

PLANNING & MANAGEMENT SERVICES

DIRECTOR/P &MS

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. Collection compilation analysis and maintenance of comprehensive Port data on traffic, shipping and utilization of Port equipment's and crafts.
6. Submission of traffic estimates to Finance department for preparation of revised and budget estimates
7. Identifies training needs of all the employees of P&MS dept. and ensure they are suitably trained.
8. General training and coordination
9. Appointment of class III and IV employees in the Planning and Management department and dealing in respect of establishment matters.

MANAGEMENT INFORMATION SYSTEM

Dy. DIRECTOR (SP & MIS)

OVERALL INCHARGE OF:

1. Collection, compilation , analysis and maintenance of comprehensive data on traffic, shipping, utilization of Port equipment & crafts.
2. Submission of management information.
3. Dissemination of information to the MOST and other Ministry's.
4. Agenda for weekly MOHP performance review meetings, monthly POG and Item A-1 of Board meeting.
5. Annual Administration Report of the Port.
6. To determine the need for training of personnel of each dept. in consultation with the concerned HOD.
7. To identify various in-house/external programmes which can improve the quality of work and develop new skills , knowledge, understanding and attitude.
8. To plan and suggest the time-table for conducting the programmes and to prepare a schedule for the year for all the programmes.
9. Managing the process of sending the staff for training and arranging to provide necessary facilities to trainees as admissible as per rules in force.
10. To organise and coordinate the training programmes as per schedule.

ASSISTANT DIRECTOR

SUPERVISING & CO-ORDINATING THE FOLLOWING WORKS:

1. Annual Report of MOS,
2. Annual MOU to be signed between the Port and MOS.
3. Preparation and submission of Monthly Performance Report (MPR) to MOST.
4. Preparation of budget estimates.

JR. STATISTICAL OFFICER

SUPERVISING & CO-ORDINATING THE FOLLOWING WORKS :

1. Turn-round time analysis of ships sailed from the port.
2. Performance analysis of ships at the port in terms of various efficiency parameters and submission of management information in this regard.
3. Submission of monthly ship cards and other periodic returns to IPA on shipping and traffic.
4. Submission of information to Ministry on shipping and traffic on the basis of vessel's sailing.
5. Maintenance of various registers & files in this regard.

RESEARCH ASSISTANT-I

1. Collection, compilation and analysis of utilization statistics of Port's cargo handling equipment and crafts.
2. Co-ordinating the preparation of agenda items for monthly Board meeting.
3. Collection, compilation and analysis of cargo handling labour output at the port and submission of relevant periodical Information to Ministry in this regard.
4. Maintenance of various registers and files in this regard.

RESEARCH ASSISTANT-II

1. Collection, Compilation, analysis and maintenance of operational statistics of MOHP.
2. Compilation & Analysis of performance of the ships loaded at MOHP.
3. Preparation of regular information pertaining to MOHP operation to Chairman, Board meeting & MOST.
4. Preparation of agenda for the weekly MOHP performance review meeting.
5. Maintenance of various registers and files in this regard.

STATISTICAL ANALYST –I

1. Collection, compilation & analysis of FOB value of ore and other cargo exported from the port.
2. Preparation of periodical returns on shipping and traffic being submitted to the MOST.
3. Maintenance of registers in this regard.

STATISTICAL ANALYST-II

1. Collection, compilation and maintenance of comprehensive data on cargo traffic and shipping on the basis of handling of ships at the port.
2. Preparation and submission of information on daily, weekly, fortnightly, monthly quarterly, half-yearly and annual basis to Chairman, MOS ,IPA and other agencies on cargo traffic and ship handled at the port.
3. Compilation of data on water supplied to ships.
4. Maintenance of registers in this regard.

INVESTIGATOR-I

Assisting the Jr. Research Officer II in his function

INVESTIGATOR-II

1. Preparation of daily decongestion report
2. Maintaining various registers & files on cargo handling equipments, floating crafts and labour statistics.

INVESTIGATOR-III

Assisting R.A. II in preparation of agenda for the weekly MOHP performance review meeting & maintenance of registers in this regards

DATA COMPILER (1 No.)

Collection & compilation of primary data and preparation of statistical statement/ tables/reports.

SUPPORTING STAFF

1. To perform the duties assigned to them by Superiors from time to time.

2. In addition to the above regular job, all the staff of PMS/MIS has to carry out any other work concern to MIS assigned to them by their superior from time to time.

TRAINING

ASSISTANT ENGINEER

To evaluate each request of the department/individual on its main plan/ organize the programme in consultation with Director (PMS)/Dy. Director.(SP & MIS) process the proposals and ensure effective communication.

OFFICE SUPERINTENDENT

Maintenance of all the records and provide the secretarial assistance and handle the issues which can be processed at his/her end, like maintaining the amenities needed at the training centre.

SUPPORTING STAFF

1. To perform the duties assigned to them by Superiors from time to time.
2. In addition to above, all the staff of PMS/TRG has to carry out any other work concerned to TRG assigned to them by their superior from time to time.