

Duties & Responsibilities of Various Posts in the Chartering Wing

Chief Controller of Chartering

As head of the Chartering Wing in the Ministry, the Chief Controller of Chartering has the overall responsibility for arranging, on behalf of the various Government Departments and Public Sector Undertakings/Projects, shipment of Government owned and controlled cargoes by liner and chartered vessels, giving cargo preference to Indian ships and chartering foreign ships when Indian ships are not available in required position. He maintains close liaison with the concerned authorities for implementing the Government policy of making purchases on FOB and coordinating the shipping arrangements to retain control on shipping in Indian hands with the aim for development of Indian fleet.

(b) Besides, the Chief Controller of Chartering has to negotiate freight agreements with Conferences/shipping lines, process appointment of forwarding agents and advise Ministries/Departments/ PSUs concerning shipping agreements and inter related matters for securing maximum benefit for the Government and Indian shipping industry.

(c) The Chief Controller of Chartering acts "Wing Head" for the Chartering Wing and under his overall direction the Wing functions for making shipping arrangements for imports controlled by Government Departments/PSUs besides making similar arrangements for private indentors as and when they approach TRANSCHART (the telegraphic address by which Chartering Wing is commonly known). Arrangements are also made for coastal shipment of cargoes as per the requirement of PSUs. The Chief Controller of Chartering also Heads the Chartering Committee for chartering of ships & finalization of freight ideas/estimates.

(d) Attending various meetings/matters relating to Cabinet/Parliament/Steering Committee etc.

(e) Meeting/attending to visitors from various Govt. Deptts./Projects/PSUs/Govt. Forwarding Agents/ship owners (Indian/foreign)

Deputy Chief Controller of Chartering

(a) To assist the Chief Controller of Chartering in performance of his overall responsibility for arranging, on behalf of the various Government Departments and Public Sector Undertakings/ Projects, shipment of Government owned and controlled cargoes by liner and chartered vessels, giving cargo preference to Indian ships and chartering foreign ships when Indian ships are not available in required position. He maintains close liaison with the concerned authorities for implementing the Government policy of making purchases on FOB and coordinating the shipping arrangements.

(b) To assist the Chief Controller of Chartering in negotiating freight agreements with conferences/ shipping lines, process appointment of forwarding agents and advise Ministries/Departments/PSUs concerning shipping agreements and inter related matters for securing maximum benefit for the Government and Indian shipping industry.

- (c) In the absence on leave or on tour of the Chief Controller of Chartering to act as "Wing Head" for the Chartering Wing.
- (d) Guiding COs/ACOs/ASOs for entering market for freight cover, evaluation of offers and negotiation of freight rate/shipping terms.
- (e) Implementation of Government Policy of FOB/FAS imports by constant monitoring of imports/ exports by Government Deptts./ PSUs and writing to concerned quarters in case of flouting of above policy.
- (f) Guiding /supervision of cases of arbitration/litigation.
- (g) Tendering advice on shipping matters to various indentors.
- (h) Furnishing freight estimates to Govt. Departments/PSUs.
- (i) Meet representatives of Indian and foreign ship owners and other shipping interests including ports and to attend to various meetings/discussions.
- (j) As a senior member of the Chartering Committee and being Deputy Chief Controller of Chartering participate and conduct daily Brokers Exchange meetings for circulation of tonnage enquiry and negotiations and finalisation of freight covers for different cargoes for which shipping arrangements are required to be made by TRANSCHART.

CHARTERING OFFICER

Chartering of Indian/foreign flag vessels for shipment of government owned/ controlled cargoes (Dry/ Liquid/ Bulk/ Liner) on behalf of various Government Deptts./ PSUs. Maintaining close liaison with the Government Deptts./ PSUs to ensure adherence of government policy of importing on FOB/ FAS basis while finalizing the contracts so as to retain shipping control in India for maximum utilization of Indian vessels. To coordinate with the government forwarding agencies and various other government importing/exporting authorities in/ outside India for ensuring timely shipments. To settle disputes relating to charterparties, laytime calculations and other related shipping claims. To deal with General Average/Salvage, Arbitration cases. To attend to the problems of shipowners, shipbrokers, suppliers, indentors, receivers etc. To attend various inter departmental meetings including Chartering Committee meetings. Supervision of units headed by ACOs (Under Secy. Level).

Assistant Chartering Officer/Assistant Shipping Officer

- (a) To assist in chartering dry/liquid cargo vessels for shipment all types of cargoes for which indents are received from various Government Departments/PSUs Chartering Out vessels for Dredging.
- (b) to circulate tonnage enquiries as per the requirement of indenting departments;
- (c) to assist senior officers in examining and analyzing offers received from shipping lines;
- (d) to examine charter party clauses requiring amendments/additions to meet changing requirements of indenting departments;
- (e) to nominate vessels to indenting departments and to confirm fixtures;
- (f) to monitor position of vessels during loading, discharging and sea passage; (g) to examine fixture notes;
- (h) to examine and finalize charter parties;
- (i) to authorize indenting departments to release 90% freight to ship-owners;

- (j) to prepare and examine lay time calculations and to authorize indenting PSUs, for payment of balance freight and demurrage;
- (k) to process arbitration cases;
- (l) to examine and reply to various queries relating to charter party clauses raised by indenting departments;
- (m) to assist in furnishing freight estimates to indenting departments;
- (n) to study and to keep a close watch on the developments and changes in international freight market;
- (o) to examine requests of indenting departments regarding imports on C&F basis in relaxation of government policy;
- (p) to monitor receipt of 1% Chartering Service Charges payable by Indian Shipping Companies. To make liner shipments for various parcels by space chartering or through conference lines.

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