

RIGHT TO INFORMATION ACT 2005

(i) The particulars of its Organization , Functions and Duties

ADMINISTRATION DEPARTMENT

FORMATION

Cochin is the center for maritime trade and fishing for centuries created by nature in anno domini 1341, visited by international travelers and administered by colonial conquerors through the centuries which followed and developed by Sir Robert Bristow during the period 1920-1940. In this century against far too many odds and despite the cynicism of far too many people Cochin Port today is indeed the “Queen of the Arabian Sea” as prophesied by the Divan of Cochin Sir R.K.Shanmugham Chetty, who coined that expression 65 years ago. The Port was formally thrown open to vessels upto 30’ draft in the year 1931. Cochin was declared as a Major Port on 1st August, 1936 and came under the administration of Government of India and the Port was vested in a Board of Trustees under the Major Port Trust Act, 1963 on 29th February, 1964.

Port operations are mainly concentrated on Willingdon Island and exclusive area reclaimed from the backwaters during the construction of the Port. The main channel connecting the Port with the Arabian Sea branches as the Mattancherry and Ernakulam channels at the northern end of the Island and berthing facilities for ships have been provided in the form of wharf berths and jetties alongside these channels. The maximum maintained draft at the Port is 38’ at the Cochin Oil Terminal. The Port provides round the clock pilotage to ships. There is an efficient net work of railways, roads and waterways connecting the Port with the different hinterland centers spread over the States of Kerala, Tamil Nadu and Karnataka.

LOCATION

The Port of Cochin is situated at latitude 9^o 58’ north and longitude 76^o 13’ east on the southwest coast of India, about 930 kms south of Bombay and 320 kms north of Kanyakumari. Cochin enjoys a unique locational advantage among the Major ports of India in that it lies on the direct sea route to Australia and Far East from Europe.

FACILITIES AVAILABLE AT PORT

Cochin Port is strategically located on the East-West trade route, only 10 nautical miles away from the direct sea-route to Australia and the Far East from Europe. No other Indian Port enjoys this closeness to the maritime highway. Present facilities at the Port include berthing facilities. (sixteen berths-Draft ranging from 9.14 m to 11.7 m). All type of equipment for cargo/container handing, floating crafts for ship handling including pilotage, open and closed sheds for cargo storage, yards for container stacking, fresh water supply to ships, Bunkering to ships, a dry dock & workshop for repairing port crafts and vehicles, supply of cargo handling labour, fire fighting facilities, VHF communication system etc.

FUNCTIONS:

The main functions of the Port are:

- To provide cargo (Import/Export) handling services.
- To provide berthing and service to ships
- To manage land holdings to support development and trade activity connected with cargo handling

AREA OF WORKING

The functional services of Cochin Port are presently offered in the following areas.

Cargo handling

The import cargo is unloaded from the ships at berthing points. The export cargo from the hinterland is loaded to the vessels at the berthing points. The export cargo is stored and kept ready for loading to the ships on arrival. Specific service depending on the nature of the cargo, whenever required, like the need of power-refrigerated cargo is provided. The import cargo after unloading kept in the transit sheds for clearance to the consignees. Stuffing and destuffing of cargo to/from the containers are carried out at Port CFS and transit sheds.

Pilotage

The vessels reporting at outer roads for entry to the Port is piloted to the berth and after the cargo handling, the vessel is piloted back to the outer roads.

Dredging

Adequate draft is maintained in the inner and outer channels for safe navigation and also alongside the berths for movement of ships. In order to have the designed draft maintenance dredging is carried out periodically.

Civil Project Works

Facilities like berth & jetties is constructed as per requirement. The maintenance work of the facilities already provided are also to be taken care of.

Power

The requirement of electricity is met by way of procurement from KSEB, supplemented by the generation at the Port.

Fire Fighting

Adequate fire fighting facilities are provided at different centers for controlling the potential of occurrence of fire.

Water Supply

The Port provides water supply to the ships and occupants of the Island.

□ Land Leasing

The land at the Willingdon Island are leased out to the users of the Port on long term basis.

The Port handles a variety of traditional as well as non traditional items of cargo. The major items of Imports are crude oil, foodgrains, fertilizers (Raw materials and finished) coal, raw cashewnuts, machinery, hardware, newsprint, zinc concentrate, bauxite, iron and steel, etc. and the Exports are tea, coffee, spices, marine products, cashew kernels, coir products, rubber and rubber products, chemicals, illmenite sand, electrical spares, etc.

The Port is a body corporate controlled by a Board consisting of 17 members and headed by the Chairman, Dy. Chairman and Officers under the administrative control of the Ministry of Shipping. There are 363 officers (Class I & II) and 4038 employees (Class III & IV) including Dock Labour Board working in the Port as on 31.1.2003.

Hindi Section	- Official language related work
Legal Cell	- Legal matters of the port
'A' Section	- Recruitment, Promotion and transfer
'F' Section	- HBA, telephone bills, vehicle pass, Identity card, conveyance advance, medical bills etc. Hotel, Misc expenses of Administration related works
Board Section	- Board meeting related works
'D' Section	- Establishment matters of Administration/administrative control of CISF
'P' Section	- Guidelines, SC/ST and Pensioners, maintenance of Rules & Regulations Manuals etc.
'B' Section	- Traffic Income, Stevedoring Licences and receipt and dispatch of Secretary's office
Security Office	- Establishment matters of Watch & Ward staff
Estate Wing	- Quarters/Land related works
Labour Wing	- Labour related works, Family Security Fund, Scholarships, Welfare Schemes, Registration of dependant of employees, etc.
Planning & Research	- Compilation of project/productivity statistics, Govt. returns

CIVIL ENGINEERING DEPARTMENT

Civil Engineering Department is one of the department which provides civil engineering related services to other departments in the port as well as to its customers.

The principal activity of this department is planning, design and execution of development of Port infrastructures like Land area, Berthing Structures, Navigational channels, Storage sheds, Roads and Bridge connection and Office and Residential buildings. Maintenance and repairs required for the upkeep of these structures are executed by this department.

The Civil Engineering Department also arrange and execute the contract dredging required for the maintenance of Navigational channels.

The services such as water supply and sanitation work in the Port area are also the responsibility of this department.

CENTRAL ACCOUNTS DEPARTMENT

FUNCTIONS AND DUTIES – Section wise

❖ Cash

- Centralised receipt, disbursal and custody of cash.
- Custody of valuables such as Term Deposit Receipts, Bank Guarantees etc.

❖ Budget

- Preparation of monthly & annual accounts
- Investments of funds from General Reserve Fund & Pension Fund
- Preparation of Budget Estimates
- Reconciliation of bank accounts (5 nos.)

❖ Welfare

- Port House Building Advance Accounts
- Remittance of pay bill recoveries to the respective head of account or external agencies

❖ Stock

- Preparation of stock abstracts showing monthly receipts and issue of stock items
- Maintenance of Priced Stores Ledger

❖ Provident Fund

- Maintenance of General Provident Fund and Contributory Provident Fund and Contributory Provident Fund accounts of port employees. Investment of surplus amounts in the funds.

❖ Taxes Cell

- Remittance of Service Tax and Value Added Tax.
- Income Tax matters of the Port.

- Furnishing periodical returns of the above taxes.
- Advising on the above matters

❖ **Traffic Revenue**

- Billing and collection of Vessel Related Charges
- Maintenance of Revenue Statements received from M/s IGTPL.
- Processing refund claims
- Maintenance of customer-wise deposit accounts

❖ **Wharf Revenue**

- Billing of Wharf equipment hire, Container Freight Station Charges, Demurrage, Godown rents.
- Processing of refund claims

❖ **Engineering Revenue**

- Billing of electricity / water distribution.
- Billing of lease rent of land.
- Maintenance of records relating to Security Deposits made by customers.

❖ **Central Documentation Centre**

- Billing and Collection of Wharfage on cargo at the time of filing of Import / Export Application by the Users.
- Processing of refund claims.
- Maintenance of customer-wise deposit accounts.

❖ **Administration**

- All establishment related works of officers / staff working in CAD.
- Overall maintenance and cleaning of sections in CAD.
- Updating employee history and Service Book.
- Preparation of pension claim in respect of CAD staff.

❖ Works

- Verification and passing of bills relating to Civil Capital Works / Revenue Works carried out through contract.
- Maintenance of list of Registered Contractors.

❖ Pension

- Maintenance of Port pensioner's details (7000 Nos.)
- Payment of pension through Cash and Bank.
- Annual mustering of pensioners.
- Attending to pensioner's grievances, enquiries etc.

❖ Purchase

- Verification and passing of bills relating to mechanical/electrical capital expenditure.
- Maintenance of records relating to electricity purchases from Kerala State Electricity Board.

❖ Tender

- Verification of tenders.
- Rendering financial advice on all tender proposals.

❖ Costing

- Periodical fixation & revision of general Port Tariff
- Financial evaluation of projects
- Capital Re-structuring proposals
- Replies to Audit Paras.
- Up-dation of Port Asset Registers
- Preparation of ARR & ERC proposal for Electricity Distribution

❖ ISO Cell

- Conducting training programmes for improving Quality System in the Port
- Conducting annual Customer Satisfaction Survey
- *Assisting of MR in all ISO functions*

MARINE DEPARTMENT

Duties and Responsibilities

The Marine Department of the port is responsible for all the marine activities of the port to ensure safe and efficient waterside operations.

- *Shipping:* Based on the requests of the agents at the berthing meeting, finalising the shipping programme having due regard for the tidal conditions, size of ship, nature of cargo, depth available etc. Allocate Pilot and support crafts such as tugs, mooring boats, Pilot boats etc. Operation and maintenance of all the tugs, mooring boats and Pilot boats. Operation and maintenance of all navigational marks and other aids to navigation.
The Deputy Conservator is also the officer appointed as the reporting officer and for enquiry into a shipping casualty within Cochin Port limits under Sections 358(2) and 359(1) of the Merchant Shipping Act 1958.
- *Dredging:* In order to facilitate berthing of ships ensuring the maintenance of depths both in the channel and also alongside berths. Close monitoring of the maintenance dredging to ensure adequate depths as well as operation and maintenance of the Grab Hopper Dredger Nehru Shatabdi and also other craft of the port.
- *Tanker Terminals:* Operations and maintenance of the three tanker berths which together handle over 10 MMTA (Million Metric Tonnes per Annum) or approximately over 75% of the cargo handled by Cochin port. Ensuring the ready availability of fire fighting equipment at the berths and the proper operations of the Unloading arms, mooring hooks and other equipment at Cochin Oil Terminal. Inspection of the ships berthed at these berths to ensure compliance with international safe operating procedures and pollution prevention measures.
- *Fire & Safety:* The fire department of the Cochin Port Trust under the Chief Fire Officer (C.F.O.) is responsible for the proper working of the Port's fire fighting apparatus, equipment and organisation, ashore in the port area of Willingdon Island and afloat in the Harbour Area.
The department also carries out regular inspections of the facilities within the port areas to ensure compliance with fire and safety regulations.
Regulating the handling of Dangerous / Hazardous cargoes within the port as per the I.M.D.G. (International Maritime Dangerous Goods) Code as well as Cochin Port Regulations is also done by the Fire Force.
- *Marine Pollution:* is also under the control of this department including the development of the Cochin Port Oil Spill Contingency Plan and operation and maintenance of the Oil spill equipment held with the port. Ensuring that regular drills and exercises are carried out as required by the plan. The Deputy Conservator is the officer appointed as surveyor with respect to prevention of Oil Pollution as per Merchant Shipping Act Section 356 G (S.O. no 3627 dated 02/10/86)
- *Port Security:* The Deputy Conservator is also the Port Facility Security Officer under the International Ship and Port Facility Security (I.S.P.S.) Code which came into force following the increased threat of terrorist attacks whereby all ships over 500 GT engaged on International voyages and all the ports that receive such ships have to comply with the international security code developed by the International Maritime Organisation (I.M.O.) the maritime arm of the United Nations.
- *Hydrography:* Ensuring regular soundings of the sea bottom are taken to monitor any changes as well as progress of the maintenance dredging of the port. Also to ensure correct positioning of the navigational marks etc.
Deputy Conservator is the office appointed to carry out the duties of Receiver of Wrecks under Section 391 (1) of the Merchant Shipping Act 1958.

- *Licensing of Harbour Craft, Jetties, Slipways, Fishing nets etc.:* All Harbour Craft operating within Cochin Port waters are inspected by this department to ensure compliance with the Cochin Port Harbour Craft rules. The licensing and registration is done by this department. Deputy Conservator is the registering officer under Section 6 (1) of the Indian Ports Act. Further, all Jetties, slipways, fishing nets to be constructed within the port area are inspected by this department to ensure that they are clear from a navigational point of view and do not cause an obstruction to the flow of water.
- *Conservancy of the ports areas:* Regular patrols and surveys to monitor the ports waterfront areas and to note any changes therein.

MECHANICAL ENGINEERING DEPARTMENT

Functions

- Operation of Cargo handling equipments in the wharf area.
- Distribution of Electricity and to generate emergency power for feeding critical areas.
- Repairs and maintenance of land equipments, electrical installations and floating crafts.
- Procurement of equipments and import of spares

Duties:

- To make available the required quantity of cargo handling equipments at the berths so that the vessels calling at the port are serviced in the shortest time.
- Carry out the repairs and maintenance of cargo handling equipments of the Port and transport vehicles as per the work orders.
- Procure the required power from KSEB and distribute the same effectively for efficient cargo handling operation at all the wharves, container terminal and for all consumers located at Willingdon Island.
- Execution of works relating to Installation of Electrical substations, appliances, repairs to marine pipelines, as per the procedure adopted for the same.
- Procurement of all mechanical equipments, POL handling equipments, marine floating crafts and electrical equipments, fire tenders and appliances required for the Port, resorting the tender formalities.
- Arranging to Import of spares for the repairs and maintenance of all imported equipments & floating crafts, as per the formalities framed for importing from abroad.

MEDICAL DEPARTMENT**Duties & Responsibilities**1) **Dy. Chief Accountant (SR). II**

Overall Control of Office Administration.

2) **Dy. Chief Accountant**

Supervision of the sections assigned to him.

3) **Senior Accountant**

Supervision of the work distributed among the staff and initial work allotted to him.

4) **Accountant/Upper Division Clerk/Lower Division Clerk.**

Attending the work entrusted to him from time to time.

5) **General Supervisor**

Supervision of all office records.

6) **Record Assistant**

Maintenance of all office records

7) **Attender**

Attending the Officer concerned.

8) **Peon**

Attending the sections concerned.

TRAFFIC DEPARTMENTTRAFFIC MANAGER

As head of the department Traffic manger is responsible for the entire cargo handling operations in the port, the vessel's berthing plan, vessel's cargo handling operations planning, equipment planning, marketing strategy, labour management, industrial relations, addressing port users' concerns etc.

ADDITIONAL
TRAFFIC MANAGER

Addl. Traffic manager will assist the traffic manager in above traffic operations. In the absence of Traffic Mana performs the current duties of Traffic Manager.

Dy. TRAFFIC MANAGER
(Establishment & Operations)

He is in charge of the establishment of wharf staff and is the immediate in-charge of operations at both the wharves. Operational problems that crop up at the wharves are solved on the spot by establishing contacts and by coordinating with other operational departments.

(Porterage)

He is in charge of the labour force, executive staff in addition to office staff, labour and supervisory staff. It is his responsibility to see that the works of ships are carried out smoothly without complaint from any quarter.

(Commercial)

He assists Traffic manager in all aspects of work relating to arrangements of berthing and un-berthing of ships planning of working of ships, attending to complaints of trade.

Asst. TRAFFIC MANAGER
(Operation)

He is responsible for maintaining all the statistical data.

(Porterage)

He is the officer in immediate charge of the porterage section under the overall supervision of the Dy. Traffic Manager (P)

(Fishing Harbour)

He is under the control of Chief Engineer & Administrator, Cochin Fisheries Harbour.

He is overall in charge of the all the activities of the cor freight station

WHARF
SUPERINTENDENT
(EW / MW)

He is overall in charge of all the activities of Ernakulam & Mattancherry Wharf who attends duty.

He is overall in charge of all the activities of the wharf during a particular shift.

He is overall in charge of all the activities of the CFS

Dy. WHARF SUPERINTENDENT

He will assist the Wharf Supdt. in all the activities particular wharf.

Asst. WHARF
SUPERINTENDENT &
SHED FOREMAN

They will be responsible for the cargo operation from each vessel in their shifts.

TALLY SUPERVISORS

They are responsible for checking of the tally sh intervals, which is being prepared by shed clerk/tally when cargo is landed from the ship and also loaded or ship. They are also responsible for checking the tally of cargo, which is being delivered in case of import cargo tally of cargo being carted at the time of export.

SHED WRITERS

They are responsible for handling of all delivery and export documents, import and export manifest and to up-to-date posting of the same.

SHED CLERKS &
TALLY CLERKS

They are responsible for the correct tally of all the packages discharge/loaded

STAFF PORTERAGE DIVISION [MINISTERIAL]

<u>MANAGER</u>	Supervision of all the allotted works of clerical staff and to ensure efficient and smooth functioning of office.
Sr. ACCOUNTANT	Supervision and checking of works done by all sections.
<u>ACCOUNTANTS</u>	Pay bill, OT bill, S/H Wages, N/W, Incentive, GPF, LTC, MR Claims, HBA, Conveyance, Computer, Income Tax, Pension and Gratuity, CEA, Tuition Fee, Scholarship, Festival, Uniform, Stitching charge, monthly, quarterly, half yearly & yearly returns, Budget, Issue of Medical Cards, preparation of CR, Circulars translated to Malayalam, Attending payment duty. Tonnage of cargo in Tally sheets, Defence Cargo bill the incentive work related to all dimensions in this port, Disciplinary Action, Union Check Off system, dealing of Legal matters, Daily attendance posting. In addition to this, all other works directed the Seniors.
<u>Asst. CASHIER</u>	All payments, Remittance of Court attachment and Imprest payment, papers regarding imprest account closing.
<u>U. D. C.</u>	NIL
<u>L.D.C.</u>	Typing, Despatch and Receipt, Maintenance of Casual Leave Register and Attendance register, collecting of handled containers and no. of teus from CT, Accident report, Incentive work, work related to court attachment, monthly statement of individual, attending of payment duty.
<u>GENERAL SUPERVISOR</u>	Collecting Stationery items from COS, Supervision of Cl. IV, Ministerial, any other work allotted by the Superiors.
<u>GEST OPERATOR / RECORD Asst.</u>	Maintenance of office records, Record Asst. is bound to do the work of Attender. Any other work allotted by the Seniors
<u>ATTENDERS / DAFTRY</u>	Attending the Dy.TM (P). He is liable to do the work of
<u>PEON</u>	NIL
<u>SWEEPER</u>	Sweeping and cleaning of Office premises
<u>PART TIME SWEEPER</u>	NIL

STAFF PORTERAGE DIVISION [EXECUTIVE]

<u>Asst. WHARF SUPDT.</u> <u>SHED FOREMAN</u>	Supervision of labour involvement and all-round performance of composite gang in each shift
<u>FOREMAN</u>	Section charge of labours in each shift, store in charge in each shift, Executive Section-office charge, posting of executive staff.
<u>Asst. FOREMAN</u>	
<u>LABOUR SUPERVISOR I</u> <u>Tally/Table Supervisors</u>	Attending accidents, Labour attendance verification, report and labour supervision on the spot.
<u>TABLE CLERKS</u>	Tally / Account of cargo
<u>M. S. C.</u>	
<u>MAISTRY</u>	Opening / Closing of site offices, sweeping & cleaning of offices, cleaning gloves.
<u>LEADER</u> <u>MAZDOORS</u>	Attending the related work of composite gang.