.

DRESS DIVER :

- Dress Divers are responsible for all diving works and diving operations required by the port.
- All administrative jobs pertaining to the section.
- Assist Deputy Manager(M.O.) in maintenance, procurement and A.M.C. of all diving equipments.
- Senior of the Dress Divers acts as in-charge of the establishment and . In his absence the other Dress Diver looks after the establishment.

JUNIOR MARINE ENGINEER :

Responsible for carrying out ship borne duties as and when required, inspection of smaller crafts/ spares, assist Dy. Manager(M.E.) for repairs & procurement of spares of various marine crafts and verification of bills..

Responsible for making arrangements for disposal of old and unserviceable machinery/spares, Oil drums etc to scrap-yard.

SENIOR RADIO OFFICER :

Operation and basic maintenance of all radio equipment and accessories of the division and maintenance of their records, licenses and communication regarding the same.

Administration of Radio Officers cell.

Carry out watch keeping duties.

In his absence, the senior most Radio Officer looks after his job.

RADIO OFFICER :

-Carry out all communication works as allotted and assist the Senior Radio Officer in basic maintenance of radio equipment and maintenance of records of the division.

-Data entry related to Messages received and sent.

-Assist Senior Radio Officer as required.

-Carry out watch keeping duties.

Senior Radio Officers and other Radio Officers are responsible for communications with the parent body of Kolkata Dock System, Pilot Vessels/Pilot Station , other land/mobile stations of Kolkata Port, vessels in transit to and from Haldia and weather offices.

ASST.PLANT ENGINEER (MECHANICAL/ELECTRICAL) UNDER MARINE REPAIR WORKSHOP :

To arrange repairs of crafts, maintenance of equipment/gadgets, electrical repairs and in-house dry docking of mooring crafts and damage estimation of crafts in co-ordination with Deputy Manager(M.E.), Chief Engineers/Engineer-in-Charges of tugs.

MARINE OFFICER HALDIA :

M.O.H.-I is responsible for the safety of 1st and 2nd Oil Jetties and M.O.H.-II is responsible for the safety of no. 3 oil jetty and Berth No. 3 (only during tanker operations).

-Responsible for safety of moorings of the vessels during their stay at Oil Jetties/Berth No. 3

-To be in constant touch with vessels during cargo operations and vessel's stay at the jetty.

-Since he is the first contact with the vessel in emergencies like cyclone/norwester, fire, spillage, parting of moorings- is responsible for mobilizing/contacting all support systems to combat the emergency.

-To keep Dy. Manager(Oil Terminal) apprised of all-important day to day matters.

-He ensures compliance of the check list for MOH(check list no.4) during vessels' stay at the oil jetties.

Material Management Division, HALDIA

Manager : He is responsible for overall activities of entire divisional activities.

DEPUTY MANAGER (MM) :

He looks after procurement of various materials and activities of Central Store. He is assisted by Asstt Manager and other Jr. Asstt. Managers /Stores-Purchase Officers.

ASSISTANT MANAGER (MM) :

He looks after procurement of DA & Oxygen Gas, tools & tackles, uniform items, indigenous spares and various other works entrusted to him from time to time. He will also look after various activities of Durgachak Store and in this respect he is assisted by Jr. Asstt. Manager - I, Jr. Asstt. Manager -II, Jr.Asstt. Manager-VII, Stores/Purchase Officer-I & Asstt. Stores / Purchase Officer-I.

JUNIOR ASSISTANT MANAGER (MM)-I :

He looks after procurement of Diesel & LDO, Furnace Oil, Petrol, Ration & Provision, Books and Forms, Medical History Books, Refilling of CO2 gas in cylinder & Cartridge, Polypropylene ropes, implementation of ISO for M. M. Division etc. and various other works entrusted to him from time to time.

JUNIOR ASSISTANT MANAGER (MM)-II :

He will look after procurement of Paints, Thinner and Primers including all the materials required by I&CF Division and various other works entrusted to him from time to time.

JUNIOR ASSISTANT MANAGER (MM)-III :

He will look after procurement of Mechanical Items required by P&E Division and various other works entrusted to him from time to time.

JUNIOR ASSISTANT MANAGER (MM)-IV :

He looks after procurement of Electrical Items required by P&E Division and various other works entrusted to him from time to time.

JUNIOR ASSISTANT MANAGER (MM) ♦ V :

He looks after procurement of Paper & Stationary, Computer Peripherals, Spare Parts of Marine, and various other works entrusted to him from time to time. He will also look after disposal of scrap materials.

JUNIOR ASSTT. MANAGER(MM) ♦ VI :

He looks after procurement of materials like Electrical Items, Medicines and imported spares, indigenous spares of M.O. Division and various other works entrusted to him from time to time.

JUNIOR ASSTT. MANAGER(MM)♦VII :

He looks after procurement of Lubricant & Engine oil, Fire Fighting Extinguishers and Accessories, Foam Compound, Imported Spares, Transformer oil, chemicals, etc., Pathological Re-agents, Surgical-Dressing articles, Suture items & X-ray Films. He will also look after implementation of ISO for M. M. Division, Vendor Registration and various other works entrusted to him from time to time.

STORES / PURCHASE OFFICER (MM) ♦ I :

He will look after procurement of Steel Wire Rope, Tyre & Tube, Walkie-Talkie System, Cement, Bearing, Shackles, Chains, consumables and various other works entrusted to him from time to time.

STORES / PURCHASE OFFICER (MM) ♦II :

He will be In-charge of Central Store and look after all the activities of

Central Store and will report to JAM-VI. He will be responsible for Delivery of Scrap materials as and when required.

He will also look after the activities of Durgachak Store in absence of Assistant Stores/Purchase Officer-I. He will be assisted by of Assistant Stores/Purchase Officer -I.

ASSTT. STORES / PURCHASE OFFICER (MM)◆I :

He will be In-charge of Durgachak Store and Scrap Yard and will look after all the activities of Durgachak Store and Scrap Yard.

He will look after the activities of Central Store in absence of Stores / Purchase Officer-II.