

## **TRAFFIC DEPARTMENT**

### **DOCKS MANAGER**

1. He shall maintain close liaison with the Importers and Exporters in order to ensure the best Utilisation of berths and monitor the performance levels.
2. He shall be responsible for the proper functioning of the shipping and commercial sections Under his control and shall be responsible for custody of goods, which is neither delivered nor railed.
3. He shall attend regularly the berthing programme and arrange berthing/unberthing of the Vessels in consultation with Harbour Master and other concerned.
4. He shall be responsible to ensure that all correspondence relating to shipping is attended to Expeditiously in conformity with the policies already established.
5. In case of any deviation in the policies laid down is necessary he shall obtain guidelines from the traffic Manager.
6. such other function as may be arranged by the Traffic Manager from time to time shall be carried

### **RAILWAY MANAGER**

1. He shall be responsible for the proper and efficient working of the Railway Establishment of the Port (Both transportation and Commercial Sections)
2. He shall keep liaison with the Hubli Division of the South Central Railway system and also the Interchange arrangements between South Central Railway and the Port at Vasco-da-Gama.
3. He shall attend to all the correspondence both in the operational and commercial sections of the Railway Branch.
4. He shall effectively control the indent and use of Locos so as to ensure the most economical use of power without the detriment to efficiency and placement and removal of wagons.
5. Whenever any deviation is necessary from the established policies he shall take guidance from The traffic Manager.
6. He will carry out all instructions given to him by the Traffic Manager from time to time.

### **ASST. TRAFFIC MANAGER (SHIPPING)**

1. He shall be overall responsible for cargo handling operations at Berth No. 10 & 11
2. He shall keep his concerned superiors informed regularly about the operations at the berth.
3. He shall see that the cargoes are handled properly.
4. In case of fire or accident he should immediately proceed to the spot and take necessary Action and submit report to Dock Safety & Traffic Manager.
5. He should maintain necessary liaison with the stevedores of the vessel and other clearing Agents etc.,
6. He shall look after the duties of ATM(OP) in his absence.

### **ASST. TRAFFIC MANAGER (COM)**

1. He shall see that all dues and charges according to the Schedule of Rates are paid in CDC (or Goods Section of Wharf Office as the case may be in advance before delivery/shipment of goods.)
2. He shall see that the cargo is received and delivered to the rightful owner as per the documents.
3. In case of uncleared cargo for more than 60 days he should inform TM to take further necessary action.
4. He should verify the outturn report submitted by the Import Suptd. and after review forward them to the Traffic manager for onward dispatch to the Agents of vessels and the Collector of Customs.
5. He shall be in charge of the commercial division of the Traffic Department at the wharf office.
6. He should ensure that daily cash remittance is made to CDC/MPT.
7. He should have check on DD's despatched to Rly.  
He should ensure that the indents for Rly. wagons are accepted only after passing out of the cargo from custom charge and then forward the indent to ATM(R).

### **ATM (ACCESS CONTROL)**

1. Overall in charge of pass section under the direct control of Traffic Manager.
2. Issue of passes for port employees and port users for entry inside the port area.
3. Issue of vehicle passes of port users for entry inside the port area.
4. Documentation of all licences issued by Chairman and Traffic Manager.

### **ASST. TRAFFIC MANAGER ( R )**

1. To assist the Railway Manager in the proper working of the operation branch of the Port Railway Division.
2. Liasaning with South Central Control Office and attend operational work connected with the interchange with South Central Railway.
3. Placement of loads and empties at the different siding and removal of loads & empties for the different points and assembly in the required formation and handing over to South Central Railway.
4. To co-ordinate all Railway movements at berth No.10 marshalling yard and R & D line.

5. Attend to any other duties assign to him from time to time by his superiors.

### **ASST. TRAFFIC MANAGER (OP.)**

1. He shall look after the supply of cargo handling equipment's .
2. He shall see that the handling equipment such as mobile cranes, forklifts are available in working order and in sufficient number as per requirement of day to day work.
3. He shall receive requisitions for the use of cargo handling equipment's and monitor their supply. He shall ensure that the charges towards hire of the equipment's are deposited in CDC.
4. He should monitor the operations at container yard, R & D line and sheds .
5. He should keep track of entry and exit of container through gates and their documentation in their shift.
6. He shall monitor operation of reach stacker .
7. He shall look after the duties of ATM(S) in his absence.
8. He shall arrange shiftwise booking of Supv. (MOHP) and other staff at B.No.9 according to requirement.

### **IMPORT SUPDT.**

1. He shall take all precautionary measures for the import cargo discharged into the custody of the Port Trust and hold such goods for delivery to the proper owner.
2. He will have direct supervision over the shed supervisors for proper stacking and safe cargo handling practices.
3. He will ensure that all uncleared cargo lying beyond 60 days is listed for sale.
4. He shall attend both the indoor and outdoor, work and shall have general supervision over the clerks (outdoor) working in his section .
5. He should see that no services are rendered without payment of prescribed charges.
6. He shall be responsible for booking of outdoor clerks in different shifts, as per the requirement.
7. He should submit the Import wharf dues bills, storage lease bills and other bills to CDC.
8. He should ensure that after finalisation of import wharf dues bills, all duplicate Bills of entries are submitted to customs.
9. He should ensure that copies of bills of lading are received in respect of coastal cargo.

He shall attend to any work assigned to him by his superiors from time to time.

### **EXPORT SUPDT.**

1. He shall look after all the export operations which includes receipts of export cargoes.
  - a) their unloading and storage in sheds, warehouses and containers.
  - b) Accountal of receipts of cargoes received by rail.
2. He shall arrange to see that the export cargo is received and shipped according to the shipping bill.
3. He shall check the shipping bill and ensure that the shipment is permitted by the customs
4. He should ensure that copies of bills of lading are received in respect of coastal cargo.
5. He shall ensure that export wharf dues bills, storage bills are promptly raised and submitted to CDC.
6. In addition to the above, he shall attend to any other duty that may be allotted to him from time to time.

### **WHARF SUPDT. (Commercial)**

1. He shall be responsible for collection of freight and remitting the same to Railways.
2. He shall check all the Invoices received from Railways of the Consignments booked to MRH.
3. He shall ensure that the correct freight charges are recovered after verifying the mileage by the permissible route and class rate as applicable by Railways.
4. He shall be responsible for maintenance of correct account and balance sheet alongwith relevant statements and shall submit the accounts to Port Trust and Railways from time to time.
5. He shall be responsible to submit reports towards claims, refunds, non-receipts of goods to the Rlys.
6. He shall attend to any other work assigned to him by his superiors from time to time.

### **LABOUR SUPDT.**

1. He shall be responsible for labour booking section and see that the engagement of labour is done properly.
2. He shall ensure that the quays and wharves are kept tidy.
3. He shall maintain records of accidents and submit report to Dock Safety and TM/MPT.
4. In addition to the above, he shall attend to any other work that may be assigned to him from time to time.

### **YARD SUPDT.**

1. In case of derailment, he will assist ATM( R) to take immediate action to restore traffic.
2. To assist ATM( R) in proper working of the Port Railway operations.
3. Co-ordinate all railway movement at Berth No.10 and marshalling yard & R& D yard.
4. Any other duties assigned to him from time to time by his superiors.

### **WHARF SUPDT.**

1. He shall work directly under the control of Asst. Traffic Manager (Shipping) and shall be incharge of wharf /shed operations connected with the working of Ships at Berth No. 10 & 11.
2. He shall assist the ATM(Shipping) in carrying out operations at Berth No. 10 & 11.
3. He shall inspect the sheds and quays and regulate the road and rail traffic.
4. He should note down in the Instruction Book any important work requiring the attention of Wharf Supdt. of succeeding shifts and also directions to be followed by the night shift staff of the Railway Branch.
5. He will prepare the weekly postings of Asst. Wharf Supdts., Forklift Drivers and ensure that they are posted to different shifts by rotation judiciously.
6. He shall attend to any other work assigned to him by his superiors from time to time.

### **INCHARGE HARBOUR ENTRY PERMITS**

1. Responsible for taking photographs and issue of photo entry permits and maintenance of records as per applications received from ATM(AC).

Responsible for up keep of photographic camera equipment and accessories

### **SHED SUPERVISORS.**

1. He shall be responsible for proper accounting of the cargo both Import and Export and maintain all the particulars of receipt and delivery in a daily shiftwise report.
2. He shall issue gate pass to the loaded trucks for delivery of cargo.

3. In case of general cargo he shall ensure that the packages are sorted and stacked properly according to the marks to facilitate the delivery of such packages.
4. He shall be responsible to ensure that the shed is kept clean and tidy.
5. In case of careless handling of cargo by the Labour he shall immediately report to the ATM(S).
6. In case of any damage caused to the Port Shed, he shall immediately report in writing to ATM(S) for proper recovery of charges towards damages and subsequent repairs.
7. He shall in addition to the above duties attend to any other work assigned to him by his superiors.

### **ASST. IMPORT SUPDT.**

1. He shall assist Import Supdt to keep record of import cargo discharged into the custody of the port and its proper accountal.
2. He shall take periodic measurement of area occupied by import cargo inside sheds and open plots.
3. He shall attend to any other work assigned to him by his superiors.

### **ASST. EXPORT SUPDT.**

1. He shall assist the Export Supdt. in all export operations which include receipt of export cargoes.
  - a) Their unloading and storage in sheds.
  - b) Receipts of cargoes received by rail.
2. He shall see that the export cargo is received and shipped according to the shipping bill.
3. He shall check the shipping bill and ensure that the shipment is permitted by the customs.
4. He shall take out periodic measurement of area occupied by export cargo inside sheds and on open plots .
5. To collect the Shipping bill from Shipper/Agents to monitor the stock of export cargo.
6. In addition to the above, he shall attend to any other duty that may be allotted to him from time to time by his superiors.

### **ASST. WHARF SUPDT. (C)**

1. He shall assist wharf supdt.(Com) in accounting of MPT/ SCR cash and remitting the same to Railway/ CDC/MPT .
2. He shall assist WS(Com) in respect of correct account and balance sheet alongwith relevant statements.
3. He shall attend to any other work assigned to him by his superiors from time to time.

### **ASST. LABOUR SUPDT.**

1. He shall assist the Labour Supdt. for Labour booking and see that the engagement of labour is done properly..
2. He shall ensure proper cleanliness of the quays and wharves and other areas.
3. He shall attend to any other work that may be assigned to him from time to time by his superiors.

### **ASST. YARD SUPDT.**

1. He will keep in touch with ATM® about the shunting operations.
2. He will assist Yard Supdt. in posting of staff working under ATM(R).
3. He will be shift Incharge of the Railway Control and keep ready all information regarding Rly. Operational work.

### **ASSISTANT WHARF SUPDT.**

1. He shall be in-charge of unloading and loading of cargo from/into ship alongside the berth, delivery of cargo directly into trucks, sheds etc. at the Berth where he is posted.
2. The Asst. Wharf Supdt. posted at a particular berth should be conversant with the progress of Ship's work
3. He shall be present at the spot alongside the berth during the course of berthing and unberthing of the vessels as the pilot on board the vessel may require his assistance.
4. He shall ensure that the berth is clean and tidy for receiving/shipment of cargo from/into ships.
5. He shall submit a detailed report in writing to ATM(S) in case of :-
  - a) Damages to any Port property and accidents .
6. He shall be responsible to fill in all the particulars in his "Daily Shift Report" at the close of the shift, relating to the working of ships including breakdown of the ship's cranes , number of cranes and other equipment's utilized as also the correct tonnage hookwise and hatchwise discharge particulars.

7. In case of less output on a particular hook/hooks during the shift, he shall mention the reasons for less output in his report.

### **SUPERVISORS AT MOHP.( RECEIVING )**

1. To collect particulars from the shipper's representatives as to the availability of barges with reference to the barge unloading programme.
2. To see that the barges are marshalled in position in conformity with the programme issued by the Traffic Manager subject to such variation as may be required by the CCP
3. To record the numbers of barge unloaders in operation party wise and to report to the Traffic Manager, the barge unloaders remaining idle for want of barges.
4. To note down the timings of utilisation of barge unloading system by each party daily.
5. To record the breakdown timings of the barge unloaders.
6. To watch for any damages caused to the fenders at Jetties by the barges during the course of berthing or unberthing or otherwise and to take up with the Shippers and report to the Traffic manager for further necessary action.
7. To be of assistance to the operative staff of the MOHP towards the optimum utilisation of the Plant.

### **SUPERVISOR AT MOHP (SHIPPING)**

8. To keep the berth No.9 clear of all barges and other obstructions if any and assist the pilot at the time of berthing or unberthing of the vessels.
9. To liaise with the Agents/Shippers representative to obtain necessary details required in connection with the loading of the vessel.

To report undue detention to vessels at berth while loading due to mechanical failures or otherwise. To co-ordinate at various stages with the representatives of the Agents/Shippers and staff of the Mechanical Department at the CCP so as to give a quick despatch to the vessels at berth.

## **IMPORT SUPERVISOR**

1. He shall supervise at the Ship's side, landing of import cargoes .
2. He shall issue gate pass to the loaded trucks.
3. He shall also attend to any other work that may be allotted to him from time to time by his superiors.

## **EXPORT SUPERVISOR**

1. He should supervise at the ship's side, loading of Export cargoes and containers.
2. He should report to the Export Supdt., if any irregularities observed in operation work.
3. He shall also attend to such work that may be entrusted to him by his superiors.

## **LABOUR SUPERVISOR**

1. When the import vessel is scheduled to be berthed he should see that the wharf is clean for landing cargo and the shed space inside the sheds is also clean for storage of cargo .
2. He should take care to see that the quay, container yard ,sheds, open plots are kept clean and tidy.
3. In case the Asst. Labour Supdt. is on leave, he shall attend to his duties.
4. In addition to the above, he shall attend to any other work that may be assigned to him from time to time by his superiors.

## **GOODS SUPERVISOR.**

1. To accept indent in the absence of ATM ( C ) /WS ( C )
2. To accept forwarding note from consignee.
3. To furnish invoice Nos. to the party.
4. To supervise the labelling of wagons.
5. To prepare Railway Receipt.
6. To issue ready memo & yard report to ATM(R).

## **GATE SUPERVISOR**

1. He must bring to the notice of the Import Superintendent or Import Supervisor on duty in writing any discrepancies, which might come across in the process of delivery.
2. He should not allow any loaded vehicle to pass out in the absence of a Gate pass accompanying it.
3. With regard to packages brought in for shipment he is responsible to see that the packages are not admitted without permission from his superiors.
4. He shall keep record of all incoming/outgoing containers party wise.
5. He shall monitor entry of trucks at the gate.

He shall exercise random check of licences of truck drivers.

### **YARD FOREMEN**

1. To take over wagons from SCR as per pilot memo.
  2. To arrange placement of wagons for loading or unloading as per instructions from ATM(R).
  3. To send ready memo to SCR of loaded wagons to arrange handing over of loaded or empty wagons to South Central Railway.
  4. To supervise shunting operations during his shift at berth No.10/11 Marshalling yard and R&D line.
  5. To keep in touch with ATM(R) about the shunting operations.
  6. To issue memo to TXR/staff AEN/Rly./MPT in case of accidents/derailments.
- To attend panel cabin operations.

### **SR.CLERK (IMPORT) TRAFFIC CELL CDC**

1. To receive the cargo Related Services forms from the Agent/Representative which are filed by the Importers in respect of their import cargo vessels (CRs in respect of Gen.Cargo Vessels, POL tankers, Fishings trawlers, and Containers Cargo Vessels after verifying the rate related to cargo and submit to the cashier.
2. To secure the above CRs forms till the time of submitting the final billing particulars to the Accts. Dept.
3. To receive various billing registers and furnish the billing particulars duly recording them on the CRs forms in respect of each import cargo vessel based on the discharge figures submitted by the Asst. Traffic Manager (C).
4. To receive Deposit Advice from CDC and forward it to the ATM/C in respect of deposits made for various services towards the import cargo vessels.

5. To receive and maintain the final bills from the Accts. Dept., and file the same in the respective file according to the no. of the vessel.
6. To maintain a Arrival/Sailings register of all import vessels date wise.

### **SR.CLERK (EXPORT) TRAFFIC CELL CDC**

1. To receive the cargo Related Services forms from the Agent/Representative which are filed by the Exporters in respect of their export cargo vessels and containers vessel after verifying the rate related to cargo and submit to the cashier.
2. To secure the above CRs forms till the time of submitting the final billing particulars to the Accts. Dept.
3. To receive various billing registers and furnish the billing particulars duly recording them on the CRs forms in respect of each export cargo vessel based on the loaded figures submitted by the Asst. Traffic Manager (C).
4. To receive Deposit Advice from CDC and forward it to the ATM/C in respect of deposits made for various services towards the export cargo vessels.
5. To receive and maintain the final bills from the Accts. Dept., and file the same in the respective file according to the no. of the vessel.

To maintain a Arrival/Sailing register of all export vessels date wise.

### **SR. CLERK (IMPORT)**

- 1 Maintenance of Import container register
- 2 Preparation of monthly containers statement and submission to TM
- 3 Monthly commodity wise traffic statement
- 4 Maintenance of container ship files
- 5 Preparation of commodity wise traffic statement
- 6 Any other duties as assigned by his superior from time to time.

### **SR CLERCK (IMPORT)**

- 1 Preparation of destination wise and commodity wise statements of cargo dispatched by Rail
- 2 Preparation of fortnightly statements of the stuffed containers
- 3 Submission of billing particulars and maintenance of records on port dues of launches
- 4 Maintenance of records of gate pass books
- 5 Any other duties as assigned by his superior from time to time.

### **SR CLERCK (IMPORT)**

- 1 Preparation of daily seven hours and eight hours statements
- 2 Maintenance of import output register
- 3 Preparation of monthly statements of food grains and fertilisers
- 4 Any other duties as assigned by his superior from time to time.

### **SR CLERCK (IMPORT )**

- 1 Preparation of weekly statement of cargo dispatched by Rail
- 2 Preparation of monthly, trimonthly and yearly statements of commodity wise traffic dispatched by Rail
- 3 Any other duties as assigned by his superior from time to time.

### **SR CLERK (IMPORT)**

1. Preparation of monthly progress report of commodity wise import cargo
2. Preparation of statement of transshipment cargo of POL during the year
3. Preparation of yearly statement of import containers
4. Any other duties as assigned by his superior from time to time.

### **SR CLERK (IMPORT)**

1. To look after shift wise booking of outdoor clerks.
2. Posting of night waightage of outdoor clerks.
3. Preparation of monthly absenteeism statements and submission to TM/FA & CAO.

### **CLERK (IMPORT)**

1. Preparation of import wharf dues billing particulars of containers
2. To assist Sr. Clerk to maintain record of import containers.
3. Submission of duplicate bills of entries to Customs.
4. Any other duties as assigned by his superior from time to time.

### **CLERK (IMPORT)**

1. Preparation of billing particulars of storage charges and maintenance of records
2. To assist Asst. Imp. Supdt. in taking periodic measurements of storage space occupied by import cargo
3. Any other duties as assigned by his superior from time to time.

### **CLERK (IMPORT)**

1. Maintenance of register of containers taken in/ out of port premises for stuffing/restuffing
2. Preparation of monthly and yearly statements of container cargo commodity wise
3. Preparation of billing particulars of utilisation of reach stacker and maintenance of records
4. Any other duties as assigned by his superior from time to time.

### **SR CLERK (EXPORT)**

1. Maintenance of daily record of unloading of SCR wagons
2. Checking of railway receipts and forwarding the same to goods section
3. Maintenance of billing book of shipping bills on bunkering and preparation of billing particulars
4. Any other duties as assigned by his superior from time to time.

### **SR CLERK (EXPORT)**

- 1 Maintenance of record of export containers
- 2 Preparation of commodity wise and destination wise container statements
- 3 Any other duties as assigned by his superior from time to time.

### **SR CLERK (EXPORT)**

- 1 Maintenance of daily record of incoming loaded container
- 2 Maintenance of daily record of stuffed containers
- 3 Preparation of weekly statements of stuffed containers
- 4 Preparation of billing particulars of export containers
- 5 Any other duties as assigned by his superior from time to time.

### **SR CLERK (EXPORT)**

- 1 Maintenance of daily record of ore shipment
- 2 Preparation of monthly statements of ore and other cargo
- 3 Preparation of billing particulars of ore shipment
- 4 Maintenance of records of shipping bills, weight certificates and statement of facts shipwise
- 5 Any other duties as assigned by his superior from time to time.

### **SR CLERK (EXPORT)**

- 1 Maintenance of particulars of shipment of cargo other than ore
- 2 Maintenance of records of daily unloading of cargo in sheds commodity wise
- 3 Preparation of monthly and other statements of commodity wise cargo
- 4 Any other duties as assigned by his superior from time to time.

### **SR CLERK (GOODS SECTION)**

1. Preparation of balance sheets and maintenance of outstanding register
2. Maintenance of register of inward wagons
3. Preparation of daily statements of entry of trucks at gate
4. Any other duties as assigned by his superior from time to time.

### **SR CLERK (GOODS SECTION)**

1. Maintenance of loading book and connection of wagon as per respective invoices
2. Maintenance of incoming wagon records
3. Any other duties as assigned by his superior from time to time.

### **SR CLERK (GOODS SECTION)**

1. Preparation of monthly wharf dues statements
2. Preparation of SN-2 and PCDO statements every 10 days and submission to railways
3. Any other duties as assigned by his superior from time to time.

### **SR CLERK (GOODS SECTION)**

1. Calculation of freight distance and preparation of railway receipts
2. Any other duties as assigned by his superior from time to time.

### **SR CLERK (GOODS SECTION)**

1. Preparation of cash book extracts
2. Preparation of monthly truck statements
3. Maintenance of records of MPT and SCR stationary
5. Any other duties as assigned by his superior from time to time.

### **SR CLERK (LABOUR SECTION)**

1. Maintenance of crane utilisation register
2. Preparation of billing particulars of crane utilisation and submitting to CDC for billing.
3. Any other duties as assigned by his superior from time to time.

### **SR CLERK (LABOUR SECTION)**

- 1 Maintenance of records of accidents in port premises
- 2 Preparation of accidents statements
- 3 Preparation of absenteeism statements of labour
- 4 Preparation of abstracts of utilisation of labour
- 5 Any other duties as assigned by his superior from time to time.

### **SR CLERK (LABOUR SECTION)**

- 1 Maintenance of pay bill records
- 2 Receipt and issue of uniforms and personal protective equipments and maintenance of records
- 3 General correspondence
- 4 Any other duties as assigned by his superior from time to time.

### **SR CLERK (RAILWAY SECTION)**

- 1 Maintenance of muster roll and other pay bill work
- 2 Receipt of stationary, uniform and personal protective equipment issue and maintenance of records
- 3 Maintenance of vehicle registers in respect of hire charges
- 4 Preparation of wagon placement slips and submission to WS(COM)
- 5 General correspondence
- 6 Any other duties as assigned by his superior from time to time.

### **SR CLERK (SHIPPING SECTION)**

1. Receipt and issue of uniform, stationary, personal protective equipment and maintenance of records
- 2 . Maintenance of leave particulars and other pay bill work and maintenance of records
- 3 . Preparation ROT/OT and night weightage statements of MOHP supervisors
- 4 . Preparation and maintenance of muster rolls of staff at Berth No. 10 office
- 5 . Preparation of daily attendance slips of shift wise staff posted at Berth No. 10 & 11
- 6 . General correspondence
- 7 . Any other duties as assigned by his superior from time to time.

### **SR CLERK (SHIPPING SECTION)**

1. Preparation of overtime and night weightage statement
2. Maintenance of leave , sick record , other paybill work and general correspondence.
3. Any other duties as assigned by his superior from time to time.

### **SR CLERK (SHIPPING SECTION)**

1. Preparation of paybill statements and other work relating to MOHP supervisors .
2. Preparation of billing particulars of fork lift and maintenance of records .
3. Any other duties as assigned by his superior from time to time.

### **SR CLERK (SHIPPING SECTION)**

1. Receipt of stores and stationary issue and maintenance of records.
2. Receipt of uniforms , monsoon clothing. And personal protective equipment , issue & maintenance of records.
3. Any other duties as assigned by his superior from time to time.

### **OTHER SUPPORTING CLASS III and IV CATEGORIES**

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

### **SR CLERK (TM OFFICE)**

1. Preparation of agenda and maintenance of records relating to plot allotment
2. Preparation of daily statement of vessels in port
3. Maintenance of register of shipper wise quantity handled in respect of ore export
4. Maintenance of daily shipment and receiving particular and breakdown particular register
5. Any other duties as assigned by his superior from time to time.

### **SR CLERK (TM OFFICE)**

1. Collection of daily particulars of movement of vessels from signal station for preparation of daily statement of working, waiting and expected vessels and maintenance of records
2. Collection of daily particulars of unloading / loading figures of working vessels for preparation of daily statement of working, waiting and expected vessels and maintenance of records
3. Receipt and filing of steamer advices
4. Any other duties as assigned by his superior from time to time.

### **CLERK (OUTDOOR)**

1. Recording particulars of import and export cargo at the time of discharging/loading along side the ship noting therein the marks, description and condition of the packages.
2. Recording particulars in case of bulk cargo.
3. To take particulars of stuffing/destuffing containers.
4. He shall issue gate pass to vehicles to enter inside the Port.
5. He shall weigh the trucks at Berth No.10 and keep the record.

6. He shall attend to any other work assigned to him by his superiors from time to time.

### **CLERK (ATM(R)) (RLY.SECTION)**

- 1 To maintain inward/outward movement register of SCR wagons.
- 2 To take wagon number and time of arrival/despatch
- 3 To assist yard foremen in Railway Operations.
- 4 To co-ordinate with his superiors.
- 5 To prepare yard report and take yard position.

### **SHUNTING MASTER**

- 1 To carry out placement and removal of wagons as per instruction from yard foreman
- 2 Any other duties as assigned by his superior from time to time.

### **SHUNTING JAMADAR**

- 1 To assist shunting master in placement and removal of wagons
- 2 Any other duties as assigned by his superior from time to time.

### **YARD PORTER**

1. To carryout the below given duties as per instructions from shunting master
2. To show signal for loco
3. To see that the rail track is clear of any obstructions.
4. Operate spring lever points.
5. Any other duties as assigned by his superior from time to time.

### **SEALER**

1. To put the seal/cards for the wagons as per instructions from clerk posted for labeling of wagons .

### **MUCCADAM**

1. To carry out the given job as per work instructions under supervision of labour supervisor.

### **KHALASEE**

1. To carry out the given work as per work instructions under supervision of labour supervisor.

## **OTHER SUPPORTING CLASS III & IV EMPLOYEES**

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

## **SENIOR ASST.SECRETARY**

1. In charge of the general office of the Traffic Department and responsible for the upkeep of office and maintenance of discipline among the staff.
2. To directly supervise the work of staff working under him/her in the office.
3. To review muster roll of the office staff
4. To process cases relating to the recruitment of staff, adhoc and regular promotions, disciplinary action etc.
5. To scrutinize and process indents for office stationary, furniture, uniforms, monsoon clothing etc.
6. To check and control the inventory of the office equipment, tools and plants etc.
7. To prepare budget estimates, revised budget estimates, schedule of staff, annual administrative reports etc.

To correspond in establishment and work matters within the Administration of routine nature.

## **OFFICE SUPERINTENDENT**

1. Responsible for the upkeep of the office, cleanliness and maintenance of discipline among the office staff.
2. To supervise the work of the staff working under him in the office.
3. To check and close the muster roll in time and put up the same to the SAS for signature.
4. He should open all tapal received by the office and mark them to the respective sections and ensure that the same are registered and distributed to the concerned sections without delay.
5. In addition to the above, he shall carry out any other work that may be entrusted to him by his superiors from time to time.

## **HEAD CLERK**

1. To supervise the staff working under him.
2. To scrutinize T.A. LTC and HTC claims of staff.
3. To scrutinize paybill formats, provident fund applications, OT and night weightage statements, Budget estimates etc.
4. To scrutinize medical bills and T.A. claims.

5. To scrutinize registers, such as recruitment of SC/ST, conveyance advance, allotment of quarters festival advance, casual leave and Restricted Holidays etc.

### **ACCOUNTANT**

1. To look after inventory account, tools and plants register etc.
2. To look after budget estimate, audit queries raised by Internal Audit, Resident Audit Party and queries raised by ministry/parliament etc.
3. To look after any other work assigned to him from time to time by his superiors.

### **SR.CLERK ( Estb.)**

1. To look after maintenance of general imprest cash account of Traffic Dept.
2. To look after maintenance of welfare imprest amount of Traffic Dept.
3. To process indents towards procurement of furniture, office equipment etc.
4. Any other duties as assigned by his superior from time to time

### **SR. CLERK ( Estb.)**

1. To look after indenting of stationary, uniforms monsoon clothing etc and preparation of work orders for repair to furniture and other office equipment.
2. Any other duties as assigned by his superior from time to time.

### **SR. CLERK ( Estb. )**

1. Maintenance of service records and personal files of staff. Posting of leave in respective register/leave account of respective staff.
2. To look after the claims such as medical reimbursement, EL encashment, LTC/HTC bills of staff.
3. Any other duties as assigned by his superior from time to time

### **SR. CLERK ( Estb. )**

1. Preparation of various periodical statements.
2. Verification of personal records of employees due for retirement and processing the same for pre-audit.
3. Other general correspondence of establishment matter.
4. Any other duties as assigned by his superior from time to time

### **CLERK**

1. To assist Sr. clerk in preparation of various periodical statements
2. Any other duties as assigned by his superior from time to time

### **Sr. Clerk ( Entry Permit section )**

1. Receipt of photo entry permit forms after approval from TM
2. Preparation of challans for payment of entry permit fees.
3. Issue of photo entry permits and maintenance of records .
4. Any other duties as assigned by his superior from time to time

### **Sr. Clerk ( Entry Permit section )**

1. Receipt and scrutiny of vehicle application forms ( yearly & temporary ) and putting up to ATM (A/C) for approval
2. Preparation of challans for payment of vehicle entry fees
3. Preparation of issue of vehicle entry permit & maintenance of records
4. Receipt of applications for special vehicle entry permits & putting up a note to TM for Chairman's approval
5. Preparation of challans for payment of fees for special vehicle entry permit after Chairman's approval
6. Preparation and issue of special vehicle entry permits and maintenance of records.
7. Indent receipt and maintenance of records of stationary relating to issue of various entry permit.
8. Any other duties as assigned by his superior from time to time

### **CLERK ( Licences )**

1. Receipt of application for licences
2. Putting up applications to ATM(A/C) to prepare notes for approval of Chairman in respect of stevedoring and cargo handling licences and to TM in respect of other licences.
3. Receipt and scrutiny of completed applications with documents after approval of Chairman's / TM
4. Preparation of challans for licence fee.
5. Issue of approved licences and maintenance of records
6. Any other duties as assigned by his superior from time to time