

RIGHT TO INFORMATION

ACT, 2005

Rule (ii) : The Powers and Duties of Officers and Employees.

ADMINISTRATION DEPARTMENT

SECRETARY

- Head of Department and is in charge of all the activities in the whole Department
- Maintenance of Recruitment Rules, Promotion Rules and manning pattern
- Coordination of Planning
- Estate administration
- Legal matters
- Employees welfare matters
- Conduct of Board Meeting
- Liaison with Ministry of Shipping

DY. DIRECTOR (P & R)

- Collection , analysis and interpretation of statistics on trade
- Collection of details of shipping, Port operation, Traffic projections etc.
- Reviewing progress in the implementation of Annual Plans and Five Year Plan works
- Preparation of features and facilities of Port
- Advertisement in various media

INDUSTRIAL RELATIONS OFFICER

- Implementation of Welfare Measures
- Arranging Conciliation Meetings with union and Labour Commissioner
- Dealing with labour issues
- Group Insurance

DY. SECRETARY (ESTATE)

- Dealing the matters relating to allotment of land and building and revenue income from lease
- Allotment of quarters
- Eviction of unauthorized occupation of land and building

ESTATE MANAGER

- Assisting Dy. Secretary (Estate) in his all functions.
- Accounting of Revenue of lease
- Follow up of litigations
- Proposals for rate revision

DY. SECRETARY (ADMN)

- Establishment related policy matters
- Framing of Recruitment Rules
- Toll pass
- Publication of Port Journal
- Training
- Vehicle Advance
- House Building Advance
- Computer Advance
- Reimbursement medical claims
- Telephones

DY. SECRETARY (BOARD)

- Conducting Board Meeting
- Preparation of Rules & Regulations
- Establishment of Administrative Office
- Establishment of Security Office

HINDI OFFICER

- Overall charge of the Hindi Cell
- Implementation of Official Language
- Ensure implementation of all Govt. orders on Official Language
- Translation of all important documents to hindi

VIGILANCE OFFICER

- Preventive Vigilance
- Vigilance enquiry
- Issue of Vigilance clearance
- Surprise inspection at corruption prone areas

LAW OFFICER

- Attending legal matters and offering opinion/suggestions
- Consulting Legal Advisers
- Arranging parawise comments for Court cases
- Follow up of court cases
- Legal opinion on HBA

PUBLIC RELATIONS OFFICER

- Maintenance of good image of the organization in the media
- Arranging Meetings
- Press Release
- All Public Relations works
- In charge of Port Guest House
- Response to criticisms in the media
- Administration of the car pool

SECURITY OFFICER

- Security of property of the Port Trust
- Issue wharf entry pass to public
- Establishing preventive system

ASSISTANT SECRETARY (IES)

- Overall control of the Sections entrusted to him from time to time
- Any other works entrusted by the Secretary

MANAGER

- In charge of the whole section
- Responsible for proper and efficient functioning of the section
- Supervision of the Section assigned to him

SENIOR ACCOUNTANT

- In charge of the concerned section
- Supervision of the work distributed among the staff

ACCOUNT/U.D. CLERK/L.D. CLERK

- Attending the Clerical work entrusted to him from time to time

GENERAL SUPERVISOR

- Assisting the office work

RECORD ASSISTANT

- Custodian of old records

ATTENDER

- Attending the officer concerned

PEON

- Attending the section concerned

CENTRAL ACCOUNTS DEPARTMENT

F.A. & C.A.O.

1. Head of Department and is in charge of all the activities in the Department.
2. Custodian of Port's funds
3. Maintenance of proper books of accounts
4. Financial advisory services to other departments
5. Financial evaluation of projects
6. Formulation of tariff revision proposal
7. Cost control activities
8. Periodical review of department performance
9. Signing cheques without limit
10. Effective implementation and maintenance of Quality System in all areas under control

DY. F.A. (F & A)

1. Fund management
2. Budgetary control
3. Preparation and compilation of budgets/accounts
4. Replies to audit queries
5. Advice on financial matters in respect of proposals from various departments
6. Signing cheques amounting up to Rs. 5 lakhs
7. Preventive and improvement action of the Quality System

DY. F.A. (REVENUE)

1. Preparation of revenue bills for collection
2. Reporting of non-receipt of cash against revenue bills raised
3. Processing and settlement of refund claims
4. Preventive and improvement action of the Quality System

DY. F.A. (ADMN)

1. Establishment related matters
2. Processing of supplier/contractor bills
3. Preventive and improvement action of the Quality System

COST ACCOUNTS OFFICER

1. Fixation and revision of port tariff
2. Feasibility study and project evaluation
3. Cost control activities
4. Preventive and improvement action of the Quality System

DY. CHIEF ACCOUNTANTS (SR.) I AND DY. CHIEF ACCOUNTANTS (SR.) II

1. Overall control of the Section(s) entrusted to him from time to time

2. Signing cheques amounting up to Rs. 2.50 lakhs (only for Dy.C.A. (Sr) I (Cash))
3. Any other matters assigned to him by F.A. & C.A.O. and Dy. F.A.

CHIEF CASHIERS

Supervision of Cash Section and custodians of cash and valuables.

PA TO FA & CAO

Managing FA & CAO's Office, including stenography works.

DY. CHIEF ACCOUNTANT

Supervision of the Section assigned to him

SENIOR ACCOUNTANT

Supervision of the work distributed among the staff

STENO GRADE I

Assisting the Dy.F.A. concerned, including stenography work.

ACCOUNTANT/ UPPER DIVISION CLERK/ LOWER DIVISION CLERK

Attending the work entrusted to him from time to time

GENERAL SUPERVISOR

RECORD ASSISTANT

ATTENDER

Attending the officer concerned

PEON

Attending the Section concerned

COMPUTER DIVISION

DEPUTY DIRECTOR(EDP)

Head of the EDP division dealing with all the IT related activities in Cochin Port Trust Functionally Reporting to Dy. Chairman.

Responsibilities include:

Identification of areas to be computerized/ procedure automation
Detailed study of requirements.
Plan the future expansion of IT related activities in a phased manner
Selection, procurement and installation of hardware/software and other related IT Infrastructure
Upkeep and maintenance of installed IT systems.
Providing internet and e-mail access
Administration of Ports web site
Tender management in Port's web site and Govt. tenders web site
Arrange for Training of staff in IT related areas.

II) ANALYST PROGRAMMER

Study the systems & procedures
Design new systems & Modification of existing systems
Upkeep and maintenance of the developed systems
Develop documentation and procedures
Database, system & Network Administration
Develop training programmes
Assisting the Dy. Director(EDP) in IT related activities of CoPT

III) PROGRAMMERS

Develop programs,
Maintaining the Programs of implemented systems
Training the staff

IV) SENIOR OPERATOR CUM INPUT OUTPUT ASSISTANTS

Assist the superiors in work, Checking mails and web site updation

V) OPERATOR CUM INPUT OUTPUT ASSISTANTS

Assisting Senior Operator Cum Input Output Assistants
Start up and shutdown of servers, Tape Back ups

VI) RECORD ASSISTANT

Work assigned from time to time by superior staff

VII) ATTENDER

Work assigned from time to time by superior staff

MARINE DEPARTMENT

DEPUTY CONSERVATOR: Prior to the establishment of the port as a major port trust, used to be called the Port Officer and was the Conservator of the Port. Apart from the statutory duties he is responsible for all the marine operations of the port. The various divisions as detailed below carry out the actual marine operations. He is also the Port Facility Security Officer under the International Ship and Port Facility (I.S.P.S.) Code.

HARBOUR MASTER: is responsible for the day-to-day shipping operations, which involves the finalisation of the shipping programme allocation of the Pilots, tugs and mooring boats. The operation and maintenance of the various crafts under his division as well as of the navigational marks and the progress of the maintenance dredging must have his special attention. In the absence of the Deputy Conservator all the duties of the Dy. Conservator fall on the Harbour Master.

MANAGER MARINE POLLUTION CONTROL is responsible for the maintenance and operations of the Tier I level oil spill equipment in Cochin Port as well as carrying out of regular drills as per the contingency plan and keeping all equipment in a state of constant readiness. He also carries out inspection of ships on behalf on the Deputy Conservator in order to ensure compliance with oil pollution prevention measure as stated in the Merchant Shipping Act Sec 356 G. He also assists the Deputy Conservator in technical matters and in correspondence with Ministry, D.G. Shipping and other agencies. He is also an understudy to the Harbour Master and looks after Harbour Master's duties on Sundays and during the absence of the Harbour Master.

PILOTS are Master Mariners who carry out the shipping movement as directed by the Harbour Master. The entire manoeuvre of ships to and from berths as well as within the port is carried out under their direction. As per Section 31 of Indian Ports Act 1908 all ships of over 200 GT must have a pilot on board.

MARINE ENGINEERS are kept in charge of the various tugs for carrying out the maintenance and operation of the tugs.

MASTER TUGS looks after the crew as well as training and maintenance matters of the tugs.

DREDGING SUPERINTENDENT heads the Dredging Division assisted by an Assistant Dredging superintendent. The grab hopper dredger Nehru Shatabdi and the support mooring boats, floating crane Periyar, oil skimmer cum buoy handling vessel Venad, water barge Jala Prabha, excavation dredger and barge and pontoons are under his control. All matters concerning the operations and maintenance of these crafts are done by the D.S. and A.D.S. Maintenance of the navigational marks are also done by the Dredging Superintendent.

DREDGER COMMANDERS are in command of the GHD and carry out the movement and dredging with the dredger in eight-hour shifts.

CHIEF ENGINEERS are posted for looking after the mechanical equipment of the dredger.

DOCK MASTER is responsible for the operational and maintenance of the three tanker terminals that have about 10 MMTA among themselves and is assisted by a Executive Engineer, Asst. Exe Engr and Asst Engineers.

CHIEF FIRE OFFICER CUM ASSISTANT POLLUTION CONTROL OFFICER is responsible for the operations of the Cochin Port Trust Fire Service and is assisted by a Fire Officer and Safety Inspector. He also carries out safety inspection of installations within Willingdon Island and regulated the movement of Hazardous Cargoes in the port. He also assists the Manager Marine Pollution Control in case of an oil spill in the port.

HYDROGRAPHIC SURVEYOR assisted by the surveyors carries out regular surveys of the waters of the port to monitor the depths in the navigational channels. He also carries out land surveys for the purpose of allocation of lands for various projects.

GENERAL MARINE FOREMAN assisted by the Deputy Marine foreman and Assistant Marine Foremen is responsible the marine crew of the division. He is also responsible for the licensing of Harbour Crafts and inspection of jetties, Fishing Nets etc.

MEDICAL DEPARTMENT

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.

CHIEF MEDICAL OFFICER

- 1) As Head of the Department, Chief Medical Officer is in over all charge of Medical Department and responsible for the proper running of the Hospital.
- 2) The Chie Medical Officer is exercising all the powers of the Head of the Department.
- 3) C.M.O. is the Chairman of the Medical Board for the medical examination of Class. I & II Officers
- 4) The Chief Medical officer is responsible for procuring all the requirements of the hospital from the open market after obtaining competitive quotations.

- 5) The Chief Medical Officer is the authorized Medical Attendant of all Class. I & II Officers of the Port Trust.
- 6) The Chief Medical officer holds additional charges of the Public Health Officer when the later is on leave. In addition to the above the Chief Medical officer is attending to professional duties as Chief Medical Officer and Supervises the professional work of other Medical Officers of the department.

DY. CHIEF MEDICAL OFFICER

- 1) Second-in-command of the Medical Department and will hold full current charge whenever the Chief medical officer is away or on leave etc..
- 2) The Dy. C.M.O will be responsible for hospital Administration
- 3) Dy. C.M.O will be responsible for making duty arrangements of Medical Officers.
- 4) Dy. C.M.O will be the recommending authority for all kinds of leave and off of Medical officers.
- 5) Dy.C.M.O will be a member of Junior Tender Committee and execute his duties in this regard.
- 6) Dy.C.M.O will prepare and circulate the duty roaster for deployment of the duty doctors for 24 hours duty.

RESIDENT MEDICAL OFFICER

- 1) The R.M.O will be in over all charge of the outpatient department of Port Trust Hospital.
- 2) The R.M.O will be responsible for checking the equipments, tools and plants and dead stock maintenance of all of them. The R.M.O. will ensure that all sophisticated equipments in the hospital are in good working condition.
- 3) The R.M.O will be responsible for submitting annual indents and supplementary indents.
- 4) The R.M.O will be in charge of hospital buildings and compounds
- 5) The R.M.O will be responsible for putting up proposals for write off of unserviceable articles.

ASSISTANT CHIEF OBSTETRICIAN & GYNAECOLOGIST.

- 1) The ACO & G will be in-charge of the Obstetrics & Gynaecology and Family Planning Section of the Hospital.

- 2) The ACO & G will attend to all the emergencies in the Obstetric & Gynaec Department round the clock.
- 3) ACO & G will supervise the work of the health Visitor and other staff attached to all section.
- 4) ACO & G will be responsible for operation and maintenance of all the equipment that belong to the concerned speciality.

ASSISTANT MEDICAL OFFICER (SG) - I

- 1) In addition to professional duties AMO (SG – I is in charge of the Hospital Kitchen and diet arrangements for the in-patients.
- 2) AMO (SG) – I will be in charge of staff uniform, their purchase, stock and disposal.
- 3) The AMO (SG) – I will attend all clinical meetings and Medical officer regularly.
- 4) AMO (SG)- I will be in charge of Casualty section.

ASSISTANT MEDICAL OFFICER (SG) - II

- 1) AMO (SG) – II is responsible for the maintenance and use of Ambulance Van.
- 2) AMO (SG) – II will be responsible for purchase and supply of hospital linen.
- 3) The AMO (SG) – II will be in-charge of First Aid establishment.
- 4) The AMO (SG) – II will also attend to additional duties assigned to him by special order from time to time.
- 5) AMO (SG) – II will carry out any other duties assigned by the C.M.O.

ASSISTANT MEDICAL OFFICER

- 1) AMO will be responsible for the management of patients admitted under his care.
- 2) The AMO while on Casualty will maintain Accident Registers, Wound Certificate Registers etc... in perfect order and up to date.
- 3) The AMO will be in charge of the overall cleanliness of the wards under their care.
- 4) The AMO will manage their cases in consultation with Visiting Specialists/Super Specialists when required.
- 5) The AMO s will attend all clinical meetings & medical officers meeting in the hospital regularly and actively participate in these meetings.

NURSING SUPERINTENDENT

1. The Nursing Supdt. Will directly responsible to the Dy.C. M.O.. for the efficient management for the hospital and workshop dispensary.
2. She will be on duty from 7.30 am to 3.30 pm.
3. The Nursing Supdt. Is responsible for the Nursing Service to the hospital. She will be responsible for the adequate nursing care of all patients, including routine care, baths, treatments and dietary.
4. The Nursing Supdt. Will accompany the C.M.O /Dy.C.M.O during their rounds.
5. The Nursing Supdt. Shall be responsible for the maintenance of records of all Nursing personnel viz Nursing g Sister, Staff Nurse, Health Visitor cum Mid wife, and Mid wives. She is also responsible for duty arrangements, attendance, arrangements of leave, off over time etc....

MATRON

- 1) The Matron is responsible to the Dy.C.M.O for the efficient management of the hospital and Workshop Dispensary.
- 2) The Matron will make surprise inspection of various sections of the hospital and shall see that they are kept ventilated, clean, tidy and in good condition. She will also see that all Para Medical staff under her i.e. Dresser, Nursing Orderly, Ward Attendants, Sweeper, Cook etc.... are attending the work punctually and leaving the duty spot only after duty hours.
- 3) She will be responsible for the receipt, accounting, safe custody and issue of stores, equipments and linen. She will conduct periodical verification of the same and satisfy about their correctness.
- 4) Breakage, loss etc.. of hospital property that may occur will be promptly investigated and reported to the Nursing Supdt. For taking further action.
- 5) She will look after the duties of the Nursing Supdt. Whenever the latter is on off or leave.

- 6) Unserviceable linen and other equipments meant for write off will be kept under her charge separately and handed over to the Nursing Supdt. On the last working day of the month for inspection by R.M.O and write off.

SENIOR NURSING SISTER (GENERAL)

- 1) Three nursing Sisters will be on casualty duty in shifts and in charge of OP section of the hospital during 1st & 2nd shift and the entire hospital during 3rd shift.
- 2) One Nursing Sister will be in charge of drugs for in-patients.
- 3) One Nursing Sister will be in charge of Operation Theatre.
- 4) One Nursing Sister will be reliever + 1 from DLD.
- 5) The Nursing Sisters are directly responsible to Matron/Nursing Supdt. For the efficient management of the section under their charge.

NURSING SISTER (CASUALTY/OP SECTION)

- 1) She will be in overall charge of Casualty and Op wing of the hospital.
- 2) She will be responsible to check and verify the attendance of the staff posted in various sections of the hospital during her duty period and will be responsible to the Dy.C.M.O in submission of reports through Nursing Supdt/Matron.
- 3) She will be responsible for the prompt submission of death report occurring in the casualty.

STAFF NURSE

- 1) The Nurses will work under the supervision of Nursing Sister/Matron/ Nursing Supdt.
- 2) The Staff Nurse will take the report from the previous duty Nurse while taking charge of the shift.
- 3) She will be responsible for administering medicines, injection and such other treatments as dressing, instillation etc. to all the patients under her care.
- 4) She will be responsible for the efficient care of the patients and will arrange for the treatments to be carried out.
- 5) She will accompany the Medical officer in charge of the case during rounds. She will carefully watch over the patients and uniform the Duty Medical officer/concerned Medical Officer about any adverse developments.
- 6) Staff Nurse should remain chiefly near bed cases. Nurses shall on account sit together in the duty room. Nurses shall not receive visits from any member of the staff while on duty and should not leave her duty post to chat with others in other places in the hospital.

- 7) She will personally supervise the serving and distribution of the patient's diet.
- 8) The Staff Nurse are entirely under the control of Nursing Superintendent and matron. They will carry out her orders to the best of their ability. It is expected that the nurses will act loyalty, Co-Operatively and amicably with all the medical staff.
- 9) She shall be careful that no outsiders are allowed to enter the wards except during visiting hours without valid pass issued by the Medical Officer. She shall arrange with the Medical Officer to issue attendant pass to relatives of seriously ill patients. Visitors should not be allowed to sit on the patients' bed or spoil the linen or other utensils. She shall see that visitors do not give unauthorized articles of food or drink to the patient.

HEAD DRESSERS

- 1) H/Dresser should see that the instructions issued by the Duty Nurse to the Dresser on duty are carried out properly in the matter of making beds for patients, administering of Enemas, cleaning of parts, fermenting, massaging, thermal applications etc. whenever needed.
- 2) He/She will carry out all instructions from the Duty Nurses of the Hospital for the efficient management of the Hospital.
- 3) He/She will with the help of the Dressers arrange for the reception and examination of the patients in the medical inspection room at the Out-patient Section.
- 4) He/She should also ascertain from the Dressers whether the lotion for hand and equipments required for the examination of patients are kept readily available for the Medical Officers at any time.
- 5) He/She will attend to the dressings of wounds etc....,
- 6) He/She should be courteous in the discharge of his duties and behave very politely with all patients and visitors coming to the hospital and top the staff working in the hospital.

DRESSERS

- 1) The Dressers will work under the immediate supervision of the Nurses.
- 2) Immediately after reporting for duty, if there are no special orders he/she should arrange to take over the materials and equipments from the Dresser to be relieved and bring to the notice of the Duty Nurse, any shortages, before the Dresser to be relieved goes off duty.
- 3) He/She will then attend to the needs of the male/female patients in the wards as ordered by the Nurse on duty, i.e. making beds, administering enemas, cleaning and dressing of parts, fomenting, massaging, thermal applications etc.
- 4) At the O.P. he will lay out the table and seating arrangements for the Medical officer and the patient to be examined. He/She will keep the necessary lotion for hand and thermometer, and prepare the examination bed and must be readily available at any time when the Medical officer wants him/her in the inspection room.

- 5) On fixed days twice a week, he/ she will under instructions from the Duty Nurse, prepare the dressings and have these sterilized for hospital use. He/She will change the water in the sterilizer and clean it, after making sure that the power is disconnected.
- 6) He/She should be courteous in the discharge of his/her duties and behave very politely with all patients and visitors coming to the hospital and to the staff working in the hospital.

NURSING ORDERLIES

- 1) The Nursing Orderlies will work under the immediate supervision of the duty nurse.
- 2) Soon after reporting fro duty to the duty Staff Nurses they will take charge of the utensils, serving plates, cups, spoons etc.. from previous Duty Nursing Orderlies. If any shortage or damage is noticed, that should be reported to the Duty Nurse at once.
- 3) They will go round their respective duty places and see that all the beds are in order. They will dust and wipe the cots, lockers, doors, and windows in their duty wards. They will be responsible for the general cleanliness of the wards and other equipments in them. The female Nursing Orderlies will attend to the dressing of hair of female patients.
- 4) Nursing Orderlies will assist the nurses while giving injections and medicines to the patients.
- 5) They will serve food to the bed patients and feed them whenever necessary , and supply cooled drinking water to all patients after the patients have completed their meals, the plates, cups etc... will be cleaned with soap and water and kept in their custody.
- 6) Nursing Orderlies clean and prepare cases for operation and do dressings of the wounds if instructed by the Nurses.

WARD ATTENDANTS

- 1) The Ward Attendants will work under the immediate supervision of the Nurses.
- 2) Immediately after reporting for duty to the Staff Nurse, they will take charge of the utensils like bed pan, urinals, spittoons etc... from the outgoing Ward Attendant.
- 3) They will clean and scrub the floors and walls of their respective duty areas and the attached bath rooms and closets. They will dust and clean the furniture, doors and windows daily.
- 4) The Ward Attendants should attend to the administration of Enema and clean the parts of patients as and when required. Bedpans, urinals, spittoons etc should be cleaned daily with antiseptic lotions and supplied to the patients as and when necessary.
- 5) The waste receptacles kept in various points of the hospital should be emptied and cleaned periodically by the Ward Attendants.

SENIOR MID WIVES CUM HEALTH VISITOR

- 1) Sr. Midwives Cum Health Visitor will work under the supervision and control of Obstetrician & Gynaecologist and will be responsible to the Nursing Supdt. And Matron for smooth and efficient functioning of the section under the charge.
- 2) She will be in overall charge of the Ante-natal and Gynaec OP Department
- 3) She will be responsible to maintain all registers relating to Ante-Natal and Post-Natal Clinics and Family Welfare Programme
- 4) She is expected to take keen interest in all Family Welfare activities in the Cochin Port Trust Hospital.

MID WIVES CUM HEALTH VISITOR

- 1) She will work under the immediate control of the Nursing Sister and will be responsible to the Nursing Sudpt/matron
- 2) She will be in charge of the Labour Room and directly responsible to the ACO & G. She will be responsible to maintain the Labour Room clean, aseptic and Ventilated.
- 3) She will be responsible for the registration of births in time that occur in her jurisdiction and maintain all records pertaining to her duties and responsibilities.

MID WIVES

- 1) She will attend to labour cases in the labour room.
- 2) She will attend to the Op cases directed by Gynecologists to the IP section for local application of medication, vaginal douche etc.
- 3) She will maintain the relevant registers and records of the section.

AYAH

- 1) Ayah will work under the immediate control of the Nursing Sister and will be responsible to the Matron for the smooth and efficient functioning of the section
- 2) She will help the Obstetrician and the Mid-wife in the Ante-Natal and Gynaec OP.
- 3) She will assist the Midwife in the Labour Room for preparing the cases for delivery, keeping the instruments clean and ready, giving post-natal wash to the mothers, giving baby baths etc...

GARDNER

- 1) The Gardner will be responsible for the proper up-keeping of the Gardner of the Main Hospital & Isolation Hospital.
- 2) The layout and maintenance of the garden will be done by him under the guidance of RMO.
- 3) The Gardner will be responsible for the safe custody of the tools and plants under his charge.

PHARMACIST GR. I.

- 1) The Pharmacist Grade – I will be immediate control of the dispensing rooms and he is responsible for the medicines, equipments and other items of articles inside the room.
- 2) He/She will keep a register of all items of medicines and all other articles inside the dispensing room and will report all losses or damages which may occur to the authorities promptly.
- 3) He/She will closely observe the provisions of the Pharmacy act and the drugs act while discharging his duties.
- 4) He/She will arrange the duties of the Pharmacist in consultation with the authorities concerned.
- 5) He/She will maintain a Register of all empties related to the dispensing section.

PHARMACISTS

- 1) He/She will keep the dispensing room neat and tidy.
- 2) He/She will keep the poisons in proper custody as per existing rules.
- 3) He/She will prepare stock mixtures, Ointments, drops etc.. according to the National Formulas of India for the regular use of patients.
- 4) He/She will closely observe the provisions for the Pharmacy Act and the Drugs Act while discharging his/her duties.
- 5) He will report all losses and damages which may occur during his duty period to the Pharmacist Gr. I promptly.

SUPERVISOR (RADIOGRAPHY)

- 1) He is in overall charge of the X-Ray Section.
- 2) He is directly responsible to A.M.O (SG) in charge of X-Ray.
- 3) He is responsible to the upkeep of the 10 MA Diagnostic X-Ray Unit, Portable X-Ray Unit, Diathermy Unit and Ultra Violent/Infrared Light.
- 4) He is responsible for replacement of radiation badges.

RADIOGRAPHER

- 1) The Radiographer will work under immediate control of the Medical officer in charge of X-Ray Department.
- 2) He/She will submit monthly reports to the Medical Officer-In-Charge of X-Ray on every first week of the month.
- 3) He/She will assist the Medical Officer in Fluoroscopic examination as and when require.
- 4) He/She will make necessary arrangements fro E.C.G. Examinations as and when required as per the instruction of the Medical officer.

SUPERVISOR (LABORATORY)

- 1) The Supervisor (Lab) will be in overall charge of the Laboratory.
- 2) He is directly responsible to the A.M.O (SG) in charge of Laboratory.
- 3) In emergency the Supervisor has to attend the work when he is called for.
- 4) He is responsible for the proper allocation of duties to the staff in the Lab Section.
- 5) He should be in prescribed uniform while on duty.
- 6) He is responsible for preparing the annual indents for Chemicals and Lab.

LAB TECHNICIAN

- 1) The Lab. Technician will work under the immediate control of the Medical officer in charge of Laboratory.
- 2) He/She will be responsible for the proper maintenance of all the records and equipments in the laboratory
- 3) He/She will be responsible for the sterilization of Lab equipments and general cleanliness of the laboratory.

LAB ASSISTANT

- 1) The Laboratory Assistant will work under the immediate control of the Lab Technician and will be responsible to the medical officer-In-Charge of Laboratory for the proper and efficient functioning of the laboratory.
- 2) He/She will help the Lab Technician in maintaining the general cleanliness of the laboratory. .
- 3) He/She will collect the specimens from the wards for laboratory tests.

LAB ATTENDER.

- 1) He/She will work under the immediate control of the Lab Technician and will be responsible to the Medical Officer-In-Charge of Laboratory for the proper and efficient functioning of the laboratory.
- 2) He/She will clean the Lab equipments.
- 3) He/She will collect the urine, motion etc... to be examined from the wards.

GENERAL SUPERVISOR (FIRST AID)

- 1) He will be responsible to the supervisor, First Aid for the efficient and proper functioning of the First Aid Organization.
- 2) He should check up the first aid boxes and should confirm that all equipments are available in the box.
- 3) He should make surprise check to all the First Aid Posts at least twice in each shift.

SUPERVISOR (FIRST AID)

- 1) He will be the immediate charge of the First Aid establishment under the control of the Dy. C.M.O.
- 2) He will be on duty from 8 AM to 4 PM.
- 3) He will kept the First Aid Personnel under constant training and take regular classes in "First Aid to the Injured".

FIRST AID LEADERS.

- 1) He will be responsible to the First Aid General Supervisor for the efficient and proper functioning of the First Aid Organization.
- 2) He will attend to the duties of First Aider in the absence of First Aider.
- 3) He will attend to such other duties as are allotted to him from time to time.

FIRST AIDERS.

- 1) The personnel for duty at various First Aid Posts will change every month and orders to this effect will be issued from the office.
- 2) They are responsible for all the equipments under their charge in the various posts.

HEAD COOK

- 1) The Head Cook is responsible for the hygienic preparation for the diet for the patients.
- 2) He will exercise proper supervision of the work of the Cooks.
- 3) He will supervise the serving of diet to patients and ensure proper serving for the same according to eh diet sheet.

COOKS.

- 1) The Cooks will be under the direct control of the Head Cook.
- 2) He will attend to cooking of diet for patients and its proper serving according to diet sheets at fixed time.
- 3) He will attend to any other duties as and when required.

SWEEPER.

- 1) The Sweeper is responsible for keeping the hospital premises clean and tidy.
- 2) He/She will sweep the surroundings of the hospital, collect the rubbish etc... and burn them without causing inconveniences to the patients and staff.
- 3) He/She will wash the garages once a week.
- 4) He/She will attend to any other duties as and when required.

CIVIL ENGINEERING DEPARTMENT

CHIEF ENGINEER

1. Effective implementation and review of all new projects under control.
2. Maintenance and development of general conservancy (Civil Engineering) of the Port
3. Sanitation of Port area and water supply and maintenance of hygiene.
4. Preparation of estimates of new works and award of contract.
5. Land leasing.
6. Environment management
7. Contract maintenance
8. Effective implementation and maintenance of quality system in all areas under control.
9. All technological aspects of work of the organization primarily at the early stage like Feasibility Report, Detailed Project Report and other studies.
10. Assisting the Chairman and Dy.Chairman in the functioning of the organization.
11. Sanction
 - a) Plan Schemes upto Rs.30 lakhs
 - b) Non – Plan Works upto Rs.10 lakhs
 - c) New Minor Works upto Rs.20,000 for residential buildings and Rs.1 lakh for other structures
12. Charge expenditure to capital - Rs.30 lakhs for plan and non-plan schemes
13. Enter into contract (Accept tender)
 - a) Plan Schemes upto Rs.30 lakhs
 - b) Non-Plan Schemes upto Rs.30 lakhs
 - c) Maintenance (Ordinary Repair) Works – Full Powers
 - d) Any work irrespective of nature upto Rs.4 lakhs
 - e) To accept tenders / bids for disposal of Port buildings upto Rs.2lakhs
14. Accord technical sanction – Full Powers

CHIEF ENGINEER & ADMINISTRATOR

1. Execution of Infrastructure development works, deposit works and contract maintenance dredging.
2. Controlling of stores and purchasing materials for stores.
3. Management and operation of Fisheries Harbour.
4. Effective implementation and maintenance of Quality System in all areas under control.
5. Assisting the Chairman and Dy.Chairman in the functioning for the Port.

SUPERINTENDING ENGINEER / DY. CHIEF ENGINEER

They will assist Chief Engineer / Chief Engineer & Administrator (CFH) in the functions.

1. Planning of new projects, maintenance works and processing specific schemes which are included in the budget/ annual plan/ plan provision.
2. Preparation of Technical feasibility reports for schemes, financial appraisal of various schemes, project reports, estimates, tenders etc. including planning and execution of work.
3. Prepare annual plan / plan provisions for every year required to be carried out in the year.
4. Establishment and budget matters concerning civil department.
5. Scrutinize proposals contemplated by central / state government from time to time concerning the sites in and around the Port.
6. Organize preliminary investigation of schemes and related field studies and surveys.
7. Preparation of detailed estimates for schemes approved for implementation and processing the same for sanction.
8. Preparation of tender documents for inviting competitive bids, scrutinizing the bids and processing those for acceptance.
9. Execution of assigned works and ensuring the quality of materials and workmanship with reference to contract specifications, timely completion and cost control.
10. Ensuring co-ordination with other departments in execution of works at all stages where so required.
11. Scrutiny of proposals for leasing of land and scrutiny and approval of scheme / proposals / plans submitted by lessees.
12. Environmental management.
13. Scrutiny of estimate and plan submitted by Port employees for availing house building loans.
14. They will be the drawing and disbursing Officer of the office establishment attached to them.
15. Issue sanction / approval for the works within his delegation of powers.
16. Deputise for the Chief Engineer in his absence or when desired by Chief Engineer in meeting etc.
17. Carry out other duties as assigned by Superior Officers from time to time.
18. Enter into contract of any work irrespective of its nature except Capital Plan and Non-Plan Schemes upto Rs.2 lakhs.
19. Accord technical sanction upto Rs.2 lakhs.

EXECUTIVE ENGINEER

The Executive Engineer shall,

1. Assist his / her controlling Dy.Chief Engineer / Superintending Engineer in all areas of responsibility of the Dy. Chief Engineer / Superintending Engineer.
2. Control, supervise and guide the Officers & staff working under him.
3. Issue technical sanctions of work Upto Rs.1 lakh.
4. Be responsible for preparation of proposals, estimates for works and tender documents and scrutiny of bids received.
5. Issue of sanction / approval for works within his delegation of powers.
6. Scrutiny and certify contractor's bills and arrange for payment.
7. Carry out check measurements not less than 10% of the items of works executed.
8. Be responsible for quality of materials and workmanship of works being executed as per specifications laid down in Contract Documents.
9. Draw up programmes for periodical service and maintenance works in advance and get these approved.
10. Be responsible for preventive maintenance works.
11. Co-ordinate periodical review / progress review meetings with the implementing agencies.
12. Report to Controlling Officer likely slippages in agreed implementation schedules well in advance.
13. Submit monthly progress reports of works as decided by the Controlling Officer.
14. Exercise budget control, projects & monitor cash flow in respect of assigned works as per action plan.
15. Co-ordinate with outside agencies for quality and quantity of services such as water supply, infrastructure support being provided to the port.
16. Inspect structures under their jurisdiction.
17. Prepare completion plan and completion report.
18. They will be drawing and disbursing officer of the office attached to them.
19. Carry out other duties as assigned by Superior Officers from time to time.

ASSISTANT EXECUTIVE ENGINEER / ASSISTANT ENGINEER(SDO)

Assistant Executive Engineer / Assistant Engineer(SDO) shall head a sub division and they shall assist Executive Engineer in area of responsibility of Exe. Engineer. They shall –

1. Scrutinize all the design, drawings, estimates and tender documents, put up for approval of Exe. Engineer.
2. Prepare and put up monthly / quarterly reports to MOST, IPA and others as required to be submitted by Chief Engineer.
3. Compile and put up the status report of major works to be approved and submitted to Board of Trustees, by the Chief Engineer.
4. Assist Exe. Engineer in monitoring all Plan / Non Plan / Revenue Expenditure.

5. Assist Exe.Engineer for preparation of Annual Plan and five year plan proposals, Budget and Revised Budget estimates.
6. Maintain data on Technical matters, schedule of rates etc.
7. Be responsible for arranging the execution of contract works.
8. Be responsible for arranging day to day supervision of works as entrusted to him / her to ensure specified quality and progress commensurate with agreed completion schedule.
9. Ensure all specified laboratory and field tests in respect of materials and workmanship are conducted as per contract conditions.
- 10.Ensure maintenance and safe custody of at site documents including measurement books, test results, materials records, vouchers, materials receipt and consumption statements and the like.
- 11.Be responsible for arranging the recording of measurements of work done through contract, carrying out check measurement not less than 50% of the works executed and arranging the preparation of the abstract of measurement.
- 12.Enforce and ensure that all the requirements connected with labour regulations are complied by the contractors.
- 13.Prepare completion plan and completion report and submit to the Exe. Engineer.
- 14.Arrange the recording of standard measurement books, check measure them and hand over to the respective maintenance division.
- 15.Inspect structures under their sub division.
- 16.Prepare and submit estimates for works / proposals to the Exe. Engineer.
- 17.Be responsible for work planning, collection of materials and arranging allocation of workers in case of work executed departmentally.
- 18.Carry out other duties as assigned by superior officers from time to time.

ASSISTANT ENGINEER / JUNIOR ENGINEER/ SUPERVISOR

They shall –

1. Assist Asst.Exe.Engineer / Asst.Engineer(SDO) in areas of responsibility of Asst.Exe.Engineer / Asst.Engineer(SDO).
2. Prepare design, drawings, estimates, tender documents and office correspondences and submit to Asst.Exe.Engineer / Asst.Engineer(SDO) with supporting documents viz., back up calculations, sketches etc.
3. Scrutinise the drawings, estimates and other documents submitted by the subordinate staff and submit to Asst.Exe.Engineer / Asst.Engineer(SDO).
4. Inspect structures under their control.
5. Be responsible for day to day supervision of works.
6. Witness the sampling and testing.
7. Assist Asst.Exe.Engineer / Asst.Engineer(SDO) in keeping the site records and registers.
8. Take measurement of works and record these in measurement books.

9. Prepare abstract Measurement Books and other details required for preparation of contractor's bill.
10. Assist the Asst.Exe.Engineer / Asst.Engineer(SDO) in scrutiny of bills of the contractors.
11. Certify the documents maintained by the contractors including those in respect of labourers as directed / authorized by the AEE/AE(SDO).
12. Carry out other duties as assigned by superior officers from time to time.

HORTICULTURIST

He shall –

1. Be responsible for supervision and management of various horticultural activities in the Port area.
2. Be responsible for beautification of W/Island.
3. Prepare and submit proposals and estimates for landscaping works wherever necessary in W/Island.
4. Be responsible for maintenance of Parks in various locations.
5. Manage the Section Office under Horticulturist.
6. Be responsible for planting and nursing of trees on the road side and vacant areas.
7. Be responsible for work planning, collection of materials and saplings and allocation of workers in case of works executed departmentally.
8. Be responsible for the cleanliness of buildings in his jurisdiction at North End of W/Island.
9. Carry out other duties as assigned by Superior Officers from time to time.

SENIOR SANITARY INSPECTOR / SANITARY INSPECTOR

He shall –

1. Assist Exe.Engineer (WS & S) in areas of responsibility of Asst.Exe.Engineer (WS&S).
2. Be responsible for supervision and management of various sanitary activities in the Port area like drain cleaning, garbage removal, road sweeping, cleaning of toilets and bathrooms under the jurisdiction of sanitary section, sweeping and cleaning of Wharf area, cleaning of sewage blocks, conducting Anti Mosquito and larval operation, Anti rodent work, disposal of dead dogs, cats, cows etc.
3. Be responsible for daily work planning such as allocation of workers, collection of materials and supply of materials to the work requirement, preparing proposals, estimates etc. for submitting to AEE (WS & S).
4. Conduct daily inspection of respective areas and on – site inspection of works attended by the workers in the section.
5. Arrange MEC / other contract works pertaining to the sanitary section including MBK recording.

6. Be responsible for verification of store items, maintaining stock, tools and plant in the sanitary section.
7. Carry out other duties as assigned by superior officers from time to time.

MECHANICAL ENGINEERING DEPARTMENT

- Power to sanction work (PLAN) upto 30 lakhs
- Power to sanction work (Non-Plan) upto 10 lakhs
- Entering into contracts and to charge expenditure to Capital (Plan & Non-Plan) up to 30 lakhs
- To accept all tenders up to a value of Rs. 4 lakhs.
- To purchase and to accept contracts thereon stationery and stores, spares etc. debitable to stock within the stock limit prescribed in full.
- To sanction refund/release of EMD/Security deposits
- To accept contract agreements on behalf of the Port Trust Board
- To undertake deposit works at full rate of departmental charges up to Rs. 2 lakhs.
- Purchase of tools & plants and furniture's costing up to Rs. 10,000/- at a time subject to a maximum of Rs. 1,00,000/- per year

DUTIES OF ITS OFFICERS & EMPLOYEES

CHIEF MECHANICAL ENGINEER.

- Directly reporting to the Deputy Chairman and Chairman
 - Assisting to Chairman and Dy. Chairman in all matters relating to the functioning of the Organisation.
- Head of the Mechanical Engineering Department comprising the Divisional Offices such as

WORKSHOP AND DRY DOCK, ELECTRICAL DIVISION, AND IC ENGINES DIVISION.

- 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 Willing don Island.
- Execution of works relating to Installation of Electrical substations, appliances, marine pipe lines, fire tenders and appliances as per the procedure adopted for the same.
- Procurement of all mechanical equipments, POL handling equipments, marine floating crafts and electrical equipments 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.
- Effective implementation of the ISO 9001:2000 standard

DEPUTY CHIEF MECHANICAL ENGINEER

- Directly reporting to the Chief Mechanical Engineer and assisting Chief Mechanical Engineer in all matters relating to Mechanical Engineering department and IC Engines Division
- Procurement of Capital equipments and floating crafts
- Import of spare parts and arranging dry-docking of Ports vessels with Cochin Shipyard Ltd.
- ISO Quality council member of Mechanical Engg. Department.

SAFETY OFFICER

- Directly reporting to the Dy.Chief Mechanical Engineer
- To ensure safety of the Dock workers as per the Dock Workers regulation Act 1990.
- Conduct training to the Dock workers
- Arrange medical examinations to the Dockworkers.
- Arrange safety Committee meetings with Port Users
- Any other job assigned by the Superior Officers

DRAWING OFFICE

ASSITANT ENGINEER (M)

- Directly reporting to Dy.Chief Mechanical engineer
- Procurement of Equipments and floating crafts required for the Port.
- Preparing proposals, preparing tender documents, inviting tenders, preparing specifications, tender evaluation, award of contract, execution of agreement, monitoring the progress of work till the completion.
- Preparation of Budgets and its monitoring works
- Importing spares for the imported equipments and floating crafts
- Any other job as assigned by the Dy. Chief Mechanical Engineer
- Preparing ISO documents
- Implementation of projects of Mechanical nature

ASSISTANT ENGINEER (ELE)

- Directly reporting to Dy.Chief Mechanical engineer
- Procurement of Electrical Equipments and inviting tenders for Electrical works.
- Preparing proposals, preparing tender documents, inviting tenders, preparing specifications, tender evaluation, award of contract, execution of agreement, monitoring the progress of work till the completion.
- Preparation of Budgets and its monitoring works
- Any other job as assigned by the Dy. Chief Mechanical Engineer

DIVISION OFFICES

ELECTRICAL DIVISION

DEPUTY CHIEF ENGINEER (ELE)

- Directly reporting to the Chief Mechanical Engineer
- In charge of the Electrical Division
- Electrical Distribution of all power received from the Kerala Electricity Board for use in Willingdon Island
- Generation of Electric power for critical areas
- Operation and maintenance of electrical installation pertaining to Port
- Ensure effective implementation of the quality system.

EXECUTIVE ENGINEER (ELE).

- Directly reporting to the Dy. Chief Mechanical Engineer
- Operation and maintenance of electric wharf cranes for cargo handling operation at both the wharves.
- Purchase, Generate & Distribute the electricity energy effectively.
- Collection of electricity charges from the consumers

- Payment of Electrical charges to KSEB
- Execution of electrical contracts.
- Effective implementation and maintenance of quality system.

ASSISTANT EXECUTIVE ENGINEER (ELE).

GENERAL

- Directly reporting to the Exe. Engineer (Ele)
- Ensure optimum availability and utilisation of wharf cranes
- Arrange procurement of spares required for wharf crane and other electrical installations
- Verifying the quality records maintained in the division
- Visual examination and load testing of wharf cranes by competent authority
- Preparing annual budget for the new Electrical works.

(GENERATION & DISTRIBUTION)

- Generation of Electricity and distribution of electricity in Willingdon Island
- Guiding and co-coordinating different works of section officer
- Liaison work with KSEB
- Effective implementation of quality system

ASSISTANT ENGINEER (ELE)

POWER HOUSE

- Directly reporting to Asst. Exe. Engineer (Ele)/Exe.Engineer (Ele)
- Operating Generator for power generation and distribution of the same
- Maintenance of Generator and electrical power in electrical equipments in power.

TESTING & REPAIR SHOP

- Repairs and maintenance of electrical equipments of all departments of Cochin Port
- Maintaining UG system and OH system of electrical installations.
- Maintaining electrical system in water supply section
- Supervising the trainees and conducting test for trainees.
- Testing suitability of electrical spares and equipments
- Meter reading and preparation of connected statements

FISHERIES HARBOUR

- Maintaining power supply and maintenance of all electrical installations at Cochin Fisheries Harbour area and overall charges of all electrical installations
- Preparation of energy statements of different consumers at CFH.
- Purchase of Electricity from KSEB and liaison work with KSEB

ERNAKULAM AND MATTANCHERRY WHARVES

- Directly reporting to the Asst.Exe. Engr (Ele)/Exe.Engineer (Ele)
- To ensure availability of Wharf Cranes for the operation of cargo handling
- To liaise with traffic department for the allocation wharf cranes for cargo handling operation.
- To attend the repairs of electrical installations at the Wharves.
- Arranging procurement of electrical spares required for the repair work.

- To maintain records as per ISO requirement and to maintain quality system.

DRY DOCK & NORTH END

- Attend repairs to the electrical installations at Workshop, Dry Dock installations and also at North end area.
- Operation of Generator set installed at the Sub station.
- To maintain records as per ISO requirement and to maintain quality system.

ASST. FOREMAN/CHARGE MAN

- Supervising the supporting skilled and unskilled workers and the jobs assigned to each of them.

SKILLED & UNSKILLED WORKERS

- Executing the works assigned to each as per the work orders received from different departments and also as per the instructions from the superiors.

MAZDOORS

- To assist skilled and unskilled workers for smooth execution of works.

DRY DOCK & WORKSHOP DIVISION

MECHANICAL SUPERINTENDENT

- Directly Reporting to the Chief Mechanical Engineer and In charge of the Workshop & Dry dock Division.
- Maintenance of dredgers, tugs launches and other floating crafts and equipments of the Organization.
- Purchase of stores for spares for the maintenance requirement
- Planning & allocation of utilisation of Port's dry dock
- Effective implementation of the quality system
- To look after the Welfare of the employees of this Division.

ASSISTANT ENGINEER (M)

- Directly reporting to Mechanical Superintendent
- Arranging purchase of spares and components required for the sub divisional offices
- All correspondences relating this Division with outside agencies
- Assisting Mechanical Supdt., in all technical matters

ASST. MECHANICAL SUPERINTENDENT (MARINE) – DRY DOCK SECTION

- Directly reporting to the Mechanical Supdt.
- Assisting Mechanical Supdt. in allocating the Dry Dock for repairs to the Port vessels and outside vessels
- Carryout under water repairs of all floating crafts being docked in the dry dock and other on deck repairs
- Responsible for arranging repairs on marine engines at the Marine Diesel section. Effective implementation of the quality system.

ASSISTANT ENGINEER (M)

GENERAL

- Directly reporting to AMS (Marine) and assist AMS for the functioning of the Dry Dock section
- Allocation of workers as per work orders
- Checking the attendance of employees attached to Dry Dock section
- Maintain the Subs tore & tool store attached to to Dry Dock section
- Arranging procurement of stores, spares, uniforms etc. required for this section.
- Maintaining the records as per ISO requirement.

MARINE DIESEL

- Arranging repairs to the marine engines of all floating crafts as also the Land equipments
- Allocation of Marine Diesel staff to other section as required.
- Effective implementation of the ISO quality system

WELDING & FABRICATION

- Allocate workers for fabrication & welding as per work orders

DOCKING & LABOUR

- Arranging slipping & unslipping of vessels at Slipway
- Arranging lifting and overhauling of Channel buoys
- Allocation of Dock Labour to different section as per requirement.

FITTING, CARPENTRY

- Arranging carpentry & fitting works of floating crafts and other equipments being brought to Dry Dock section
- Allocation of carpenters and fitters to different sections

ASST. FOREMAN/CHARGE MAN

- Supervising the supporting skilled and unskilled workers and the jobs assigned to each of them.

SKILLED & UNSKILLED WORKERS

- Executing the works assigned to each as per the work orders received from different departments and also as per the instructions from the superiors.

MAZDOORS

- To assist skilled and unskilled workers for smooth execution of works.

WORKSHOP SECTION

EXECTUIVE ENGINEER (MECHL)

- Directly reporting to the Mechanical Superintendent
- Carrying our the repairs and maintenance of components of equipments floating crafts as per work orders.
- Arranging purchase of various materials/spares required for the execution of the work orders.
- Giving apprentice training to the trainees in the Workshop
- Effective implementation of the ISO Quality system

ASSISTANT ENGINEER (M)

- Directly reporting to the Exe. Engineer (Mechl).
- Allocation of work orders to different section in the workshop
- Supervising the work
- Supervising the trainees and maintaining records of trainees.
- Arranging procurement of stores & materials required for the work.
- Effective implementation of the ISO Quality system

ASST. FOREMAN/CHARGE MAN

- Supervising the supporting skilled and unskilled workers and the jobs assigned to each of them.

SKILLED & UNSKILLED WORKERS

- Executing the works assigned to each as per the work orders received from different departments and also as per the instructions from the superiors.

MAZDOORS

To assist skilled and unskilled workers for smooth execution of works.

I.C. ENGINES DIVISION

DEPUTY CHIEF MECHANICAL ENGINEER

- Directly reporting to the Chief Mechanical Engineer and assisting Chief Mechanical Engineer in all matters relating to the IC engines Division
- In Charge of the **IC ENGINES DIVISION** attached to Chief Mechanical Engineer
- Operation of Cargo handling equipments and its maintenance

EXE.ENGINEER (M) IC ENGINES

- Directly reporting to the Deputy Chief Mechanical Engineer
- Control, Co-ordinate and motivate the staff and Officers in IC Engines Division in connection with the operation and maintenance of Fork Lift Trucks, Mobile Cranes and also the repairs & maintenance of vehicles.
- Co-ordinate with Traffic Department for allocation of the Cargo handling equipments
- Procurement of spare parts required for the maintenance of vehicles
- Effective implementation of the ISO quality system.

ASST. EXE. ENGINEER (M) ERNAKULAM WHARF

- Directly reporting to the Exe. Engineer (M) IC engines
- Overall supervision of all activities at the Ernakulam Wharf. Spares planning, Cash purchasing, maintaining discipline and punctuality among the operational and maintenance staff, Monitoring progress of ISO System standards.
- Maintaining co-ordination with Traffic and other departments.

ASSISTANT ENGINEER (M) EKM.WHARF

- Directly reporting to the Asst. Exe. Engineer (M) Engines

- Supervision of maintenance and operation activities at Ernakulam Wharf. Conducting scheduled/preventive maintenance. Maintaining all the records as per ISO system requirement.

ASSISTANT ENGINEER (M) AUTO SECTION

- Directly reporting to Exe. Engineer (M) IC Engines
- Overall supervision of the maintenance works carried out in the Auto section. Controlling the staff, planning of work and spares. Cash purchases, recommending for outside work such as patch work and painting, FI Pump overhauling and engine work. Inspection after repairs. Any other duty as assigned by his superior officers.

FOREMAN, ASST. FOREMAN, CHARGE MAN

- Directly reporting to the Asst. Engineer (M)
- Supervising the operational and maintenance staff
- Maintaining attendance and other records pertaining to the operation & maintenance staff.

SKILLED/UNSKILLED WORKERS OPERATIONAL STAFF

- Operating the Forklift Trucks / mobile cranes as per the requirement from the Traffic department

MAINTENANCE STAFF

- Carry out maintenance of equipments attached to this division

MAZDOORS

- To assist skilled and unskilled workers for smooth execution of works.

ASSISTANT ENGINEER (M) MS OFFICE

- Directly reporting to the Exe. Engineer (M) IC Engines
- Procurement of spares, inviting quotations, its processing, technical correspondences, preparation of documents for payments towards spare parts/works. Monitoring ISO system records. Preparation of Budget Estimates for new proposal pertaining to IC Engines division.

MINISTERIAL SR.DYCA I & II

- Directly reporting to the Divisional Officer
- Supervising the Ministerial staff
- Supervising the following establishment works in respect of the employees attached to the CME's office. and Divisional offices
 - All establishment works which require sanction from HOD.
 - Posting and transfers of employees under Mechanical Engg. Department
 - Recruitment of employees.
 - Payment to the employees and also arranging payment to the contractors.
- Preparing budget for the staff.

MANAGER/ DCA

- Directly reporting to the Sr.DCA.
- Checking the bills and other establishment papers submitted by the individual sections of the office.

SR.ACCOUNTANT/

- Supervising the staff allocated under him and checking all establishment/payment papers submitted by them.

ACCOUNTANT/UDC/LDC

- Initiating all the establishment works as stated above, assigned to each individual.
- Any other work assigned by their superiors
- Receipt/Despatch of Tapals

GENERAL SUPERVISOR

- Suopervising the works related to the record keeping, deftry jobs, any other job assigned by his superiors.

RECORD ASSISTANT

- Keep records in the record room and maintain register of records.

ATTENDER/PEON

Attending the Chief Mechanical Engineer & Dy. Chief Mechanical Engineer and assisting movement of files, papers, Distribution of tapals to other offices, pertaining to their offices and any job assigned by their superior officers

TRAFFIC DEPARTMENT

TRAFFIC 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 all the above traffic operations. In the absence of Traffic Manager he 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 unberthing 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.

(CFS)

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

WHARF SUPERINTENDENT (EW / MW)

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

(CRANE)

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

(CFS)

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 of the particular wharf.

ASST. WHARF SUPERINTENDENT

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

SHED FOREMAN

TALLY SUPERVISORS

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