

# CHAPTER-3

## **P**OWERS AND DUTIES OF OFFICERS AND EMPLOYEES

**ADMINISTRATIVE POWERS – CHAIRMAN / DY.CHAIRMAN / HEADS OF DEPARTMENTS**

<b>CHAIRMAN</b>	<b>DY.CHAIRMAN</b>	<b>HEADS OF THE DEPARTMENTS</b>
<ul style="list-style-type: none"> <li>• Head of the organization</li> <li>• Appointing authority for Class – I and Class – II posts of Port.</li> <li>• Chairman of the Board of Visakhapatnam Port Trust and Visakhapatnam Dock Labour Board.</li> <li>• Disciplinary authority for Major Penalties in respect of Class-I and II officers.</li> <li>• Appellate authority in respect of cases where Dy.Chairman acted as Disciplinary / Competent authority.</li> <li>• Chief Vigilance Officer of the Port.</li> </ul>	<ul style="list-style-type: none"> <li>• Dy. Head of the organization</li> <li>• Disciplinary authority in respect of Class-III &amp; IV employees in the absence of regular HOD.</li> <li>• Also appellate authority for CL. III &amp; IV employees.</li> <li>• Disciplinary authority for Minor penalties in respect of Cl. I &amp; II officers of VPT.</li> <li>• Selecting authority for Cl. II posts of the Port</li> </ul>	<ul style="list-style-type: none"> <li>• Head of the Department and monitors various functions of the department.</li> <li>• Personnel matters of officers and staff of the department.</li> <li>• Acts as appointing and disciplinary authority for class – III and IV.</li> </ul>

**FINANCIAL POWERS - BOARD / CHAIRMAN / DY.CHAIRMAN**

<b>NATURE OF WORK</b>	<b>BOARD</b>	<b>CHAIRMAN / DY.CHAIRMAN</b>
Entering into contract ( Plan & non-Plan)	Full powers	<b>Chairman:</b> Rs.5 crores for Plan & Non- plan works. <b>Dy.Chairman:</b> Rs.3 crores for Plan & Non- plan works.
Charge expenditure to capital	Rs.50 crores for new projects and Rs.100 crores for replacement under plan schemes	<b>Chairman:</b> Rs.5 crores for Plan & Non- plan works. <b>Dy.Chairman:</b> Rs.3 crores for Plan & Non- plan works.
Sanction plan works	Full powers	<b>Chairman:</b> Rs.5 crores <b>Dy.Chairman:</b> Rs.3 crores .
Sanction non-plan works	Full powers	<b>Chairman:</b> Rs.2 crores <b>Dy.Chairman:</b> Rs. 1 crore

**FINANCIAL POWERS – HODs / DY.HODs**

<b>NATURE OF WORK</b>	<b>EXTENT OF POWER</b>
i. To enter into contract ( Plan & non-Plan)	CE / CME / CMM :- Rs. 50 lakhs.
ii. To Charge expenditure to capital( Plan & non-Plan)	CE / CME / CMM :- Rs. 50 lakhs.
iii. To sanction works : - Plan - Non-Plan	CE / CME / CMM :- Rs. 50 lakhs. CE / CME / CMM / DC :- Rs. 15 lakhs.
iv. Vetting of proposals / bills / tenders	Full powers to FA&CAO & Rs. 5 – 15 lakhs for Sr.Dy.FA&CAO
v. Cheque signing	Up to Rs.10 lakhs for FA&CAO / Sr.Dy.FA&CAO More than Rs.10 lakhs – Joint Signatory for FA&CAO along with Sr.Dy.FA&CAO.
Procurement of Medicines	Up to Rs. 2 lakhs for CMO.

## DUTIES AND RESPONSIBILITIES

Designation	Duties and responsibilities
<b>DY. CONSERVATOR</b>	Conservation of port waters, planning and monitoring of : Pilotage, Maintenance dredging, Hydrographic surveys, Fire services, Navigational aids
<b>TRAFFIC MANAGER</b>	Planning and monitoring of cargo handling operations viz. Allotment of berths, Allotment of hooks, Arranging for cargo handling operations including labour engagement, Allotment of transit and storage facilities, Monitoring performance of vessels Arranging for rail movement of cargo to and from the stack yards in co-ordination with the Railways Attending to the inspection of docks, railway yards, Fishing harbour and initiate measures for improving the performance. Appraisal of vessels' performance on daily basis to Chairman/Dy.Chairman and resolve any co-ordination issues with relevant departments. Issue of licenses with respect to stevedoring, ship repairing, ship chandelling and license etc.
<b>CHIEF MECHANICAL ENGINEER</b>	Planning, procurement, installation and operation, maintenance and repairs of equipment in Port workshop, Dock yard workshop, Mobile Crane complex, Electrical Maintenance, Broad Gauge Locos, Motor Vechicles Section, Floating Crafts Section, Off Shore Tanker Terminal, Fishing Harbour, Slipway and Ore Handling Complex
<b>CHIEF ENGINEER</b>	Planning, development and maintenance of Civil Engineering infrastructure including construction and maintenance of Jetties, Wharves, Ware houses, Buildings, Bridges, Roads & Drains, Break waters, Water supply, Railway system including laying and maintenance of Railway tracks, Environmental issues including sewage treatment plant and estate matters
<b>CHIEF MATERIALS MANAGER</b>	Procurement of materials, Stocking, issue of materials to internal departments, Disposal of scrap / surplus / second hand items
<b>FINANCIAL ADVISER &amp; CHIEF ACCOUNTS OFFICER</b>	Collection and accounting of Trust's receipts, Scrutiny of works estimates, tenders and agreements and passing of bills for works done. Process proposals for procurement of stores Pre-audit and arranging payment of pay and allowances and advances. Analytical study of costs, fixation of rates Borrowings and investments of funds and reserves. Maintain the accounts of all capital assets. Check the initial accounts of the Departments. Maintain provident fund accounts. Remittance of income tax, insurance premia Scrutinise the proposals of Departments for creation of posts and work study

<b>Designation</b>	<b>Duties and responsibilities</b>
<b>MANAGER (OP)</b>	Industrial relations, Union matters, conciliations, adjudications. Establishment and Personnel matters of Cl.I & II Officers of the Port and Cl.III & IV staff of the Personnel Department. He liaison with the Ministry on Personnel & I.R. matters.
<b>SECRETARY</b>	Public relations, Legal matters, maintenance and allotment of auditorium and stadiums at sports complex maintenance and allotment of port guest houses, board matters, signing of vakalats and affidavits and agreements and implementation of official language, issue of photo identity cards.
<b>DIRECTOR ( R&amp;P )</b>	Development of MIS on port operations and formulation of traffic forecast. Formulation of annual plans and five year plans. Preparation of capital budget report and administration report. Formulation of port tariff. Preparation of investment appraisal reports. Organising trade meets. Replies to parliament questions. Preparation of draft MOU, material for PLBS. Preparation of background material and information notes for the visits of parliamentary standing committees, public accounts committee etc. Preparation of notes for port Chairman conference, scope shipping etc. Induction of information technology. Economic studies and Library
<b>CHIEF MEDICAL OFFICER</b>	Providing medical facilities to the working/ retired Port Officers, employees and their families. Procurement of drugs and surgical equipment. Providing sanitation facilities at all the Port Offices and housing colonies.