

Clause 4(1)(b)(ii)
Powers and Duties of Officers and Staff

Financial Powers

The Major Port Trusts Act, 1963 vests administrative and financial powers to the Board of Trustees and to the Chairman. Under Section 21 of the MPT Act, 1963, the Board, with the approval of Central Government may delegate the powers imposed on the Chairman, to the Deputy Chairman or any other Officer of the Board. Existing powers of the Board, Chairman and Deputy Chairman are as follows :-

Board/Chairman/Deputy Chairman

Nature of power	Board	Chairman/Deputy Chairman
Entering into contract (Plan & Non-Plan)	Full power.	Chairman and Deputy Chairman (Haldia) – Rs. 5 crore for Plan Works and Rs. 2 crore for Non-Plan Works. Dy. Chairman (Kolkata) – Rs. 3 crore for Plan. Works and Rs. 1 crore for Non-Plan Work.
To charge expenditure to Capital	Rs.50 crore for new projects and Rs.100 crore for replacement under Plan Scheme.	Chairman and Deputy Chairman (Haldia) – Rs. 5 crore for Plan & Non-Plan Works Dy. Chairman (Kolkata) – Rs. 3 crore for Plan. and Non-Plan Works.
To sanction Plan and Non-Plan works.	Full power.	Chairman and Deputy Chairman (Haldia) – Rs. 5 crore for Plan Works and Rs. 2 crore for Non-Plan Works. Dy. Chairman (Kolkata) – Rs. 3 crore for Plan. Works and Rs. 1 crore for Non-Plan Work.
To execute deposit work	Full power	Chairman – full power subject to the condition that the Board would be kept informed of the nature, size and value of the deposit work as and when undertaken.
Writing off losses	Up to Rs. 2 crore subject to a maximum of Rs. 20 crore per annum.	Chairman/Dy. Chairman (H) - Rs. 5 lakh in each case subject to an aggregate of Rs. 1 crore per annum.
Limit of expenditure in pressing emergency	Rs. 1 crore subject to a ceiling of Rs. 10 crore in a year	Chairman – Rs. 5 lakh with forthwith report to the Board. Dy. Chairman – Rs. 2 lakh with forthwith report to the Board.
Power to raise loan	Up to an amount equal to annual revenue receipt of the previous financial year. Terms of loan will not need Govt. approval if the loans are obtained from scheduled banks or public financial institutions.	
Power to take temporary loan or overdraft.	Up to an amount equal to 20% of the approved annual budget of the Port.	

Power to compound a compromise claim	Rs. 1 crore in each case subject to a ceiling of Rs. 10 crore in a year.	
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Heads of Department

Nature of power	Extent of power
i) To enter into contract (Plan & Non-Plan)	CE/CME/DMD/CMM- Rs. 3 lakh.
ii) To charge expenditure to Capital (Plan & Non-Plan)	CHE/CMO/Secretary/LA&IRO/FA&CAO/Director (P&R)/LA/LM/TM/CVO – Rs. 1 lakh in each case
iii) To sanction work (Plan & Non-Plan)	
To grant extension of time for completion of work.	CE/CME/CHE/TM/DMD/CMO/GM(M&S)/GM(Ops.)Manager (Traffic Operations)/Manager (I&CF)/Manager (MO)/Manager (P&E) – Up to 6 months in respect of all contracts pertaining to their respective departments/divisions. Dy.CE/Dy.CME/Dy.CHE/Dy.DMD/Docks Manager/Medical Superintendent/ Dy. Manager (Shipping & Cargo Handling.)/Dy. Manager (RIys)/Dy. Manager (MO)/Dy. Manager (I&CF)/Dy. Manager (P&E) – Up to 3 months in respect of contracts entered into by them.
To grant extension of delivery period for completion of contract.	CMM – Up to 6 months. Sr. Dy. MM – Up to 3 months in respect of contracts entered into by him.
To grant extension of time for lodgement of security deposit for performance of contract.	TM/DMD/CHE/CME/Dy.CME/Dy.CHE/Dy.DMD/Medical Superintendent/Manager (MO)/Manager (TO)/Manager (I&CF)/Manager (P&E)/Dy. Manager (I&CF)/Dy. Manager (P&E)/GM (M&S)/GM (Ops.) – Full power subject to financial concurrence.

Establishment powers

Appointment power

The Central Government is the Appointing Authority in respect of posts of Heads of Departments. Chairman has power to make appointments below the Heads of Department's level. Deputy Chairman (Haldia) can make appointments to posts up to the pay scale of Rs.13,000-350-18,250/-. Deputy Chairman (Kolkata) has power to make appointment to posts up to the pay scale of Rs.10,750-16,750/-.

The Chairman is the Disciplinary Authority for posts upto the level of Heads of Departments (penalties involving suspension, reduction in rank, removal, dismissal or compulsory retirement require prior approval of Central Govt.).

Deputy Chairman (Haldia) is the Disciplinary Authority in respect of all posts of Haldia Dock Complex. However, for imposing penalties like reduction in rank, dismissal and compulsory retirement, Chairman is the Disciplinary Authority in respect of posts higher than the pay scale of Rs. 13000-18250/-.

Deputy Chairman (Kolkata) is the Disciplinary Authority in respect of posts for which he is the Appointing Authorities. Heads of Departments are the Appointing Authorities as well as disciplinary authorities in respect of Class-III and Class-IV posts.

Duties of Officers and Employees

Administration Department

Category	Duties and responsibilities
Secretary	<ol style="list-style-type: none"> 1. All matters relating to meetings of the Board of Trustees. 2. As head of the Administration Deptt., Secretary is responsible for all functions carried out by the Administration Deptt. which are summarised below :- <ol style="list-style-type: none"> i. Personnel policy matters of all categories of employees. ii. Personnel matters of Class-I&II officers relating to recruitment, promotion, training etc iii. Framing of various service and non-service regulations. iv. Communication system in the port (telephone, fax etc.) v. Security functions of the entire port through CISF, PSO and private security agency. vi. Public relations functions. vii. Matters related to environment and pollution. viii. Maintaining records of Govt. orders. ix. Grievance redressal. x. Functioning as tender committee member. xi. Formulation, circulation and implementation of rules, regulations, codes, procedures, etc. for different aspects of port functioning. xii. Central transport contracts for KDS. xiii. Dealing with Parliamentary Committees, Parliamentary questions and other VIP references. xiv. Implementation of official language policy.
Officer-on-Special Duty (Operations & Works)	<ol style="list-style-type: none"> 1. Dealing with miscellaneous operational and works proposals. 2. Nonservice Regulations. 3. Matters on development projects/privatisation. 4. Monitoring progress of various consultancy jobs and special schemes. 5. Matters relating to business development. 6. To act as Estate Officer under PP Act, 1971. 7. To act as Tender Committee member.
Deputy Secretary-I	<ol style="list-style-type: none"> 1. Operational and works proposals relating to Marine and Hydraulic Study Department 2. Matters relating to port security, CISF, Police, Private Security Agencies, Dock permits/ID Cards. 3. Matters relating to grievance redressal and women employees. 4. Hindi implementation at KDS. 5. Parliament questions Parliamentary Committees/VIP reference. 6. Matters relating to Government Audit and delegation of financial powers. 7. IPA Governing Body matters and follow-up action. 8. Library. 9. To act as Dy. PFSO under ISPS Code and Nodal officer for ISO 1400:1996, OBC reservation and RTI Act implementation. 10. To act as Estate officer under PP Act 1971. 11. To function as Public Information Officer. 12. To act as Tender Committee member.
Deputy Secretary-II	<ol style="list-style-type: none"> 1. All personnel matters relating to officers of all departments. 2. Training of Officers. 3. Matter relating to ACR, APR of officers. 4. Disciplinary cases and FR 56 (J) for Officers. 5. Policy matters covering all classes of employees including reservation policy for SC/ST/OBC rules and regulations. 6. To act as Nodal Officer of SC/ST reservation, Nodal Officer of SIU Study, Nodal Officer of ISO 9001:2000. overall in-charge of Legal Cell, standing member of Sexual

	<p>harassment Complaint Committee.</p> <p>7. To act as Tender Committee member.</p>
Assistant Secretary-I (Presently work done by AO (SD))	<p>1. All personnel matters relating to Class-III & IV employees of all departments.</p> <p>2. Disciplinary cases of Class-III & IV employees of all departments.</p> <p>3. To act as Nodal Officer for Public Records Act, 1993.</p> <p>4. To act as Tender Committee member.</p>
Assistant Secretary-II	<p>1. Privatisation/development projects at KDS.</p> <p>2. Matters relating to Tariff Authority for Major Ports.</p> <p>3. Matters relating to transport contract.</p> <p>4. Matters relating to Material Management Department.</p> <p>5. Administration Report</p> <p>6. Formulation, amendment, incorporation of all service rules and regulations</p> <p>7. To act as Nodal Officer of Computerisation in Administration.</p> <p>8. To act as Estate Officer under PP Act, 1971.</p> <p>9. To act as Tender Committee member.</p>
Junior Assistant Secretary-I	<p>1. Operational and work proposals of Civil/Mechanical Engineering Departments</p> <p>2. Miscellaneous proposals from Planning, Estate, Legal, Finance, Labour, Medical and Vigilance Departments.</p> <p>3. Died-in-harness scheme.</p> <p>4. To act as Nodal Officer of Legal Cell.</p> <p>5. To act as Tender Committee member.</p>
Junior Assistant Secretary-II	<p>1. Matters relating to TA bills, printing and binding work, office equipment/furniture, indents, local purchase and general housekeeping/proposals of other departments related to office equipment, furniture etc.</p> <p>2. All periodical statement/returns/statistical data (excluding SC/ST etc. reservation).</p> <p>3. Operational and commercial matters of Traffic Department.</p> <p>4. To act as Tender Committee member.</p>
Manager (Env.)	<p>1. To monitor all activities of Environment Cell.</p> <p>2. Coordinating the implementation of latest environment related Acts, Rules & Regulations etc. in KoPT through respective departments.</p> <p>3. To monitor all environment related issues to the satisfaction of the regulatory authorities.</p> <p>4. To ensure maintenance of environment in KoPT.</p>
Inspector Monitor –I Inspector Monitor-II	<p>1. Assists manager (Env.) in discharging functions of Env. Cell.</p>
Chief Public Relations Officer.	Over-all charge of Public Relations, Press Relations, Publicity, protocol and image-building works for Kolkata port.
Assistant Public Relations Officer	Assisting CPRO in discharging functions of Public Relations Cell.
P.S-cum-EA to Chairman.	Providing Executive assistance to Chairman
Private Secretary to Deputy Chairman.	Providing assistance to Dy. Chairman by maintaining appointments/engagement diary, attending telephone, maintaining records of file movement, etc.
Personal Assistant to Head of Department.	Providing assistance to Secretary by maintaining appointments/engagement diary, attending telephone, maintaining records of file movement, etc.
Hindi Officer-cum Translator	Implementation of the Official Language Policy.
Asstt. Supdt. (Security)	<p>1. Carrying out all functions of Port Security Organisation directly through departmental guards and also through private security agency.</p> <p>2. Issue of identity cards to employees</p> <p>3. Issue of biennial permits/annual permits.</p>

	4. Endorsement for dock entry in respect of Govt. officials.
Security Officer (Ports Security Organization/ Permit)	<ol style="list-style-type: none">1. Maintaining a departmental security force for deployment in identified areas. This involves maintenance of all personnel details as well as operational deployment of the guards.2. Monitoring the functioning of private security agencies engaged by different departments for security of Trustee's properties in their custody.3. Collecting information related to security.4. Maintaining a mobile squad for checking of security at various places.5. Conducting enquiry in case of theft.

Labour Department

Designation

Labour Adviser &
Industrial Relations Officer

Duties and responsibilities

- Adviser to Chairman/Deputy Chairman on labour matters and statutory provisions of laws relating to labour and is responsible for maintenance of harmonious industrial relations.
- Represents management in adjudication proceedings, conciliation proceedings, proceedings under the Payment Gratuity Act, Workmen's Compensation Act and Payment of Wages Act with assistance of officers under him.
- Administration of housing complexes for about 1500 employees.
- Development and arrangement of training programmes for Class-III & IV employees.
- Looking after Safety and Welfare as per Dock Workers (Safety, Health and Welfare) Act. 1986 and Regulations, 1990 thereunder.
- Represents management in conciliation proceedings, adjudication proceedings and proceedings under the Payment of Gratuity Act.
- Assists LA & IRO at meetings with trade unions and examining their demands.
- Deals with court cases, Official Language Implementation, ISO 9001: 2000, Quality Circles, classification and categorisation of posts, Incentive Schemes, surplus manpower and their adjustment, Group Insurance Scheme for Safai Karmacharies, matters relating to condemned mazdoor lines etc.
- Supervision of officers working under him.
- Advises and assists the management in fulfilment of its obligations, statutory or otherwise, concerning prevention of personal injuries and maintaining a safe working environment.
- Deals with all matters relating to Safety Committee.
- Deals with matters relating to housing and welfare including eviction cases.
- Performs all matters relating to Kolkata Port and Dock Workers' Training

Industrial Relations Officer/ Sr.
Labour Officer (I.R)

Safety Officer

Personnel Officer/Labour Officer