

Cargo Handling Labour Department

CHIEF MANAGER (Cargo Handling Labour Department)

1. Implements QSP's for achieving quality objectives and targets.
2. Deals with non-conformances and takes appropriate corrective and preventive actions related to the QMS.
3. Take action for continual improvement.
4. Identifies resource requirements to meet the departmental needs for the QMS.
5. Ensuring greater regulatory of employment for Port Cargo Handling worker and Winch-cum-Crane Operator.
6. To ensure that every Registered employer (Stevedore) accept their obligations and do not employ other than Port worker.
7. Securing adequate number of Port worker for efficient performance of Dock work.
8. Inspection of vessels and to suggest ways-and-means for efficient performance of Dock workers.
9. General administration of CHLD and establishment matters.
10. Monitoring of allotment and distribution of workers to Stevedores and collection of wages and levies.
11. Appointment of Class III and Class IV employees of CHLD.
12. Maintenance of Industrial Relation with workers pertaining to C.H.L.D., including attending to the labour problems and their welfare.
13. Identifies training needs of all the employees of CHLD Dept. and ensure they are suitably trained.

SENIOR MANAGER

1. He shall maintain close liaison with the correspondence with other departments on all matters, submission of monthly statistical returns, including recruitment and training.
2. He shall discharge Secretarial functions of Personnel and General Administration and to ensure that all correspondence relating to Personnel and Administration is promptly attended to.
3. To attend to Conciliation and submission of replies to Assistant Labour Commissioner (C) and Regional Labour Commissioner (C).
4. To attend Workmen's injury compensation cases at the office of the Commissioner for Workmen's Compensation.
5. To attend and brief Advocates in respect of legal cases at Vasco Court, in the District Court and High Courts, and submission of documents for preparation of Affidavits, evidence proceedings for final arguments.
6. To attend the HOD, POG, Dock Safety, Access Control and other meetings and place the department's submissions in absence of Chief Manager.
7. He shall attend to inspection of Docks and other premises whenever required.
8. Such other functions as may be assigned by Chief Manager from time to time.

DEPUTY MANAGER (ADMINISTRATION)

1. He shall be responsible for the proper and efficient inspection of docks/vessels for the smooth working performance by dock workers and for detection of private labour if any.
2. He shall obtain the required information from Registered Stevedores relating to deployment of labour, their output, their incentive, including dispute/grievances.
3. He shall maintain workers Registers, their Service books, leave registers.
4. He shall closely monitor the arrival/departure of vessels for the supply of labour to Stevedores and shall prevail on them for speedy and handling of vessels by the deployment of maximum number of hooks.

5. He shall maintain the statistical record on productivity, average employment, day/hook output, cargo-wise/ship-wise/stevedore-wise traffic handled, and such other statistics required by Planning and Management Services Department.
6. He shall maintain the establishment records of employers/workers required in the settlement of LTC claims, training, supply of personal protective equipment and medical examinations of workers under Dock Workers (Safety, Health & Welfare) Regulations, 1990.
7. He will carry out such other instructions issued to him by Chief Manager from time to time.

DEPUTY MANAGER (ACCOUNTS)

1. He shall maintain a close liaison with day to day recovery of wages and levies, and shall be responsible for collection of Port dues from the Stevedores by preparing and forwarding the bills promptly.
2. He shall be responsible to deposit the receipts collected with CDC and for maintenance of record ledgers and clearance of outstanding from the Reg. Stevedores.
3. He shall keep overall supervision in the preparation of pay bills, disbursement of salaries and wages, pension and all cash transactions with Finance Department.
4. The Internal Audit will be under his direct supervision for all pre/post audit.
5. He shall liaison with Finance Department for preparation of monthly/financial statements as required by Finance Department.
6. He shall closely monitor the prompt final settlements of the employees and to settle the overall grievances for delays of any claims of workers.
7. Such other functions as may be advised by Chief Manager from time to time and shall be carried out by him promptly.

LABOUR OFFICER

1. He shall attend to all disciplinary matters of dock workers (Cargo handling workers/Winch-cum-Crane Operators) by conducting the inquires and to report to CM/CHLD. He shall enforce the discipline under the provisions of

Mormugao Port Employees (Conduct) Regulation 1964 and Mormugao Port Employees (Classification, Control and Appeals) Regulations, 1964.

2. He shall provide suitable guidance to Stevedores for safe performance of work.
3. He shall inspect the vessels for the safe performance of work, to settle dispute created by the workers with supervisory staff or co-workers and bring out to the notice of higher authorities.
4. He shall maintain the statistical data about the grievances of workers and Employers, disputes with co-workers, accidents, labour situation and submit the weekly/monthly/quarterly/half yearly/yearly reports to the concerned authorities.
5. He shall hold additional charge of Deputy Manager (Administration) during his absence.
6. He shall perform such other duties as may be entrusted by Chief Manager from time to time.

WELFARE OFFICER

1. He shall ensure the fulfillment on the part of Port Authorities of obligation under the Schedule X of the Dock Workers (Safety, Health & Welfare) Regulations, 1990.
2. He shall ensure and supervise that the welfare facilities /amenities provided are properly maintained/utilized.
3. He shall promote relation between the Port Authority, Stevedores and dock workers to ensure productivity, efficiency as well as improvement in working conditions and to help dock workers to adjust and adapt themselves to the working environment.
4. He shall ensure adequate supervision to canteens, drinking water, washing/toilet facilities first aid medical treatment for dock workers who are injured in the course of employment in dock work, recreational, educational facilities, medical reimbursement etc. etc.
5. He shall attend to such other duties as may be assigned by Chief Manager on the welfare of dock workers.

STORES OFFICER

1. He shall attend to all procurement/purchases and printing, stationery, electrical, hardware requirements.
2. He shall make advance assessment of the requirements to CHLD workers and employees as regards to uniforms, personal protective equipment in consultation with Materials Manager's Department so that cordial industrial relations are maintained.
3. He shall attend to the grievances of employees and dock workers in the matter of prompt supply of their requirements.
4. Such other functions as may be entrusted by Chief Manager from time to time.

ASSISTANT ENGINEER

1. To prepare tender documents, issue of advertisements, scrutinizing and placing order for constructions, maintenance works.
2. To carry out the maintenance of residential quarters, overhead tank, garages, office/Booking/Dispensary buildings in respect of civil and electric works etc.
3. To allot the quarters and to maintain the seniority list for the same and review from time to time.
4. He shall maintain also liaison with Chief Engineering Department in order to ensure the construction, maintenance works including water supply in order to ensure best of service to concerned.
5. Such other instructions as may be given to him from time to time.

PERSONAL ASSISTANT

1. To attend to Chief Manger in day to day correspondence.
2. To assist the Chief Manager in all office matters in taking dictations, typing etc.
3. To carry out such instructions given to him by Chief Manager from time to time.

OFFICE SUPERINTENDENT

1. To supervise the duties/work carried out by Sr. Clerks. Clerks, Stenos.
2. To check the typed notes/draft letters put up by Clerks/Sr.Clerks/Stenos.
3. Checking and verifying the leave records, monthly attendance of the staff for salary, refreshment bills, telephone bills legal fees etc.
4. Submission of yearly/half yearly/quarterly/monthly returns to the Secretary/MPT through Sr. Manager/Chief Manager.
5. Verification of schedule of staff and to comply with the instructions given by Sr. Manager/Chief Manager from time to time.
6. To comply with instructions given by Sr. Manager/Chief Manager from time to time.

SR. CLERK (Administration)

1. Preparation of monthly/quarterly/half yearly/yearly returns.
2. To process the telephone bills.
3. To process the notes on letters received from departments and preparation of draft reply.
4. Maintenance of records/files.
5. Any other duties assigned by the Sr. Manager/Chief Manager from time to time.

SR. CLERK (Dispatch)

1. Maintain the Inward and Outward Register.
2. To enter the letter in Inward Register received from various Departments and send to Chief Manager/Sr.Manager.
3. To dispatch the letters to various sections/departments and maintain the records.
4. Any other duties assigned by the Sr. Manager from time to time.

CLERK

1. To maintain his personal register and comply with the instructions given by the Sr. Manager/Chief Manager/Chief Manager from time to time
2. To maintain all leaves records/files/preparation of statement of attendance for monthly salary/service book of the staff etc.
3. Attending any other duties as assigned to him by Office Supdt., Sr. Manager, Chief Manager from time to time.

CLERK (Administration)

1. Processing the notes on refreshment bills, legal bills etc.
2. Processing the notes and draft order in respect of workers who superannuated, declared medically unfit or expired for removal of their names from our strength/records.
3. Any other work assigned by the Office Supdt./Sr. Manager/Chief Manager.

CLERK (Administration)

1. To maintain personal register and comply with the instructions given by the PA/Sr. Manager/Chief Manager.
2. To prepare statement, statistical returns furnished by the Booking Section.
3. To attend the other duties as assigned to him by the PA/SM/CM.

STENO

1. Taking dictation from the officers.
2. Typing draft letters/notes/minutes of the Union meeting including cutting of stencils.
3. Typing bilingual letters, statements etc. on computer.

SR. STENO

1. Taking dictation from the officers.
2. Typing draft Letters/Notes/Minutes of the Union Meetings/DPC Meeting/Advisory Committee Meeting etc.
3. Dealing with Court Cases and maintaining the files.

JR. HINDI TRANSLATOR

1. To maintain from English to Hindi and vice-versa.
2. Maintaining the records of Hindi Training Programme and other matters connected with Rajbhasha.

CLERK/HINDI TYPIST

1. To carry out Hindi and English typing work/cutting of stencils given to him by Jr. Hindi Translator/ Sr. Manager and other officers from time to time.
2. To maintain the files, statistical returns/statements and other records of Hindi Section.

ATTENDER/JAMADAR/PEON

1. Attending the duties as instructed by Superior/Sr. Manager/Chief Manager

SR. CLERK - GENERAL SECTION

1. Receipt of TA/DA bills for LTC and processing the same.
2. Maintaining leave account of staff.
3. Preparing of statement for drawing of salary of staff.

SR. CLERK - STATISTICAL SECTION

1. Entering data from Tally Sheets. Labour abstract on various registers.
2. Preparing various statements to Dy. Manager (Accounts) for recovery of Port dues.
3. Preparing various monthly, quarterly and annual reports.

ACCOUNTANT - GENERAL SECTION

1. Checking the various reports received from Statistics Section.
2. Checking the LTC Claims.
3. Checking the statement for drawal of salary for staff.
4. Preparation of report on Daily Performance of vessels.

BOOKING CLERKS

1. To do the booking of workers in shifts, to grant leave to workers as per authority given to Booking Section.
2. To maintain register of piece rate wages and to write the details on the wage card of workers.
3. To maintain the leave account of workers and to debit the leave as when sanctioned.

SENIOR CLERKS

In absence of Labour Inspector to supervise the work of booking of labour to Stevedores to ensure that booking is conducted smoothly, to see that workers are supplied as per Manning Scale approved. Counter checking the work of granting the leave to workers.

LABOUR INSPECTOR

Inspection of work of workers at berths to suggest improvements in productivity and to detect employment of private labour. Supervision of work of booking of labour to Stevedores to ensure that booking is conducted smoothly and to see that workers are supplied as per Manning Scales approved. To attend to disputes at workspot and resolve the same. Counter checking the work of granting of leave to workers.

SR. LABOUR INSPECTOR

Inspection of work of workers at berths to suggest improvements in productivity and detect employment of outside labours. Supervision of work of Labour Inspectors in shifts. Regulating the leave of Labour Inspectors and Booking staff so that the section works smoothly with minimum overtime. Maintaining the roster of ambulance drivers and watchmen. To seen that the workers are supplied by booking section as per Manning Scales approved. To attend to dispute at workspot and resolve the same. Preparing among the Labour Inspector of Computer feeding to draw salary of workers.

WINCH-CUM-CRANE OPERATOR

- a) Operation of winches/Cranes/Grabs Cranes fitted on Board of the vessels
- b) Signaling on board the vessels
- c) Regging ships derricks
- d) Changing the position (Centre) of the derricks as and when required during the course of work
- e) Opening and closing of hatches together with the gangworkers.

CARGO HANDLING WORKERS

1. EXPORT OF ORE

- a) To work in barges/wagons to load ore into net slings/buckets/trays to be heaved up by the Winch drivers/crane operators.
- b) Trimming in hold of ships
- c) Deck scrapping so as to remove the spillage (ore) from the deck to the ship's hold.

2. EXPORT OF GENERAL CARGO

- a) To load the general cargo in the ship's holds and to attend to such other work incidental to or connected with the work such as carrying, stacking, stowing and shifting of the cargo .
- b) Lashing of cargoes.
- c) To fix snatch blocks for stowing
- d) To work on board the barge alongside the ship either in the break-water or in the midstream for preparation of slings in the barges to be loaded into the holds of ships.
- e) To remove, shift or spread dunnages.
- f) Trimming/bedding of cargoes.

ACCOUNTS SUPERINTEDENT :

- 1. To assist DY. Manager (Accounts) in discharging day to day his function in all its respect.
- 2. Overall supervision over the duties/work carried out by Sr.Acctt., Acctt., Sr. Clerks and Clerks.
- 3. Submission of monthly financial report.
- 4. Preparation of Annual Budget and submission of financial statement of Cargo Handling Labour Department.

SENIOR ACCOUNTANT :

1. Checking and verifying the pay orders prepared for payments.
2. Checking and verifying periodical wage bills for Registered Employers
3. Checking and verifying staff and workers LTC claims.
4. Monitoring GSLI records for monthly remittances, putting up claims with GSLI in respect of retired/deceased employees.

ACCOUNTANT (PENSION PAYMENT) :

1. Overall control of Pension payment section.
2. Receiving pension/family pension option.
3. Submission of pension/family pension forms to the pension optees.
4. Preparation of pension/family pension and putting up for approval.
5. Preparation of commutation value of pension.
6. Calculation of periodical relief.
7. Calculation of pension dues to pension revision.
8. Maintenance of individual pensioners/family pensioners files.

ACCOUNTANT (BILLING) :

1. Maintenance of personal ledgers of all the Registered Employers.
2. Entering the periodical bills of Registered Employer into the personal ledgers.
3. Preparation of periodical outstanding statements stevedore-wise for collection of dues from Employers.
4. Posting in bills register and preparation of bills summary as per personal ledger.
5. Preparation of pay orders, Debit notes for injury compensation for payment/collection.
6. Correspondence with Employers regarding renewal of Bank Guarantee.
7. Arrange for issue of NIL outstanding certificate.

ACCOUNTANT (Wage Section) :

1. Collecting the attendance particulars bill wise from the Booking Section for arranging the monthly pay bills of workers.
2. Preparation of monthly variable/fixed recovery formats of workers including format for revision leave regularised for payments.
3. Checking of monthly pay bills received from E.D.P. with reference to attendance, consolidated summary and preparation of pay orders for cash and bank payments.

4. Preparation of pay orders for recovery made through salary such as L.I.C. , Societies etc.
5. Maintenance of increment register of workers.
6. Maintenance of monthly duplicate pay slips month-wise record.

SR. CLERK (ESTABLISHMENT) :

1. Preparation of various returns for feeding in the Computer for cash/bank pay bills in respect of Staff/Officers.
2. Maintenance of salary register in respect of staff/officers.
3. Remittance and deductions made through paybills such as L.T.C., Societies etc.
4. Maintenance of rent register/conveyance advance register.
5. Working out of Gratuity amount due to employees/workers on account of retirement/resignation/death etc.
6. Submission of O.T. returns monthly.
7. Preparation of pay orders for cash/bank payments of salaries.
8. Obtaining approval of annual increment to employees/officers.
9. Preparation of pay orders for remittances such as L.I.C., Societies etc.

SR. CLERK (PENSION SECTION) :

1. Preparing Pension/Family Pension, Ex-gratia Pension pay bills for cash drawal and bank remittances.
2. Maintenance of register for Pension/Family Pension and Ex-gratia pension payments.
3. Verification of L.T.C. Claims.
4. Monitoring Life Certificate for remittances and pension through Banks.

SR. CLERK (DESPATCH) :

1. Maintenance of inward and outward register.
2. Furnishing B.C.S. for allocation of budget.
3. Preparation of pay orders for submitting to F.A. & C.A.O. for arranging payments.
4. Preparation of Petty cash reimbursement claims.
5. Preparation of reimbursement claims of water.
6. Preparation of pay orders of encashment of Earned leave.
7. Issuance of office orders to respective department on removal name of workers due to death/Retirement.

SR. CLERK (DESPATCH) :

1. Submission of quarterly Hindi report.
2. Maintenance of register for Ex-gratia payments.
3. Issuance of Income Tax Certificate.

SR. CLERK (BOOK-KEEPING) :

1. Preparation of Journal vouchers.
2. Checking of Computer printouts.

SR. CLERK (WAGE SECTION) (2-DATE ENTRY) :

1. Entering the booking musters in computer for preparation of bills.
2. Processing the periodical bills through computer and monthly wages of workers.
3. Processing wage bills of workers, bank remittance and cash payments.
4. Preparation of monthly pension pay bills (Bank remittance/Cash payments).

SR. CLERK (WAGE SECTION) :

1. Collecting attendance particulars bill wise in form No.22 from Booking Section.
2. Preparation of all monthly variable/fixed recovery formats for computer feeding.
3. Checking the monthly pay bills received from E.D.P.
4. Maintenance of recovery register i.e. LIC, GSLI, Quarter rent, electricity charges, wager charges, bus transport, school transport etc.
5. Arranging supplementary payments formats of hazaree/incentives to workers and preparation of raising debit notes to the Stevedores.
6. Working of incentive payments to inspection staff of Booking Section.

CLERK (BILLING) :

1. Posting of Debit notes in the Personal Ledger, Bills register and into Ship-wise register.
2. Drawal of summary of wages and levies, tallying of wages and levy, submission of management information in respect of wages and levy due to increase/decrease quarterly price index.
3. Submission of management information regarding collection of bonus levy, P.E. Levy, quarterly levy, V.D.A. levy.
4. Posting of wages and levies ship-wise to workout cargo and ship-wise cost.
5. Preparation of quarterly statement of Registered Employers.

CLERK (BOOK-KEEPING) :

1. Preparation of journal vouchers.
2. Checking of Computer printouts.
3. Submission of information regarding investments etc.

CLERK (ESTABLISHMENT) :

1. Assisting Sr. Clerk of Pension Section, Book-keeping Section in performing their day to day work.

CLERK (WAGE SECTION) :

1. Preparing of salary of workers as and when asked for.
2. Working of incentive payments to inspection staff of Booking Section.
3. Maintenance of all recovery registers such as LIC, GSLI, Quarter rent, Water charges, Elect. Charges, Bus transport and School transport.

ACCOUNTS SUPERINTENDENT (I.A. CELL) :

1. Supervising the Audit Cell.
2. Pre-audit of final settlement claims of P.F., Gratuity, Pension and Encashment of earned leave.
3. Pre-audit of Medical reimbursement claims of staff/workers, contractors bills, encashment of earned leave etc.
4. Post audit of wages/salary bills of Gangworkers, Winch-Cum-Crane Operators.
5. Post audit of Debit notes of Stevedores.
6. Monthly salary to officers/staff.
7. Post audit of leave records of workers.
8. Yearly audit of library books.

SR. CLERK (I.A. CELL) :

1. Pre-audit of final settlement claims of P.F., Gratuity, Pension and Encashment of earned leave.
2. Pre-audit of medical reimbursement claims of staff/workers, contractors bills, encashment of earned leave.
3. Post audit of wages/salary bills of Gangworkers, Winch-cum-Crane Operations.
4. Post audit of Debit notes of Stevedores.
5. Monthly salary to officer/staff.
6. Post audit of leave records of workers.
7. Yearly audit of library books.
8. Scrutiny of Tender documents.
9. Increment on completion of years to workers and staff.

CLERK :

1. Post-audit of Debit notes.
2. Post audit of wage bills and payment of wages.
3. Post-audit of library books.

ACCOUNTANT (P.F.) :

1. Overall supervision and control of P.F. Section.
2. Processing application for grant on P.F. Advance/withdrawals.
3. Preparation of pay orders for payment of final payment of P.F. dues of such of the employers/workers who are retired/died/removed.
4. Preparation of pay orders for payment of P.F. advances/P.F. withdrawals.
5. Compilation of P.F. Summary figures to that of ledger figures.
6. Monthly tally of summary in respect of P.F. postings.
7. Calculation of P.F. interest on Members subscription and Board's Contribution (Annually).

SR. CLERK (P.F.) :

1. Posting of ledger cards individually for Members Subscription and loan recovery (monthly).
2. Posting of summaries.
3. Calculation of products for the purpose of interest calculation.
4. Calculation of interest on Members subscription and Board's Contribution Annually.
5. Preparation of confirmation slips.

CLERK (P.F.) :

1. Posting of ledger cards individually for Members Subscription and loan recovery (monthly).
2. Posting of summaries.
3. Calculation of products for the purpose of interest calculation.
4. Calculation of interest on Members subscription and Board's Contribution Annually.
5. Preparation of confirmation slips.

JR. STENOGRAPHER

1. Taking dictation from Dy. Manager (Accts.) and Dy. Manager (Admn.)
2. Typing draft letters, notes, cutting of stencils.
3. Typing bilingual letters etc.
4. Typing Debit notes in respect of Bonus levy, Grab levy, Transhipper levy, VDA levy, Minimum quarterly levy, interest on delayed payment etc.
5. Typing Internal Audit reports.

6. Typing monthly correspondence and financial position reports.
7. Typing financial statements.

I) **ACCOUNTANT**

1. Preparation of indents of various materials and collect items from MM's office accordingly.
2. Verification of stock and issue registers in respect of Safety Equipment and Uniforms.
3. Processing with other day to day routine work and assisting Stores Officer to carry out day to day work.
4. Supervision and verification of records.
5. Any other work entrusted by the Stores Officer.

II) **SR. CLERK**

1. Issue of various materials of the different section and maintaining stock register upto date.
2. Purchase of non-stock items from Petty Cash as and when required.
3. Liaisoning with MM's office for procurement of various items and also for preparation of indents to draw materials from MM's office.
4. Any other work entrusted as and when required by the Stores Officer.

III) **ATTENDER**

1. Maintaining Inward and Outward Register.
2. Issue of Safety items, uniform etc. to the eligible employee/workers.
3. Maintenance of records.
4. Maintaining all the files for day to day routine work.
5. Any other works entrusted by the Stores Officer.

IV) **KHALASEE**

1. Assisting the Accountant/Sr. Clerk to bring materials from MM's Office and issue the same to different sections and directly to the eligible workers and employees.
2. Pumping of water at Admn. Office building as and when required.
3. Attending the day to day routine work and to assist the staff and Stores Officer to carry out day to day work.
4. Any other works entrusted as when required by the Stores Officer.

I) **ACCOUNTANT**

1. Processing of bills for water supply and electricity.
2. Processing of applications for allotment of quarters.
3. Maintaining inward and outward registers.
4. Issue of maintaining items in head office and maintaining Stores Register.
5. Distributing and supervising the work of the Class-IV employees at Head Office.
6. Assisting the Asstt. Engineer in all matters as when required.
7. Any other works entrusted by the Asst. Engineer.

II) **CLERK**

1. Maintaining Complaint Registers at Colony Office, Headland and to distribute the work to the maintenance staff to undertake day to day maintenance work.
2. Handling and taking over of quarters.
3. Processing with Electricity bills pertaining to Housing Colony.
4. Liaisoning with MPT and Electricity Department for the supply of water and power.
5. To assist the Asstt. Engineer to carry out day to day maintenance work.
6. Any office works entrusted by the Asstt. Engineer.

III) **ASSTT. CARPENTER**

1. Attending the maintenance work in wood works for maintenance of Housing Colony, office building etc.
2. To assist Asst. Mason and other maintenance staff at Housing colony etc. to carry out their day to day works.
3. Any other works entrusted by the Asstt. Engineer.

IV) **ASSTT. MASON**

1. To undertake day to day maintenance work at Housing Colony, office building etc. in Civil works.
2. To assist Asstt. Carpenter and other maintenance employees to carry out their work at Housing Colony etc.
3. Any other works entrusted by the Asstt. Engineer.

V) **KHALASEE IN WATER SUPPLY**

1. Liaisoning with MPT to take water from surface reservoir to the underground sump at Colony and pumping water from underground sump to overhead reservoir and distributed to the occupants of the Housing Colony.
2. Assisting the other maintenance staff to carry out day to day works at Housing Colony.

3. Any other works entrusted to him by the Asstt. Engineer.

VI) KHALASEE IN ELECTRICAL

1. To carry out all the maintenance work in electric installation at Housing Colony, office building etc.
2. Liaisoning with MPT to get water and to pump water from underground sump to overhead tank and supply to the occupants of the Housing Colony.
3. Attending maintenance repairs in plumbing and water supply, fittings and fixtures etc. in the buildings.
4. Any other works entrusted by the Asstt. Engineer.

VII) SWEEPERS

1. Maintaining cleanliness surrounding of the buildings, staircases of the buildings etc.
2. To assist other maintenance staff at Housing Colony, office building etc. to carry out day to day maintenance work.
3. Any other works entrusted by the supervisors.

VIII) LIFT OPERATOR

1. Operating the lift and liaisoning with Electricity Department etc. for power supply.
2. Any other works entrusted by the Asstt. Engineer.

IX) CLERK :

1. Maintaining all registers, files.
2. Preparation of grievances, complaints, accident reports.
3. Preparation of enquiry notices.
4. Any other duties assigned by divisional officer from time to time.

OTHER SUPPORTING STAFF :

To carry out the given work as per the instructions from their supervisors from time to time.

SR. WELFARE INSPECTOR

1. He shall be responsible in maintaining various registers section files and comply with inspections from time to time.
2. He shall be responsible for settlement of medical claims, ex-gratia payments, claims for Education Allowance/Scholarships and also in maintaining Library.

3. He shall carry out Welfare Programmes in Adult Education, Balwadi, Mahila Mandal etc.
4. He shall bring to the notice of Welfare Officer, Chief Manager any irregularities noticed by him in Residential Colony, Canteens etc.
5. He shall assist Welfare Officer to visit injured workers/employees in hospitals, Docks, etc.
6. He shall carry out such other functions and duties as assigned to him by Welfare Officer from time to time.

CLERK

1. He shall be responsible in maintaining Inward/Outward Registers.
2. He shall be responsible in maintaining the Imprest Amount.
3. He shall look after the Indenting of Stationery.
4. He shall be responsible in putting up applications/claims such as reimbursement of medical expenses, Children's Education Allowances, Ex-gratia payment etc.
5. He shall be responsible to issue new/duplicate Family Medical Cards for employees in service and to retired employees.
6. He shall be responsible in preparing and issuing monthly Bus passes (Casual and marketing) and maintaining the accounts.
7. He shall be responsible in submitting Quarterly Report on implementation of Rajyabhasha.
8. He shall be responsible in submitting Quarterly Report on the Welfare activities.
9. In addition to the above he has to carry out any other work assigned to him by Welfare Officer from time to time.

OTHER SUPPORTING CLASS IV EMPLOYEES

1. To carry out the work as per instructions issued by superiors from time to time.