

GENERAL ADMINISTRATIVE DEPARTMENT

Secretary

1. Implement management programmes for achieving environmental objectives and targets.
2. Deals with non-conformance and takes appropriate corrective and preventive actions related to QMS.
3. Identifies resource requirements meet the departmental needs for the QMS.
4. Rendering assistance to the Chairman, Dy.Chairman and all HOD's in general.
5. Administrative and policy matters of the Port.
6. Convening periodical meetings of the Board of Trustees and preparing the proceedings of the meeting.
7. Overall supervision of all general establishment administration service and staff matters including recruitment of Class I and Class II Officers and common categories of Class III and IV post, promotion confirmation of Class I and II Officers and common categories of staff.
8. Examination of appeals received by the Chairman in respect of disciplinary matters.
9. Dealing with the Union and labour matters including strikes.
10. Management of Estate matters, public relations, welfare activities including canteen and transport.
11. Management of estate matters including lease of land.
12. Overseeing supervision of security arrangement of the premises and estate of the Port.
13. Overseeing overall arrangements made for various Port functions on the occasion of Independence Day, Republic Day, etc As also due to visits of VIP's Parliamentary committee delegation meetings connected with the Port working etc.
14. Coordination of Inter/Intra/Extra Departmental matters connected with the Port working.
15. Identifies training needs of all the employees of General Administration Department and ensure they are suitably trained.

Office of the Chairman

P.S. to CHAIRMAN

1. Keeping /fixing of appointments/meetings/inspections of Chairman.
2. Drawing to tour programmes including Air bookings etc. of Chairman.
3. Attending to incoming/outgoing telephone calls of Chairman.
4. Communicating incoming/outgoing messages/instructions for/from Chairman.
5. Making arrangements for HODs meetings/other meetings convened by Chairman in Board/Conference room Issuing of proceedings of HODs meetings.
6. Screening of incoming/tapal/files to respective HODs/Officers giving priority to urgent and time bound papers.

7. Making the outgoing files/tapal to respective HODs/Officers giving priority to urgent and time-bound papers.
8. Drawing of daily/monthly programme of Chairman's appointments.
9. Attending to correspondence on appointment/promotion/confirmation of HODs. Attending to correspondence on papers/files marked by Chairman for examination/replies etc. Writing of ACR of staff.
10. Supervision of staff (including M.V Drivers) attached to Chairman's office, maintaining of discipline and upkeep of office.
11. Submission of quarterly return of Charged Documents to Naval Headquarters, submission of monthly statement on disposal of files/papers.
12. Regulating members of staff/public coming for redressal of grievances with Chairman.
13. Scrutiny of Log books of vehicles, OT registers and Imprest Cash/voucher register. Scrutiny of monthly statements on disposal of files/papers submitted by HODs before putting up to Chairman.
14. Keeping contact with Chairman during his outstation tours in receiving instructions and keeping him informed of the development in the Port.
15. Maintaining register of telephone calls, HODs absence on leave/tour, Gift items. Diaries, calendars etc.
16. Carrying out any other duties and responsibility assigned by Chairman from time to time. Sanction of CL/RH and closing of muster roll of staff attached to Chairman's office.

P.A. to CHAIRMAN

1. Keeping an accurate list of engagements, meetings etc. and reminding the Chairman sufficiently in advance.
2. Fixing up/canceling of appointments, meetings, inspection and drawing up of tour programmes including booking of air tickets during the absence of P.S to Chairman on leave or otherwise.
3. Maintenance of ACR of Class-I and II Officers.
4. Maintenance of ACR Register.
5. Handling of essential/confidential/secret/important documents, including typing work.
6. Handling of Chairman s personal correspondence.
7. Maintenance of Chairman's personal files.
8. Preparation of agenda and proceedings of HOD's meetings.
9. Stenographer assistance as and when required
10. Operation of incoming/outgoing telephone calls.
11. Maintenance of telephone register.
12. Communication of Chairman's instructions to the concerned officials..
13. Proper maintenance and upkeep of equipment like computers, photocopier, telephone instrument, fax machine, etc. in Personal Section.
14. Attending to the duties of P S. to Chairman in his absence/ on leave or otherwise.

15. Attending to office works on holidays and Sundays, depending upon the necessity.
16. Any other work assigned by the Chairman from time to time.

SR. STENOGRAPHER/STENOGRAPHER.

1. Rendering Stenographic assistance to the Chairman
2. Typing of essential confidential/secret documents including other typing work as considered necessary.
3. Attending to telephone calls.
4. Attending HODs meeting and drafting of the proceedings.
5. Operation of E-mail/internet
6. Operation of Fax machine.
7. Typing of all D.O. letters to be signed by the Chairman
8. Looking after the duties of the P.A. to Chairman in his absence
9. Maintenance of Fax Register.
10. Any other work assigned by the Chairman from time to time.

SR. CLERK

1. Processing of day to day imprest bill for the approval of P.S. to Chairman
2. Recording in the Log Books day to day trips made by M.V. Drivers on the Vehicle attached to Chairman
3. Payment of imprest bill to different parties after the approval of P.S. to Chairman
4. Writing of day to day overtime worked by M.V.Drivers on vehicles attached to Chairman
5. Maintaining the record of CL/RH leave of Chairman's staff by posting in Muster Roll and Leave Register
6. Maintaining the Postage Register by recording the total postage sent by ordinary/registered/speed post
7. Collection of mail from Sada Post Office
8. Drawal of TA/DA advance collection of Air tickets and submitting of TA/DA of Chairman
9. Submitting monthly report of Log book to the Audit section of the Accounts Department.
10. Submitting of fortnightly/monthly statement of vouchers of payment of imprest Amount to Accounts Department' for purpose of recoupment.
11. Submitting of monthly record of total overtime due to M..V.Drivers.
12. Maintaining the Grievances Register and regulating members of staff/public coming for the redressal of grievances with Chairman on Wednesday.
13. Attending to the receipts/disposal of all papers / files received / cleared in Chairman's office in absence of Clerk on leave or otherwise.
14. Any other work assigned by PA/PS to Chairman.

CLERK

1. Receiving of tapal from different Departments and pitting up to P.S. to Chairman after recording in the tapal register.
2. Despatching the correspondence to different Departments of MPT and outside parties after recording in the Outward Register
3. Maintaining the records of letters received / sent to Ministry by noting the same in the Ministry's Register
4. Clearing the papers/files approved/disapproved to different Departments after noting it in the Inward Register.
5. Despatching /Receiving of Confidential letters and putting up the same to P.S. to Chairman after recording in the Confidential Register.
6. Disposal of all FAX message after noting its context in the fax register
7. Preparation of monthly statement of disposal of files.
8. Collection of mail from Sada Post Office.
9. Attending to posting of leave/postage/drawal of TA/DA of Chairman/Grievance Register in Chairman's Office in the absence of Sr. Clerk on leave or otherwise.
10. Any other work assigned by the PA/PS to Chairman

Office of the Dy. Chairman

P. S. TO DY. CHAIRMAN

1. Keeping / fixing of appointments / meetings / inspections of Dy. Chairman.
2. Drawing of tour programmes including Air bookings etc. of Dy. Chairman
3. Attending to incoming / outgoing calls of Dy. Chairman.
4. Communicating incoming / outgoing messages / instructions for / from Dy. Chairman.
5. Screening of incoming / tapal / files before putting up to Dy. Chairman giving priority to urgent / time - bound papers.
6. Marking the outgoing files / tapal to respective HODs / Officers giving priority to urgent and time - bound papers.
7. Attending to correspondence on papers / files marked by Dy. Chairman for examination / replies etc. Writing of ACR of staff.
8. Supervision of staff (including M. V. Driver) attached to Dy. Chairman's Office, maintaining of discipline and upkeep of Office.
9. Scrutiny of Log books of vehicle, OT registers and Imprest Cash / Voucher registers, Scrutiny of monthly statements on disposal of files / papers submitted by HODs before putting up to Dy Chairman
10. Drawal of TA/ DA advance, collection of Air tickets and submitting TA/DA bills of Dy. Chairman.
11. Keeping contact with Dy. Chairman during his outstation tours in receiving instructions and keeping him informed of the developments in the Port.
12. Maintaining register of telephone calls.
13. Shall carry out any other duties and responsibilities assigned by Dy. Chairman from time to time.
14. Closing of Muster Roll.

15. Attending to the receipt/ disposal of all papers files during the absence of Dy. Chairman
16. Any other work assigned by Dy. Chairman

P.A. TO DY. CHAIRMAN

1. Keeping an accurate list of engagements, meetings etc. and reminding the Dy. Chairman sufficiently in advance.
2. Fixing up / canceling of appointments, meetings, inspection and drawing up of tour programmes including booking of Air tickets during the absence of P.S. to Dy. Chairman on leave or otherwise.
3. Handling of essential / confidential / secret / important documents including typing work.
4. Handling of Dy. Chairman's personal correspondence
5. Maintenance of Dy. Chairman's personal files
6. Stenographic assistance as and when required.
7. Operation of incoming /outgoing telephone calls
8. Maintenance of Telephone Register
9. Communication of Dy. Chairman's instructions to the concerned officials.
10. Proper maintenance and upkeep of equipment like computers, photocopier, telephone instrument, fax machine, etc in personal section.
11. Attending to the duties of PS to Dy. Chairman in his absence / on leave or otherwise.
12. Attending to Office works on holidays depending upon the necessity
13. Any other works that are assigned by the Dy. Chairman from time to time.

CLERK

1. Receiving of tapal from different departments and put up to P.S. to Dy. Chairman after recording it in the Inward Register.
2. Despatching the correspondence to different departments of MPT and outside parties after recording in the Outward Register.
3. Maintaining the record of letters received / sent to Ministry by noting the same in the Ministry's Register.
4. Clearing the papers / files approved / disapproved to different departments after noting it in the Inward Register.
5. Despatching / Receiving of Confidential letters and putting up the same to P S to Dy. Chairman after recording in the Confidential Register
6. Disposal of all fax messages after noting its contents in the fax register.
7. Preparation of monthly statement of disposal of files.
8. Receiving of mail from Sada Post Office.
9. Attending to posting of leave / postage
10. Any other works that are assigned by my superiors

Office of the Secretary

PA to SECRETARY

1. Maintenance of Secretary's files
2. Fixing up of Secretary's appointments with the visitors
3. Keeping an accurate list of engagements, meetings, etc. of the Secretary
4. Keeping a note of movement of important files passed by Secretary
5. Handling of essential/confidential/secret/important documents, including typing work.
6. Stenographic assistance as and when required.
7. Screening of telephone calls and visitors in a tactful manner
8. Maintenance of ACR Dossiers of Class III & IV employees of GAD
9. Maintenance of Registers of ACR record and movement thereof.
10. Maintenance of P & T Telephone register
11. Maintenance of Register for Confidential correspondence
12. Proper maintenance and upkeep of equipment like Secretary's telephone, computer and fax machine.
13. Follow- up action on Minutes of HODs meetings, POG meetings and Access Control meetings.
14. Drafting of letters and notings as directed by Secretary
15. Preparation of statement on monthly disposal of papers by Secretary for submission to Management Representative.
16. Any other work assigned by Secretary from time to time.

CLERK

1. Diarisation of Inward and Outward tapal
2. Operation of fax machine
3. Maintenance of registers for fax, Inward & Outward & Ministry
4. Providing assistance to PA to Secretary

Board Section

Head Clerk (Board)

Supervision of overall work of following jobs:

1. Sending proposal for Chairman's approval for fixing the date of Board Meetings and informing to the Trustees accordingly by Telex, Fax, Telegram, etc.
2. Informing HODs about the date of the meeting giving the last date for receipt of Board. Notes duly approved by the Chairman for inclusion in the Agenda.
3. Pursuing / co-ordinating with HODs for receipt of the Agenda items.
4. Preparing Action-taken Report proforma according to the proceedings of the meeting and prepare a consolidated Action-taken Report for inclusion in the .Agenda.
5. Including the items in the Board Agenda systematically with enclosures etc.
6. Paying prescribed fees & allowance to Trustees, who attend the Board meeting.

7. Manual writing of proceedings in Manuscript Register of Board Proceedings.
8. Assisting Dy. Secretary during corrections of draft Board proceedings.
9. Despatch of Board Proceedings to Trustees / HODs.
10. Sending MOST proposals approved by Board, which require Government sanction.
11. Correspondence relating to IPA / IIPM meetings.
12. Drafting/Miscellaneous proposals/letters relating to Board Section.
13. Pursual of pending proposals with the MOST.
14. Attending to general correspondence as well as any other work as entrusted by
15. Dy. Secretary (A&E). Asst. Secretary (Gen.).

Sr. Clerk

1. Despatch of the copies of proceedings duly approved by the Chairman to HODs.
2. Arranging to deliver the .Agenda sets of Board Meeting to all Trustees and HODs a week in advance.
3. Drawal of advance of TA/DA/Sitting fees to Trustees.
4. Disbursing cash payment for Trustees towards sitting fees. TA/DA as admissible on the day of Board Meeting under acknowledgement and submission of accountal thereof to FA&CAO the next day after the Board Meeting.
5. Preparing list of pending letters/proposals outstanding with M.O.S.T. and forward the same to P&MS Department.
6. Return of the Original Board Notes to the concerned HODs under a covering letter with
7. copy of B.R.
8. Attending to any other work as directed by Dy, Secretary (A&E) Asst. Secretary(G)/Head
9. Clerk (Board) as and when required.

Clerks I & II

1. Typing on PC and sending intimation to the HODs regarding the date fixed for next Board Meeting.
2. Typing on PC and sending Fax/Telex/Telegram to all Trustees and all HODs regarding the date of convening the Board Meeting or its preponement postponement.
3. Sending post confirmation copies of Fax/Telegrams to the Trustees.
4. Writing manually the Board proceedings in the Proceedings Register.
5. Recording the details of monthwise items of Agenda of Board meeting in subjectwise Index Register of the agenda items.
6. Typing on PC the Board Items and copying on hard disk the Board notes from floppies given by departments, for taking a printout, comparing, making sets of each item and making consolidated sets of Agenda.

7. Preparing the Agenda sets for the Trustees/Chairman/Dy. Chairman/Secretary duly Indexed, tagged and verified.
8. Circulating the Agenda of the Board Meeting among the GAD Officers.
9. Typing the draft proceedings, submitting the same to Dy. Secretary (A&E)/Secretary for corrections and finally submission to Chairman.
10. Sending the proceedings duly approved by the Chairman to the HODs concerned for further action/implementation of the Board Resolution.
11. Forwarding the agenda with proceedings to Resident Audit Officer.
12. Procurement of stationery for Board Section.
13. Attending to any other work as directed by HC (Board)/Asst. Secretary (G)/Dy. Secretary (A&E) as and when required.

General Section

DY. SECRETARY - (A & E)

1. Overall supervisory Officer in-charge of the following four sections with the assistance of Asst. Secretary (G), Estate Officer and Asst. Estate Officer:
 - (i) Board Section
 - (ii) General Section
 - (iii) Accounts & Despatch Section
 - (iv) Estate Section
2. All other general / administrative, Information Technology, financial /accounting/ budgetary matters of the department.

ASSISTANT SECRETARY (GENERAL)

Immediate supervisory Officer in-charge of General, Board and Accounts and Despatch Section, entrusted with following duties and responsibilities:

1. General Administrative matters (other than establishment matters).
2. Indents and Repairs of Office equipments like typewriters, xerox machines, cyclostyling machine, calculators, PCs etc.
3. Uniforms and monsoon clothing, stationery to staff of GAD.
4. Telephone Bills, Port Guest House at Mumbai replies to audit mema, correspondence with IPA/MOS.
5. Requirements of CISF.
6. Periodical miscellaneous returns to be sent to Ministry of Shipping.
7. Compilation of Agenda & Proceedings of Board meetings & TA/DA to Trustees.
8. Accounts of GAD e.g. Budget, Annual Accounts. Issue of BCS etc.
9. Imprest Cash, Inward & Outward Despatch.
10. Issue of administrative sanctions for advances and miscellaneous payments.

Head Clerk

1. Preparation of list of Holidays after obtaining the list of holiday from Central Govt. & Goa Govt. & putting up note to Board for approval.
2. To draft important letters, Notes to be processed to Secretary or Chairman through Asst. Secretary (G) and Dy. Secretary - II regarding correspondence with MOS
3. Processing proposals for new office furniture/equipment with the Assistance of Sr. Clerk for GAD/CISF.
4. Issue of Office Orders and Circulars.
5. Processing notes/letters for obtaining permission for taking Photography/Video Filming in prohibited areas.
6. Miscellaneous correspondence with other Ports etc.

Sr. Clerk-I

1. Maintaining Reminder Register of letters/proposals.
2. Issue of sanctions for
 - (a) Purchase of books, magazines etc. for all departments.
 - (b) Advances.
 - (c) Miscellaneous
3. Register of Telephone bills, verification and processing for payment by Accounts Department within the due date of payment of bill (Time bound) Correspondence with Telephone Department and to get duplicate bills from Panjim.
4. Maintenance of records and its disposal.
5. Custody of duplicate keys of the Department.
6. To assist Head Clerk in day to day work.
7. Any other work entrusted by the Head Clerk.

Sr. Clerk – II

1. Placing Indents for Uniforms, (monsoon wear and woolen clothing).
2. To collect requisition Uniform clothing, Chappals, Shoes, socks monsoon wear, woolen clothing etc. from time to time as and when stock reaches the MM Stores and arrange distribution to Staff concerned.
3. Processing of claims for reimbursement of stitching charges of uniforms of staff of GAD.
4. Processing cases for repairs of Typewriter, Duplicating machine and xerox machine for administrative approval.
5. Return of old unserviceable furniture/equipments to MM for disposal.
6. Processing of cases for new office equipment/furniture and repairs to office furniture/ equipment's and recaning of chairs etc.
7. Coordination of replies to Audit queries for onward submission to FA & CAO.
8. Miscellaneous correspondence.
9. Any other work entrusted by the Head Clerk.

Clerk

1. Typing/comparing work of Miscellaneous correspondence work of General Section
2. Filing the correspondence papers in respective files of General Section.
3. To maintain the Stationery accounts of General Section.
4. Inward the papers of General Section and arrange distribution.
5. To obtain xerox copies of various letters as and when required.
6. Any other work entrusted by the Head Clerk

A&D Section

Head Clerk

1. Maintaining General Imprest account of GAD.
2. Maintaining Inventory Register Tools & Plants of GAD, Chairman's Office and Dy. Chairman's Office.
3. Processing for payment bills of CISF and connected correspondence.
4. To supervise the work of Staff of A & D Section.
5. Any other work entrusted by Asst. Secretary (G)

Sr. Clerk (P)

1. Preparation of Budget and B.C.S. of GAD Budget Centres.
2. Maintaining Records of Stationery of A&D Section.
3. Processing indents for Soaps to Class IV employees and to maintain necessary records.
4. Purchase of non-stock items from Imprest cash after obtaining approval of competent authority.
5. Any other work entrusted by Head clerk.

Clerk – I

1. Registration of outward correspondence of GAD.
2. Despatch of Office Copies to Concerned Sections.
3. Despatch of the correspondence of GAD to other Depts., after daiarising on Register
4. Any other work given by the Head Clerk.

Clerk – II

1. Maintenance of accounts of Postage and Courier Service.
2. Submission of Hindi Quarterly Returns.
3. Typing
4. Any other work given by Head Clerk

Clerk – III

1. Attending to the duties of A&D/General Section Staff when they are on leave.
2. (Reliever)

3. Providing assistance to Sr. Clerk to give BCS and issue stationery.
4. Typing work of A&D Section.
5. Writing of inventory items on the Inventory Register as per the instructions of Head Clerk.
6. Any other duties allotted by Head Clerk.

Clerk – IV

1. To Register Inward correspondence pertaining to GAD.
2. To send the correspondence to section concerned after making necessary entries on Inward Register and thereafter writing on Register to take acknowledgment
3. Any other work given by Head Clerk.

S.A.D.O.

1. Maintaining Master files of outward letters.
2. Assisting Sr. Clerk (P) while issuing Stationery.
3. To attend the Cyclostyling work.
4. Any other work given by Head Clerk

Estate Section

ESTATE OFFICER

Immediate supervisory officer in-charge of Estate Section, entrusted with duties and responsibilities in following estate matters:

1. Allotment and inspection of residential staff quarters of Port.
2. Allotment of Port land, office premises to Port users on Lease/Licence basis and preparation of Lease Deeds Licence Agreement for allotment of landed shops/offices (accommodation etc.)
3. Handling evacuation recovery cases under Public Premises (Eviction of unauthorized).
4. Occupants) Act, 1971.
5. Survey of Port land.
6. Obtaining NOCs from Govt., Dept.'s, for development projects of the Port.
7. Deployment of 'Watchmen/Private Security guards for guarding Port property.

ASST. ESTATE OFFICER

Immediate Officer in-charge of Estate Section entrusted with following duties and responsibilities:

1. Assisting in allotment and inspection of residential staff quarters of Port.
2. Assisting in allotment of Port land, office premises to Port user's on lease/licence basis.

3. Preparation of lease deeds and licence agreements for allotment of shops office premises.
4. Assisting in handing evacuation recovery cases under Public Premises Act, 1971.
5. Assisting to obtain NOC's from Govt. for development projects.
6. Assisting in deployment of watchmen and private security guards for guarding Port property.
7. Attending any other work assigned by Estate Officer/Dy. Secretary-(A&E)/Secretary

ESTATE SUPDT.

Estate Supdt. is the highest supervisory post in Class III cadre. He / She has to supervise all the work pertaining to the Estate Section. The following duties and responsibilities are entrusted to him/her:

1. Handling eviction recovery cases under Public Premises (Eviction of Unauthorised Occupants Act, 1971)
2. Allotment of quarters and other related matters with the allotment in accordance with MPE (Allotment of Residences) Reg. 1987.
3. Inspection of Port land and Port areas.
4. To examine the detail and process the proposals for leasing of land in accordance with the policy guidelines for land Management framed by Ministry from time to time.
5. Allotment of Port land to Port users on lease/licence basis.
6. Preparing lease deed / licence agreements in connection with the allotment of land/shops /office accommodation etc.
7. Any other related matters with Estate Section.
8. Overall supervision of work of subordinate staff of Estate Section.

ESTATE INSPECTOR (QUARTERS):

Estate Inspector (Q) is a supervisory post in Class III cadre. He / She has to supervise the work of allotment of quarters and other premises of the Port from time to time. The following duties and responsibilities are entrusted to him/her:

1. Allotment of quarters and other related matters with the allotment of quarters in accordance with MPE (Allotment of Residences) Reg. 1987.
2. Handing / taking over the quarters / hired flats and other Premises.
3. Inspection of Port quarters and premises whenever required.
4. To send letters to Civil Engg. Dept. and Mech. Engg. Dept., regarding repairs (Civil & Electrical) of quarters at the time of allotment and handling over of quarter and inspect quarters after repairs.
5. To furnish information regarding quarters whenever required and handover / collect keys of quarters personally from the employee / person concerned.
6. To process the bills of electricity of the quarters for payment and sending monthly

- statement of vacant quarters to Dept. personally.
7. Dealing with premises of old A.O. Bldg. and also furniture of old A.O. Bldg. and correspondence on this matter.
 8. Dealing with allotment on out of turn basis.
 9. Dealing with correspondence regarding complaints from occupants.
 10. Handing / taking over premises other than quarters also.

ESTATE INSPECTOR (LAND):

Estate Inspector (L) is a supervisory post in Class III cadre. He / She has to look after the work of allotment of land, on lease basis to the Port Users to stop encroachment on Port land and other matters related to land. The following are main duties of Estate Insp. (L):

1. To deal with all matters relating to the land.
2. To look after the landed property of the Mormugao Port Trust and to be conversant with the extent and limit of the boundaries. Any changes should be brought to the notice of the Estate Officer.
3. To examine the detail and process the proposals for leasing of land in accordance with the policy guidelines for land management framed by the Ministry from time to time.
4. To deal with the queries raised by State Govt. and Municipalities.
5. To deal with boundary disputes and cases related to lands by the City Survey Office.
6. To assist the Estate Supdt. in handling eviction / recovery cases under Public Premises (Eviction of Unauthorised Occupants)
7. To supervise the posting of watchmen at various vantage points.
8. To keep liaison with Govt. Offices and Municipalities to intervene in cases of encroachments or to deal with official matters.
9. To discharge the duties assigned by the Estate Officer regarding all Estate matters in general as per the instruction given from time to time.

HEAD CLERK:

Head Clerk is a supervisory post in Class III cadre. He / she has to look after the work of House Building Advances. Correspondence of shops and lease of Port land. The following are main duties of Head Clerk:

1. Proceeding files of HBA under MPE (Grant of Advances for Building of Houses) Reg. 1973 and other related matters such as execution of Re-conveyance Deed etc.
2. Dealing with the allotment proposals and the correspondence of shops at MRH / Headland with the consultation of Estate Insp. (Land)
3. Dealing with the correspondence of lease of Port Land / premises to various parties on annual licence with the consultation of Estate Insp. (L)
4. To attend the correspondence marked by Estate Officer / Asst. Estate Officer / Estate Supdt. (A separate register is maintained for this purpose)

5. Processing the monthly bills of the private security guards posted on contract basis.
6. Renewal of annual leave and license agreement of shops and other office premises given to the private parties.
7. Issuing notices from time to time to the defaulting shop owners and premises.

STENOGRAPHER:

The following are main duties of Steno:

1. To attend Estate Officer, Asst. Secretary (Board) and any other Officer as and when required for dictation.
2. To attend urgent typing work given by Estate Officer, Asst. Estate Officer, Asst. Secretary (Board). Estate Supdt. and Head Clerk.

SR. CLERK – I:

The following are main duties of Sr. Clerk – I:

1. Scrutinizing the application / records and preparing of waiting list of A, B, C, D. Sub-Std. quarter, Bachelor Room and Hired flats.
2. Registering of applications for allotment of Port residential accommodation on a separate register in case of type 'A' quarters.
3. Issuing orders for allotment of quarters under the supervision of Estate Insp. (Q).
4. Putting notes for approval of exchange of quarters and issuing Allotment orders.
5. Maintenance of exchange register and quarter application register.
6. Clearance of electricity bills of quarters.
7. Comparing of HBA Surety & Bond papers.
8. Maintenance of waiting list of all the type of quarters.
9. Any other work entrusted by Head Clerk, Estate Supdt., Asst. Estate Officer and Estate Officer.
10. Finding out papers, files etc. due to non-availability of Peon.

SR. CLERK-II:

The following are main duties of Sr. Clerk-II:

1. To send NDC of the employee who retires, expires resigned etc. to Accounts Dept. Department concerned after verifying all the requisite records.
2. To send advises for the allotment of quarters and vacation of quarters to the concerned Dept. in order to commence / stop the recovery of rent.
3. Allotment of scooter garages. Preparing waiting list for scooter garages.
4. Maintaining the register for scooter garages.
5. Renewal of lease of hired flats.
6. To furnish the required information in respect of quarters and flats.
7. To attend the correspondence marked by Estate Officer, A.E.O., Estate Supdt. and Head Clerk.

8. To maintain registers of allotment of all type of quarters in up to date condition.

SURVEYOR:

The following are main duties of Surveyor:

1. The surveyor has to read the plans, verify the plans with respect to the correct shape and position on the ground and with a complete know how of the description of the land and the existing structure on the Port land.
2. To prepare site plan and maintain the land records. Measurement work, preparation of plans and calculation of the area required is the prime job.
3. The required plans for handing / taking over of the lands are to be prepared.
4. To show the alignment of the property on the ground before certain new construction to be started.
5. To deal with boundary, disputes and cases regarding confirmation of property raised by the Inquiry Officer of the City Survey Office.
6. To assist the Estate Insp. for lands in pointing out encroachment and safe guarding the boundary of the Port limit.

CLERK – I

Attending to all typing work of the Section which includes all Notes, Office Orders, Lease Agreement, Mortgage Deeds, Cutting of Stencils and all others papers put up for typing by the Sr. Clerks, Surveyor, Head Clerk, Estate inspectors, Estate Supdt., Asst. Estate Officer and Estate Officer.

1. To do the filing of the Estate Section.
2. To register the inward correspondence of Estate Section.
3. To receive the tapal from the other departments pertaining to the Estate Section.
4. To distribute the correspondence marked by EO/AEO/ES/H.C./Estate Insp.
5. Any other work entrusted by EO/AEO/ES/H.C./Estate Insp.
6. Finding out papers, files etc. due to the non-availability of Peon.

Besides the above, Clerk - I has to work on the computer and prepare statements and other documents to make it readily available as and when required by the Estate Officer.

CLERK-II

The following are main duties of Clerk - II:

Attending to all typing work of the Section which includes all Notes, Office Orders, Lease Agreement, Mortgage Deeds, Cutting of Stencils and all others papers put up for typing by the Sr. Clerks, Surveyor, Head Clerk, Estate Inspectors, Estate Supdt., Asst Estate Officer and Estate Officer.

Besides the above, Clerk - II has to work on the computer and prepare statements and other documents to make it readily available as and when required by the Estate Officer.

Labour Section

DY. SECRETARY (IR)

Overall supervisory in-charge of Labour & Industrial Relations Section, Welfare Section, Public Relations Cell, Main A.O. Bldg. Canteen, Ports Guest House at Headland (Sada), Mumbai.

Entrusted with the following duties and responsibilities:

1. To attend court cases in case of Labour / Industrial disputes.
2. To attend conciliation proceedings before ALC (c) / VSG / CLC (c), Mumbai, in case of Labour / Industrial Disputes.
3. To attend to the matters regarding Labour / Industrial relations.
4. To deal with Labour unions.
5. To deal with public relations and welfare activities like canteen facilities, Port transport facilities, scholarship to children of employees.
6. To maintain smooth Labour and Industrial relations in the Port.

LABOUR OFFICER

Immediate Officer in-charge of Labour Section, entrusted with the following duties and responsibilities:

1. Examination of Labour Law matters and processing cases under W.C. Act, 1923 payment of Gratuity Act, 1972 and ID Act, 1947.
2. Meetings with unions over various demands raised by them.
3. Attending conciliation proceedings before the ALC (c) over Industrial Disputes Raised by Unions.
4. Co-ordination and organising arrangements during strike calls given by unions.
5. Attending various committee meetings like canteen committee, Hospital visiting committee. Uniform Committee to protect interests of Labour.
6. Submission of periodical returns on Labour Situations to Board, Ministry of Surface Transport etc.

SR. STENO GRADE I

1. Rendering stenographic assistance to Dy. Secretary (IR) and Labour Officer.
2. Typing of essential, confidential / secret documents including other typing work as considered necessary.
3. Attending to Telephone calls.
4. Attending meetings convened with unions and other recognised Associations.

5. Typing minutes of the proceedings and any other work assigned by Dy. Secretary(IR), LO from time to time.

LABOUR INSPECTOR

1. To examine Labour Law references received from other Departments, Unions etc.
2. To furnish replies to Ministry letters.
3. To formulate replies / comments to ALC (c) / VSG and Labour Commissioner, Goa Government.
4. To brief Advocates engaged by Port in defending Labour cases before Industrial Tribunal/Commissioner for workmen's compensation etc.
5. To assist Labour Officer in day to day work.

SR. STENO

1. Rendering the stenographic assistance to L.O., W.O., AS(W).
2. Typing of essential, Confidential, Secret document including other works considered necessary.
3. Typing the minutes of the meetings etc. convened by L.O., W.O. and AS(W).

CLERK

1. Maintaining all registers upto date.
2. Typing work of Labour Section.
3. Filing of office copies and other papers of Labour Section.
4. Collecting daily tapal, inwarding in the register and keeping a track on movement of papers.
5. Any other work assigned by the Dy. Sec. (IR), L.O. & L.I.
6. Examining the references marked by Dy. Secretary (IR), L.O. & L.I.

Welfare Section

WELFARE OFFICER

Immediate Supervisory Officer in-charge of Port work of Welfare Section entrusted with the following duties and responsibilities:

1. Inspection of Canteen for serving clean and hygienic food.
2. Attend meetings of Canteen Committee, Unions and Management regarding Welfare activities.
3. Follow-up of Welfare Schemes in Port Hospital.
4. Co-ordination with Safety Officer and Asst. Director (Dock Safety) on Welfare and Safety programmes.

5. Helping employees to get compensation and other benefits and redressal of their grievances in connection with Port's Welfare Schemes.
6. House keeping of the New Administrative Office Building compound.
7. Maintenance and landscaping of Administrative Office Building compound.

ASSISTANT SECRETARY (WELFARE)

Overall Supervision of Welfare Section. Entrusted with the responsibility of preparation of tender documents for bus contract, periodical schedule of buses, issues of bus transport passes. Preparation of list of employees children for award of scholarships and annual budget of the section. Processing claims for welfare grants/funds, claims towards spectacle frames, fees for the mentally retarded children of employees, and any other works assigned to him/her from time to time.

WELFARE LABOUR INSPECTOR

1. Carries out periodical inspection of busses as per the directives of AS(W) and submit his report.
2. Correspondence with the contractors.
3. Counter checks all the proposal/bills etc. put up by the Head Clerk welfare section.
4. Any other work assigned by AS(W), LO & Dy. Secretary (IR)/Secretary.

HEAD CLERK

1. Supervision/checking the work done by the staff attached to the Welfare Section.
2. Keep a check on Bank Guarantee.
3. Preparation of B.E. & R.E. pertaining to Welfare Section.
4. Issue of BCS requisition.
5. Scrutinizing the various representation received in connection to welfare facility.
6. Noting and drafting in connection with welfare assistance etc.
7. Any other work assigned by AS(W), LO & Dy. Secretary (IR)/Secretary.

ACCOUNTANT

1. Entrusted with the work of smooth functioning of New A.O. Building Canteen.
2. Supervision and over all in-charge the day to day running of the canteen.
3. Submission of monthly account of the canteen.

CLERK-I

1. Preparing the annual schedule of buses.
2. Checking the weekly log books received from the bus contractors.
3. Checking/preparing the weekly bus bills of the bus contractors.
4. General correspondence regarding buses.

5. Statement of recovery of the employees towards Panjim / Margao buses.
6. Assisting WLI in bus inspection.
7. Any other work assigned by HC/WLI and AS(W).

CLERK-II

1. Issue/cancellation of monthly bus passes.
2. Maintaining record of sale of monthly, casual/marketing tickets by different departments.
3. Preparation of monthly statement of employees dependents bus passes and forward the same to the FA&CAO for recovery.
4. Scrutinizing the application received for availing school/college transport.
5. Preparing employees children list bus-wise for availing school/college transport.
6. Preparation of school/college passes to be issued to employees children.
7. Preparing employee-wise statement regarding recovery school/college transport fares.
8. Issue of school/college Identity cards to private parties/Ex-employees/employees dependent/CISF personnel/Deepvihar School staff.
9. Cutting out stencils of scholarship scheme/circular, compiling into sets and handing over to despatch section.
10. Scrutinizing the application received for scholarship scheme.
11. Preparing a statement for disbursement of scholarship amount to the port employees children.
12. Maintaining scholarship register.
13. Any other work assigned by HC/WLI/AS(W).

CLERK-III

1. Collecting daily tapal, inwarding in the register and keeping a track on movement of papers.
2. Scrutinizing the applications for reimbursement for spectacle frame.
3. Scrutinizing the applications for tuition fees towards mentally retarded children of port employees.
4. Issue of BCS for various purposes.
5. Typing work of welfare section pertaining to spectacle frames, bus bills, notes and all other typing work of welfare section.
6. Filing of office copies and other papers of welfare section.
7. Any other work assigned by the HC/WLI/AS(W).

CLERK-IV

1. Daily cash collection on sale of coupons to the customers.
2. Maintaining daily accounts of receipt and payments.
3. Receipt of tapal, inwarding in the register and keeping track on movement of papers and filing the same regarding New A.O. Building Canteen.
4. Daily handing over cash to Accountant.
5. Any other work assigned by the Accountant/AS(W).

CLERK-V

1. Collecting daily tapal, inwarding in the register and keeping a track on movement of papers regarding House keeping.
2. Attends to typing work of Welfare Officer and Asst. Secretary (Canteen)
3. General correspondence relating to House keeping.
4. Filing work relating to House keeping.
5. Maintenance of stock and non-stock item register of House keeping material.
6. Maintaining the bus bills register of the bus contractors.
7. Any other work assigned by Welfare Officer.

CLERK-VI

1. Assisting Welfare Officer in House keeping inspections.
2. Keeping a track on the House keeping gardening and Khalasees and Sanitary Sweeper working under House keeping.
3. Writing of complaints regarding maintenance work of A.O. Building to CE and CME departments in their complaints registers.
4. Purchasing materials from market and bringing store items from MM's store relating to House keeping.
5. Any other work assigned by Welfare Officer.

SUPPORTING STAFF TO RUN A.O. BUILDING CANTEEN AND HOUSE KEEPING

1. Cooks.
2. Sweepers.
3. Khalasees.
4. Woman Khalasees.
5. Sanitary Sweepers.
6. Malee.

PR Cell

ASST. SECRETARY (Public Relations)

Overall Supervisory Officer in-charge of Public Relations Cell, including Ports Guest Houses, entrusted with the following duties and responsibilities:

1. Arrangements for visits of Parliamentary Committees, delegations, National Shipping Boards, etc.
2. Reception and departure arrangements for Chairman, Dy. Chairman, if required, VIPs, Trustees, etc.
3. Transport arrangements for VIPs.
4. Arrangements for all Port function.

5. Arrangements for monthly Board meetings.
6. Press Conferences, Exhibitions, Trade Promotion Seminars and other Conferences, Seminars, etc. organised by the Port.
7. Annual contracts for Courier Service, advertising agencies, supply of visiting cards and D.O. Letter-Heads, etc.
8. Publications of Tender Notices and other advertisements in newspapers. Souvenirs, etc.
9. Printing of calendars, diaries, telephone directories and miscellaneous other Port Publications.
10. Allotment of P&T telephones to Officers and offices
11. House keeping maintenance and allotment of rooms in the Guest House.
12. Allotment of Guest House accommodation at Mumbai, liaising with Liaison Office, thereof etc.

HEAD CLERK

1. Overall supervision of Public Relations Cell.
2. Preparation of Invitation letters for Press conference, Trade Promotion Seminars and other conferences and seminars organised by the Port and arranging printing of Invitation cards for Port functions, official dinners and lunches.
3. Arrangements for reserving accommodation for visiting dignitaries.
4. Arrangements required at the venue of Conferences, Seminars, Port functions including providing Conference Kits to the participants, presentation of documents to the delegates of Parliamentary Committee, Press Parties, etc and arrange deployment of Escort officials, preparation of programme of the visit and inform all concerned about the visit.
5. Communication to Police regarding the visit of VIPs for providing Security, Protocol, etc.
6. Arrangements for preparation of banners for conferences and seminars, visit of Parliamentary Committees. VIPs, Press parties, delegation etc. and for Port functions
7. Submission of proposals for incurring expenditure for Conferences, Seminars, Visit of Parliamentary Committee, Press Parties, delegations and for Port functions and arranging payment thereof.
8. Updating the list of Invitees for Port functions.
9. Making arrangements to provide requirements on the dais for Port functions including providing mementos to Guests.
10. Reception and departure arrangements for Chairman, Trustees and VIPs.
11. Seating arrangements for Port functions.
12. Processing the appeal for advertisements in souvenir, issue of order for advertisement in souvenir, processing the bills for advertisement in the souvenir for payment.
13. Transport arrangements for Conferences, Seminars, Parliamentary Committees, VIPs visiting the Port, Trustees, delegations, etc. an settlement of the bills for hire of vehicles.

14. Arrangements for the conduct of meeting, fixing name Boards, providing refreshments, seating arrangements, etc. for Conferences, Seminars, Parliamentary Committee meetings, etc.
15. All arrangements for reception and departure for Chairman while on tour, Trustees, VIPs, Delegates, etc. including obtaining Airport entry passes and reservation of VIP Lounge at the airport, preparation of schedules of arrival and departure particulars of the dignitaries and informing all parties concerned.
16. Assessing the requirements of calendars and diaries and informing the Materials Manager to initiate action for printing of the Diaries & Calendars after obtaining competent authority's approval.
17. Obtaining information from Departments about the particulars of Officers and information on the Port from Director (PMS). Obtaining Hindi translation for the information to be published in the diary and list of holidays for the year.
18. Obtaining information from Departments about the particulars of Officers and information on the Port from Director (PMS). Obtaining Hindi translation for the information to be published in the diary and list of holidays for the year.
19. Compilation of the information to be printed on the diary and calendars and submission of the same to Materials Manager.
20. Receipt and distribution of diaries and calendars pertaining to General Administration Department and outside agencies.
21. Processing the application for provision of telephones for approval of Chairman.
22. Booking, allotment and shifting of telephones and correspondence regarding telephones.
23. Arrangements for Lunch/Dinner/Refreshments etc. hosted by the Port and settlement of the bills of hotels.
24. Any other work allotted by the Assistant Secretary (PR) from time to time

CLERK I & II

1. Diarising in the Inward Register and forwarding to the dealing hand to which the tapal is marked.
2. Typing work of the section.
3. Maintenance of stationery of PR Cell.
4. Assist Head Clerk/Accounting during Port functions, seminars, conferences, etc.
5. Any other work assigned from time to time by the Assistant Secretary/Head Clerk/ Accountant.
6. Arrangements at the venue of the Conferences, Seminars, Port functions, etc.
7. Arrangements for providing banners welcoming the delegations, committee, VIPs, etc. and provision of bouquets, refreshments on arrival and arrangements for transport of baggage of the VIPs and provision of conference kits to delegates.
8. Placing of order for printing of visiting cards, D.O. letterheads and getting the proof of the visiting cards approved by the user department.
9. Receipt of the visiting cards and D.O. letterheads from the printers and supply to the departments under acknowledgement.
10. Initiate proposal for renewal of contract for advertising agency, courier service, visiting cards & letter heads.

11. Arrange payment of the bills for D.O. letterheads, visiting cards after obtaining approval of the competent authority.
12. Maintenance of register of allotment of the Guest Houses at Mumbai.
13. Advise the Resident Managers regarding the allotment of accommodation.
14. Distribution of Sayantara Auditorium.
15. Reception and departure arrangements for Chairman, VIPs and Trustees.
16. Preparation of forwarding letters for Tender notices and other advertisement in the Press.
17. Forwarding of the bills of advertisement to the departments concerned for arranging payment.

Legal Section

SR. ASST. SECRETARY (Legal)

Immediate officer in-charge of Legal Section, entrusted with the following duties and responsibilities:

1. Attending Court cases, briefing Advocates, deposition in Courts, swearing of Affidavits, keeping track of court cases, etc.
2. Signing of legal documents viz. mortgage deeds, re-conveyance deeds etc. before the registrar and other documents to be furnished before the Court and local authorities.
3. Supervision of work in internal legal examination, legal opinion, etc. given by subordinates.

ASST. SECRETARY – I

Assisting SAS(L) in examining Court legal matters. Examination & legal vetting of various documents such as tender documents, contracts, drafting and Examination of Agreement, Indemnity Bonds, Security Bonds, Personal Bonds, undertakings, Bank Guarantees, Service matters, etc. as also examination of legal documents in final settlement cases, Amendment to various service regulations of the Board and obtaining approval of the Central Govt.

LEGAL ASSISTANT - I

Looking after court matters, examination of internal matters/cases and other legal matters from time to time.

LEGAL ASSISTANT - II

Examination of papers relating to staff matters, final settlement matters, amendments to M.P.E. Regulations and any other matters entrusted from time to time.

STENO

Stenographic Assistance to Legal Section Officers.

CLERK

Is entrusted with Diarisation of Tapal, typing work of legal section, filing of office copies, maintaining of Registers.

Personnel Cell-A

DY. SECRETARY (P&L)

Overall Supervisory Officer in-charge of Personnel Cell-A, Personnel-B and Legal Section, entrusted with following duties and responsibilities:

1. Recruitment, promotion, seniority, confirmation and transfer of common categories of ministerial staff of all the departments in general and GAD in particulars.
2. Reservation of SC/ST/OBC Roster for common categories of all departments.
3. Handling of all legal matters of the Board and as Attorney of the Board, briefing Port's Advocates/Counsel on legal matters, filing replies/suits in various Courts on behalf of the Ports.
4. Amendments of various service Regulations.
5. All general establishments service and staff matters (excluding appointments/promotions/ seniority/confirmation) including payment of salary. TA/DA advances etc., to the staff of GAD.
6. Guidelines administrative assistance to Chairman for taking policy decision or granting approval on various service matters including examination of appeals received on disciplinary matters.

SR. ASST. SECRETARY (A)/ASST. SECRETARY (A)

Immediate supervisory officer in-charge of Personnel Cell -A, entrusted with following duties and responsibility:

1. Creation/upgradation of posts including change of designation, recruitment rules etc. of all departments and filling in vacancies of GAD.
2. Direct recruitment/seniority/promotion/confirmation/transfer of common categories of staff as well as Class-I & II Officers of all departments.
3. Deputation of staff to/from other organisations.
4. Forwarding of applications for outside employment
5. Submission of periodical returns to Ministry of Shipping on personal matters, Employment Exchange, etc.

OFFICE SUPERINTENDENT:

Overall supervision and control over all Clerical staff of PC-A & PC-B Section. To deal with work which is of important responsible nature.

HEAD CLERK:

Overall supervision and control of the work carried out by Sel. Gr. Clerks, Sr. Clerks and Clerks in the section.

SEL. GRADE CLERK - I:

1. Preparation of Seniority List of Ministerial (Common Category) of General Administration Staff after obtaining necessary information from all the departments and placing the same before the DPC for their reference.
2. Obtaining relevant information/documents from the concerned depts. processing notes for conducting DPC meeting of Sr. Clerk. Accountant/Sel. Gr. Clerk, Head Clerk/ Sr. Accountant, Office Supdt., Sr. M. V. Drivers, SR. Stenos, Stationary Attender cum Duplicating Operator, Attender, Record Peon, Dauftry, Havildar, Lift Operator, Head Watchman, Sr. Record Attender, Estate Supdt., Estate Inspector, Labour Inspector, Legal Asst., Labour Inspector
3. Processing note for releasing candidate for promotion, issue of Office order on the same.
4. Examining representations from the employees in respect of confirmation, personal promotion and promotions of the common categories, processing notes for approval, furnishing suitable reply to the employees after obtaining approval.
5. Processing note for confirmation of the employees (Common Categories & GAD Staff) after obtaining necessary information/ documents from all the depts. for placing the same before the DPC for their reference. Issue of Office Order informing confirmation of employees to all the departments.
6. Maintaining Reservation Roster as regards to the employees of Common Categories and General Administration Department.
7. Processing a note for approval for constituting DPC and SSC of all the departments and after approval issue necessary Office Orders.
8. Any other work assigned from time to time by superiors

SEL. GRADE CLERK-II:

1. The main duty of the SC/ST cell is to assist the Liaison Officer to discharge his duties effectively to ensure due compliance of the orders of reservation issued from time to time in favour of Scheduled Caste and Scheduled Tribe\OBC ensuring prompt disposal of grievance of the employee of these classes.
2. To check reservation rosters maintained in all the departments for promotion and direct recruitment.
3. To check de-reservation proposals with reference to Govt. orders, obtain concurrence of LO/SC\ST) and put up the consolidated proposal to the Chairman

- through LO(SC\ST), Secretary and Dy. Chairman for obtaining MOST's approval in the prescribed proforma.
4. To scrutinize representations from SC/ST/OBC and dispose under the guidance of (LO/SC/ST).
 5. To send periodical returns to MOST as mentioned below:

RETURNS MONTHLY\ QUARTERLY\ HALF YEARLY\ YEARLY

- | | | |
|---|---|---|
| OBC recruitment in proforma I & II | - | Yearly at the end of December. |
| Annual statement of SC/ST in appendix 8.8A, 8C & 9 | - | Yearly at the end of December. |
| Monitoring of representation of SC/ST | - | Yearly in January. |
| SC/ST sent for training during the year | - | Yearly in January. |
| Half yearly report to the National Commission for SC/ST | - | Half yearly in the end of June/December. |
| Recruitment of Minorities proforma I & II | - | Quarterly in the end of March/June/Sept./Dec. |
| Recruitment of Ex-Serviceman | - | Half yearly in July/Jan. |
| Physically Handicapped | - | Half yearly in July/Jan. |
| Recruitment of Minorities | - | Yearly at the end of Dec. |
6. To maintain necessary registers as per requirement viz. De-reservation Register, Inward & Outward SC/ST Register.
 7. Any other work of general nature assigned to them in exigencies of Board services.

SR. CLERK -I

1. Direct Recruitment of all staff Class III & IV.
2. Processing cases regarding employment of compassionate grounds.
3. Processing cases for direct recruitment of sports quota.
4. Processing cases of direct recruitment of SC/ST candidates.
5. Processing cases for reservation for ex-servicemen and physically handicapped.
6. Representation relating to all recruitment.
7. Correspondence with Port employees, and/or their dependants for jobs in Port Administration.
8. Maintaining registers with roster points of common categories, revision of SC/ST.
9. Reply to all applicants for applying for various posts in the Administration.
10. Honorarium in respect of settling up of question papers and evaluation of answer paper.
11. Advertisement of vacancies in Class III & IV

12. Correspondence with employment exchange.
13. Returns to Ministries for
 1. SC/ST
 2. Minorities
 3. OBC
 4. Physically Handicapped
 5. Ex-Servicemen
14. Verification of VCA report to District Magistrate.
15. Typing work of the Section.
16. Any other work allotted by the HC/ OS/ Sectional Head and by superiors.

SR. CLERK – II

1. Direct Recruitment of class I & II Officers including obtaining approval of Chairman, preparing for SSC including sending call letters to candidates, preparation of SSC proceedings, issue of offer of appointments, appointments orders, etc.
2. Promotion of class I & II Officers.
3. Confirmation of Officers & HODs.
4. Preparation of list of superior staff.
5. Maintaining registers with roster points, reservation of SC/ST/OBC.
6. Representations relating to Class I & II.
7. Submission of regular returns regarding Appointment of Class I & II Officers.
8. Scrutinize advertisement bills by checking measurements, obtaining Chairman's approval for settlement of advertisement charges and forwarding to Accounts for settlement.
9. Renewal of Part-time/contracts by duly obtaining approval of Chairman.
10. Prepare de-reservation proposal in case of Class I & II Officers and regularise their services after de-reservation by obtaining due approval of Chairman.
11. Scrutinizing the representations forwarded by MOST, National Commission SC/ST, put up notes to Chairman and send suitable replies after getting them approved by competent authority.
12. To maintain personal files of all Class I & II Officers.
13. Maintain SSC proceedings register and DPC proceedings register.
14. Maintain vacancy roster.
15. Typing work of the section.
16. Any other work allotted by the HC/OS/Sectional Head and by superiors.

SR. CLERK - III

1. Creation/ up-gradation of posts (Class I, II, III & IV).
2. Deputation of Officer employees to other organisation.
3. Correspondence with the Ministry on creation/up-gradation of posts.

4. Correspondence with Major Ports regarding Recruitment.
5. Sending various monthly and yearly reports to the Ministry after compiling the information received from other departments with reference to Recruitment.
6. Correspondence with Employment Exchange, sending quarterly annual biennial return to the Employment Exchange after receiving the information from various departments.
7. Processing proposal relating to change in designation, change in Recruitment Rules, down gradation of posts etc.
8. Forwarding of applications for outside employment.
9. Transfer of staff (Ministerial, etc) including mutual transfer on request.
10. Employees seeking mutual transfer to other departments.
11. Monthly reports on staff strength.
12. Submitting quarterly report of Hindi correspondence to Hindi Section.
13. NOC for re-registration with Employment Exchange and correspondence on the same.
14. Correspondence with IPA.
15. Typing work of the section.
16. Any other work allotted by the HC/OS/Sectional head and by superiors.

CLERK – I

1. Typing, comparing.
2. Filing.
3. Maintaining following registers upto date.
 - a) Register for adhoc promotions.
 - b) Incumbency Register.
4. to receive letters, enter into Inward Register and put up to Selection Grade Clerk.
5. Preparations of folders for DPC meetings.
6. Any other work assigned by Sel. Grade Clerk

CLERK – II

1. Typing work and computer work as assigned by the Sr. Clerk.
2. Surrendering the employment exchange cards.
3. Returning the duplicate list of candidates after the recruitment.

CLERK – III

1. Register the Inward mail.
2. Attending PC work.
3. Typing work given by Sr. Clerk.

CLERK - IV

1. Register the Inward mail.
2. Attending PC work.
3. Typing work given by Sr. Clerk.

CLERK - V

1. The main duty of the SC/ST cell is to assist the Liaison Officer to discharge his duties effectively to ensure due compliance of the orders of reservation issued from time to time in favour of Scheduled Caste and Scheduled Tribe/OBC ensuring prompt disposal of grievance of the employee of these classes.
2. To check reservation rosters maintained in all the departments for promotion and direct recruitment.
3. To check de-reservation proposals with reference to Govt. orders, obtain concurrence of LO(SC\ST) and put up the consolidated proposal to the Chairman through LO(SC\ST), Secretary and Dy. Chairman for obtaining MOST's approval in the prescribed proforma.
4. To scrutinize representations from SC/ST/OBC and dispose under the guidance of (LO/SC/ST).
5. To send periodical returns to MOST as mentioned below:

RETURNS MONTHLY\QUARTERLY\HALF YEARLY\YEARLY

OBC recruitment in proforma I & II	-	Yearly at the end of December.
Annual statement of SC/ST in appendix 8, 8A, 8C & 9	-	Yearly at the end of December.
Monitoring of representation of SC/ST	-	Yearly in January.
SC/ST sent for training during the year	-	Yearly in January.
Half yearly report to the National Commission for SC/ST	-	Half yearly in the end of June/December.
Recruitment of Minorities proforma I & II	-	Quarterly in the end of March/June/Sept./Dec.
Recruitment of Ex-Serviceman	-	Half yearly in July/Jan.
Physically Handicapped	-	Half yearly in July/Jan.
Recruitment of Minorities	-	Yearly at the end of Dec.

6. To maintain necessary registers as per requirement viz. De-reservation Register, Inward & Outward of SC/ST Register.
7. Any other work of general nature assigned to them in exigencies of Board services

Personnel-B

SR. ASST. SECRETARY - B

Immediate Officer in-charge of PC-B Section.

1. Examining and processing the disciplinary cases of Class I, II, III & IV employees of General Administration Department.
2. Examining and processing disciplinary cases of Class I & II Officers of all departments.
3. Examining and processing appeals made by the Officers and employees of all departments.
4. Honorarium to Inquiry Officer and Presenting Officers.
5. Submission of report on pending disciplinary cases to the Vigilance Officer for onward transmission.
6. Submission of quarterly report of Public grievances for onward transmission to Ministry.
7. Correspondence with Goa Government on Assembly Elections, Parliamentary Elections, Panchayat Election and Census.

SR. CLERK & CLERK

Examining and processing cases through proper channel to obtain the approval of competent authority for:

1. Reimbursement of Medical Expenses.
2. Voluntary Retirement.
3. Resignation.
4. Charge Allowance & Honorarium.
5. Representation of employees on payroll and service matters.
6. Encashment of unavailed EL/HPL.
7. Leave applications of Chairman, Dy. Chairman, HODs and Officers of GAD.
8. Annual increments of Chairman, Dy. Chairman, HODs and Officers of GAD.
9. Counting of Past Services for pensionary benefits.
10. Conveyance advances of Chairman, Dy. Chairman, HODs and Officers of GAD.
11. LTC, HTC & TA advances of Chairman, Dy. Chairman, HODs and Officers of GAD.
12. Issuance of various NOCs.
13. Family planning incentives and Special Casual Leave / Study Leave / Special Disability Leave.
14. Final Settlement of HODs.
15. Maintenance of Service Books and Personal files of HODs and Class I & II Officers of GAD.
16. Correspondence with MPSC and IPA.
17. Wage Revision of Class I & II Officers.

SR. CLERK & CLERK

Processing cases of Class III & IV employees of GAD relating to:

1. Preparation of paybills and allied matters in connection with salary and wages.
2. Annual increment.
3. Stagnation increment.
4. Monthly increment statements.
5. Obtaining approval of Earned Leave, Encashment Leave, Commuted Leave, Casual Leave etc.
6. Posting of leaves in Service Book and Casual Leave Register.
7. Maintaining Personal files and Service books of Class III & IV employees.
8. Stepping of pay.
9. Overtime and Night Waitage and correspondence thereon.
10. Preparation of Muster Roll.
11. Final Settlement of Class III & IV employees.
12. Processing of GPF advances, Festival advances, Conveyance advances, STC, LTC claims.
13. Preparation of TA bills.
14. Processing of Encashment of Earned Leave.
15. Processing of children's education assistance.
16. Processing of Medical claims.
17. Letters to FA&CAO for issue of payslips.
18. Processing the cases of loan recovery of employees.
19. Typing work.
20. Supply of Annual Confidential Report forms to all Sections.
21. Correspondence relating to wage revision of Class III & IV employees.
22. Correspondence regarding Productivity - Liked Bonus/ Productivity - Linked Reward/ Productivity - linked Incentive.
23. Processing of replies to Audit queries on establishment matters.

Hindi Section

HINDI OFFICER

Overall supervisory Officer in-charge of Hindi Section entrusted with following duties and responsibilities:

1. Implementation of Hindi in the Port.
2. Nomination of employees for training in Hindi Language, Typewriting and Stenography.
3. Conducting Official Language Implementation Committee Meeting.
4. Vetting of translation put up by Hindi Translators.
5. Submission of Quarterly, Half Yearly and Annual Reports of Hindi Implementation to MOS and Department of Official Languages.
6. Preparation of replies to Parliamentary Committee on Official Languages.

SR. HINDI TRANSLATOR

Entrusted with the following duties and responsibility:

1. To distribute General routine translation material for translation to the Hindi Translators.
2. Checking the translated material after the receipt of the same from Hindi Translators.
3. To put up the checked translated material for vetting of Hindi Officer.
4. To translate Legal, Technical, Annual Administration Report, Audit Report Urgent type of material and Board Proceedings.
5. To assist Hindi Officer in preparation of Questionnaire of Committee of Parliament on Official Language.
6. Noting and drafting whenever required to be submitted to Secretary/Chairman for their approval.
7. Any other work assigned to him by Hindi Officer from time to time.

HINDI TRANSLATOR

Entrusted with the following duties and responsibility :

1. To translate General Orders, Office Orders, Circulars, Annual Administration Report & Audit Report, etc. from English to Hindi and Vice versa.
2. To compare the typed material both in Hindi and English.
3. Consolidating & preparing Quarterly / Annual Quarterly Report.
4. Any other work assigned to him/her by Hindi Officer from time to time.

JR. HINDI TRANSLATOR

Entrusted with the following duties and responsibility :

1. To translate General Office Orders, Circulars, etc. from English to Hindi and Vice versa.
2. To prepare & update Roster of Officers/Employees.
3. To compare the typed material both in Hindi and English.
4. Any other work assigned to him/her by Hindi Officer from time to time.

HINDI STENOGRAPHER

Entrusted with the following duties and responsibility :

1. To take dictation from Hindi Officer both in Hindi and English.
2. To record discussions and points during the meeting of Departmental Official Language Implementation Committee & to prepare drafts Minutes/fair typing of the above Minutes.
3. To prepare Quarterly, Half yearly and yearly returns to be sent to MOST, New Delhi and to the Department of Official Language.
4. To consolidate, type and forward the intimation and the list of employees nominated for Hindi Workshop.

5. To type notes and proposals on various subjects pertaining to Hindi Section.
6. Any other work assigned by Hindi Officer from time to time.

HINDI TYPIST

Entrusted with the following duties and responsibility :

1. Typing of all material both in Hindi and English pertaining to Hindi Section.
2. Making entries of letters, material received for translation in the Inward Register and forwarding letters and translated material to the concerned departments and noting the same in the Outward Register of Hindi section.
3. Filing of the papers in the concerned files of the Hindi Section.
4. Maintaining all the Registers and files of the Hindi Section.
5. Any other work assigned by Hindi Officer from time to time.