

CHIEF MECHANICAL ENGINEERING DEPARTMENT

CHIEF MECHANICAL ENGINEER (CME):

1. Implements QSP's for achieving quality objectives and targets.
2. Ensures monitoring and measurement of key characteristics of operations and activities that may have a significant impact on the environment.
3. Deals with non-conformances and takes appropriate corrective and preventive actions related to the QMS.
4. Identifies resource requirements meet the departmental needs for the QMS.
5. Operation and maintenance of Mechanical Ore Handling Plant and all other mechanical/electrical works of the Port.
6. Acquisition, installation, maintenance of the floating craft, light and mooring buoys, forklifts, wharf cranes, mobile cranes, locomotives, vehicles and other support equipment's except running maintenance of tugs.
7. Dry docking of all the floating crafts
8. Planning and development of new facilities
9. Mechanical and Electrical workshops to cater to Port maintenance works.
10. General Administration of Mechanical Engineering Department.
11. To issue work orders for all mechanical and electrical works
12. Registration of contractors for mechanical and electrical works
13. Sanction of works as per the financial powers
14. Appointment of class III and IV employees in the Mechanical Department and dealing in respect of establishment matters.
15. Industrial relations of workers pertaining to the dept. which includes labour problems, canteen and welfare activities.
16. Identifies training needs of all the employees of CME Dept. and ensure they are suitably trained.

SAFETY OFFICER

To advise and assist the management in fulfillment of its obligations, statutory or otherwise concerning prevention of personal injuries and maintenance of safe working environment.

PLANT MANAGER

1. Overall In-charge of MOHP to oversee the activities for all sections of MOHP.
2. To ensure efficient utilisation of the MOHP.
3. To ensure achievement of overall targets set by the management.
4. To monitor the operations & maintenance of the MOHP.

5. To liaise with other departments and with the trade as necessary.
6. To review the performance of the MOHP.
7. To report to CME.

SUPERINTENDING ENGINEER (P)

1. To monitor the day to day operations & maintenance of the MOHP.
2. To ensure smooth coordination between the four sections of the MOHP.
3. To analyse problems in operations and maintenance and to suggest solutions.
4. To supervise annual shutdown (Department and contract work).
5. To report to the Plant Manager.

SUPERINTENDING ENGINEER(PROJ.)

1. In charge of all activities of Project Cell and MCP
2. To head the project Cell of MOHP
3. To identify, plan and oversee the execution of all modifications, augmentations and additions to new projects connected with MOHP.
4. Planning of spares and materials for MOHP
5. To coordinate with MM's Deptt. for procurement of various materials required for MOHP.
6. To report to Plant Manager

DPS(R)

1. Head of the Receiving Section
2. Operation and Maintenance of Equipment of the Receiving Section.
3. To plan the Annual shutdown works and execute the same
4. Optimal utilisation of the Receiving System equipment
5. To achieve the Unloading targets.
6. To suggest corrective and preventive action required to improve the performance
7. To monitor safety and environmental aspects.
8. Responsible for the supervision of tendered works/contract activity of the section
9. To report to SE(P)/PM.

DPS(S)

1. Head of the Shipping Section & C.C.P.
2. Operation and Maintenance of equipment of the Shipping Section.
3. To plan the Annual shutdown works and execute the same.
4. Optimal utilisation of the Shipping System equipment.
5. To achieve Shipping Norms and targets

6. To suggest corrective and preventive action required to improve the performance.
7. To monitor safety and environmental aspects.
8. Responsible for the supervision of tendered works/contract activity of the section.
9. To report to SE(P)/PM.

DPS(G)

1. Head of the General Section of MOHP.
2. Operation and Maintenance of common utilities of MOHP.
3. To look after Site Mechanical and Electrical Workshops.
4. To oversee the effective execution of the Annual Spillage clearance contract of the MOHP.
5. Liaise with all statutory authorities such as, Dock Safety, Assistant Labour Commissioner and Electrical Inspector.
6. Liaise with Reliance Salgaocar Power Company Limited regarding proper power supply.
7. To monitor safety and environmental aspects.
8. To coordinate service contracts.
9. Responsible for the tendering activity of the section.
10. To report to SE(P)/PM.

DPS(P)

1. Head of the Maintenance coordination and planning section.
2. Coordination with various sections of MOHP for supply of spares in time.
3. Planning of required spares for MOHP.
4. Liaise with MM's department for timely availability of spares and materials including maintenance of the same at transit stores.
5. Develop indigenous/alternate/improved products and spares for proper working of MOHP.
6. Disposal of scrap/obsolete items through MM.
7. To coordinate service contracts.
8. To monitor safety and environmental aspects.
9. To report to SE(Project)/PM.
10. Responsible for entire tendering activity of the section.
11. All other responsibilities as stipulated in the relevant Quality system procedures.

XEN(Proj)

1. Head of the Project Section. To coordinate with various sections of MOHP for required modifications/augmentations of capacities and other major improvements.

2. To prepare detailed specifications for such works.
3. Tendering and execution of required modifications through contracts.
4. To report to SE(Project)/PM

XEN (PW)

1. Head of the planned works section. To coordinate with various sections of MOHP for replacement of major machines.
2. To prepare detailed specifications for such works.
3. Tendering and execution of Projects through contracts.
4. To report to SE (Project) / PM

APS/Site Stores(T)

1. To liaison with MM Dept. for recoument/ procurement of spares, materials required to the MOHP and disposal of scrap and other materials.
2. To perform the activities as assigned by the DPS (P) for the smooth functioning of Site Stores(Transit) activities

AEN/Site Stores(T)

To perform activities as assigned by APS/Site Stores

APS/MCP

AEN/(M/E)

To perform the activities as assigned by DPS (P) relating to Mechanical/Electrical works of MOHP.

APS/AEN(Gen.Shift)

Shipping & Receiving Sections

1. Preventive Maintenance of the Equipment.
2. Attend to major breakdowns.
3. Attend to Annual Slack period/Shutdown works.
4. Furnish requirement of spares
5. Coordinate with Site Workshop for repairs/reconditioning of spares.
6. To report to DPS of the Section and perform the activities assigned by DPS

APS/AEN(Rotating shift)

Shipping & Receiving Sections

1. To look after the operation and running maintenance of the equipment.
2. To coordinate with CCP for smooth operation.
3. To attend to the Annual Slack period/Shutdown works
4. To report to the DPS of the Section.
5. To take care of safety and environmental aspects .
6. To monitor Unloading/Loading activities

APS(CCP)

AEN

1. Coordinate with Shipping and Receiving Sections.
2. Liaise with Shipper's representatives for day to day work.
3. To prepare incentive data (technical) for fair season.
4. To generate daily, weekly, monthly and yearly performance report, down time analysis of unloading and loading.
5. To report to DPS(S) and perform the activities as assigned by DPS(S).

APS (M) / AEN (M)

General Section

1. To look after the site Mechanical Workshop for day to day repairs of MOHP.
2. Maintenance of Conveyor Belting in MOHP
3. Operate and Maintain plant auxiliaries such as, cranes, shovels etc.
4. Repairs/Reconditioning of various Mech. Items of MOHP as per day to day Work Orders.
5. To report to DPS(G).To execute the annual service contracts

APS (E) / AEN (E)

General Section

1. Operation and Maintenance of S/S `A`.
2. To look after the Site Electrical Workshop.
3. Maintenance of Communication system, General Illumination, Belt Weighers and such other utilities.
4. To monitor effective and timely clearance of spillage through contract.
5. Repairs/monitoring of various Elec. items of MOHP as per day to day Work Orders.
6. To report to DPS(G). To execute the annual service contracts.

AXEN (Projects)

AEN

Perform activities as assigned by XEN(Proj) relating to Project works of MOHP.

AXEN (PW)

AEN (PW)

Perform activities as assigned by XEN(PW) relating to Project works of MOHP.

JE (CCP)

1. To look after unloading/loading operations in accordance with the procedures laid down.
2. To carry out any other works assigned by superiors from time to time.

JE (M/E)

1. To look after operations and maintenance of MOHP equipments.
2. To look after duties of shift incharge in his absence.
3. To carry out any other works assigned by superiors from time to time

JE (M/E) / MCP

To perform activities as assigned by APS/AEN and DPS/ (P) relating to mechanical/ electrical works of MOHP

JE (Electronics)

1. To look after operations and maintenance of Electronic equipments of MOHP.
2. To carry out any other works assigned by superiors from time to time.

Supervisor (M/E)

1. To supervise operations and maintenance of MOHP equipments/electrical installation.
2. To carry out any other works assigned by superiors from time to time.

Supervisor (BV)

1. To carry our belt jointing works and belt repairs as per work instructions.
2. To carry out any other works assigned by superiors from time to time.

Operators

1. To operate the machines as per their posting and as per the instructions received from JE (CCP)/Shift Incharge.
2. To carry out any other works assigned by superiors from time to time

Attendants

To attend to operations and maintenance of MOHP equipments as per instructions of their superiors. To carry out any other works assigned by superiors from time to time.

Establishment Officer

To assist the Chief Mechanical Engineer in establishment matters such as maintaining employee leave records, pay details, training nomination details etc.

MV Drivers

1. To drive and maintain the vehicles.
2. To carry out water spraying on roads wherever posted.
3. To carry out any other works assigned by superiors from time to time

Works Clerks

1. To perform time keeping duties and maintain various records.
2. To carry out any other works assigned by superiors from time to time

Turner

1. To carry out turning jobs as per instructions of superiors.
2. To carry out any other works assigned by superiors from time to time

Supporting Class III & IV staff

To carry out the works assigned to them by their superiors from time to time.

XEN(P&D)

1. Execution of Non- Plan schemes, revenue schemes, e.g. replacement of locomotives, light buoys, fire fighting system, workshop machinery and other auxiliary machinery / support equipment like vehicles, water pumps, etc.
2. Dry-docking and repairs of floating crafts and repairs and maintenance of above equipment excluding MOHP equipment.

3. Preparation of Plan, Non- Plan & revenue budget and co-ordination of various issues pertaining to the Mechanical department and other sections of the Mechanical department.
4. Submission of various periodical reports to FA&CAO/ Secretary/Dir. (P&MS) for onward transmission to various government agencies.
5. Registration of contractors for mechanical and electrical regular/repetitive repair and maintenance works and fabrication works.

AXEN(M/E)

1. Formulating of technical specifications, floating of tenders, evaluation of offers, placement of orders, supervision of work as and when required, scrutiny and payments of bills for acquisition of non-plan and revenue schemes as allotted by concerned XEN.
2. Floating of tenders, evaluation of offers, placement of orders, supervision of work as and when required, scrutiny and payment of bills for repairs and maintenance of various equipment as allotted by concerned XEN.
3. Preparation of revenue budget and co-ordination of various issues pertaining to the Mechanical department and other sections of the Mechanical department as allotted by concerned XEN
4. Submission of various periodical reports to FA&CAO/ Secretary/Dir. (P&MS) for onward transmission to various government agencies as allotted by concerned XEN.
5. Registration of contractors for mechanical and electrical regular/repetitive repair and maintenance works and fabrication works as allotted by concerned XEN.

JE(M/E)

1. Formulating of technical specifications, floating of tenders, evaluation of offers, placement of orders, supervision of work as and when required, scrutiny and payments of bills for acquisition of plan, non-plan and revenue schemes as allotted by concerned AXEN.
2. Floating of tenders, evaluation of offers, placement of orders, supervision of work as and when required, scrutiny and payment of bills for repairs and maintenance of various equipment as allotted by concerned AXEN.

3. Preparation of revenue budget and co-ordination of various issues pertaining to the Mechanical department and other sections of the Mechanical department as allotted by concerned AXEN
4. Submission of various periodical reports to FA&CAO/ Secretary/Dir. (P&MS) for onward transmission to various government agencies as allotted by concerned AXEN.
5. Registration of contractors for mechanical and electrical regular/repetitive repair and maintenance works and fabrication works as allotted by concerned AXEN.

SUPDT. ENGINEER(W)

1. Overall in-charge of the Non-MOHP section to oversee the following activities of the Non-MOHP section in the Port.
2. To ensure the efficient utilization of cargo handling equipment such as mobile cranes, forklifts etc. the workshop, facilities at the berth, maintenance of the electrical installations at Harbour and Headland, various berths, workshop and residential areas at Headland, Baina.
3. To ensure the overall targets set by the management.
4. To monitor the operation and maintenance of cargo handling equipment and other equipment, electrical installations at the Non-MOHP.
5. To liaise with other departments as necessary.
6. To review the performance of Non-MOHP.
7. To report to CME.

EXECUTIVE ENGINEER(M)

As the Head of Baina workshop section and Berth No.10 section, to ensure proper utilisation of workshop, locomotives, repair facilities for the Port's vehicles, handling equipment such as mobile cranes, forklifts etc. floating crafts, navigational equipment such as lighting buoys

ASST. EXECUTIVE ENGINEER(M)/WS

1. Over all In-charge of the Baina workshop including establishment section.

2. Implement the various work orders received from different departments.
3. Plan and implement the preventive and breakdown maintenance of different machines and installations like vehicles, locos, generators, compressors, fire hydrant at berth No.8, lathes etc.
4. Arrange for different spares, tools, equipments, materials etc. (with the help of M.M., if required) necessary to implement work orders.
5. Provide technical support to the lower staff.
6. Recruitment and training of Apprentices.

ASST. EXECUTIVE ENGINEER(M)/

B. No.10 & Hr. section

1. Overall in charge of Harbour section and berth No.10 section.
2. Implement the various work orders received from different departments.
3. Plan and implement preventive and breakdown maintenance of cranes, crafts, forklifts etc.
4. Arrange for different spares, tools, equipment, materials etc. (in co-ordination with M.M. Dept., if required) necessary to implement the work orders.
5. Provide technical support to the lower staff.

FOREMAN/JE I

1. Distribution of work to various sections
2. Ensure proper utilization of man power
3. Disposal of completed work orders.

ASST. FOREMAN/JE III

Distribution of work in the sections concerned and smooth working of the section.

JE(III)/APPRENTICE

1. To recruit Apprentices.
2. To impart theoretical training to the Apprentices engaged under the Apprenticeship Act 1961
3. All correspondence connected with Apprentices.
4. Liaison with the Apprentices' Boards.

CHARGEMAN

1. To supervise the working of a concerned section.
2. To distribute work to workers.
3. To carry out and implement the work as per the work orders.

4. Inspect and check the works while being executed.

ASST. CHARGEMAN/ CHARGEHAND

1. To supervise the working of a concerned section.
2. To distribute work to workmen
3. To carry out and implement the works as per the work orders.
4. Inspect and check the works while being executed.

STORE KEEPER

1. Overall in charge of the store.
2. Maintain minimum required stock in the store at all time.
3. Issue the material as per the requisition.
4. Keep all the store records in up dated condition at all times.
5. Keep the records of the personal inventory and tools issued permanently on employees name.

OFFICE SUPERINTENDENT

Overall supervision and control over clerical staff of the office. Distribute the workload amongst various clerical staff. To deal with work which is important and of responsible nature.

ACCOUNTANT

Assisting O.S., Head Clerk/Sr. Acct. in the work of supervision and management of section.

SR. CLERK

1. Preparation of pay sheets, job cards, monthly returns etc.
2. Calculation of leave, maintenance of all files including personal files.
3. Maintenance of various registers including service registers.

CLERKS

1. Receipt and dispatch of correspondence and diarising the maintenance of various registers.
2. Putting up reference with concerned dockets and giving cross-reference.
3. Typing work.
4. Any other work assigned to them by O.S., Accountant.

STENO

1. Taking dictation from Officer.
2. Typing letters, notes, proposals etc.

WARD KEEPER

1. In charge of sub-depot/ward
2. Responsible for receipts/issues/custody and re-couplement of material entrusted to him.

SUPPORTING CLASS III & IV STAFF

To carry out the works assigned to them by their Superiors from time to time

SUPDTG. ENGINEER (W)

Overall incharge of the Non-MOHP Section to oversee the following activities of the entire Port.

1. To ensure the optimum utilization and maintenance of telecom network in Port lifts, forklifts, mobile cranes, launches, tugs & crafts, substations, generators, air conditioners & water coolers, overhead lines & street light, automobile & loco engine and effective repairs/reconditioning of MOHP & Marine Department machinery/ equipments, manufacture /supply of spares, etc.
2. To monitor maintenance of essential services to 1500 Port Quarters & Bungalows, besides all Port offices & shops, Guest House, Schools, Hospital, Trade Promotion Centres, Auditorium Halls, Signal Station, Sewage treatment plant.
3. To attain targets set by the management.
4. To liaise with statutory authorities and with other Departments.
5. To review progress of tendered works and exercise budgetary control over the expenditure in co-ordination with the Electrical and Mechanical Sections.
6. To report to CME.

EXECUTIVE ENGINEER (E)

As Head of Electrical Section, to oversee the maintenance of subsections at Harbour, Baina, ELC Headland and Admn. Office detailed hereunder:

1. Ensuring maintenance of essential services to 1500 Port Quarters & Bungalows besides all Port offices & shops, Guest House, Schools, Hospital, Trade Promotion Centres, Auditorium Halls, Signal Station, Sewage treatment plant.
2. Operation and maintenance of telecommunication network in Port, air conditioners, water coolers, lifts, forklifts, launches, tugs & crafts, substations, generators, streetlights & overhead line maintenance, automobile & loco engine & signalling maintenance.
3. To identify, plan & oversee execution of new installations, upgradation of existing facilities & other development works & to liaise with statutory authorities.
4. To review and exercise budgetary control over the expenditure in co-ordination with the subsections.
5. To report to SE(W)

ASST. EXECUTIVE ENGINEER (E)/ ASST.ENGINEER (E)

- 1) Maintenance of 1300 Headland bungalows, quarters and shops, Auditorium, Schools, Halls, Signal Stations, Guest House, Sewage Treatment Plant, Sheds & Marine workshop.
- 2) Maintenance of street lights, overhead line & high masdts & tower illumination, generator.
- 3) Co-ordinating with Civil Dept(Engg) for providing temporary facilities at new building projects & upgradation of existing facilities.
- 4) Planning & co-ordinating requirements for Port celebrations.
- 5) Maintenance of forklifts, tugs, launches , marine crafts.
- 6) Recording of electricity meter readings.
- 7) To report to XEN(E)

ASST.EXECUTIVE ENGINEER(E)/ ASST.ENGINEER(E)

- 1) Planning, design, tendering & execution of Plan & Non-Plan works in Non-MOHP areas.
- 2) Plan & Non-Plan Budget planning & monitoring.
- 3) Operation & maintenance of telecommunication system in Port.
- 4) Design & execution of electrical installation works for new buildings, new facilities planned by Engg. Civil Dept.
- 5) To report to XEN(E)

ASST.EXECUTIVE ENGINEER(E)/ ASST.ENGINEER(E)

1. Maintenance of Baina, Bogda & Desterro Port quarters, Port Institute, Port Society Sports Academy & Doctors & Nurses quarters.
2. Maintenance of railway signaling panel and R&D yard.
3. Monitor illumination levels in yards.

4. Recording of electricity meter readings.
5. Substation maintenance & monitoring.
6. Upgradation of existing electrical installations & making provisions for new facilities.
7. Maintenance of loco engine.
8. Port automobile maintenance.
9. Maintenance of Hospital generator.
10. Maintenance of 12 high masts structure at Berth No.10 & 11 and six high masts in marshalling yard.
11. Maintenance of transit shed T4,E1 & E2.
12. Maintenance of shore supply.
13. To attend to line breakdown.
14. Maintenance & operation of water pumps at football ground, MM complex & Power House.
15. To report to XEN(E)

**ASST.EXECUTIVE ENGINEER(E)/
ASST.ENGINEER(E)**

- 1) Executing of Annual Maintenance contract of air conditioners in the Port.
- 2) Executing of Annual Maintenance contract of water coolers in the Port.
- 3) Procurement and installation of A/C's under Non-Plan works for new facilities in Port.
- 4) Repairs & relocation of AC's & water coolers.
- 5) Budget planning for above works.
- 6) Augmentation of ISO-9001 system procedures & correcting non-compliances.
- 7) To attend to development and other general works.
- 8) To report to XEN(E)

ASST.EXECUTIVE ENGINEER(E)/ASST. ENGINEER(E)

- 1) Entire A.O.Building electrical maintenance.
- 2) Execution of Annual Maintenance contract of air conditioners and water coolers in A.O.Building.
- 3) Execution of Annual Maintenance contract of 500 KVA generator.
- 4) Substation maintenance and monitoring.
- 5) Water pump maintenance.
- 6) Maintenance of fire fighting pumps.
- 7) Maintenance of compound and garden lighting,
- 8) Recording electricity meter readings.
- 9) To report to XEN (E).

JE(E)/I&III

- 1) Distribution of work to various sections.
- 2) Ensure proper utilization of man power.
- 3) Disposal of completed work orders.

HEAD CLERK

Assisting in opening Tenders, Passing Advertisement bills, Issuing Gate passes, Checking of vehicle Log Book, Recommending discharge of B.G. and correspondence therein, Payment of HTC Electricity bills, Chasing proposal with FA, Dy.Chairman and Chairman and any other work entrusted by Superiors, Collecting B.C.S. from Workshop and Attending to Audit queries.

SENIOR CLERK

Preparation of pay bills, posting of leave in the service book, checking the GPF loan application, Checking the encashment applications, Preparations of TA Bills, Preparations of O.T. sheets and attending to Audit objections.

STENO

Taking dictation and attending to PC and any other Correspondence given by XEN (E), AXEN (E) and AEN (E)

CLERK

- 1) Typing of correspondence, Preparation of Monthly rotation, copying and writing of Muster roll of staff from Power House, Inward and outward correspondence, Time keeping.
- 2) Typing of correspondence, filing, Preparation of endorsement for payment of bills, Attending to PC in the absence of steno, Preparation of Tender sets and faxing messages.

CHARGEMAN (E) / ASST. CHARGEMAN

- 1) Allocation of work to workmen in section.
- 2) To supervise the working of concerned section.

- 3) To carry out and implement the work as per the work order/complaint registers.
- 4) Inspect, check and test the works being executed and report after completion

CHARGEMAN (E) / ASST. CHARGEMAN (E).

- 1) To supervise the working of the concerned Section.
- 2) To distribute work of workmen.
- 3) To carry out and implement the works as per the work orders or as per the instructions of his Supervisors/ Officers concerned.
- 4) Inspect, check and test the works while being executed and report after completion

STORE KEEPER

- 1) Overall in charge of the store.
- 2) Maintain minimum required stock in the store at all time.
- 3) Issue the material as per the requisition / demand slip.
- 4) Keep all the store records in updated condition at all times with proper records and recipient's signature.
- 5) Keep the records of the personal inventory and tools issued permanently on employee's name.
- 6) Keep the records of the materials used for individual vehicles i.e. received from local market and issue to respective section with recipient's signature.

SUPPORTING CLASS III & IV staff.

To carry out the works assigned to them by their Superiors from time to time.