

INDUCTION MATERIAL

**GOVERNMENT OF INDIA
MINISTRY OF SHIPPING
November, 2009**

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Ministry of Shipping

INTRODUCTION

The Ministry of Shipping encompasses within its fold shipping and ports sectors which inter-alia includes major ports, maritime administration & training, shipping & ship- repair, national waterways and / inland water transport.

Maritime Transport is a critical infrastructure for the economic development of a country. It influences the pace, structure and pattern of development. The Department of Shipping encompasses within its fold shipping and port sectors which also include shipbuilding and ship repair, major ports and inland water transport. It has been entrusted with the responsibility to formulate policies and programmes on these sectors and their implementation.

Comprehensive policy package is necessary to address the diverse issues facing the maritime transport sector. The capacity of the ports in terms of their berths and cargo handling equipment needs to keep pace with the growing requirements of the overseas trade. The shipping industry must be enabled to carry higher shares of the sea-borne trade in indigenous bottoms.

Historically, investments in the transport sector, particularly in the ports, have been made by the State, mainly because of the large resources required, long gestation period, uncertain returns and a number of externalities associated with this infrastructure sector. However, the growing resource requirements and the concern for managerial efficiency and consumer responsiveness have led to the active involvement of the private sector in infrastructure services in recent times. To encourage private sector participation, Department of Shipping has laid down comprehensive policy guidelines for the private sector participation in the major ports.

SUBJECTS ALLOCATED TO THE MINISTRY OF SHIPPING

I. The following subjects which fall within List 1 of the Seventh Schedule to the Constitution of India:

1. Maritime shipping and navigation; provision of education and training, training for the mercantile marine.
2. Lighthouses and lightships
3. Administration of the Indian Ports Act, 1908 (15 of 1908) and the Major Port Trusts Act, 1963 (38 of 1963) and ports declared as major ports.
4. Shipping and navigation including carriage of passengers and goods on inland waterways declared by Parliament by law to be national waterways as regards mechanically propelled vessels, the rule of the road on such waterways.
5. Shipbuilding and ship-repair industry.
6. Fishing vessels industry.
7. Floating craft industry.

II. IN RESPECT OF THE UNION TERRITORIES

8. Inland waterways and traffic thereon.

III. IN RESPECT OF THE UNION TERRITORIES OF THE ANDAMAN AND NICOBAR ISLANDS AND THE LAKSHADWEEP:

9. Organization and maintenance of mainland, islands and inter-island shipping services.

IV. OTHER SUBJECTS WHICH HAVE NOT BEEN INCLUDED UNDER THE PREVIOUS PARTS

10. Legislation relating to shipping and navigation on inland waterways as regards mechanically propelled vessels and the carriage of passengers and goods on inland waterways.
11. Promotion of Transport Cooperatives in the field of inland water transport.
12. Legislation relating to and coordination of the development of minor and major ports.
13. Administration of the Dock Workers (Regulation of Employment) Act, 1948 (9 of 1948) and the Schemes framed thereunder other than the Dock Workers (Safety, Health and Welfare) Scheme, 1961.
14. To make shipping arrangements for and on behalf of the Government of India/Public Sector Undertakings/State Governments,/State Government Public Sector Undertakings and autonomous bodies in respect of import of cargo on FOB/FAS and export on C&F/CIF basis.
15. Formulation of the privatization policy in the infrastructure areas of ports, shipping and inland waterways.

V. SUBORDINATE OFFICES:

16. Directorate General of Shipping, Mumbai.
17. Andaman Lakshadweep Harbour Works, Port Blair.
18. Directorate General of Lighthouses and Lightships, NOIDA.
19. Minor Ports Survey Organization, Mumbai.

VI. AUTONOMOUS BODIES:

20. Port Trusts at Mumbai, Kolkata, Kochi, Kandla, Chennai, Mormugao, Jawahar Lal Nehru (Nhava Sheva), Paradip, Tuticorin, Visakhapatnam and New Mangalore.
21. Dock Labour Boards at Calcutta, Kandla, Chennai, Mormugao and Visakhapatnam.
22. Inland Waterways Authority of India, NOIDA.
23. Seamen's Provident Fund Organization, Mumbai.
24. Tariff Authority for Major Ports, New Delhi.

VII. SOCIETIES/ASSOCIATIONS:

25. National Institute of Port Management, Calcutta.
26. Indian Institute of Port Management, Chennai.
27. National Ship Design and Research Centre, Visakhapatnam.
28. Seafarers Welfare Fund Society, Mumbai.

VIII. PUBLIC SECTOR UNDERTAKINGS:

29. Shipping Corporation of India, Mumbai.
30. Hindustan Shipyard Limited, Visakhapatnam.
31. Cochin Shipyard Limited, Kochi.
32. Central Inland Water Transport Corporation Limited, Kolkata.
33. Dredging Corporation of India, Visakhapatnam.
34. Hooghly-Dock and Ports Engineers Limited, Kolkata.
35. Ennore Ports Ltd., Chennai.

IX. INTERNATIONAL ASPECTS:

36. International Maritime Organization

X. ACTS:

37. The Indian Ports Act, 1908(15 of 1908)

38. The Inland Vessels Act, 1917 (1 of 1917)

39. The Dock Workers (Regulation of Employment) Act, 1948 (9 of 1948)

40. The Merchant Shipping Act, 1958 (44 of 1958)

41. The Major Ports Trust Act, 1963 (38 of 1963)

42. The Seamen's Provident Fund Act, 1966 (4 of 1966)

43. The Inland Waterways Authority of India Act, 1985 (82 of 1985)

44. Indian Light House Act, 1927.

45. Multi Modal Transportation of Goods Act, 1993.

ORGANIZATION SET UP

Functions and Objective of Ministry of Shipping

Minister of Shipping has been entrusted the responsibility to formulate policies and programmes on the under mentioned subjects and their implementation.

The Ministry of Shipping is administratively divided into 7 (Seven) Wings viz:

- (i) Shipping Wing**
- (ii) Ports Wing**
- (iii) Chartering Wing**
- (iv) Development Wing**
- (v) Administrative Wing**
- (vi) Financial & Accounts Wing**
- (vii) Transport Research Wing**

Secretary (Shipping) is the Administrative Head of Ministry of Shipping. He is assisted by Additional Secretary & Financial Adviser, Joint Secretary (Shipping), Joint Secretary (Ports), Chief Controller of Chartering & Development Adviser (Ports), There are other officers at the level of Directors, Deputy Secretaries, Under Secretaries and other Secretariat/Technical officers.

The work of Ministry of Shipping has been distributed amount Joint Secretary (P&A), Joint Secretary (Shipping), Chief Controller of Chattering and Development adviser (Ports) as under:-

1. **Shri Rakesh Srivastava,**
Joint Secretary (Ports & Admn.) & Chief Vigilance Officer.

All matters related to:

- a. Administration of Main Secretariat
- b. Vigilance Cases

- c. Right to Information Act
- d. Establishment, development and operation of all major Port Trust
- e. Co-ordination Work
- f. Andaman Lakshadweep Harbour Works & Tariff Authority for major Ports
- g. Two Public Sector Undertakings i.e. Dredging Corporation of India and Ennore Port Ltd
- h. Minor Ports
- i. Ports Development and Establishment Labour tariff Port Operation & Indian Ports Association.
- j. SSCL (Sethu Samundram Corporation Ltd)
- k. JS(P & A) has also been nominated as the Chief Records officer and also the Nodal officer for Public grievances particularly grievance redressal on pg Portals i.e. CPENGRAMS & CPGRAMS

2. **Shri Rajeev Gupta**
Joint Secretary (Shipping) & Additional charge of CCC

Matters concerning

- a. Shipping Development
- b. Marine Admin.
- c. Director General Shipping
- d. Director General of light Houses/ light Ships
- e. Inland water Transport(Inland Waterways Authority of India and Central Inland Water Transport Corporation)
- f. Seamen's Provident Fund Organization
- g. National Ship Design Research Center
- h. Shipping Corporation of India, Hindustan and Cochin Shipyards Ltd. And Hooghly Dock & Ports Engineers. Ltd
- i. Ship Building and Ship Repairs
- j. National Maritime Academy
- k. Indian Institute of Port Management
- l. Seamen's Welfare Fund Society

3. **Chief Controller of Chartering**

Matters relating to
Ocean Transport of Government of India on Chief/ Controlled
cargos and laying of chartering services charges, implementation
of Policy of FOB/FAS imports and C & F/CIF exports

4. **Development Adviser (Ports)**

Tendering Technical advice Development FL major Ports,
Harbour projects, Andaman Lakshadweep Harbour Works
and Dredging Company of India

Since the earlier composite Ministry of Shipping, Road Transport & Highways has been split into two Ministries namely Shipping and Road Transport & Highways, there are certain arrangements which are common for the two Ministries.

The Finance Wing is headed by Additional Secretary & Financial Adviser (common to both Ministries of Shipping and Road Transport & Highways) who assists in formulating and processing all policies and other proposals having financial implications. The Additional Secretary & Financial Adviser is assisted by one Deputy Financial Adviser, two Assistant Financial Advisers, one Under Secretary (Budget) and other Secretariat Officers and Staff.

The Accounts side of the Ministry is headed by a Chief Controller of Accounts (common to both Departments) who is inter alia responsible for accounting, payment, budget, internal audit and cash management.

Adviser (Transport Research), who is common to both the Ministries renders necessary data support to various Wings of the Ministry for policy viz., planning, transport coordination, economic & statistical analysis on various modes of transport with which the Ministry of Shipping is concerned.

Distribution of work among Directors / Deputy Secretaries

1.	<p>Shri Vineet Garg, IAS, Director (SCI & SD) (Including SU, SA, F-I, SBR, CSL, HSL, HDPE, IMO, A&N & UTL) Matters relating to Shipping Corporation of India, Shipping Development, Shipping Companies, Ship Building & Repair, Cochin Shipyard, Hindustan Shipyard, Hooghly Dock & Port Engineers Ltd., IMO, Shipping matters of Andaman & Lakshadweep.</p>
2.	<p>Shri Dinesh Kumar, IRAS, Director(PHRD) Port Establishments Matters & Labour Matters, Wage Revision matters, ILO Conventions, Accidents & Safety of Major Ports.</p>
3.	<p>Shri Rajneesh Gupta, IAS, Director(MM) Mercantile Marine Matters, Directorate General of Shipping, IMU, Seamen Provident Fund, Seafarers Welfare Fund Society.</p>
4.	<p>Shri Ashwani Kumar, DS(Admn. Parl., Minor Ports, MSDC)</p>
5.	<p>Shri R.N. Tripathi, Dir(IWT & SC) Matters relating to Inland Water Transport, Ship Coordination matters.</p>
6.	<p>Shri A.K. Tewari, DS(MG) Merchant Shipping Acts/Legislations, Directorate General of Lighthouses & Lightships, Financial Matters of Shipping Wing.</p>
7.	<p>Smt. Geetu Joshi, DS(PD East Coast) Port Development / Dredging / Bilateral matters of Ports of Kolkata, Paradip, Visakhapatnam, Chennai & Tutocorin, Sethu Samudram Ship Channel Project, Development works pertaining to ALHW and Coordination of all works of PD Division.</p>
8.	<p>Shri Vishal Gagan, DS(PD West Coast) Port Development / Capital Dredging / Bilateral matters of Ports of Kandla, Mumbai, JNPT, New Mangalore, Mormugao and Cochin. Monitoring of Plan Expenditure of Ports Wing.</p>
9.	<p>Shri R. Srinivasa Naik, Dir(PO) All Port Operation Matters, DCI, Ennore Port Ltd., Port Land, Port Security matters.</p>
10.	<p>Shri Rakesh Malhotra, DS(PG, O&M, Coord.) Matters related to Port Act, Annual Report, Tariff Authority for Major Ports and other General matters, All Coordination matters, O&M of the Ministry, Public Grievances.</p>

Distribution of work among Officers/Units of Chartering Wing

1.	<p>Shri V.K. Sharma, Dy. Chief Controller of Chartering</p> <p>(i) Overall Supervision of work of all the Chartering Officers/Units. (ii) Coking Coal, Steam Coal and Petroleum Coke. (iii) General Policy matters relating to Chartering Wing. (iv) Administration Work relating to Chartering Wing. (v) Chartering Wing Library.</p>
2.	<p>Shri S. Chandrasekaran, Chartering Officer-I.</p> <p>(i) Empanelment and empanelment of brokers. (ii) Antarctica Expeditions/Survey vessels.</p>
3.	<p>Shri V.S. Sehrawat, Chartering Officer-II.</p> <p>(i) Crude Oil and Fuel Oil. (ii) Clean Petroleum Products.</p>
4.	<p>Capt. P. Chhabra, Chartering Officer – III.</p> <p>(i) Supervision of work dealt with in ASI.I, ASO.II and ASO.III Units. (ii) Parliament Questions. (iii) Audit of Chartering Wing. (iv) Co-ordination work pertaining to Chartering Wing.</p>
5.	<p>Shri N.C. Jain, Chartering Officer – IV.</p> <p>(i) Cement and dry chemicals. (ii) Iron Ore / Manganese Ore / Limenite Sand and other minerals including Alumina. (iii) Food grains, Sugar, Salt, Soya Bean meal and agricultural Products. (iv) All other miscellaneous cargoes.</p>

Distribution of work among Directors in Development Wing

Shri P. Poiyamozhi, Development Adviser in Charge & (Director Engineering).

Development Wing is headed by the Development Adviser (Ports) and is the technical organization dealing with the subjects of port development and renders technical advice on matters relating to the development of Major Ports, Harbour Projects, Andaman Lakshadweep Harbour Works and Dredging Corporation of India etc. This Wing also renders technical advice to other Ministries in the case of fishing harbours and also Maritime State Governments as and when requested regarding Minor Ports. The Development Adviser (Ports) is supported by 2 officers at the level of Director, 2 officers at the level of Dy. Director and 4 officers at the level of Asstt. Director. The Work of Development Wing is distributed among the Directors as follows:

1. **Shri B. Poiyamozhi, Director (Engineering West Coast)**
 - (i) Matters referred by Ports Wing for technical advice in respect of plan schemes referred by Major Ports for Government sanction, Land lease cases, Audit Paras etc.
 - (ii) Monitoring of Major Ports' Projects and preparation of monthly updates (both Civil as well as Mechanical).
 - (iii) Monitoring of Capacity Yielding schemes at Major Ports and analysis of Port Capacities.
 - (iv) Follow up actions pertaining to references received from Ministry of Statistics and Programme Implementation about the status of the projects costing Rs. 100 crore and above.
 - (v) R&D schemes and matters relating to R&D Committee of the Ministry.
 - (vi) Planning (Both Annual Plans & Five year Plans).
 - (vii) Parliament Questions relating to subjects handled.
 - (viii) Matters pertaining to Committees and Sub-committee pertaining to the subjects handled.
 - (ix) Empowered Committee of the Ministry for monitoring the progress of Centre Sector projects costing Rs. 100 crore and above.
 - (x) Preparation of Material for Annual Report and Economics Editor's Conference.
 - (xi) Processing the MOUs of Cochin, New Mangalore and Paradip Port Trusts for getting the approval of the Competent authority.
 - (xii) Matters relating to Hindi Committee.

2. **Shri H.N. Aswath, Director (Engineering East Coast)**

- i) Proposals relating to investment decisions from Major Ports located at East Coast.
- ii) Proposals relating to Pondicherry Port.
- iii) All proposals from Maritime States.
- iv) Schemes relating to Andaman Laskhadweep Harbour Works.
- v) Sethusamudram Ship Channel Project.
- vi) Technical Advisory Committee (TAC) on River related Schemes of Kolkata Port.
- vii) Permanent International Association of Navigational Congress (PIANC) matters.
- viii) External Aided Projects.
- ix) Parliament Questions relating to subjects handled.
- x) Matters relating to Committees and Sub-committees pertaining to the subjects handled.
- xi) Bureau of Indian Standards (Civil Engg. including Ports & Harbours).
- xii) Study Team on prototype studies of discharge through river Hooghly.
- xiii) Parliament Consultative Committee meetings.
- xiv) Matters relating to Ocean Development.
- xv) Fishing Harbours attached to Major Ports.
- xvi) Maintenance Dredging in Major Ports.
- xvii) Modernisation of Port Equipment and Flotilla.
- xviii) Proposals relating to investment decisions on Port Equipment and flotilla for all Major Ports.
- xix) Acquisition and replacement of Dredgers by DCI.
- xx) Census of port equipment and flotilla of Major Ports.
- xxi) Short-listing of vendors for equipment and flotilla for Major Ports.
- xxii) Matters referred to by Shipping Wing in respect of ship-building and ship-repair.
- xxiii) Mechanical proposals from ALHW and UT of A&N Islands.

The Organizational Chart of the Ministry of Shipping is given at **Appendix-I**

The detailed break-up of the sanctioned strength of the Ministry of Shipping is given at **Appendix II.**

ADMINISTRATION WING

(ADMINISTRATION AND ESTABLISHMENT SECTIONS)

ESTABLISHMENT SECTION – I

ROOM NO. 425 / INTERCOM NO. 6425

1. All Establishment matters of all Secretariat officers including Stenos, Accountants, MMO, DA's and Clerical, staff Class-IV staff, SBR, Chartering Wing and erstwhile employees of SDFC/IWT Directorate.
2. Induction of transferred post of erstwhile IWT.
3. Central Administrative Tribunal (CAT) cases relating to erstwhile IWT Directorate and SDFC staff.
4. Maintenance of service records of all the above officers.
5. Assessment of vacancies for every select year and filling up of the same through Department of Personnel & Training.
6. Preparation of pension papers of retiring officials of the categories mentioned above and settlement of other retirement benefits.
7. Sanction of medical and tuition fee reimbursement to the above officials.
8. Sanction of leave salary advance and medical advance.
9. Sanction of Earned Leave, Medical Leave and Commuted Leave.
10. Grant of annual increments and special increments to the categories of employees mentioned above.
11. Review of service under FR – 56(j) and Rule 48 of CCS Pension Rules.
12. Misc. work relating to transfer, deputation, resignation of the categories of staff mentioned above.

13. Disciplinary action against all the above mentioned officials under CCS (Classification, Control & Appeal) Rules.
14. Appointment of Authorized Medical Attendant (AMA) in respect of Govt. Servants living in the localities not covered under CGHS.
15. Confirmation of the above mentioned officials on expiry of probation period.
16. Preparation of seniority lists of the above mentioned officials and settlement of disputes arising if any.
17. Attending to Court Cases in respect of Establishment matters.
18. Forwarding of applications for various exams conducted by UPSC, SSC and other posts.
19. Nomination of candidates for foundation training/ cash and accounts training.
20. Arrangement of stenographers for taking verbatim of various conferences, meetings.
21. Regulation of OTA Rules/Honorarium etc.
22. Providing staff to the Minister's Section as per norms/entitlement.

ESTABLISHMENT SECTION -II
ROOM NO. 425 / INTERCOM NO. 6425

1. All matters relating to Right to Information Act.
2. Maintenance of Annual Confidential Report of all officials.
3. Training matters.
4. Cadre Administration and establishment matters related to Development Wing Chartering Wing and Ship Building Research.

GENERAL SECTION
ROOM NO. 234 / INTERCOM NO.6234

1. Procurement of telephone instruments, Fax and their maintenance, payment of telephone bills and other connected matters.
2. Procurement and distribution of miscellaneous items like duster, tumblers, dustbins, brief cases, crockery items, bicycles, tyres, tubes, arrangements of gift items, procurement of Typewriters, Electronic typewriters and their maintenance.
3. Procurement of Desert Coolers, Water Coolers, Air Conditioners, Hot Plates, heaters, Heat Convector etc. and their maintenance.
4. Procurement of Photocopiers, Calculators and their maintenance.
5. Procurement of Furniture and Furnishing items and their maintenance, cane-work, Electricity/Water charges and supervising washing work done by Dhobi.
6. Procurement of Computers and their maintenance.
7. Grant of House Building Advance, Advance for the purchase of Motor Cars/Scooters/Cycles/Table Fans and also festival advance to the Officers/Staff.
8. Preparation of BE/RE proposals for Headquarters (Non-Plan), Allocation of funds to DDO, payment of Court cases, Bills, Hospitality, Gazette Notification, other miscellaneous bills, Procurement of books for Ministry and processing of Library bills.
9. GP Fund advances and Withdrawals conversion of advances into withdrawal etc.
10. Procurement and distribution of stationery items to the Officers/Sections etc.
11. Preparation of Identity cards of Officers/Staff of the Department Payment of Newspapers Bills, NOC, Issue of CGHS cards, Pensioner I/Cards, Govt. Accommodation.

12. Purchase and distribution of livery items of Group 'C' & 'D' of the Ministry.
13. Procurement of Staff car and maintenance.

CASH SECTION

ROOM NO. 319/ INTERCOM NO. 6317

1. Preparation of pay bills, arrear bills, contingent bills, bills of retirement benefits and bills relating to various advances sanctioned by General Section.
2. Maintenance of GPF Accounts.
3. Recovery of various loans, advances. And reconciliation of long term advances with P.A.O
4. Final withdrawal of GPF of retired officers/ officials.
5. Payment of airline bills. Medical claims, O.T.A. bills of Staff, G.P.F. advance/withdrawal.
6. Reconciliation of GPF/HBA/MCA and other vehicle advances.
7. Finalization of TA Bills, including preparation of TA Bills of Minister.
8. LTC advances and finalizing the bills for payment/settlement.
9. Calculation/recovery of Income Tax and submission of Quarterly and final returns.
10. Issue of Exchange Vouchers for Indian Airlines/ Air India.
11. Submission of monthly expenditure statements.
12. Submission of monthly expenditure statements and maintenance of Expenditure
13. Submission of quarterly reports of Pay & Allowances to Ministry of Finance. Quarterly Hindi Progress Report, Executive Report on implementation of Web Based file Tracking System(DMIS), Monthly report to PAO on Banking Cash Transaction Tax.

14. Maintenance of cash along with cash Book, Challan Book, Undisturbed Book etc.
15. Submission of monthly Recovery of License Fee to Date of Estate.

COORDINATION SECTION
ROOM NO. 540 / INTERCOM NO. 6590

COORDINATION MATTERS

1. References received from President's Secretariat/ Vice President's Sectt./ Cabinet/PMO, all other Ministries/Departments of the Government of India. Planning Commission (including Annual Plan work); except Ministry of Parliamentary Affairs, Loksabha and Rajyasabha Secretariat.
2. All cases pertaining to Meetings of Cabinet, Cabinet Committee and Committee of Secretaries.
3. Monthly summary of the Ministry to the Council of Ministers and D.O. letter from Secretary (Shipping) to Cabinet Secretary.
4. Compilation of Annual Report of the Ministry of Shipping.
5. References regarding exhibitions held by Trade Fair Authority of India and other organizations.
6. Compilation and submission of various periodical returns on behalf of the Ministry of Shipping.
7. References relating to SAARC/UNO Meetings/Conference.
8. All kinds of seminars, training courses and programmes, both in India and abroad, irrespective of Ministries, Depts.
9. Foreign assignments under all schemes.
10. Government of India (Allocation of Business) Rules, GOI (Transaction of Business) Rules.
11. Circulation of all policy papers/rules/guidelines in the Ministry of Shipping and all attached, subordinate offices and undertakings, autonomous bodies etc. under the Ministry.
12. Subject matters relating to MPSO, NIPM and IIPM.

PARLIAMENT SECTION
ROOM NO. 546-A / INTERCOM NO. 6267

1. Parliamentary work pertaining to receipt and distribution of notices of Parliament Questions, list of Starred/Unstarred/Short Notice Questions etc., collection of sets of answers to Parliament Questions and delivering them to Lok Sabha and Rajya Sabha Sectt., Press Information Bureau etc.
2. Parliamentary Assurances, Matters raised under Rule 377 of Lok Sabha, Special Mentions in Rajya Sabha – compilation and updating thereof.
3. To convene meetings of the Consultative Committee attached to this Ministry and Coordination of the work connected therewith.
4. To keep a track of Legislative Proposals (Bills), their compilation pertaining to this Ministry.
5. Work relating to various types of statements made in the Parliament pertaining to this Ministry.
6. Work relating to Parliamentary Committees (other than Estimate Committee, Deptt. Related Standing Committee) such as Committee on Subordinate Legislation, Committee on Papers Laid, Committee on Govt. Assurances, etc.
7. To deal with references received from Lok Sabha and Rajya Sabha Sectt., Min. of Parliamentary Affairs on Parliamentary matters.

ORGANISATION & METHODS(O&M) SECTION
ROOM NO. 540 / INTERCOM NO. 6540

1. All O&M matters which includes
 - a) O&M Inspection of Sections/Desks in the Ministry.
 - b) Convening of O&M Meeting under the Chairmanship of Secretary (Shipping).
 - c) Matters relating to Central Sectt. Manual of Office Procedure – Amendments thereto.
 - d) Measures for toning up of Effective and Responsive Administration in the Ministry and its lower formations.
 - e) O&M Study of Subordinate Offices under the Ministry.
 - f) Collection/Compilation of instructions relating to list of subjects being dealt within various Sections/Desks of the Ministry.
 - g) All matters relating to Modernization of Govt. Offices under Plan Scheme of Dept. of Administrative Reforms & Public Grievances (DAR&PG).
 - h) Coordination work relating to Information & Facilitation Counter (IFC) of this Ministry.
 - i) Review and updation of instructions relating to level of final disposal and channel of submission of each category of cases.
 - j) Monitoring check on delays.
 - k) Form design and control.
2. Record Management which includes all the aspects covered under the Public Records Act, 1993 and the Public Records Rule, 1997 framed by the National Archives of India.
3. Work related to Departmental Record Room of the Ministry (Room No. 14 and 19, Intercom No. 6567).
4. Liaison with the DAR&PG and the National Archives of India on O&M matters.
5. Coordination work relating to redressal of Public Grievances including check on delays.
6. Study of the evaluation and inspection of Public Grievances Redressal Machinery (PGRM) at all lower formations under the Ministry.

CENTRAL REGISTRY(CR) SECTION
ROOM NO. 1/ INTERCOM NO. 6461

1. Work relating to receipt registration and distribution of entire dak of the Ministry including those addressed to Minister/Officers by name.
2. Arrangement of the night duty work to receive dak and send telegrams etc.
3. Cyclostyling work relating to the entire Ministry.
4. Detailing of staff for the CR duty on rotational basis during holidays/Gazetted Holidays.
5. Despatch work of local/postal communications of the Ministry.

VIGILANCE SECTION
ROOM NO. 432/INTERCOM NO. 6432

1. Receipt and scrutiny of all complaints of Vigilance nature addressed to the Ministry.
2. Forwarding of Vigilance Complaints, wherever necessary, to the administrative authorities concerned for disposal/necessary action.
3. Conducting of investigations into the Vigilance complaints entrusted to the Section by CVO.
4. Conducting of surprise inspections under the orders of CVO.
5. Processing of cases in which investigation reports or other reports received from CBI.
6. Consultation with Central Vigilance Commission in Vigilance cases involving Gazetted Officers of this Ministry and its subordinate offices and officers of the Major Port Trusts/Dock Labour Boards under the Ministry drawing pay in the scales of pay whose minimum is not less than Rs.1,760/-(Pre-revised) and Board Level Appointees of PSUs under the Ministry.
7. Departmental Proceedings in Vigilance Cases of Officers/Members of Staff of the Ministry.
8. Departmental Proceedings in Vigilance Cases involving officers of the lower formations under the Ministry where the Central Govt. or the President is the Disciplinary or Punishing Authority.
9. Processing of the cases of appeal, representations, petitions, filed in the Courts wherever the penalty had been imposed by the Ministry itself or authorities subordinate to it after consultation with the Central Vigilance Commission.
10. Policy aspects of the matters relating to Administrative Vigilance in the Ministry as a whole.

11. Action Plan of the DOP&T on Anti-Corruption measures, Implementation thereof.
12. Processing of various periodical returns prescribed by DOP&T, CVC & CBI.
13. Vigilance Clearance in respect of officers and staff of the Ministry and senior officers of its lower formations for the following purposes :
(a) Promotion (b) Selection (c) Confirmation (d) Acceptance of resignation (e) Retirement (f) Forwarding of application for outside posts (g) Issue of No-Objection Certificate for grant of Passports. (h) Sponsoring officers for appointment on the Board of Directors.
14. Nomination for seminars, training, programmes assignments abroad – Vigilance Clearance.
15. Obtaining approval of the Central Vigilance Commission in matters pertaining to appointment of CVOs in the Major Port Trusts and Public Sector Undertakings under the control of the Ministry.

HINDI IMPLEMENTATION SECTION
ROOM NO. 011/ INTERCOM NO. 6465

1. To take steps to ensure compliance of Official Languages Act, Rules, Annual Programme etc. in the Ministry.
2. Nomination of Officers/staff of the Ministry for training in Hindi/Hindi Stenography/Hindi typing.
3. To take steps to ensure compliance of Official Languages Act, Rules, Annual Programme etc. in the Ministry.
4. Nomination of Officers/staff of the Ministry for training in Hindi/Hindi Stenography/Hindi typing.
5. Organisation of various meetings pertaining to implementation of Official Language in the Ministry, i.e., Hindi Salahakar Samiti meeting, Official Language Implementation Committee Meeting, monthly meeting to review the progress of Hindi correspondence etc.
6. Organisation of Hindi Day/Hindi Week/Hindi workshops.
7. Bringing out Departmental Magazine.
8. To implement various incentive schemes formulated by the Deptt. of Official Language.

9. To take steps to ensure implementation of Official Language Orders pertaining to purchase of Hindi Books, bilingual mechanical, electronic aids.
10. To oversee official language implementation work in the lower formations of the Ministry.

SHIPPING WING

MARINE ADMINISTRATION (MA) SECTION

ROOM NO. 546/INTERCOM NO. 6572

Marine Administration (MA) Section

1.	All Policy and Administrative matters relating to :
	(i) DG(Shipping) Head Quarters, Mumbai
	(ii) Mercantile Marine Departments (9 Offices) with Headquarters at Mumbai, Chennai and Calcutta.
	(iii) Shipping Offices at Mumbai and Calcutta
	(iv) Semen's employment Offices at Mumbai, Calcutta and Chennai.
2.	All matters relating to Reconstitution of Indian Mercantile Marine Administration
3.	Formation of Indian Marine Causality investigation Cell
4.	All matters relating to Cruise Shipping Policy
5.	ILO Matters concerning Seafarers.
6.	Matters relating to SWFS, Mumbai
7.	Matters relating to Committee of Management/ National Welfare Board for Seafarers
8.	Crew Matters /National Maritime Day
9.	Laying of Report/Papers on IIMS/SPFO in Parliament
10.	Matters received from Seafarers Unions
11.	Matters relating to CDC-cum SID Rules
12.	Foreign deputation/Training on related matters.
13.	Preparation of material for Consultative Committee as well as Parliamentary Standing Committees meetings.

14.	Handling of MPs references/PMO references relating to above
15.	Audit Paras relating to Non-Plan
16.	Public Grievances relating to above
17.	Court cases on related matters
18.	Handling of Parliamentary questions and other Parliamentary matters relating to above
19.	RTI matters on the above issues

MARINE TRAINING(MT) SECTION
ROOM NO. 546/INTERCOM NO. 6572

1.	All Policy and Administrative matters relating to:
	(i) Indian Maritime University, Chennai.
	(ii) Seamen's Provident Fund Organization, Mumbai.
2.	Administration of IMU ACT, 2008.
3.	Administration of Seamen's Provident Fund Act, 1966.
4.	Administration of Seamen's Provident Fund Scheme, 1966.
4.	Five Year Plan/Annual Plan in respect of Plan Budget relating to Directorate General of Shipping including its allied Offices and IMU, Chennai.
6.	Matters relating to the employees of seven Government and Government aided maritime training institutes placed within the umbrella of IMU viz. Marine Engineering & Research Institute, Kolkata, Marine Engineering & Research Institute, Mumbai, Lal Bahadur Shastri College of Advanced Maritime Studies and Research, Mumbai, T.S. Chanakya, Navi Mumbai, National Maritime Academy, Chennai, Indian Institute of Port Management, Kolkata and National Ship Design and Research Centre, Visakhapatnam.
7.	Matters relating to First Secretary (Shipping) in High Commission of India, London.
8.	Marketing of Indian seafarers.
9.	Matters relating to Maritime Training in India.
10.	Foreign deputations/training on related matters.
11.	Preparation of material for Consultative Committee as well as Parliamentary Standing Committees meetings.
12.	Handling of MPs references/PMO references relating to above.
13.	Audit Paras relating to Plan Budget of DGS/IMU.
14.	Public Grievances relating to above.
15.	Court cases on related matters.
16.	Handling of Parliament questions and other Parliamentary matters relating to above.
17.	FIPB cases relating to maritime training
18.	RTI matters on the above issues.

MARINE GENERAL (MG) SECTION
ROOM NO. 546/INTERCOM NO. 6572

1. Court cases relating to casualties, Notifications etc.
2. PMO References, Public Grievances, RTI Matters, Misc. Correspondence with DG(Shipping), Local Administrative matters etc.
3. Budget matters i.e. Annual Contribution to IMO, FIPB, etc.
4. Parliamentary Matters i.e. Legislative Proposals and Non-Legislative Business, Lok Sabha / Rajya Sabha Questions, Laying of Papers etc.
5. Legislative works relating to – M.S. Act, 1958, SUA, 2002, MMTG Act, 1993, Admiralty Bill, STP Bill, Ratification / Accession of IMO Conventions / Protocols etc.
6. Works relating to Subordinate Legislation i.e. Framing of Rules under M.S. Act 1958, such as MARPOL (73 / 78)(Annex. I to VI) Rules etc.
7. Shipping casualties & Safety – Indian Ship in India, Indian Ship in abroad, Foreign ship in Indian waters, Foreign ship abroad, Wreck, Salvage & Search operations, Navigational matters, Crises / Disaster Management, GMDSS etc.
8. Seafarers Issues regarding recruitment of foreign seafarers, etc.
9. Issues relating to Cleaner Ocean like – Oil Pollution related matters, Pollution related projects, Ballast Water projects etc.
10. Sailing Vessels & Fishing Boats issues like – Sailing Vessel Policy matters, Fishing Boats issues, etc.
11. Matters relating to Conferences / Seminars, Secretary's Weekly Review meetings, Sippers Grievance Redressal Meetings etc.
12. Classification Society i.e. Recognition / De-recognition Classification Society, Delegation of Powers to Classification Society, MOU / Agreement with Classification Society, Matters relating to Indian Register of Shipping etc.
13. Other Misc. works.

MARINE DEVELOPMENT(MD)
ROOM NO. 535/INTERCOM NO.6560

1. Acquisition proposals from Public Sector Shipping Companies (SCI).
2. Preparation of PIB Notes, Cabinet Notes and notes for committee of Secretaries etc.
3. Grant of Rupee backup Loan in cases of acquisition by Shipping Corporation of India Ltd.
4. Refinancing/re-schedulement of loan proposals of SCI.
5. Security proposals from the Public Sector/SCI for grant of loan/guarantee/counter-guarantee etc.
6. Release of ships of SCI from Govt. Mortgages.
7. Issues relating to fishing trawler subsidy.
 1. Policy matters relating to Shipping.
9. Formulation of proposals relating to fiscal and financial incentives to shipping industry.
10. Representations received from INSA in relation to development of shipping industry.
11. Issues relating to charter hire of OSVs.
12. Issues arising out of abolition of SDFC.
13. Proposals relating to Joint Venture in Shipping or shipping related activity.
14. Recommendation made by National Shipping Board concerning shipping.
16. Guidelines for acquisition of ships.
17. Review of EXIM Policy for import of ships.
18. Preparation and coordination of Five year Plan/Annual Plan relating to Shipping Sector.
19. Parliament Questions and Parliamentary matters relating to shipping sector.
20. Supply of information of Ministry of Programme Implementation to monitor project costing Rs. 20 crores and above.
 1. Miscellaneous references concerning shipping.
22. Preparation of material for Consultative Committee meeting relating to Shipping Sector.
 2. Ship coordination work of Shipping Wing.
24. Court cases, VIP/PMO references, audit paras.

INLAND WATER TRANSPORT(IWT) SECTION
ROOM NO. 528/INTERCOM NO. 6528

1. Administrative control of Central Inland Water Transport Corporation (CIWTC) and all matter relating thereto.
2. Appointment of Board of Directors of CIWTC. And other officers.
3. Reconstitution of Board of Directors of CIWTC.
4. Processing of Plan Schemes of CIWTC for Central Govt.'s Approval.
5. Protocol on Inland Water Transit and Trade with Govt. of Bangladesh / its renewal/holding Working Group and Standing Committee meetings.
6. Proposal for Re-organisation of CIWTC Ltd., Calcutta.
7. Administrative control of Inland Waterways Authority of India (IWAI)
8. Appointments and all connected matters relating to the Chairman, IWAI, Vice-Chairman and Members of the IWAI.
9. Constitution of IWAI and matters pertaining to its meeting.
10. Matters connected with IWT Legislation including administration of the following Acts :
 - (a) Inland Vessels Act, 1917.
 - (b) IWAI Act , 1985
11. Central Govt. Approval /Notification and review of various regulations framed by the IWAI including Inland navigation service conditions etc.
12. Laying all the regulations framed by IWAI in both the Houses of Parliament.
13. Central Govt.'s Approval to various Plan Schemes of the IWAI costing more than 15 Crore
14. Examination of proposals received from State Govts. Under Centrally Sponsored Schemes.
15. Loans Interest Subsidy Scheme in IWT Sector.
16. Laying of Annual Report of CIWTC and IWAI in both the Houses of the Parliament.
17. Review of the implementation of the Action Plan of the IWAI and CIWTC.
18. Governments' Approval in regard to the budget of IWAI and CIWTC and release of fund.
19. Five Year Plan /Annual Plans relating to IWAI and CIWTC.

20. Review of Plan Scheme of IWAI and CIWTC
21. Review of Performance of IWAI and CIWTC
22. ESCAP UNDP matters relating to IWT Sector.
23. Performance Budget on IWT Schemes.
24. Deptt. related Parliament Standing Committee on Transport
Tourism on Demands for Grants.
25. Para's relating to matter raised by Internal Audit, CCA and
C&AG in respect of CIWTC and IWAI.
26. Handling of Court Cases in respect of CIWTC and IWAI.
27. Inland Water Transport Development Council.
28. All Parliament Questions relating to the above.

SHIPPING AGREEMENT (SA) DESK
ROOM NO. 538/ INTERCOM NO. 5538

1. Bilateral Shipping Agreements made by the Government of India with various countries.
2. Deputation/delegation to various meetings/programmes of IMO.
3. Double Taxation Avoidance Agreement (DTAA).
4. WTO matters.
5. All Parliamentary matters, VIP references etc. related to above subjects.

COASTAL SHIPPING CELL
ROOM NO. 538/INTERCOM NO. 5538

1. Matters relating to coastal Shipping and its development.
2. Matters relating to cabotage law.
3. All Parliamentary matters, VIP references, RTI etc. related to above subject.

FRIEGHT INVESTIGATION(FI) DESK
ROOM NO. 535/INTERCOM NO. 6559

1. Shipping services to various countries relating to cargo.
2. Shippers' problems including references from Shippers' Council.
3. North-South Transport Corridor Agreement.
4. All matters/complaints regarding freights by Indian Shipping Companies/Conferences.
5. Specific Committees or Study Groups relating to coordination between Shippers and Shipping Companies.
6. Complaint against Shipping Companies regarding maritime frauds, cargo shutout etc.
7. Cargo support to Indian Shipping Companies including UN Liner Code.
8. Meeting of Joint Committee on Shipping.
9. Joint trade Committees/Joint Commissions.
10. Matters relating to ESCAP/SAARC/UNCTAD regarding Shipping services.
11. Parliamentary matters, VIP/PMO references, Court cases, Audit paras relating to above subjects.

COCHIN SHIPYARD LIMITED(CSL) DESK
ROOM NO. 535/INTERCOM NO. 6535

- All matters pertaining to Cochin Shipyard Ltd. (CSL) viz. :
1. Performance Review Meeting of CSL and follow-up action on Minutes of the Performance Review Meeting.
 2. All matters concerning reconstitution of the Board of Directors of CSL including appointment of Govt./Non-official Functional Directors.
 3. Processing of proposals for modernization and of Shiprepair facilities in CSL.
 4. Matters concerning appointment of Chairman & Managing Director and Director(Operations), CSL.
 5. Audit Paras in respect of CSL.
 6. Approval of foreign tours of CMDs of CSL.
 7. Annual Plan /Performance Budget/Annual Report in respect of CSL.
 8. Release of funds for various schemes concerning CSL.
 9. Other miscellaneous items of work such as various information required by other Ministries, deptts. etc.
 10. Categorisation of Mini Ratna Enterprises.
 11. Parliamentary matters, VIP/PMO references, Audit Paras, Court cases etc.

HINDUSTAN SHIPYARD LIMITED(HSL) DESK
ROOM NO.532/INTERCOM NO. 6532

1. All administrative matters pertaining to HSL Desk Viz.
 - (i) Appointment of Board level Officers;
 - (ii) Filling up the vacancy of Govt. and non-official Directors;
 - (iii) Confirmation of Functional Directors;
 - (iv) Extension of tenure of functional Directors;
 - (v) Deputation abroad of functional Director;
 - (vi) Representations addressed to Minister/ Secretary (Shipping) by the employees of HSL etc.. – disposal of
 - (vii) Reservation of SC/ST/OBC etc. in service of the Company – monitoring of
 - (viii) Pay revision of the Board and below Board level posts.

2. Financial matters regarding HSL requiring Government approval viz. –
 - (i) Approval of Plan Schemes and release of plan funds;
 - (ii) Release of shipbuilding and interest differential subsidy as per policy in vogue;
 - (iii) Disbursement of funds for implementing Voluntary Retirement Scheme – Implementation and monitoring of the scheme.
 - (iv) Preparation of Budget and monitoring the utilization of funds.
 - (v) Recovery of Principal, interest and guarantee fee due to Govt.
 - (vi) Handling of audit paras;
 - (vii) Preparation of Report on Performance Budget.

3. Policy matters pertaining to HSL viz.-
 - (i) Restructuring of capital base of HSL;
 - (ii) Enhancement of authorized capital of the Company;
 - (iii) Viability study of the yard for adopting strategies for its long term revival;
 - (iv) Explore the possibility of joint venture for equity participation and technical collaboration.

4. Parliamentary matters relating to HSL viz. :-
 - (i) Assist the Parliamentary Committees while visiting the Company;
 - (ii) Answering Parliament Questions;
 - (iii) Fulfillment of Parliament assurances;
 - (iv) Laying of annual accounts/report;
 - (v) Laying of Memorandum of Understanding (MoU).

5. Miscellaneous matters pertaining to HSL viz. :-
 - (i) Monitor the performance of HSL through periodical;
 - (ii) Performance Review Meetings and also other special returns, if any;
 - (iii) Handling of court case, where Govt. is impleaded as a Respondent;
 - (iv) Assisting the company in obtaining orders;

- (v) To attend references regarding shipbuilding and ship repairs in so far as they relate to HSL;
- (vi) To attend VIP/PMO/Minister (Shipping)/Public Grievance references;
- (vii) To attend Audit paras and ATN thereon;
- (viii) To update and finalise the material for Annual Report of the Ministry;
- (ix) Recording & Weeding out the files periodically;
- (x) To attend the work regarding miscellaneous/periodical and special returns;

SHIP UNDERTAKING(SU) DESK
ROOM NO. 520/INTERCOM NO. 6520

1. Shipping Corporation of India Ltd. – All matters except acquisition and financing of ships.
2. Irano-Hindi Shipping Company.
3. Categorisation of Mini Ratna Enterprises.
4. Disinvestment of SCI.
5. Joint Venture of SCI.
6. Parliamentary matters, VIP/PMO references, Court cases, Audit Paras etc.

UNION TERRITORY(UT) UNIT
ROOM NO. 517/INTERCOM NO.6366

1. Passengers Shipping Service – Mainland Andaman – Mainland Lakshadweep.
2. Establishment matters relating to posts on vessels belonging to Andaman & Nicobar Administration and Lakshadweep Administration including acquisition of vessels/Chartering of vessels.

HOOGLY DOCK & PORT ENGINEER LTD.(HDPE) SECTION
ROOM NO. 540/INTERCOM NO. 6561

1. All matters relating to Hooghly Dock & Port Engineers Ltd.(HDPE).
2. Development projects of HDPE.
3. Import of equipment, materials and technical services by HDPE.

4. Foreign deputations etc. of CMD, MD of HDPE.
5. Categorisation of Mini Ratna Enterprises.
6. Parliamentary matters, VIP/PMO references, Court cases, Audit Paras etc.

SAILING VESSELS & LIGHTHOUSES(SL) DESK
ROOM NO. 545 / INTERCOM NO. 6545

I. Directorate General of Lighthouses & Lightships.

1. Lighthouse Policy and estt. proposals.
2. The Lighthouse Act, 1927.
3. Budget Estimates (both Plan and Non-Plan).
4. Plan Schemes for approval of estimates etc.
5. EFC/PIB Cases.
6. Recruitment/Promotions in Group "A" posts.
7. VIP References.
8. Audit Paras.
9. CAT/Court Cases.
10. Central Advisory Committee for Lighthouse – Reconstitution of.
11. All Parliamentary matters relating to the Dte. General of Lighthouses & Lightships.

II. Coastal Shipping

1. Policy and other related matters relating to development of Coastal Shipping.

III. Sailing Vessels

1. Policy and other related matters relating to sailing vessels.
2. Processing of Loan Interest Subsidy Scheme for construction/ mechanisation of Sailing Vessels.

IV. National Shipping Board

1. Matters relating to re-constitution of the Board.
2. Terms and Conditions of appointment of Chairman of the Board.
3. Amendment to National Shipping Board Rules, 1960.
4. VIP references, Parliament Questions and other Miscellaneous references etc.

SHIPBUILDING AND SHIPREPAIR UNIT
ROOM NO.540 / INTERCOM NO. 6535

(a) GENERAL

1. Preparation of 5 Year Plan and Annual Plan proposal for Shipbuilding and Repair Central Sector Schemes.
2. Dealing with matters relating to Working Group on the Shipbuilding and Repair Industry for 10th Plan and subsequent Plans.
3. Formulation of policies/objectives on Shipbuilding and Repair Industry – providing inputs etc.
4. Release of Approved Funds to the Implementing Authorities in respect of SBR Central Sector Scheme viz. R&D Scheme in Shipbuilding, Conducting Studies, Development Ancillary items for Shipbuilding, National Ship Design and Research Centre, Visakhapatnam.
5. Follow-up for issue of orders under Statutes administered by different Ministries related to SBR Sector.
6. Grant of Subsidy (Technical Scrutiny).
7. Matters arising out of various expert committees such as Apex Committee, Tariff Commission, Working Group etc.
8. Processing of requests from the industry and the concerned associations for various concessions, development of SBR Sector, revive/extension of subsidy scheme, etc.
9. Processing of requests for import of restricted category items under EXIM Policy.
10. Rendering technical advice on implementation of plan scheme.

(b) FISHING VESSELS INDUSTRY

1. Consideration of applications for subsidy.
2. Registration of Indigenous Trawler Builders.
3. Consideration of proposals for import of components/equipment for fitment on fishing vessels duty free and without indigenous clearance on reference from DGFT.

(c) FLOATING CRAFT INDUSTRY

Assessment of demand/availability for floating craft by collection of data from user organisations.

(d) ANCILLIARY DEVELOPMENT

1. Work related to Ship Ancillary Development Committee.
2. Release of Grants, Budget Provision for Ancillary Development, Monitoring the development work

(e) R&D WORK

1. Scrutiny of proposals on R&D Schemes in Shipbuilding, in consultation with user organizations. Obtaining approval of Research Committee.
2. Monitoring physical and financial progress of R&D Schemes.
3. Release of funds to executing agencies of R&D Schemes.
4. Follow up action on schemes, which have been completed.
5. Consultation with user agencies for utilization of the final reports of the R&D Projects.

(f) NATIONAL SHIP DESIGN AND RESEARCH CENTRE (NSDRC)

1. All Administrative work relating to Ministry.
2. Budget Provision and release of Funds for NSDRC, follow up work.

(g) ADDITIONAL SUBJECTS

1. Assessment of progress Report of Vessels under construction at different shipyards (HSL/CSL/HDPE/CIWTC)
2. Clearance for Import of Equipment under restricted category required for ships and floating craft-references from DGFT.
3. Offering technical comments on plan proposal of PSU Shipyards viz. CSL, HSL, HDPE regarding renewal/ replacement and augmentation of shipbuilding and ship repair facilities.
4. Follow up on Recommendations of Apex Committee on Shipbuilding.
5. Work relating to Science and Technological Advisory Committee.
6. Work relating to Conducting Studies on Shipbuilding.
7. Work relating to Review of Shipbuilding Subsidy Scheme.
8. To attend references received from other Ministries/Departments.
9. Work relating to Science & Technology Advisory Committee.
10. All work relating to National Ship Design & Research Centre (NSDRC) including release of funds etc.

11. Dealing and disposal of Parliament Questions, Assurances and VIP References.
12. Work relating to Parliamentary Committee on Transport and Tourism in respect of SBR Central Sector.

PORTS WING
PHRD DIVISION

PORTS ESTABLISHMENT(PE)-I SECTION
ROOM NO.423 / INTERCOM NO.6243

1. **Port Establishment-I**

1. Appointment to the posts of Chairman of all Major Port Trusts.
2. Appointment of Deputy Chairman, HODs and others in Major Ports to which the Central Govt. is appointment Authority including certifying completion of probation to the posts of HODs and others.
3. Extension of service/re-employment/employment on contract basis to posts in Major Ports where Central Government's approval is necessary.
4. Suspension, retirement, reversion, termination and levy of penalty, in cases other than those dealt within Vigilance Section in respect of Officers of Major Ports for which the Central Government is the Appointing Authority.
5. Grant of leave and other services matters of Chairman/Dy. Chairman of the Major ports Trusts.
6. Grant of Central Government approval to the framing of various service regulations and amendments/additions thereto including adoption of Govt. order by Major Port Trusts.
7. References from the Committee on Subordinate Legislation from Lok/ Rajya Sabha on service regulations of Ports Trusts.
8. Reference from Major Ports for interpretation and relaxation of service regulations and Govt. orders.

9. Revision of scale of pay and allowances of Class-I and Class-II officers of Major Ports.
10. Delegation of Establishment Powers to Major Ports.
11. Revision of Retirement/terminal benefits schemes in Major Ports.
12. Appeals/review by Central Government against orders made by the Chairman of the Ports Trusts in respect of employees of Major Ports.

PORTS ESTABLISHMENT(PE)-II SECTION
ROOM NO.423 / INTERCOM NO.6423

1. Issue of Pilotage Licences to Pilots in Major Ports.
2. Reference from VIPs relating to appointment and service matters of Port Employees.
3. Creation of New Posts and Up gradation of existing posts in Major Ports.
4. Continuance of temporary posts in Major Ports.
5. Conversion of temporary posts into permanent ones in Major
6. Changes in Schedule of employees of Major Ports.
7. Training/Deputation of Port Officers in India and abroad.
8. All establishment matters of ALHW, Port Department of the Union Territory of Lakshadweep, Andaman & Nicobar Administration, Daman & Diu and Pondicherry.

Matters relating to implementation of reservation policy in favour of SC /ST employees in Major Ports.

9. Representations/Complaints received from various sources (excluding VIPs) on appointment and service matters in individual cases of Port employees.

PD DIVISION

UNDER SECRETARY (PORT DEVELOPMENT-I)

ROOM No. 427 / INTERCOM No. 6427

- i) Work related to plan and Budget, Five Year Plan, Outcome Budget, Annual Plan, HPR etc. of the Ports Wing
- ii) Demand for grants for Parliamentary Standing Committee including reply to Questionnaire relating to Ports Wing etc., Consultative Committee matters.
- iii) Monitoring of Plan expenditure etc. of Ports Wing.
- iv) Port Development matters related to JNPT, KPT & MbPT.
- v) All correspondence with Foreign Govt.s regarding port development and bilateral matter, SAARC, ASEAN, ESCAP and Join Commission Meetings.
- vi) Parliamentary Question and audit paras on all of the above.

SECTION OFFICER (PORT DEVELOPMENT-I)

- i) All coordination work of PD Division including Return/Compilation of report for Private Sector Participation and general matter relating to Environmental Clearance will be looked after independently.
- ii) Plan and Budget matters.

UNDER SECRETARY (PORT DEVELOPMENT-II) DESK

ROOM No. 427 / INTERCOM No. 6450

- i) Ports development work relating to NMPT, Paradip Port Trust, Chennai Port Trust, Mormugan Port Trust, Tuticorin port Trust.
- ii) Work relating to FIPB/FIAA relating to Port Development.
- iii) Work relating to National Hydrographic Survey Committee matters.
- iv) Work relating to Andaman & Lakshadweep & Harbour works (ALHW).
- v) Work relating to Tsunami Rehabilitation Programmes.

UNDER SECRETARY (PORT DEVELOPMENT-III) DESK

ROOM No. 517 / INTERCOM No. 6517

- i) All Policy Matters including policy relating to private sector participation, captive use, security clearance etc. in Major Ports, Maritime Policy and Model Concession Agreement, Navigational Safety in Ports etc.
- ii) NMDP, Financing Plan, Dredging Plan and Perspective Plan for Major Ports.
- iii) Committee on Infrastructure matters.
- iv) Sethusamudram Ship Channel Project.
- v) Port Development matters relating to VPT, CoPT & KoPT, Deep Sea Port at West Bengal.
- vi) Parliamentary Questions and audit paras on all of the above.

NON-MAJOR PORTS SECTION (CREATED ON APRIL 2008)

ROOM NO.417

1. Examination of development proposal of Non-Major Ports established under Indian Ports Act, 1908 received from State Governments.
2. Central assistance for studies of Non-Major Ports.
3. Coordination with Maritime States in respect of development of Non-Major Ports.
4. Organizing Maritime States Development Council Meeting.
5. Parliament Questions on above matters.

PG & PO DIVISION

PORTS GENERAL(PG) SECTION **ROOM NO. 421/ INTERCOM NO.6421**

1. Administration of Major Port Trusts Act 1963 and Indian Ports Act 1908.
2. Rules and Regulations under the above acts other than those dealt in PE Section and Labour Division legislation.
3. Reimbursement of Port Charges in respect of gift consignments to Port Trust.
4. Debentures and Ways and means loan to Port Trusts.
5. Representation against Port Charges.
6. Major Port Limits.
7. Delegation of powers other than Establishment Matters of Major Port Trusts.
8. Exhibition and celebration in Major Ports.
9. Declaration of Major Port Trust.
10. Renaming of Major Port Trusts, Docks etc.
11. Outstanding dues of Major Port Trusts.
12. Examination of Major Ports by Public Accounts Committee in respect of items pertaining to PG Section only.
13. Major Ports Administration Reforms Committee (MPARC).
14. Laying of Administration Report and Accounts of Major Ports including Audit observations/remarks thereon, on the Table of both the Houses of Parliament.
15. Reserve Funds of Major Ports.
16. Capital Debts.
17. All matters including administrative matters relating to Tariff Authority for Major Ports(TAMP).
18. C&AG Paras pertaining to PG Section.
19. Waiver of demurrage charges.
20. Coordination work of Ports Wing.

PORTS OPERATION(PO) SECTION - I

ROOM NO.419-A/INTERCOM NO.6453

1. Indian Ports Association Matters.
2. PIANC/ICHCA/IAPH Institutional bodies.
3. Traffic Operational and maintenance (Other than equipment).
4. Handling of explosives and dangerous goods.
5. All matters relating to Constitution of Major Port Trust Boards.
6. Lease of Port Land.
7. Meeting related to Ministry of Coal, Power, Food, Agriculture, Commerce, steel etc. for transportation of cargoes
8. Meeting in cabinet secretarial related to Port Operation matters.
9. Security Permission to visit Ports-Clearance etc.
10. Fire, accident in Port area/property.
11. Sindhu Resettlement Corporation Ltd.
12. Matter related to setting up of Special Economics zones (SEZs)
13. Matter related to setting up of ICDs/CFSS
14. Integration of cargp handing operations.

PORTS OPERATION(PO) SECTION - II

ROOM NO.419-A/INTERCOM NO.6419

- a. Custom, excise and other Advisory Boards/Council
- b. Participation in Conference by Department of shipping.
- c. Disaster preparedness and management
- d. Rail-Road connectivity to ports and port railway systems.
- e. Night Navigation
6. All matter pertaining to Corporatisation of major ports and related matters.
7. Matter Related to Ennore Port Ltd.
8. EDI
9. Dredging Corporation of India, including administrative matters, Monitoring & Review and consequent action in respect plan, Dredging, including dredging subsidy.

LABOUR SECTION

ROOM NO.419/INTERCOM NO.6315

(Functioning of Labour Division has been re-organized by merging exiting three Desks {(US L-I) (USL-II) & DO(L)} into one Section vide Estt. Section's Office Order No. 139/2009 (F.No. A-11019/2/2009-Estt. Dated 03.12.2009.)

1. Reconstitution of and changes in membership of Dock Labour Boards and Dock Workers and Advisory Committee.
2. Material of Department's Annual Report.
3. Dock Workers Advisory Committee – Convening of meetings, preparation and circulation of Agenda and preparation of Minutes of the meeting etc.
4. Training schemes for Port & Dock Workers.
5. ILO Conventions and Resolutions.
6. Accidents and Safety in Major Ports.
7. Comprehensive Scheme for Workers' participation in Management.

8. Labour coordination and Legislative work for the department including references from the Ministry of Labour regarding amendments to the various Labour Acts and Rules.
9. Monthly statistics of Reserve Pool Workers/Tally Clerks of Boards.
10. Training Scheme for Port and Dock Workers.

LABOUR-I(L.I) DESK
ROOM NO.419/INTERCOM NO.6315

1. Monitoring of labour situation at Major Ports and submission of reports thereon to Minister/Secretary of developments from time to time.
2. All Matters relating to strikes in Ports and DLBs.
3. Submission of periodical reports on strikes and stoppages of work to Prime Minister/Cabinet.
4. All Industrial disputes between Management of port trusts and Dock Labour Boards and Port & Dock Workers including references thereof for adjudication.
5. Follow-up action on awards given by Industrial Tribunals.
6. Exemption to Ports from the Industrial Employment (Standing Orders) Act, 1946.
7. Exemption to Ports from ESI Act.
8. Matters relating to Bonus/DLR for Port and Dock Workers.
9. Merger of strength of the Unions of Port & Dock Workers.
10. Nomination of representatives of Port Workers on Port Trust Boards.
11. R&D Schemes.

LABOUR II (L.II)DESK
ROOM NO.419/INTERCOM NO.6315

1. Appointments of Deputy Chairman of all Dock Labour Boards, framing of term of deputation, extension of deputations etc.
2. Appointments of other Class-I Officers of Dock Labour Boards.
3. Laying of annual reports together with audit accounts before both the Houses of Parliament.
4. References relating to increase/decrease in the rates of levy at Dock Labour Boards.
5. Special Voluntary Retirement Schemes for Major Port Trusts and Dock Labour Boards.
6. Audit Paras of Dock Labour Boards.
7. Misc. references from Dock Labour Boards seeking approval/clarification in respect of administrative matters.

LABOUR III (L.III)DESK
ROOM NO.419/INTERCOM NO 6315

1. Administration of Dock Workers (Regulation of Employment).
2. Amendments to all Dock Workers (Regulation of Employment) Schemes.
3. Dock Workers (Regulation of Employment)Rules, 1962.
4. Dock Workers (Advisory Committee) Rules, 1962.
5. Integration of cargo-handling operations under a single agency.
6. Objections by Committee on Subordinate Legislation in respect of Dock Workers (Regulation of Employment) Scheme.
7. Review of working of decasualisation and Listing Schemes.
8. Piece-rate incentive Schemes for Port and dock Workers.
9. Cargo handling schemes in New Mangalore, Tuticorin and Paradip Ports.
10. Examinations and framing of new schemes under the Dock Workers (Regulation & Employment) Act, 1948.

DEVELOPMENT WING

PD (T) SECTON
ROOM NO. 541/INTERCOM NO. 6593

Diarizing the receipts received from various Major Ports and dispatch of files/letters etc. being issued by the officers of Development Wing.

DISTRIBUTION OF WORK AMONG DIRECTORS

DIRECTOR (ENGINEERING –EAST)

- i) Proposals referred for technical appraisal/scrutiny relating to investment decision on Plan schemes and Public Private Partnership (PPP) Projects from Major Ports located on East Coast.

- ii) All proposals from Maritime States/Union Territory.
- iii) Schemes relating to Andaman Laskhadweep Harbour Works.
- iv) Technical Advisory Committee (TAC) on River related Schemes of Kolkata Port.
- v) Permanent International Association of Navigational Congress (PIANC) matters.
- vi) External Aided Projects.
- vii) Matters relating to committees and sub-committees pertaining to the subjects handled.
- viii) Bureau of Indian Standards (Civil Engg. Including Ports & Harbours).
- ix) Study Team on prototype studies of discharge through river Hooghly.
- x) Parliament Consultative Committee meetings.
- xi) Matters relating to n/o Earth Science.
- xii) Fishing Harbours on East Coast.
- xiii) Proposals referred for technical scrutiny/appraisal for Capital & Maintenance Dredging in Major Ports.

DIRECTOR (ENGINEERING –WEST)

- i) Proposals referred by Ports Wing for technical advice in respect of plan schemes and Public Private Partnership (PPP) projects submitted by Major Ports for Govt. sanction, in respect of West coast ports.
- ii) Monitoring of Major Ports' Projects and preparation quarterly review of projects (Both Civil as well as Mechanical).
- iii) Monitoring of Capacity yielding schemes and analysis of Port Capacities, for preparation of yearly statement.
- iv) Matters referred from Shipping wing for technical examination regarding Plan schemes of ship yards and inland water transport.
- v) R&D schemes and matters relating to R&D committee.
- vi) Planning (Both Annual Plans & 5 years Plans).
- vii) Furnishing details to Ports Wing in respect of Parliament questions relating to subjects handled.
- viii) Matters relating to committees and sub-committee pertaining to the subjects handled.
- ix) Matters referred by Ports Wing for technical advice in respect of land lease cases, Audit Paras etc.
- x) Preparation of Material for Annual Report and Economics Editor's Conference.
- xi) Matters relating to Hindi Committee.
- xii) Matters relating to Fishing Harbours on West Coast
- xiii) Activities associated with Annual Maritime Award Celebration at the Ministry.
- xiv) Proposal referred for technical scrutiny/appraisal for Capital & Maintenance Dredging. in Major Port on West Coast.

DEPUTY DIRECTOR (ENGG.)

- (i) Proposal referred for technical appraisal/scrutiny on Port Equipment & Floatilla for all Major Ports and PPP Projects.
- (ii) Monitoring of all Mechanical schemes.
- (iii) Proposal referred for technical scrutiny for Acquisition and Replacement of Dredgers by DCI.
- (iv) Census of Port equipment and floatilla of Major Ports.
- (v) Matters relating to committees and sub-committees pertaining to the subject handled.
- (vi) Matters relating to Bureau of Indian Standards (Marine & Mechanical).
- (vii) Working Group on Port Sector.
- (viii) Matters referred by Shipping Wing in respect of Ship Building & Ship Repair.
- (ix) Mechanical Proposals from ALHW and UT of A&N Islands.

CHARTERING WING
ASSISTANT CHARTERING OFFICER(ACO)-I UNIT
ROOM NO. 439 / INTERCOM NO. 6447

1. Implementation of Policy of FOB/FAS imports.
2. Examination of Contracts relating to import of Bulk Finished Fertilizers, Fertilizer intermediaries like Rock Phosphate, Lime Stone. Sulphur. Ores & Minerals, Food grains and other miscellaneous cargoes.
3. Shipping arrangements with respect of Finished Fertilizers, Fertilizer intermediaries like Rock Phosphate, Lime Stone, Sulphur, Ores & Minerals, Food grains and other miscellaneous cargoes on the basis of indents received from the Projects (PSUs, Department of Fertilizers etc.).
4. Freight Estimates in respect of the above mentioned cargoes to the Projects as and when called for are provided to them to enable indentors to evaluate and determine the most economical source of supply.
5. Issuance of No Objection Certificate (NOC) in respect of cargoes handled in the Unit when there is a departure from the prescribed Government Policy of imports on FOB/FAS.
6. Post fixture work in respect of cargoes handled in the Unit for which Shipping arrangements have been made viz. examination of fixture notes, authorization for release of 90/95% freight payment to the ship owners in terms of Charter Party agreement, scrutiny of Charter Party Agreement, preparation of Time Sheets, final authorization for release of balance freight for the shipment, calculation and authorization of demurrage & deduction of despatch in each case.
7. Rendering advice on Arbitration matters concerning shipment arranged by the Unit to the Projects as also other cases as and when referred by any Project.
8. Monitoring of movement of vessels by the Unit keeping in view the notice provisions in the governing Charter Party, Port positions at various load/discharge port.
9. All miscellaneous matters relating to the cargoes handled in the Unit.
10. Monitoring receipt of 1% Chartering Service Fee on freight/demurrage/dead-freight (if any) from Indian Ship owners for Indian vessels fixed by this Unit.
11. Monitoring of freight market reports for the Chartering Wing.
12. Preparation of Budget Estimates and Revised Estimates in connection with purchase of Foreign Publications.

13. Correspondence related to the purchase of foreign publications and upkeep of records pertaining to payment etc.
14. Circulation of foreign shipping publications to all officers of Chartering Wing and Secretary(Shipping).
15. All matters pertaining to chartering of Specialized Vessels for Scientific Expeditions to Antarctica and Oceanographic Research on behalf of Department of Ocean Development, NIO, NCAOR.
16. All matters pertaining to chartering-in and chartering-out of Dredgers on behalf of M/s. Dredging Corporation of India.
18. Policy matters relating to Indian Council of Arbitration, New Delhi.
19. All establishment matters relating to the staff of the Chartering Wing.
20. Any other task assigned by the Deputy CCC/CCC relating to shipping & chartering and miscellaneous matters like preparation of speech for Secretary/Minister etc.

ASSISTANT CHARTERING OFFICER-II(ACO-II)

UNITROOM NO 438 / INTERCOM NO. 6434

1. IMPLEMENTATION OF POLICY OF FOB/FAS IMPORTS.
2. EXAMINATION OF CONTRACTS RELATING TO IMPORT OF BULK COKING COAL/STEAM COAL/VARIOUS TYPES OF COKES ETC.
3. SHIPPING ARRANGEMENTS RESPECT COKING COAL/STEAM COAL/VARIOUS TYPES OF COKE ON THE BASIS OF INDENTS RECEIVED FROM THE PROJECTS.
4. FREIGHT ESTIMATES RESPECT ABOVE CARGOES TO THE PROJECTS AS AND WHEN CALLED FOR TO ENABLE INDENTORS TO EVALUATE AND DETERMINE THE MOST ECONOMICAL SOURCE OF SUPPLY.
5. ISSUANCE OF NO OBJECTION CERTIFICATE (NOC) IN RESPECT OF CARGOES HANDLED IN THE UNIT FOR ANY DEPARTURE FROM THE PRESCRIBED GOVT. POLICY OF IMPORTS ON FOB/FAS BASIS.

6. POST FIXTURE WORK RESPECT CARGOES HANDLED IN THE UNIT FOR WHICH SHIPPING ARRANGEMENTS HAVE BEEN MADE VIZ. EXAMINATION OF FIXTURE NOTES, AUTHORISATION FOR RELEASE OF 90% FRT PAYMENTS TO THE SHIPOWNS IN TERMS OF CHARTER PARTY AGREEMENT, SCRUTINY OF CHARTER PARTY AGREEMENT, PREPARATION OF TIME SHEETS, FINAL AUTHORISATION FOR RELEASE OF BALANCE FRT FOR THE SHIPMENT .

7. TO ADVISE ON THE CLARIFICATION SOUGHT BY PSU / SHIPOWNS RELATED TO LAYTIME CALCULATION / CP TERMS / PROVISIONS.

8. RENDERING ADVICE ON ARBITRATION MATTERS CONCERNING SHIPMENT ARRANGED IN THE UNIT TO THE PROJECTS.

9. MONITORING OF MOVEMENT OF VESSELS CHARTERED KEEPING IN VIEW THE NOTICE PROVISION IN THE CHARTER PARTY, PORT POSITIONS AT VARIOUS LOAD/DISCHARGE PORT.

10. COAL HANDLING PROJECTS/PROPOSALS.

11. ALL MISC. MATTERS RELATING TO THE CARGOES HANDLED IN THE UNIT.

12. MONITORING RECEIPT OF 1% CHARTERING SERVICE FEE ON FREIGHT/DEMURRAGE/DEAD FREIGHT(IF ANY) FROM INDIAN SHIPOWNERS FOR INDIAN VESSELS FIXED BY THIS UNIT.

13. ALL MATTERS PERTAINING TO EMPANELMENT/DEPANELMENT OF BROKERS TO/FROM THE PANEL OF TRANSCHART.

14. PERMISSION GRANTED TO BROKERS TO ATTEND DAILY TRANSCHART MEETING IN CASE OF ADDITIONS / SUBSTITUTE BROKERS

ASSISTANT CHARTERING OFFIER(ACO)-III UNIT
ROOM NO.443 / INTERCOM NO.6443
TEL.NO. 2371 9422

1. Implementation of Policy of FOB/FAS imports
2. Examination of contracts relating to import of LPG/C.Butane, Propane, Clean Petroleum Products(HSD, SKO, ATF, Naphtha etc.), Base/Lube Oil and all other miscellaneous liquid cargoes.
3. Shipping arrangements relating to import of LPG/C.Butane, Propane, Clean Petroleum Products(HSD, SKO, ATF, Naphtha etc.), Base/Lube Oil and all other miscellaneous liquid cargoes on the basis of indents received from the Projects.
4. Time Charter shipping arrangements of vessels as requested by Projects/Indentors viz.MSTC, MRPL, NALCO, STC
5. Miscellaneous Tankar cargoes viz. Caustic Soda, Edible Oil etc. as per request received from projects – NALCO, STC. Etc.
6. Freight estimates in respect of above cargoes to Projects.
7. Issuance of No Objection Certificate (NOC) in respect of cargo handled in the Unit when there is a departure from the prescribed Govt. Policy of imports on FOB/FAS.
8. Post fixture work in respect of cargoes handled in the Unit for which Shipping arrangements have been made viz. examination of fixture notes, scrutiny of Charter Party Agreement, COA'S
9. To render advice on arbitration matters to the concerned Project in respect of shipping arrangements made by the Unit.
10. Monitoring of movement of vessels chartered keeping in view the notice provision in the Charter party, port positions at various load/discharge port.
11. All miscellaneous matters relating to the cargoes handled in the Unit.
12. Monitoring receipt of 1% Chartering Service Fee on Freight/Demurrage/Dead Freight(if any) from Indian ship owners for Indian vessels fixed by this Unit.
13. Monitoring/Retrieval of Freight market report in respect of LPG & CPP.

ASSISTANT CHARTERING OFFICER – IV (ACO IV UNIT)
ROOM NO. 443 / INTERCOM NO. 6443
TEL. NO. 23719422

1. Implementation of policy of FOB/FAS imports and C&F/CIF exports.
2. Examination of contracts regarding import of Crude Oil and Furnace Oil.
3. Shipping arrangements respect above cargoes on the basis of indents received from the Projects.
4. Time Charter Shipping arrangements of vessels as requested by M/s MRPL
5. Freight estimates respect above cargoes to the Projects.
6. Issuance of No Objection Certificate (NOC) respect cargoes handled by the unit when there is a departure from the prescribed Govt. Policy of imports on FOB/FAS and exports on C&F/CIF basis. Also NOC for in-charter shipping arrangements to DG(S) for vessels chartered by SCI.
7. Post fixture work respect cargoes handled in the Unit for which shipping arrangements have been made.
8. Rendering advice to the Projects on arbitration matters concerning shipments arranged in the Unit.
9. Monitoring of movement of vessels chartered keeping in view the notice provision in the Charter Party, Port restrictions/limitations at various load/discharge port.
10. All miscellaneous matters relating to the cargoes handled in the Unit.
11. Monitoring receipt of 1% Chartering Service Fee on freight/demurrage /dead freight (if any), from Indian shipowners for Indian vessels fixed by this Unit.
12. Compilation of statistics in respect of cargoes handled in Transchart and for monthly D.O./Monthly Summary etc. from Secretary (Shipping) to Cabinet Secretary.
13. Retrieval of Shipping market reports for various cargoes.

ASSTT. SHIPPING OFFICER(ASO-I UNIT)
ROOM NO. 538/ INTERCOM 6538

1. Implementation of Policy of FOB/ FAS imports.
2. Examination of contracts/ P.O.s relating to import of general liner cargoes i.e. Nature of cargo, period of shipment, load / discharge port requirement / mode of shipment, freight limitation/ freight forwarders details.
3. Forwarding P.O.s / Amendments to concerned freight forwarders.
4. Shipping arrangements in respect of the general liner cargo on the basis of indents received from the projects (P SUs).
5. Providing freight estimates to the project as and when called for in respect of general / liner cargo after checking up with The Shipping Corporation of India Ltd./ Freight forwarder enable PSUs to evaluate and determine economical source of supply.
6. Close coordination with the concerned project/ The Shipping Corporation of India Ltd./ Freight Forwarder / Embassies / Shipping lines with respect of various general cargo for which the shipping arrangements are made in the unit.
7. Issues of No Objection Certificate (NOC) in respect of cargoes handles in the units. When there is a deviation from the Government policy of Import on FOB/ FAS basis.
8. Post fixture work in respect of cargo handled in the unit for which shipping arrangements have been made.
9. Rendering advice on Arbitration matter concerning shipment arranged by the units to the projects and also other cases as and when referred by any project.
10. Monitoring of movement of vessel by the unit keeping in view the notice provisions in the governing charter party, port position at various load/ discharge ports.
11. All Misc. matter relating to the cargoes handled in the unit.
12. Monitoring receipt of 1% chartering service fee on freight / demurrage/ dead freight (if any) from Indian Ship owner for Indian vessels fixed by this unit.

B

1. General Policy regarding FOB/FAS import and C&F / CIF export with regard to Shipping coordination and Chartering Wing. This includes preparation of notes for Committee of Secretaries, Group of Ministers and Cabinet etc.
2. Holding of meeting of Transchart Review Committee and Standing Committee on better cargo support to Indian lines and further follow up Action in this regard.
3. Annual Report of the Ministry and furnishing materials concerning Chartering Wing.
4. Materials for Consultative Committee Meetings.
5. Materials relating to the Chartering Wing for Monthly D.O. Letter from Secretary (Shipping) to Cabinet (Secretary) and Cabinet.
6. Materials and information required by Estimate Committee/ Public Accounts Committee, Committee on Public Undertakings etc.
7. Material relating to Chartering Wing for WTO Negotiations.
8. Parliament Questions.
9. Inspection / Audit Reports relating to chartering wing.
10. Statistics of General Liner Cargoes.
11. Monthly / Quarterly and other returns like pending VIP References, pending Parliaments assurances, pending letter etc.
12. Bilateral Shipping arrangements/ Trade Agreement with different countries concerning Chartering Wing.
13. Appointment of Government of India Freight Forwarders----
 - i) From U.K. Continent Sector.
 - ii) From USA / Canada Sector.
14. Review and renewal of Agreement of Govt. of India with India, Pakistan, Bangladesh and Cylon Conference (IPBC) and India, Pakistan conference from USA Sector.
15. All Misc. work relating to Shipping Coordination Division.
16. Accounting / Maintaining records of 1% chartering services fee received by all units of Chartering Wing.

C. Shipping arrangements are made for the following projects in the unit.

1. Shipment on account of Ministry of Defence i.e. all three services Army, Navy and Air Force.
2. Ordnance Factories located at various stations in the country in all 47 factories.
3. Bank Note Press, Nasik and Devas.
4. Reserve Bank of India Note Mudran Pvt. Ltd. Bangalore, Mysore & Salboni.
5. All Oil Sector PSUs--
 - i) Indian Oil Corporation (5 Refineries at Mathura, Panipat, Baroda, Haldia and Baruni).
 - ii) Bharat Petroleum Corpn. Ltd. (BPCL)
 - iii) HPCL Mumbai and Vishakhapatnam.
 - iv) IBP Ltd.
 - v) Oil India Ltd. Duliazan.
 - vi) Gas Authority of India Ltd, New Delhi, Pata, Noida, Vijaipur.
 - vii) ONGC Dehradun and their various offices at Baroda, Mumbai , Ankleshwar, Chennai, Kolkata, Nazira, Ahmedabad, Panvel & Hazira.
 - viii) Engineers India Ltd. New Delhi.
 - ix) Bongaigoan Refinery & Petrochemicals Ltd.
 - x) IPCL Baroda
6. India Govt. Mint Mumbai, Hyderabad, Kolkata and Noida
7. Kudremukh Iron Ore Co. Ltd. Bangalore.
8. STC New Delhi.
9. Deptt. of Light House and Light Ships, New Delhi.
10. Border Road Organisation, New Delhi.
11. Lubrizol India Ltd. Mumbai.
12. Tehri Hydro Development Corpn. Rishikesh.
13. Gujrat Mineral Development Corpn. Ahmedabad.
14. Baghliar Hydro Electric Project, J & K Srinagar.
15. All Ministries of Central Govt. Departments.
16. Defence Research and Development Organisation.
17. Defence Metallurgical Research Laboratory, Hyderabad.
18. All new Projects on behalf of Central Govt. Deptt./ Ministries.

ASSTT.SHIPPING OFFICER(ASO.-II UNIT)
ROOM NO.538 / INTERCOM 6538

1. Implementation of Policy of FOB/ FAS imports.
2. Examination of contracts/ P.O.s relating to import of general liner cargoes i.e. Nature of cargo, period of shipment, load / discharge port requirement / mode of shipment, freight limitation/ freight forwarders details.
3. Forwarding P.O.s / Amendments to concerned freight forwarders.
4. Shipping arrangements in respect of the general liner cargo on the basis of indents received from the projects (P SUs).
5. Providing freight estimates to the project as and when called for in respect of general / liner cargo after checking up with The Shipping Corporation of India Ltd/ Freight forwarder enable PSUs to evaluate and determine economical source of supply.
6. Close coordination with the concerned project/ The Shipping Corporation of India Ltd./ Freight Forwarder / Embassies / Shipping lines with respect of various general cargo for which the shipping arrangements are made in the unit.
7. Issues of No Objection Certificate (NOC) in respect of cargoes handles in the units. When there is a deviation form the Government policy of Import on FOB/ FAS basis.
8. Post fixture work in respect of cargo handled in the unit for which shipping arrangements have been made.
9. Rendering advise on Arbitration matter concerning shipment arranged by the units to the projects and also other cases as and when referred by any project.
10. Monitoring of movement of vessel by the unit keeping in view the notice provisions in the governing charter party, port position at various load/ discharge ports.

11. All Misc. matter relating to the cargoes handled in the unit.
12. Monitoring receipt of 1% chartering service fee on freight / demurrage/ dead freight (if any) from Indian Ship owner for Indian vessels fixed by this unit.

B. Shipping arrangements are made for the following projects in the Unit.

1. Andrew Yule & Co. Ltd.
2. Airport Authority of India, Safdarjung Airport.
3. Bharat Coking Coal Ltd.
4. Bharat Earth Movers Ltd., - Kolar Gold Fields, Belavadi Post
5. Bharat Dynamics Ltd.
6. Bharat Gold Mines Ltd.
7. Bharat Heavy Plate & Vessel Ltd.
8. Bharat Pumps & Compressors Ltd.
9. Braithwarte & Co. Ltd.
10. Brahmaputra Fertilizers Corpn. of India Ltd.
11. Bridge & Roof Co.(I) Ltd.
12. Burn Standard Co. Ltd.
13. Cement Corpn of India.
14. Coal India Ltd.
15. Central Coal Fields Ltd. – Ranchi(Jharkhand)
16. Cochin Shipyard Ltd.
17. Cotton Corporation of India Ltd.
18. Coffee Board
19. Central Cottage Industries Corporation of India Ltd.
20. Computer Maintenance Corporation.
21. Central Electronics, Sahibabad.

22. Central Machine Tools Institute, Bangalore.
23. Damodar Valley Corporation.
24. Department of Atomic Energy.
25. Dredging Corporation of India Ltd.
26. Department of Space Liquid Products Center.
27. Deptt. of Space(Hassan)
28. Eastern Coalfields Ltd.- Ranchi (Jharkhand),
Burdwan(Calcutta)
29. Fertilizer Corporation of India Ltd.
30. The Fertilizer & Chemicals, Travancore Ltd.
31. Ferro Scrap Nigam Ltd.
32. Goa Shipyard Ltd.
33. Garden Shipbuilders & Engineers Ltd.
34. Hindustan Aeronautics Ltd. – Bangalore, Koraput (Orissa)
35. Hindustan Cables Ltd.
36. Hindustan Antibiotics Ltd.
37. Hindustan Organic Chemicals Ltd.
38. Hindustan Shipyard Ltd.
39. Heavy Engineering Corporation.
40. Hindustan Insecticides Ltd.
41. Hindustan Machine Tools Ltd.
42. Hindustan Photo Films Mfg. Co. Ltd.
43. Hindustan Latex Ltd.
44. Hindustan Copper Ltd.
45. Hindustan Paper Corporation Ltd.
46. Hindustan Fertilizer Corporation Ltd.
47. Hindustan Tele-Printers Ltd.

48. Hindustan Newsprint Ltd., Kottayam- Kerala.
49. The Handicrafts & Handlooms Export Corporation.
50. Hotel Corporation of India Ltd.
51. Hooghly Dock Port Engineers Ltd.(HDPE), Howrah.
52. Indian Telephone Industries Ltd.
53. Indian Rare Earth Ltd.-Ernakulam(Kerala), Mumbai
54. International Airport Authority of India.
55. Indian Tourism Dev. Corporation.
56. Indian Airlines, New Delhi.
57. Instrumentation Ltd.
58. Indian Space Research Organization(ISRO), Bangalore.
59. Jessop & Co. Ltd.
60. The Jute Corporation of India Ltd.
61. Krishak Bharati Cooperative Ltd.
62. Manganese Ore(I) Ltd.
63. Mining And Allied Machinery Corporation.
64. Metal Scrap Trading Corpn. Ltd.
65. Mazagon Dock Ltd.
66. Madras Fertilizer Ltd., Manali, Chennai.
67. Metallurgical & Engg. Consultants India Ltd.(MECON).
68. Mineral Exploration Corporation Ltd.
69. Mahanadi Coalfields Ltd., Sambalpur(Orissa)
70. National Minerals Development Corporation(NMDc)
71. National Small Industries Corporation.
72. National Seeds Corporation.
73. National Fertilizer Ltd.- Naya Nangal, Bathinda(Punjab)

74. National Pulp & Paper Co. Ltd.
75. National Jute Manufacturers Corporation Ltd.
76. National Physics Laboratory.
77. National Textile Corporation Ltd.
78. National Aluminium Co. Ltd.(NALCO), Bhubaneswar.
79. Nepa Ltd.- Nepa Nagar
80. Nuclear Power Corporation Ltd.
81. North Eastern Handicrafts & Handloom Dev. Corporation Ltd.
82. Northern Coalfields Ltd., Sidhi, M.P.
83. North Eastern Coalfields.
84. Neyveli Lignite Corporation.
85. Nuclear Fuel Complex.
86. Paradip Phosphates Ltd.
87. Project & Development Corporation Ltd.
88. Rashtriya Chemicals & Fertilizers Ltd.
89. Minerals And Metals Trading Corpn. Ltd., New Delhi(MMTC).
90. Rural Electrification Corporation Ltd.
91. Semi Conductor Complex Ltd.
92. Spices Tradingt Corpn., Basant Nagar (Banagalore)
93. Sponge Iron India Ltd.
94. State Farms Corporation of India Ltd.
95. Space Science & Technology Ltd.
96. Solid State Physics Laboratory

97. South Eastern Coalfields Ltd.
98. Society for Integrated Circuit Tech. and Applied Research (SITAR)
99. Telecommunications Consultants India Ltd.
100. Trade Fair Authority of India
101. Tyre Corporation. Of India Ltd.
102. Uranium Corporation of India
103. Vikram Sarabhai Space Centre.
104. Variable Energy Cyclotron Centre.
105. Western Coalfields Ltd., Nagpur (Maharashtra)
106. Laboratory for Electro Optics System(D/o Space, Bangalore)
107. FACT RCF Building Ltd.(FRBL)

ASSTT.SHIPPING OFFICER (ASO-III UNIT)
ROOM NO. 546A INTERCOM NO. 6267

A..

1. Implementation of Policy of FOB/FAS imports and C&F / CIF exports.
- 2 Receipt and scrutiny of Purchase Orders from various Projects and critical examination of same with respect to cargo/period of shipment/load/discharge port requirements / freight forwarder details etc. for FOB/FAS imports and C&F/CIF exports of general liner cargoes.
3. Providing freight estimates to the Projects as and when requested in respect of general/liner cargoes after checking up with Shipping Corporation of India/Freight Forwarders.

4. Close coordination with the concerned projects/Shipping Corporation of India/Freight Forwarder/Shipping line with respect to various General liner cargoes for which shipping arrangements are made in the unit.

5. Issuance of NOC to the Projects for any deviation from the Govt. Policy of FOB/FAS imports and C&F/CIF exports.

B.

Shipping arrangements are made for the following projects in the Unit.

1. Bharat Electronic Ltd., Bangalore, Ghaziabad, Taloja Distt. Railgad.
2. Bharat Refractories Ltd., Bokaro
3. Central Power Research Institute Bangalore.
4. Chittaranjan Locomotives Works.
5. Central Railways, Mumbai.
6. Cargo shipped on account Wheel and Axle Plant Banglaore.
7. Central Organization for modernization of Workshops.
8. Container corp. of India Ltd.
9. Durgapur Projects Ltd., Calcutta.
10. DMRC, New Delhi.
11. DGHS New Delhi.
12. Diesel Locomotives Works, Varanasi.
13. Diesel Component works, Patiala.
14. Eastern Railways Calcutta.
15. Integral Caoch Factory, Chennai.

16. Karnataka Soaps & Detergents Ltd
17. Konkan Railway Corp. Ltd.
18. Madras Refineries Ltd., Chennai.
19. Mishra Dhatu Nigam Ltd., Hyderabad.
20. Ministry of Railways.
21. Mumbai Railway Vikas Corp. Ltd.
22. New Govt. Electric Factory, Bangalore.
23. National Thermal Power Corporation, New Delhi (various projects under it).
24. National Hydro Electric Power Corporation Ltd. New Delhi.
25. New State Govt. Projects.
26. Northern Railways, New Delhi.
27. North Frontier Railways, Guwahati.
28. North Eastern Railways, Gorakhpur.
29. Orissa Mining Corpn. Ltd. , Bhubaneshwar.
30. Power Grid Corp. of India Ltd.
31. Rail Coach Factory, Kapurthala.
32. Rail Wheel Factory, Karnataka.
33. R. D. & S.O., Lucknow.
34. Salal Hydro Electric Project, Jyotipuram.
35. Satluj Jal Vidyut Nigam Ltd.
36. Shipping arrangements in respect of contracts placed by DGS&D, Mumbai, Calcutta, Kanpur, Chennai & New Delhi.

37. Shipping arrangement in respect of cargoes on account of State Electricity Boards of Andhra Pradesh, Assam, Bihar, Gujarat, Haryana, Kerala, Madhya Pradesh, Maharashtra, Karnataka, Orissa, Punjab, Rajasthan, Tamil Nadu, U.P. West Bengal and Delhi Vildyut Board, Delhi.

38. Shipping arrangements in respect of the following offices: Bharat Heavy Electricals Ltd., Bangalore, Jhansi, Bhopal, Hyderabad, Hardwar, Tiruchirapalli, Chennai, Ranipet, Sultanpur(UP), Jagdishpur and N. Delhi etc.

39. Shipping arrangements in respect of cargoes on account of all major port Trusts of India.

40. Southern Railways, Chennai.

41. South Eastern Railways, Chennai.

42. South Central Railways, Secundrabad.

43. Shipping arrangements in respect of cargoes on account of various departments/projects/undertakings of the Govt. of Andhra Pradesh, Assam, Bihar, Goa, Gujarat, Haryana, J&K, Kerala, Madhya Pradesh, Maharashtra, Karnataka, Orissa, Punjab, Rajasthan, Tamil Nadu, U.P., West Bengal.

44. SAIL (All Projects including Salem Steel Projects).

45. Western Railways, Mumbai.

FINANCE WING

FUNCTION OF INTEGRATED FINANCE WING

DEPARTMENT OF SHIPPING

The Finance wing is headed by an Additional Secretary & Financial Adviser. He is assisted by a Director (Finance), and an Assistant Financial Adviser.

1. As per the scheme of the Integrated Financial Wing, the Financial Adviser is closely associated with the Administrative Department in rendering financial advice on various matters within the jurisdiction of the Administrative Department. He contributes in all the activities pertaining to planning, programming, budgeting, monitoring and evaluation of various schemes / programmes of the Ministry. The duties of the Financial Adviser are broadly highlighted as under:

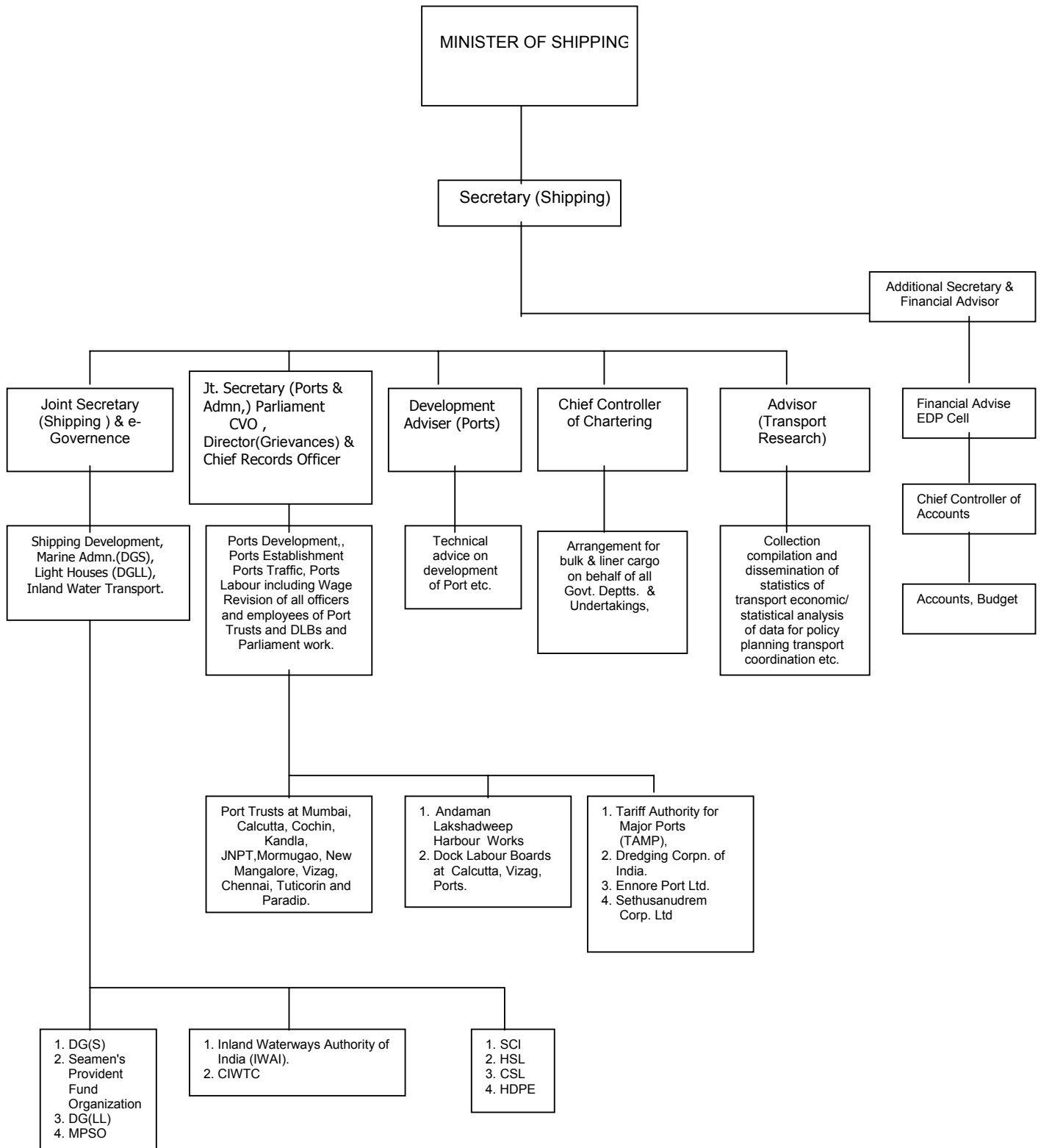
1. Co-ordinates furnishing of material to the Department related Parliamentary Standing Committee on Transport & Tourism to consider the Detailed Demands for Grants and to the Ministry of Finance on budgetary matters;
2. Chairs the pre-PIB meetings relating to all projects requiring decision at the level of PIB;
3. Scrutinizes all proposals to be placed before Expenditure Finance Committee / Public Investment Board & also extends Secretariat assistance for PIB/EFC meetings chaired by Secretary (Expenditure);
4. Renders financial advice including concurrence on the proposals and schemes emanating from different administrative wings of the Ministry within the delegated powers of the Ministry;
5. Extends necessary co-operation in the Preparation of Five Year Plans and Annual Plans;
6. Assesses the Internal Resources (IR) and Extra Budgetary Resources (EBR) of the Public Sector Undertakings and Autonomous Bodies under the administrative control of the Ministry;
7. Scrutinizes and vets the budget proposals of the various Autonomous Bodies and PSUs.
8. Scrutinizing and Sanctioning of proposals from Ports, Shipping and Inland Water Transport sectors.

9. Performs FRBM related tasks by providing requisite information and material as inputs for Finance Minister's quarterly review of fiscal situation to be presented to the Parliament.
10. Providing assistance to the Ministry in evolving strategies for optimizing private sector investment.
11. Ensuring expenditure management with release of funds linking these to Schemewise / Projectwise/ Performances.
12. Periodically reviews various non tax revenue receipts in the context of market trends and other sectoral developments giving his considered comments and recommendations regarding the reasonableness of return to the Government on the deployed public resources.
13. Monitoring of Assets and Liabilities and corrective action taken on an ongoing basis.
14. Reviews plan schemes based on the Zero Based Budgeting methodology with a view to achieving optimal expenditure;
15. Evaluates progress / performance of the Plan projects and other continuing Plan schemes;
16. Ensures observance of financial discipline, enforcement of the economy measures and the assessment of the financial viability of all proposals;
17. Monitors the settlement of audit objections, inspection reports / reviews, draft audit paras etc. and ensure prompt action on Audit Reports and Appropriation Accounts, Reports on Public Sector Undertakings.
18. Screens all the proposals which are forwarded to Ministry of Finance

2. In addition to rendering financial advice, the Financial Adviser also,

- (a) Ensures that the schedule for preparation of Budget is adhered to by the Ministry and the Budget is drawn up according to the instructions issued by the Ministry of Finance from time to time;
- (b) Scrutinizes the budget proposals before sending them to the Ministry of Finance;
- (c) Ensures that the departmental accounts are maintained in accordance with the requirements under the General Financial Rules;
- (d) Monitors and reviews the progress of expenditure against the sanctioned grants.

ORGANISATIONAL CHART OF MINISTRY OF SHIPPING



MINISTRY OF SHIPPING

Statement showing post wise of sanctioned strength as well as in position strength of Ministry of Shipping.

Post.	Scale with Grade Pay	Total No. of posts	No. of employees in position
(1)	(2)	(3)	(4)
Secretary(S)	80000/- (Fixed)	1	1
Joint Secretary	PB-4, 37400-67000+10000 (GP)	2	2
Dev.Adviser (Ports)	PB-4, 37400-67000+10000 (GP)	1	Vacant
CCC	PB-4, 37400-67000+10000 (GP)	1	Vacant
Director	PB-4, 37400-67000+8700 (GP)	*10 (Dir/DS)	4
Dy Secretary	PB-3,15600-39100+7600 (GP)		6
Dy.CCA	PB-4, 37400-67000+8700 (GP)	1	1
Sr.PPS	PB-3,15600-39100+7600 (GP)	1	Vacant
Director (Engg.)	PB-3,15600-39100+7600 (GP)	2	2
Joint Director(OL)	PB-3,15600-39100+7600 (GP)	1	1
Chartering Officer	PB-3,15600-39100+7600 (GP)	4	4
ACO/ASO	PB-3, 15600-39100+6600 (GP)	7	5

Posts	Scale with Grade pay	Total No. of posts	No. of employees in position
Under Secretary	PB-3, 15600-39100+6600(GP)	16	14
Dy. Director (Engg.)	PB-3, 15600-39100+6600(GP)	2	1
Asstt. Director(SBR)	PB-3, 15600-39100+6600(GP)	1	1
Accounts Officer(Ex Cadre)	PB-3,9300-34800+5400(GP)	1	1
Total(Group A)		51	43
Technical Officers	PB-2; 9300-34800+4800(GP)	5	2
Accounts Officer	PB-2,9300-34800+4800(GP)	1	Vacant
AD(OL)	PB-3,15600-39100+5400(GP)	1	1
DO/SO	PB-2,9300-34800+4800(GP)	28+1 (ex - cadre)	10 + 18
Chief D/Man	PB-2,9300-34800+4600(GP)	1	1 (Ad-hoc)
Asstt. Director (Engg.)	PB-2,9300-34800+4600(GP)	2	Vacant
Private Secretary	PB-2,9300-34800+4800(GP)	14	14
Total[Group-B (Gazetted)]		53	46

Posts	Pay Band/Grade Pay.	Total No. of posts	No. of employees in position
PA	PB2, 9300-34800-4200(GP)	30	24
Assistants	PB-2, 9300-34800+4200(GP)	41+2* (*ex-cadre)	41+1* (*ex-cadre)
Sr. Hindi Translator	PB-2, 9300-34800+5400(GP)	1	Vacant
Accountant	PB-2, 9300-34800+4200(GP)	2	1
Total[Group-B(Non-Gaz)]		76	67
Jr. Hindi Translator	PB-2, 9300-34800+4200(GP)	2	2
UDC	PB-1, 5200-20200+2400(GP)	33	33
Steno –D	PB-1,5200-20200+2400(GP)	10	13 1(Ex - Cadre)
LDC	PB-1,5200-20200+1900(GP)	24	8
Staff Car Drivers	PB-1,5200-20200+2400(GP) and PB-1,5200-20200+1900(GP)	5	2 + 3

Dispatch Rider	PB-1, 5200-20200+1900(DP)	1	1
Sr. Gestetner Operator	PB-1, 5200-20200+1900(DP)	1	1
Total(Group-C)		76	63
Post	Pay Band/Grade Pay.	Total No. of posts	No. of employees in position
Ferro Pinter	PB-1,5200-20200+1800(GP)	1	1
Jr. Gestetner Operator	PB-1, 5200-20200+1900(GP) (Matriculate)	1	1
Daftry	PB-1, 5200-20200+1800(GP)	13	12
Sr.Peons	PB-1, 5200-20200+1900(GP)	6	6
Peons	PB-1, 5200-20200+1800(GP)	32	20
Frash/Safaiwala	S-1,4440-7440+1300(GP) S-1,4440-7440+1600(GP)	6	5

	P)		
Total(Group-D)		59	45
Grand Total		315	264

Note: - As regards, vacant posts, some are under review for abolition as per recommendations of the Expenditure Reforms Commission and some are to be filled by DoPT. Action is in progress.

