

Responsibility and authority of officers of Traffic Department.

RESPONSIBILITY	AUTHORITY
<ul style="list-style-type: none"> ❖ Liaison with Trade, with departments of Port Trust and Govt. units in connection with the Traffic Operation. ❖ Trade promotion and growth of Traffic. ❖ D.T.R. meeting and implementation of decisions taken thereof. ❖ Traffic review, traffic planning, traffic forecasting and review of various minutes of departmental meetings. ❖ Operational matters concerning Railway, Shipping and Cargo Operations. ❖ Cargo accounting including closing of manifest and issue of out-turn reports. ❖ Management of Transit sheds, Warehouses, Weighbridge, Cargo Stack Yard areas etc. ❖ Labour Management under unified Cargo Handling Scheme. ❖ Maintenance and Operation work of Cargo Handling Equipment Division. ❖ Implementation of Schedule of Rates.[Scales of Rate] ❖ To ensure that ISO 9001:2000 QMS is implemented effectively and review the same. ❖ Recovery of arrears dues of the Port Trust. ❖ To exercise those statutory powers relating to Appointment/ Promotion/ Disciplinary action in accordance with CCA Rules and other establishment matters. ❖ Controlling and Supervision of works of DT.M [OPN] / ❖ DT.M (RLY)/ DT.M (LAB)/ Asst. Traffic Manager/ Traffic Officer for smooth execution of the above functions. ❖ Trade development work in respect of only new parties with which Port does not have any commercial dealings. But, once the business starts with the party concerned, it will be responsibility of ADT.M to deal with the same party for growth of trade. ❖ 	<ul style="list-style-type: none"> ❖ TM ❖ TM ❖ TM ❖ TM ❖ TM ❖ TM ❖ TM ❖ TM ❖ TM ❖ TM ❖ TM ❖ TM ❖ TM ❖ TM ❖ TM ❖ TM ❖ TM
<ul style="list-style-type: none"> ➤ Liaison directly with the Trade on all matters. ➤ Additional Traffic Manager will exercise the power delegated to Traffic Manager vide paras 1.02, 2.15, 2.24, 2.27, 3.10, 4.01, 4.04, 5.05, 5.06, 5.10, 5.14 and 5.15 as per delegation approved by Board of Trustees in its meeting held on 09.05.71. ➤ Daily Traffic Review [DTR] meeting and implementation of decisions taken thereof. ➤ All operational matters including Railway, Shipping and Cargo Operations. ➤ Traffic review, traffic planning, traffic forecasting and 	<ul style="list-style-type: none"> ➤ ADTM ➤ ADTM ➤ ADTM

RESPONSIBILITY	AUTHORITY
<p>review of various interdepartmental meetings.</p> <ul style="list-style-type: none"> ➤ Trade development and growth in respect of agencies with whom Port is currently having business or earlier had the same. ➤ Management of Transit Sheds, Warehouses, Weighbridge, Cargo Stack Yard area. ➤ Labour Management under Unified Cargo handling Scheme. ➤ Assist TM in implementation and review of ISO 9001[2000] QMS ➤ Review of operations at the end of the day and submission of DTR meeting discussion with regard to important achievements and important failures and taking remedial measures. ➤ Controlling and Supervising works of DTM (OPN)/DTM[LAB]/DTM[RLY] for smooth executions of the above functions. ➤ Sanctioning of leave up to two months to all staff under his control. ➤ Route all matters to be put up to Board through Traffic Manager. ❑ Availability, booking and engagement of Cargo handling Workers. ❑ Supply of labour and collection of dues on labour supply and execution Cargo Handling Scheme, 1979. ❑ General administration of the office and establishment matters for staff and Cargo Handling Workers working under him. ❑ Implementation and review of ISO 9001[2000] QMS. • For day-to-day working of the ship, cargo accounting, and management of transit sheds, warehouses, stack yard and other connected traffic matters. • For preparation of all types of bills excluding Railway and dealing with trade on all matters other than Railway and follow up of collection dues from the parties. • General administration of office, establishment matters, operation and commercial works. • Assist in implementation and review of ISO 9001[2000] QMS. ✓ General administration of office, establishment matters and operation and commercial works of Port Trust Railway. ✓ Preparations of all types of bills pertaining to Rail way and follow up of collection of dues from the parties. 	<ul style="list-style-type: none"> ➤ ADTM ➤ ADTM ➤ ADTM ➤ ADTM ➤ ADTM ➤ ADTM ➤ ADTM ➤ ADTM ➤ ADTM ➤ ADTM ➤ ADTM ➤ ADTM ❑ DTM[LAB] ❑ DTM [LAB] ❑ DTM [LAB] ❑ DTM [LAB] • DTM [OPN] • DTM [OPN] • DTM [OPN] • DTM [OPN] ✓ DTM [RLY]

RESPONSIBILITY	AUTHORITY
<ul style="list-style-type: none"> ✓ Liaison with South Eastern Railway for payment/ collection of Port charges. ✓ Implementation and review of ISO 9001[2000] QMS. ○ Providing cargo handling equipment as per requisition of DTM [OPN] ○ Maintenance/ Repairs and Operation of Cargo Handling Equipment. ○ Load test of all lifting appliances through external agencies as per requirement of Dock Workers (Safety, Health and Welfare) Regulations, 1990. ○ Implementation and review of ISO 9001[2000] QMS. 	<ul style="list-style-type: none"> ✓ DTM [RLY] ✓ DTM [RLY] ✓ DTM [RLY] ○ EE, CHD ○ EE, CHD ○ EE, CHD ○ EE, CHD

ADMINISTRATIVE DEPARTMENT

SLNo.	RESPONSIBILITY	AUTHORITY
1.	Recruitment, Seniority & Confirmation of CI-I, II, III & IV posts (cadres controlled by Admn. Deptt.)	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
2.	Maintenance of personal file of CI-I & II Officers.	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
3.	Sanction of leave, LTC, Medical Reimbursement, and Festival Advance of HoDs of PPT.	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
4.	Forwarding of applications of CI-I & II officers to other Major Ports and other organizations.	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
5.	Issue of No Objection Certificate for acquiring Indian Pass Port.	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
6.	Granting permission for acquiring immovable and movable properties by CI-I & II Officers of Port Trust.	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
7.	Maintenance of Roster Register & Clearance of Roster Points for appointment, promotion of SC, ST, OBC and Physically Handicapped persons and filling up of backlog vacancies.	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
8.	Compliance to Audit Reports.	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
9.	Issue of vacancy circular and inviting of application from employees of PPT for recruitment to the posts lying vacant in other Major Port Trusts and Organizations.	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
	Dealing with Court Cases and furnishing of para-wise	Secretary/Dy. Secretary

	comments thereon.	(P&IR) Paradip Port Trust
	Processing files of SSC & DPC for recruitment & promotion.	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
	Compliance to the queries of Ministry on recruitment, seniority and confirmation of employees.	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
	Compliance to the Desk notes of Chairman on grievances of employees.	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
	Issue of notice to the CI-I & II Officer on attaining the age of retirement.	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
	Correspondence on Rajyasabha and Loksabha questionnaires.	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
	Maintenance of Incumbency Registers of CI-I, II, III & IV Employees.	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
	Furnishing of Annual Returns on SC, ST & OBC employees.	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
	Processing files relating to applications for appointment under compassionate appointment scheme	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
	Correspondence on transfer and posting of CI-III & IV employees (under cadre control of Admn. Deptt.)	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
	MISC. Corresspondence	Secretary/Dy. Secretary (P&IR) Paradip Port Trust
	Operation of Hindi Teaching Scheme of Govt. of India. Arrangement of classes for imparting Hindi Training to PPT officers/Employees & other Central Govt. offices and conducting Hindi Examinations thereon.	Hindi Officer/ Hindi Pradhyapak
	Implementation of Official Language policy in Port Trust as well as in other Central Govt. Offices located at Paradip.	Hindi Officer
	Conducting Hindi Workshops for better use of Hindi in Official work	Hindi Officer
	Conducting meeting of Official Language Implementation Committee of PPT and Town Official Language Implementation Committee constituted in the Port Township and preparation of bilingual minutes	Hindi Officer
	Correspondence with Ministries/Other offices in Hindi. Sending replies to Ministries/Parliamentary Committee	Hindi Officer
	Liaisoning with other offices for Hindi Training and implementation of Official Language	Hindi Translator
	Operating Incentive Scheme to encourage the Officers/employees to work in Hindi	Hindi Translator
	Preparation of Annual Administrative Report and Annual Accounts in Hindi.	Hindi Translator
	Preparation of various bilingual	Hindi Officer

	reports, rules & regulations etc. in Hindi	
	Preparation of monthly, quarterly & half yearly and annual reports to be sent to Ministry of Shipping and Home Affairs	Hindi Officer
	Organising various competitions on the occasion of Hindi Day Celebration	Hindi Officer
	Preparation of answers in Hindi to the questionnaire of various Parliamentary Committee	Hindi Officer
	Works of Trust Board Meeting	Deputy Secretary (Gen.)
	Parliament and Assembly questions and reply thereof	Deputy Secretary (Gen.)
	Quarterly EMI Report	Deputy Secretary (Gen.)
	Preparation of statement of Superior staff of PPT	Deputy Secretary (Gen.)
	Desk note of Chairman, PPT	Deputy Secretary (Gen.)
	Corr. on various meetings	Deputy Secretary (Gen.)
	Looking after payment to IPA, Payment to Trustee, payment to all employee's pay and allowances, payment to Contractor labour.	Asst. Secretary
	Looking after all office Estt. Work (i.e., Main Wing, Estate Wing, PRO Wing & School Wing) & disposal of various issues thereon	Asst. Secretary
	Pension & pensionary benefits of employees & officers working under this department	Asst. Secretary
	Looking after cash & related works	Asst. Secretary
	Looking after all watch and ward/contract works involving tender bills for payment to firms under Admn. Deptt.	Asst. Secretary
	Deals with office furniture stationary purchase and other related issues – indenting thereof	Asst. Secretary
	CISF Estt. & other periodic payments	Asst. Secretary
	Looking after Estt. Work of Cl.I & II officers of the department including bills/advance & other correspondence thereon	Asst. Secretary
	Looking after work of school wing & other correspondence with Kendriya Vidyalaya, Paradp College & other educational institution in PPT and allied works thereon	Asst. Secretary
	Looking after hiring of vehicles for the department & payments to the contractors/suppliers thereon	Asst. Secretary
	Looking after payment on telephone bills of Admn. Deptt. (Land & Mobile phones)	Asst. Secretary
	Departmental vehicles and CISF vehicles, payment of bills to private owners thereof	Asst. Secretary
	Other works as and when entrusted	Asst. Secretary
	Looking after the town buses and school buses	Asst. Secretary
	Drawing and disbursing officer for the Admn. Deptt.	Asst. Secretary
	Processing for watch and ward of different location of PPT by	Asst. Secretary

	way of tendering	
	Engagement of contractors/firms for supply of different category of labourers on job contract basis and outsourcing basis	Asst. Secretary
	Management of departmental vehicles etc.	Asst. Secretary
	Maintenance of office equipments	Asst. Secretary
	Maintenance of various statistical data and preparation of daily, weekly, fortnightly, monthly, quarterly and yearly statistical reports.	DM(MS)
	Preparation of Annual Administration Report	DM(MS)
	Organization of in-house training programmes	DM(MS)
	Nominations to outside training programmes including foreign training	DM(MS)
	Reporting of progress on Plan Schemes	DM(MS)
	Preparation of MOU	DM(MS)
	Updation of PPT website	DM(MS)
	ISO works of Admn. Deptt.	DM(MS)
	Preparation of presentation materials on activities of the port.	DM(MS)
	Cable TV services in Port township	DM(MS)
	Incentive Schemes	DM(MS)
	Office space allotment and norms for office furniture, equipments including telephones	DM(MS)
	Work and Productivity studies	DM(MS)
	Preparation for participation in Industrial Exhibition & Trade Fairs	DM(MS)
	Project Training of Management Students	DM(MS)
	Preparation of MBO	DM(MS)
	Receipt of the Notice from the concerned Department	Deputy Secretary(Law)
	Proposal is placed before Chairman through Secretary for engagement of Legal Consultants & Assistant Legal Consultants	Deputy Secretary(Law)
	After obtaining approval of the Chairman, Paradip Port Trust concerned Department is contacted	Deputy Secretary(Law)
	Para-wise Comments is prepared by the concerned Department	Deputy Secretary(Law)
	Para-wise Comments is examined and sent to Legal Consultant or Assistant Legal Consultant for preparation of Counter	Deputy Secretary(Law)
	Contact is made with the concerned Department for deputation of any Officer to swear Affidavit	Deputy Secretary(Law)
	Correspondence is made with LC or ALC	Deputy Secretary(Law)
	Request made to supply certified copy of the Order Sheet	Deputy Secretary(Law)
	Payments of fees bill of Legal Consultants and Assistant Legal Consultants as per the Fees Structure approved by the Chairman, Paradip Port Trust	Deputy Secretary(Law)
	To seek Legal Opinion in important cases	Deputy Secretary(Law)
	To make discussion with LC and ALC in important matters relating to Paradip Port Trust	Deputy Secretary(Law)
	Organize various Port functions and events	PRO
	Conduct competitions on various occasions	PRO
	Releasing Tender & Corporate Advertisements of PPT	PRO
	Preparation of press release & for publication in various Newspapers	PRO
	Newspaper clipping and Procurement, distribution of Newspapers and payment there of	PRO

	PRO	
	Preparation of News letter & payment of IPA Journal Advertising bills	PRO
	Compilation, printing & distribution of Port Gazette	PRO
	Distribution of Invitation Cards on different occasions and Provide Escort & Guide the Port Trust Guests for visiting Port area	PRO
	Allotment & Management of Employees Recreations Centre, Kalyan Mandap & Jayadev Sadan	PRO
	Maintenance of permanent imprest cash book of P.R.Wing and Maintenance of temporary advance cash book of P.R.wing	PRO
	Purchase of Stationery items & maintaining records thereon and Issue of gate passes for Administrative Building	PRO
	Supervision of Inf. & Facilitation Counter at Admn. Main Gate.	PRO
	Mike Announcement as and when required	PRO
	Participation of PPT in various exhibitions	PRO
	Allotment of BBSR & Jawahar Guest House, Processing of Permanent Imprest of both the Guest Houses, Maintenance works of both the Guests Houses, Payment of Telephone Bills of both the Guest Houses, Payment for washing of linens of both the Guest Houses, Payment of hire charges of Taxi of PPT Guest House, BBSR, Payment of POL charges of PPT Guest House, BBSR and Payment of Electricity & Water charges of PPT Guest House, BBSR	PRO
	Arrangement for Trust Board Meetings	PRO
	Reservation in All India Major Port's & IPA Guest Houses.	PRO
	Overall supervision & Management of Jawahar Guest House	PRO
	Overall supervision & Management of PPT Guest House, BBSR and Liaisoning work at Bhubaneswar	Manager, JGH & Asst. Liaison Officer
	Port photography work.	PRO
	Allotment of Quarters to PPT Employees & Officers, Central/State Govt. Organisation Philanthropic / Cultural / Religious / NGO / Non-Commercial Organisations,	Estate Officer

	Educational Institutions, Private Parties/Commercial Organ, Associate Organisations such as CISF / AG Audit / Management Committee / Kendriya Vidyalaya, Cargo Handling workers (Quarters Allotment) / CFH Workers (Plot Allotment) and collection of Rent thereon	
	Allotment of Shopping Units and collection of monthly rent	Estate Officer
	Removal of encroachment in Port land and prevention of fresh encroachment and Watch and Ward of Port Property outside prohibited area	Estate Officer
	Removal of traffic congestion from Atharbanki to Do-Chhaki.	Estate Officer
	Acquisition of land	Estate Officer
	Allotment of land on lease/licence basis and Collection of ground rent & licence fees	Estate Officer
	Removal of stray cattle from Port area	Estate Officer
	Holding of Estate Court as per provisions of P.P.Act,1971. Taking steps in relation to all cases pending in judicial courts	Estate Officer
	Liaison with the State Government Authorities in Revenue Department and Law and Order Authorities	Estate Officer
	Collection of Sand Royalty and payment thereon to Government	Estate Officer

ENGINEERING DEPARTMENT

SL.No.	RESPONSIBILITY	AUTHORITY
	Preparation of Annual Plan, Action Plan with conception planning, details set up of infrastructural and developmental activities plans	CE
	Preparation of Annual Plan, Action Plan with conception planning, details set up of infrastructural and developmental activities plans.	CE

	Deciding various sizes of projects under NMDP, 5 th Five Years Plan in co-ordination with other departments under Plan and Non-Plan schemes	CE
	Monitoring of expenditure relating to Plan, Non-Plan, Revenue Works, liaisoning with other Departments.	CE
	Preparation of various returns such as Monthly, Quarterly, Annually including replies to the Ministry.	CE
	Projects identification, formulation, appraisal and approval process relating to PPP Projects.	CE
	Construction, planning, designing all civil engineering structures and its maintenance relating to marine structures, buildings, roads, sheds, stack yards, siding, breakwater & sea wall, ware houses, Port Railway net work, water supply and sanitation, horticulture and arboriculture works.	CE
	Operation and maintenance of water treatment plant consisting raw water reservoir, purification and treatment plant, raising main, over head tanks, pump house and entire pipe net work.	CE
	Capital Dredging, plans in case of new projects.	CE
	Extension, planning, maintenance of wet basin for accommodation of port craft	CE
	Conducting departmental Management by objective (MBO) meeting and implementation of decisions taken.	CE
	Review and analysis of up dated technology, its implementation along with cost implication.	CE
	Regular supervision of all works i.e. activities relating to civil engineering under Port Trust.	CE

	Regular monitoring of programmes, comparing with targeted mile stone and achievement relating to field as well as official structures.	CE
	Environmental monitoring procedure and process. Exercising delegation of power under MPT Act under Section 34, 92 (i), 93 etc. within the limit specified by Government of India for plan and non-plan works. Implementation and adoption of updated Schedule of Rates published by Government of Orissa in Port Trust Civil Engineering works with due approval of Trust Board.	CE
	Implementation of labour rates approved by Central Government and communicated by Secretary,PPT from time to time in all works while making cost analysis for labour component including payment to the labourers. Examining to the implementation of applicable insurance policies procured by firms / contractor for the work and site workers of departmental and contractor / firms staff. Imposition of penalty, liquidated damages to the firm / contractors in case of failure, delayed completion of projects, works, including verification of challans and documents wherever essential.	CE
	Collecting and conducting sample tests / laboratory tests for construction materials confirming to the relevant standards / specification including rejection of entire / a portion of work wherever necessary in case not to the satisfaction of Chief Engineer. Implementation of recommendations to the modification, amendment of recent version of standards, codes / manuals viz. BIS, IRC, MOST etc. To ensure that ISO:9001-2000 QMS is implemented effectively and review the same.	CE

	<p>Recovery of arrears dues of Port Trust from the contractors, port users, others if any relating to Engineering Department.</p> <p>To exercise these statutory powers relating to appointment / promotion, disciplinary action in accordance with CCA rules and other establishment matters.</p> <p>Selection of suppliers for providing services (like construction / maintenance) to the department as per selection rules.</p>	CE
	<p>Liaise with Pollution Control Board regarding permissions and Comply with the PCB requirements</p> <p>Controlling and supervision of works of Addl.Chief Engineer,SE (H), SE (R&B), EE,DC-I, EE,P&D, EE, HWD-I, EE, HWD-II,EE,PRD, ,EE,BCD, EE,R&B Divn,, EE,E& CM Divn. and EE,PHD (M).</p> <p>Overall in charge of Harbour Circle and is directly responsible to assist Chief Engineer and to provide technical guidance to sub-ordinate Engineers under his department.</p>	CE
	<p>Planning, execution as well as supervision of Civil construction and maintenance works of the divisions under Harbour Circle for effective conclusion of all projects within the economic limits of time and cost.</p> <p>To participate in the meetings / discussions at the invitation of Chief Engineer, deputy chairman, chairman and also look after the duties of Chief Engineer in his absence as and when required.</p> <p>To undertake periodic inspection of sites for obtaining first hand knowledge of the progress of activities.</p>	CE
	<p>Overall in charge of township Circle and is directly responsible to assist Chief Engineer and to provide technical guidance to sub-ordinate Engineers under his department.</p> <p>Scrutiny of the estimates, proposals submitted by the various Divisions & establishment matters of the Department.</p>	<p>Addl. CE</p> <p>SE (R&B)</p> <p>EE DC-I</p>

	Submission of estimates, proposals related with the railways works & maintenance of railway tracks.	CE
	Submission of estimates, proposals related with the harbour development, maintenance of the berths, dredging, etc. Submission of estimates, proposals related with the harbour development, maintenance of the sea-wall, stackyards, roads inside harbour area etc. Submission of estimates, proposals related with the township development, maintenance of the residential quarters, roads non-residential buildings etc.	EE PRD EE HWD-I EE HWD-II EE R&B
	Submission of estimates, proposals related with the new construction of the buildings, quarters etc. Submission of estimates, proposals related with the water supply system to the township, harbour area & horticulture works etc. Operation and maintenance of water treatment plant consisting raw water reservoir, purification and treatment plant, raising main, over head tanks, pump house and entire pipe net work	EE BCD EE ECM EE ECM
	Submission of estimates, proposals related with the water supply system to the township & pump houses related with Balijhara water works etc. Operation and maintenance of water treatment plant consisting raw water reservoir, purification and treatment plant, raising main, over head tanks, pump house and entire pipe net work	EE PHD (M)
	Water sample test register	EE PHD (M)
	Residential building complain register for maintenance of building / quarters	EE PHD (M)
	Residential building complain register for maintenance of building / quarters for public health works.	EE(R&B)
	Residential building complain register for maintenance of building / quarters	EE R&B
	Residential building complain register for maintenance of building / quarters for public	EE ECM

	health works	
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FINANCE AND ACCOUNTS DEPARTMENTS

SL.No.	RESPONSIBILITY	AUTHORITY
	Budgeting and Budgetary Control	FA&CAO
	Plan financing and concurrence of financial proposals	FA&CAO
	Controlling Revenue generation and expenditure	FA&CAO
	Finalization of Revenue Accounts.	FA&CAO
	Compliance of Audit Reports .	FA&CAO
	Reports to Govt. and reply of questions from Lok Sabha, Rajya Sabha , Assembly.	FA&CAO
	Implementation of Port Community System	FA&CAO
	Issues related to Income tax and other taxes.	FA&CAO
	Management of Pension and Provident fund	FA&CAO
	Management of other functions related to Finance & Accounts and Audit.	FA&CAO
	Preparation of Revenue budget and capital budget	DY.FA&CAO
	Correspondence with Govt. of India and other institutions related to Plan, budget and revenue expenditure	DY.FA&CAO
	Preparation of Annual Accounts	DY.FA&CAO
	Income Tax related issues	DY.FA&CAO
	Concurrence of works" proposal and release of bills	DY.FA&CAO
	Concurrence of Esst. Matters and release of bills of CI-III and IV employees.	DY.FA&CAO
	Concurrence and release of bills of Fishery Harbour	DY.FA&CAO
	Concurrence and release of bills in respect of House Building Advance.	DY.FA&CAO
	Pension fixation and release of pension to the pensioners	DY.FA&CAO
	Grievances of Pensioners	DY.FA&CAO
	Pensionary benefits under new pension Scheme as applicable from 1.1.04	DY.FA&CAO
	Maintenance of Cash and release of bills	DY.FA&CAO
	Concurrence of Esstt.matters of CI-I and II officers.	DY.FA&CAO
	All Estt. Matters of F&A Deptt.	DY.FA&CAO
	Concurrence of proposals/projects under PPP.	DY.FA&CAO
	Issue related to A.G. Audit and Internal Audit.	DY.FA&CAO
	Concurrence of proposals of procurement including repairs/ maintenance and release of bills	DY.FA&CAO
	Concurrence of Financial proposals related to Port revenue	DY.FA&CAO

	Adjustment of revenue bills related to Cargo Operations.	DY.FA&CAO
	Maintenance of P.F. Accounts and release of P.F. bills.	DY.FA&CAO
	Issue of P.F. Accounts Statements [Annual].	DY.FA&CAO
	Concurrence of financial proposals and release of bills of MCHP.	DY.FA&CAO
	Preparation of salary bills	Dy. Director [EDP]
	Preparation of electricity bills	Dy. Director [EDP]
	Implementation of Port Community System.	Dy. Director [EDP]
	Hoisting of tenders and other documents in the PPT Web site.	Dy. Director [EDP]
	Preparation of Estate billing of Market Units.	Dy. Director [EDP]
	Maintenance and repair of Hardware and Software of PPT.	Dy. Director [EDP]

ELECTRICAL & MECHANICAL DEPARTMENT
DUTIES / RESPONSIBILITY AND AUTHORITY OF OFFICERS

1 CHIEF MECHANICAL ENGINEER

- Operation & Maintenance of Iron Ore Handling Plant, Locomotives, Central Workshop, Heavy Equipment Section, Mechanised Coal Handling Plant, materials Management Division.
- Maintenance of Electrical Distribution System for Harbour & Township area.
- Execution of new projects, repair & renovation of existing facilities and survey reporting of unserviceable Equipment/POL for disposal under E&M Department.
- Compliance with energy conservation regulation.
- Compliance with regulatory requirements regarding emission from equipment under Electrical & Mechanical Department.
- Calibration of measuring instruments under E&M Department.
- Effective implementation of the Quality Management System .
- He is authorized to take decision regarding above matter.
- Overall in-charge of E&M Deptt.

2 DY. CHIEF MECHANICAL ENGINEER

- **The Dy. CME reports to the CME directly and assists him in carrying out his duties.**
- **He advises the CME on all technical and administrative matters of the department.**
- **Effective implementation of the Quality Management System .**
- **He is authorized to take decisions regarding the above matters.**
- IOHP Divn., Workshop Division & MM Division will function under him.

3 DY.CHIEF ELECTRICAL ENGINEER

- The Dy. CEE reports to the CME directly and assists him in carrying out his duties.
- He advises the CME on all technical and administrative matters of the department.
- Effective implementation of the Quality Management System .
- He is authorized to take decision regarding the above matters
- MCHP Division & Port Electrical Division will function under him.

4 SUPERINTENDING ENGINEER (IOHP)

- He reports to the Dy. CME.
- The operation and maintenance of the Ore Handling Plant lies under his jurisdiction and he gets the assistance of three executive engineers under him.
- He is also responsible for operation, repair and maintenance of all plant equipments and machineries and execution of major modification work of the IOHP.
- As a part of his day-to-day activity he has to interact with the Iron Ore Exporters, East Coast Railway besides the Traffic, Finance Dept., MM Divn. and other outside agencies.
- He is authorized to take decision regarding the above matters.

5 SUPERINTENDING ENGINEER (PED)

- He reports to the Dy. CEE.
- He is responsible for effective distribution of electrical power received from the CESCO, day to day repair maintenance of the power distribution network and execution of new electrical projects .Co-ordinates with port users, Govt. officials and outside agencies.
- He is authorized to take decisions regarding the above matters.

6 SUPERINTENDING ENGINEER(WORKSHOP)

- He reports to the Dy. CME.
- He is responsible for functions of the Workshop and maintenance and operation of the locomotives and co-ordinates with the Traffic Dept and South Eastern Railways.
- He is authorized to take decisions regarding the above matters.

7 SUPERINTENDING ENGINEER(MCHP)

- He reports to the Dy.CEE.
- The operation and maintenance of the Mechanized Coal Handling Plant lies under his jurisdiction and he gets the assistance of executive engineer under him.
- He is also responsible for operation, repair and maintenance of all plant equipments and machineries and execution of major modification work of the MCHP.
- He is authorized to take decisions regarding the above matters.

8 SR. DY. MATERIALS MANAGER

- He reports to the Dy. CME.
- He is responsible for MM Division including supervision and control of different functions like stores, purchases, establishment, co-ordination with consuming Deptt. and Divisions.
- He is authorized to take decision regarding the above matters.

9 DY. MATERIALS MANAGER

- He reports to the Sr. Dy. Materials Manager.
- He assists Sr. Dy. MM regarding the functioning of stores & purchases and co-ordination with the other Divisions of the Depts.
- He is authorized to take decision regarding the above matters.

10 SAFETY CELL I/C

- He reports to the Dy. Chairman through CME.
- His duties are to advise & assist the management of the Port Trust in the fulfillment of its obligation, statutory or otherwise, concerning prevention of personal injuries & maintaining a safe working environment in the Port.

11 EXECUTIVE ENGINEER(IOHP)

- The Executive Engineer(Operation & Maintenance), EE(Project & Works) and Executive Engineer(Store & Elect. Maint.) function under the SE(IOHP).

- They are responsible for the operation, maintenance of the IOHP machineries and equipment, loading of iron ore to ships and unloading and stacking of iron ore through the wagon tippers and stacker also they look after contract works (revenue & capital) under their jurisdiction .
- They interact with the Traffic Depts./ other divisions and Marine Dept. for their work.
- The EE(Stores & Elect. Maint) Co-ordinates with the M.M Divn. for stores functions.
- They are authorized to take decisions on their respective matters.

12 EXECUTIVE ENGINEER(PED)

- The EE,PED-I, EE-PED-II and EE(Revenue) reports to the CME through the SE(E) and Dy. CEE.
- They are responsible for receipt of 132 KV Power from CESCO, distribution of power in port area, E/I to new buildings, night navigation facilities, repair maintenance of HT/LT transformers, D.G. Set , AC's, EPABX system and execution of development projects.
- They have to interact with port users, CESCO officials, electrical inspector and other govt. officials for their day to day functions.
- They are authorized to take decisions on their respective matters.

13 EXECUTIVE ENGINEER (WORKSHOP DIVISION-I)

- The Executive Engineer(M),WSD-I functions under S.E.(M), WSD.
- He is responsible for operation & maintenance of Cargo Handling Equipment, Weigh Bridges & machineries, Heavy Equipment Section & Central Workshop .
- He is responsible to provide the required no. of Wharf cranes to the private parties based on their requisition from Traffic Deptt., PPT and the testing & examination of all lifting appliances owned by PPT.
- He interacts with Traffic Deptt./Port users daily in DTR meeting for day to day performance of Cargo Handling Equipment & machineries as and when required.
- He co-ordinates with Traffic. Deptt. for operational demand of ELL Section.
- He is authorized to take decisions regarding all the matters enumerated above.

14 EXECUTIVE ENGINEER (WORKSHOP DIVISION-II)

- **He reports to SE(WSD).**
- **Responsible for the functions of locomotive sub-divisions.**
- **He co-ordinates with Traffic Deptt. for operational demand of locomotives.**
- **He is authorized to take decisions regarding the above matters.**

15 EXECUTIVE ENGINEER(P&D)

- Reports to the CME directly and renders technical assistance to the CME and co-ordinates with all subordinate divisions for their day to day functions .
- Responsible for preparation of reports on plan/non plan works , MBO's .
- Interacts with Dy.CME and other port officials for day to day work.

- He is authorized to take decisions regarding the above matters.

16 EXECUTIVE ENGINEER(MCHP)

- The Executive Engineer (Opn. & Maint.) functions under SE(Mechanical), MCHP.
- He is responsible for Operations & Maintenance of MCHP machineries and equipments
- Loading of Thermal Coal to ships & unloading and stacking of thermal coal through bottom discharge wagon and stacker.
- He interacts with Traffic Dept./ Marine Dept for the works as and when required.
- Coordinates with M.M Divn. for store functions & looks after execution of contract works related to MCHP.
- He is authorized to take decisions regarding above matters.

PARADIP PORT AUTHORITY
MEDICAL DEPARTMENT

JOB CHART OF DOCTORS, MEDICAL DEPARTMENT, PPA.

01. Chief Medical Officer

- Overall management & administration of hospital.
- Policy matters
- Correspondences with Ministry/District level officials/HODS.
- Union matters.
- Grievance redressal.
- Any other responsibility given by the Chairman, PPA

02. Sr. Dy. Chief Medical Officer

- Attending outdoor and indoor Patients.
- Emergency duty distribution of Doctors.
- Making necessary arrangement for patients regarding In-patient service in PPAH wards.
- Not to deny admission/treatment to any accident victim. Not to insist on payment and FIR with police before starting treatment.
- Arranging for necessary discharge/referral of patients to recognized specialty hospitals/referral centres.
- Streamlining referral of patients to higher centres according to the guidelines.
- Issuing medical certificates/death certificate to the patients/their attendants.
- Attending Court duties related to Medico-legal cases.
- Manning casualty/Indoor/OPD.
- Medical examination of employees/new recruits, employees of other organizations
- Supervision of works of subordinate doctors/Departments/Sections and other staffs.
- Member of Medical Board as when required.
- Grievance redressal.
- Oversee the general maintenance of hospital infrastructure.
- AMC/CAMC of hospital equipments.
- Assessment of training needs of employees/staffs of Hospital.

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- Arrangement of in-house training programs for staffs.
- Imparting training to Hospital Staffs.
- Imparting training to other employees of the Port Authority.
- Preparation and implementation of Citizen Charter.
- Sanctioning/recommending leave of doctors.
- Sanction of leave of other sub-ordinate staffs.
- Preparing proposals on various issues.
- Preparation of budget and review of budget proposals.
- Supervision of occupational health activities.
- Supervising Ambulance service.
- Supervising Hospital Sanitation.
- Hospital Infection Control.
- Antibiotic Policy.
- Member of Hospital Technical Committee.
- Member of tender committee as when required.
- Skill Development program.
- Supervision of Physiotherapy Unit.
- Maintaining ISO certification.
- Certification/scrutinisatio/reimbursement of all medical & general bills.
- Organization of various health camps & educational activities.
- Recommending Reimbursement to Referral Hospitals and Other pensioners/employees.
- Up-dating information on Medical Department on the Port website.
- Attending Health check up activities in schools/college.
- Participating National Health Mission programmes & other programmes of Government.
- Strategy for Control and prevention of Vector Borne Diseases.
- Attending social service / community service works.
- Adhering/complying to MCI (Medical Council of India) regulations/Directions/Statutory requirements/Ethics.
- Adhering to Health Regulations binding on all the doctors of India.
- Attending Swachha Bharat Abhiyan activities.
- Any other works, as and when assigned by the CMO.

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03. Dy. Chief Medical Officer

- Management of OPD/ IPD.
- Managing patients in OPD and not denying treatment/advice to any patient.
- Receiving, examining, investigating and treating patients.
- Not to deny admission/treatment to any accident victim. Not to insist on payment and FIR with police before starting treatment.
- Issuing medical certificates/death certificate to the patients/their attendants.
- Making necessary arrangement for patients regarding In-patient service in PPAH wards.
- Arranging for necessary discharge/referral of patients to recognized specialty hospitals/referral centres.
- Streamlining referral of patients to higher centres according to the guidelines.
- Attending Court duties related to Medico-legal cases.
- Supervision of works of subordinate doctors and other staffs.
- General maintenance of hospital.
- Liaison with CISF and security personnel on security matter.
- Assessment of training needs of employees/staffs under Skill Development program.
- Imparting training to other employees of the Port Authority.
- Preparing proposals on various issues.
- Supervising Hospital cleaning/sanitation.
- Hospital Infection Control.
- Antibiotic Policy.
- Member of Hospital Technical Committee.
- Member of Medical Board as & when required.
- Biomedical Waste Disposal.
- Supervising FICTC.
- Supervision of Physiotherapy Unit.
- Supervision of the Reception Section.
- Supervision of Immunization program.
- Maintaining ISO certification.
- Supervision of occupational health activities.

- Organization of various health camps & educational activities.
- In-charge of R.R. Section
- Looking after the CSR activities.
- Attending Health check up activities in schools/college.
- Participating National Health Mission programmes & Other programmes of Government.
- Attending Swachha Bharat Abhiyan activities,
- Attending social service/community service works.
- Control and prevention of Vector Borne Diseases.
- Adhering/complying to MCI (Medical Council of India) regulations/Directions/Statutory requirements/Ethics.
- Adhering to Health Regulations binding on all the doctors of India.
- Any other works, as and when assigned by the CMO, PPA.

04. Sr. Medical Officer

- Management of OPD & IPD.
- Attend patients in Indoor/OPD.
- Managing patients in OPD and not denying treatment/advice to any patient.
- Not to deny admission/treatment to any accident victim. Not to insist on payment and FIR with police before starting treatment.
- Casualty/Emergency duty.
- Admit patients for further treatment and investigations whenever necessary.
- Receiving, examining, investigating and treating patients.
- Give call to concerned specialist to attend the patient for further evaluation and management.
- Issuing medical certificates/death certificate to the patients/their attendants.
- Making necessary arrangement for patients regarding In-patient service in PPAH wards.
- Arranging for necessary discharge/referral of patients to recognized specialty hospitals/referral centres.
- Referral of patients to higher centres according to the guidelines.
- Attending Court duties related to Medico-legal cases.
- Verification of Dispensary & Medical store.

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- Calibration work and ISO Certification work of hospital.
- Attending Health check up activities in schools/college.
- Participating National Health Mission programmes & other programmes of Government.
- Biomedical Waste Disposal.
- Managing FICTC.
- Antibiotic Policy
- Member of Hospital Technical Committee.
- Managing Immunisation service.
- Ambulance service.
- Environmental issues.
- Attending social service / community service works.
- Attending Swachha Bharat Abhiyan activities.
- Adhering/complying to MCI (Medical Council of India) regulations/Directions/Statutory requirements/Ethics.
- Adhering to Health Regulations binding on all the doctors of India.
- Any other works, as and when assigned by CMO.
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05. Medical Officer

- Management of OPD & IPD.
- Managing patients in OPD and not denying treatment/advice to any patient.
- Attend patients in Indoor/OPD/Casualty.
- Not to deny admission/treatment to any accident victim. Not to insist on payment and FIR with police before starting treatment.
- Emergency/Casualty duty.
- Admit patients for further treatment and investigations whenever necessary.
- Receiving, examining, investigating and treating patients.
- Give call to concerned specialist to attend the patient for further evaluation and management.
- Attending shifts duties, take indoor rounds in shifts.
- Issuing medical certificates/death certificate to the patients/their attendants.
- Referring patients to other departments as and when required for further Examination.

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- Making necessary arrangement for patients regarding In-patient service in PPAH wards.
- Arranging for necessary discharge/referral of patients to recognized specialty hospitals/referral centres.
- Referral of patients to higher centres according to the guidelines.
- Attending Court duties related to Medico-legal cases
- Maintenance/supervision of all records/registers in Casualty Department.
- Ensure presence of emergency medicines in the Casulaty Department, their quantity and expiry regularly reviewed.
- Ensure availability of oxygen in Casualty and maintenance of oxygen register.
- Ensure the punctuality of pharmacists, nurses, attendants, safaiwallas, ambulance driver and dressers etc., while on Emergency/Casualty duty.
- Movement of Ambulance
- Ensure functioning of mortuary by getting it regularly inspected and maintained.
- Supervise cleanliness in and around Casualty, hospital and its' periphery.
- Supervising supply of diet to in-patients.
- ISO Certification work of hospital.
- Dealing with all medical legal cases / police cases
- Attending Health check up activities in schools/college.
- Managing FICTC.
- Managing Immunisation service.
- Antibiotic Policy
- Member of Hospital Technical Committee.
- Participating National Health Mission programmes & other programmes of Government.
- Attending social service / community service works.
- Attending Swachha Bharat Abhiyan activities.
- Adhering/complying to MCI (Medical Council of India) regulations/Directions/Statutory requirements/Ethics.
- Adhering to Health Regulations binding on all the doctors of India.
- Any other works, as and when assigned by CMO.

05. Medical Officer In-Charge Store

- Tendering and Procurement of Medicines & hospital equipment/ surgical/Lab items/X-Ray films etc. Liaison with firms for supply of medicines/surgical/Lab items/X-Ray films etc.
- Registration of New Firms for supply of medicine/surgical/Lab items/X-Ray films etc.
- Keeping liaison with State Drug Controller for maintaining quality standard of drugs and other items.
- Introduction of Newer drugs.
- Selection of drugs/surgical items etc. for hospital.
- Member of Hospital Technical Committee.
- Local Purchase.
- Checking/Passing bills of Firms/vendors.
- Supervision of no-stock register, expiry medicine register, alert level register, Nearing expiry register, stock & store, Up-keeping of store.
- Supervising work of the Pharmacists/Medical Store/Dispensary.
- Supply of first aid kit to other departments.
- Any other works, as and when assigned by CMO.

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