

## **DEPUTY CONSERVATOR**

### **Duties**

- The Deputy Conservator is responsible to the Deputy Chairman/Chairman/The Board for efficient functioning of the Marine Department.
- Overall in charge of the Department.
- Port Facility Security Officer.
- Safety Officer, with respect to the IMO classified Dangerous good.
- Overall efficient management of Marine Operations
- Delegate work and responsibility to all other Officers and Crews.
- Overall responsibility for the discipline of all employees in the Marine Department.
- Attend to the Berthing Meeting conducted by the Traffic Manager every day.
- Ensure that all Officers carry out their duties and responsibilities in an efficient manner.
- Conducting Statutory preliminary enquiries on shipping casualties as per Merchant Shipping Act.

### **Responsibilities**

- The Deputy Conservator is responsible for overall in charge of the Department.
- He is responsible as Port Facility Security Officer.
- Shall ensure as Safety Officer, with respect to the IMO Classified Dangerous goods, as per IMO Regulations.
- Shall ensure that the overall efficient management of Marine Operations are carried out.
- Shall delegate work and responsibility to all other Officers and crews of Marine Department.

- Shall be responsible for the discipline of all employees of Marine department.
- Shall attend the daily Berthing Meeting conducted by the Traffic Manager;
- Shall ensure that all Officers carry out their duties and responsibilities in an efficient manner.
- Shall conduct statutory preliminary enquiries on shipping casualties, as and when required, as required under Merchant Shipping Act.

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## **HARBOUR MASTER**

### **Duties**

- The Harbour Master will be responsible to the Deputy Port Conservator for the proper execution of the following duties:
- Efficient Management for all Marine Operations.
- Overall in charge and responsible for all Navigational aids, floating craft, spares and fenders in the Marine Department.
- Overall discipline of all employees in the Marine Department.
- In the absence of DC or as required, he should attend to the berthing meeting conducted by Traffic Manager.
- Assessment and collection of pre-payment towards Vessel Related Marine Charges and issue of Entry and Clearance to the vessels, as per Scale of Rates.
- On receipt of a chart from the Deputy Conservator the Harbour Master should examine it and have any isolated patches in the berth dredged. He should endorse the chart to effect that these patches have or have not been leveled and should initial it on the back. The Harbour Master should always be the first to sign the chart.
- Arranging for periodical soundings and drawings of berths and navigational areas, channel etc. as and when required.
- Ensuring salvage and billing of cargo lost overboard.
- Arranging for changing of fenders at quay berths and West and North Quays.
- Will be in command of the Port Trust Tug proceeding outside the Port limits either on salvage operations or any other special work.
- Assume control of Fire-fighting operations in the absence of, or until the arrival of the Deputy Port Conservator.
- Regulate permission for Private launches going to outer anchorage and grant permission for personnel of various Agencies/Vessels proceeding to ships at anchorage.
- Conducting enquiries in case of Marine accidents / damages caused by vessels to port property and for collection of charges towards damages as assessed by respective departments and collection of Pollution related charges.

- Conduct enquiries into any pollution by the vessels and supervise anti pollution measures and collection of clean up / penal charges.
- Attend to all shipping correspondence.

### **Responsibilities**

- Shall ensure that efficient management for all Marine Operations are carried out.
- Shall be responsible for overall in charge of all Navigational Aids, Floating Craft, Spares and Fenders in the Marine Department.
- Responsible for the discipline of all employees in the Marine Department.
- Responsible for assessment and collection of pre-payment towards Vessel related Marine Charges and issue of Entry & Clearance to the vessels as per Scale of Rates.
- Shall be responsible for arranging for periodical soundings and drawings of berths and navigational areas, channel etc. as and when required.
- Shall arrange for changing of fenders at quay berths and West and North Quays.
- Shall ensure that the command of the Port Trust Tug proceeding outside the Port limits either on salvage operations or any other special work.
- Shall be in charge of control of Fire Fighting Operations in the absence of or, or until the arrival of the Deputy Port Conservator.
- Shall regulate permission for Private launches going to outer anchorage and grant permission for personnel of various Agencies/Vessels proceeding to ships at anchorage.
- Responsible for conducting enquiries in case of Marine accidents / damages caused by vessels to port property and for collection of charges towards damages as assessed by respective departments and collection of Pollution related charges.
- Responsible for conducting enquiries into any pollution by the vessels and supervise anti-pollution measures and collection of clean up /penal charges.
- Shall ensure that all shipping correspondences are dealt with.
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Any additional work, as and when allotted by the immediate superior/Deputy Conservator.
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## **DOCK MASTER – I**

### **Duties**

- The Dock Master –I ( Senior Most of the Dock Masters) will be responsible to the Harbour Master and Deputy Port Conservator for the proper execution of the following responsibilities unless otherwise instructed.
- Whenever he is posted or as required he will be present at the Jawahar Dock Entrance whenever a ship enters or leaves the Dock to navigate her safely through the dock cutting.
- During the shift, he will be the officer on duty to regulate for shipping movements in consultation with H.M. and should see that all tugs, launches, boats and pilots turn out for duty in time.
- Oversees the work of A.M.O., crew postings, allocating duties, efficient maintenance and institution of disciplinary proceedings for misconduct.
- Conduct the correspondence of the department in matters connected with the yard including the Floating Craft Service Station.
- Ensure the correct indenting, maintenance of stores, planning and budgeting done in the DPC's Buoy Yard.
- He will hold meetings and discussions in relation to the maintenance and performance of the Marine Crafts.
- Conduct departmental preliminary enquiries.
- See that all employees who are provided with uniform by the Port Trust and those who are in receipt of uniform allowances wear their uniform properly and to the extent clean as their work may permit.
- Inspect all plant and craft by 31<sup>st</sup> December every year and submit annual report on their condition to H.M. by 15<sup>th</sup> January every year.
- Counter check all items of stationery furniture, tools and plant, stores of yard excluding Service Station during the 1<sup>st</sup> week of April and submit a report to Harbour Master by 10<sup>th</sup> April, every year.
- Ensure that the Work orders placed on the Civil and E & M Departments are completed and that the deal does not interfere with the maintenance programme.

- Ensure that the programme for beaching and launching of all floating craft belonging to the department is drawn and carried out in consultation with SE(Marine) and SE(MRSS).
- Ensure that all navigational aids are maintained in good repairs.
- Contact CE/CME/COS to expedite construction/acquisition/procurement of buildings/plant and gear/stores required to maintain the efficiency of the department.
- Will be the overall in charge of Pollution Control and shall arrange for conducting regular Mock Drills.
- Assist HM/DPC on the movements of ships during strikes, cyclone, fire etc.
- Personally check the stationery and tools and plant at the yard once in quarterly.

### **Responsibilities**

- Shall ensure that he should be present at the Jawahar Dock Entrance whenever a ship enters or leaves the Dock to navigate her safely through the dock cutting.
- Shall co-ordinate for Shipping movements in consultation with H.M. and should monitor that all Tugs, Launches, Boats and pilots turn out for duty in time.
- Responsible for the oversees of work of AMO, crew postings, allocating duties and also efficient maintenance and institution of disciplinary proceedings for misconduct.
- Shall conduct the correspondence of the Department relating to Yard, including Floating Craft Service Station.
- Responsible for ensuring correcting indenting, maintenance of stores, Planning and Budgeting done in DPC's Buoy Yard.
- Responsible for conducting meetings and discussions in relation to the maintenance and performance of the Marine Crafts.
- Shall conduct departmental preliminary enquiries.
- Responsible for supply of uniforms to all employees, who are in receipt of Uniform allowances wear their uniform properly and shall watch the cleanliness of the uniform to the extent, as their work may permit.

- Shall inspect and submit annual report in respect of all Plants and Crafts by 15<sup>th</sup> Jan. every year
- Responsible for checking of all items of stationery, furniture, tools and plant, stores of yard during the 1<sup>st</sup> Week of April and to furnish a report by 10<sup>th</sup> April every year
- Monitor that the work orders placed on Civil and E & M Departments are completed well within the time
- Properly ensure that the programme for beaching and Launching of Floating Craft belonging to the Department is drawn and carried out in consultation with SE (Marine) and SE(MRSS).
- All navigational aids are maintained in good repairs.
- Co-ordinating with CE/CME/COS to expedite construction/acquisition/procurement of buildings/plants and gear/stores required to maintain the efficiency of the department.
- Responsible for Pollution Control and shall arrange for conducting regular mock drills.
- Responsible for assisting HM/DPC on the movement of ships during strikes, cyclone, fire, etc.,
- Periodical quarterly checking of stationery and tools and plant at the yard.

Any additional work as and when allotted by the immediate superior/Deputy Conservator.
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## **DOCK MASTER II**

### **DUTIES**

- Dock Master II will be responsible to the Deputy Port Conservator/Harbour Master in execution of the following duties
- He will be the Divisional Officer in-charge of Port Fire Service and will Supervise the functioning of the entire Port Fire Service.
- Whenever he is posted or as required he will be present at the Jawahar Dock Entrance whenever a ship enters or leaves the Dock to navigate her safely through the dock cutting.
- Arrange the various training programmes in the Port Fire Service.
- Arrange to conduct Mock Fire Drills e.g. Oil Terminals, Tugs (Fire Floats), various mobile equipments and Centenary Building.
- Conduct the enquiries in connection with disciplinary procedures.
- Contact C.E/C.M.E/C.O.S. to expedite constructions/acquisitios/ procurement of buildings/ plant and gears / stores required to maintain efficiency of Port Fire Service.
- Offer guidance to the Port Fire Service for effective functioning of the Fire Service and IMDG cargo related activities.
- He will carry out the duties of Dock Master I and Dock Master III in addition to his own duties when any one of them is on leave.

### **RESPONSIBILITIES**

- Responsible for the Port Fire Service and will supervise the functioning of the entire Port Fire Service.
- Shall be present at Jawahar Dock Entrance, whenever a ship enters or leaves the Dock to navigate her safely through the dock cutting.
- Shall arrange various training programmes in the Port Fire Service.
- Responsible for arranging to conduct Mock Fire Drills, tugs (fire Floats), various mobile equipments and Centenary Building.

- Shall conduct the enquiries in connection with disciplinary procedures.
- Co-ordinate with CE/CME/COS on various issues required to maintain efficiency of Port Fire Service.
- Shall guide the Port Fire Service for effective functioning of the Fire Service and IMDG Cargo related activities.
- Shall be responsible for the duties of DM-I & DM-III, in their absence.

Any additional work, as and when allotted by the immediate superior/Deputy Conservator.

## **DOCK MASTER III**

### **DUTIES**

- Dock Master III will be responsible to the Deputy Port Conservator, Harbour Master and Dock Master I for the following:
- He will be in charge of Signal Station.
- Whenever he is posted or as required he will be present at the Jawahar Dock Entrance whenever a ship enters or leaves the Dock, to navigate her safely through the dock cutting.
- Conduct checks on floating craft and see that they are kept clean and that all deck machinery are in order. A written report should be submitted to Dock Master I once in three months.
- Will be APFSO and shall check Port Facility for Security, Safety and Anti-Pollution meticulously. No gap or security information which is required to be provided to the PFSO must be left out.

### **RESPONSIBILITIES**

- Responsible for efficient functioning of the Signal Station.
- Shall be present at Jawahar Dock Entrance, whenever a ship enters or leaves the Dock to navigate her safely through the dock cutting.
- Checking of Floating Crafts and watch that they are kept clean and all deck machinery are in order. Quarterly written report be submitted to DM-I.

## PILOT

### DUTIES

- The Pilots are on round the clock duty but normally work in shifts of 8 hours.
- Pilots are at half an hour's notice and should board ships within 30 minutes.
- Pilots on leave may be recalled to duty at short notice due to exigencies of service.
- During the prevalence of bad weather and in an emergency (of which Deputy Port Conservator shall be sole judge) HM, DMs and all Pilots are liable to be called up for duty at short notice although they may be on leave.
- Pilots finding themselves compelled to be absent from duty owing to sickness or other causes, should inform the Deputy Port Conservator as soon as possible. Similarly, Pilots returning to duty after temporary absence should report having done so.
- Boarding of approaching ships:
- Pilots will proceed out to an approaching ship when she is close enough to board in all weather conditions. The only exception to this is when there is danger to life in going out during bad weather.
- Bringing in over loaded ships:
- Pilots bringing into harbour ships which they suspect of being overloaded or which have a heavy list should report to the Deputy Port Conservator/Harbour Master.
- Customs and Port Health Clearance:
- Pilots boarding merchant ships for taking them to sea should make it a point to sight the Port Clearance and note its validity which is 72 hours. The Port Health Clearance is also to be sighted when a ship is bound for a foreign Port. The validity of the Port Health Clearance is only 24 hours. The immigration clearance is also to be collected from all foreign going ships including one shifting to Outer Anchorage.
- Taking over loaded ships to sea:
- Pilots are forbidden to take over loaded ships to sea. It does not however rest with a Pilot to determine whether a ship is overloaded or not. The Principal Officer, Mercantile Marine Department is the deciding authority. Pilots who suspect that a ship is overloaded should therefore immediately report the matter to the Deputy Port Conservator / Harbour Master and obtain orders.
- Piloting outwards:

- A Pilot when piloting a ship outward, will not leave the ship until the ship's stern is outside and clear of the entrance heads.
- PRIORITY OF MOORING TO CERTAIN SHIPS DURING BAD WEATHER:
- Part discharged bulk ships, i.e. grain ships, coal ships, oil tankers or others should not be sent to sea when a storm is threatening the Port, if it is at all possible to avoid it. Such ships will have priority for moorings and other ships will have to vacate in their favour. These movements are to be decided by the Harbour Master/Deputy Port Conservator.
- LADDERS:
- Pilot ladders and combination ladders will be used by Pilots when leaving out-bound ships unless there are strong reasons for using accommodation ladders, in which case a report is always to be made to the Deputy Conservator/Harbour Master.
- A ship is never to be placed into a position where she is liable to have less than 6" of water under her keel at any time and in deciding this, due allowance must be made by the Pilot for rise and fall of tide and the anticipated effect on the ship's draft.
- Each Pilot is to have access to the information referred to above and may, if he wishes at any time, take a sounding chart on board any ship that he may be piloting, but should return the chart to its folder in the Signal Station immediately he comes ashore.
- A Pilot is not to be made responsible for any change in a ship's draft due to alternation of trim after he has left the ship but he should inform the Master before disembarking the maximum safe draft that the ship can load to in that particular berth.
- In every case, where a pilot considers that it is advisable to keep a special look-out on a ship's draft he will make a message to the Signal Station for the guidance of the Pilots.
- The names of the Harbour Master, Dock Masters and all Pilots will be typed on the back of all sounding charts of berths and officers should subscribe their initials as a token of having seen them.
- Will be APFSO and shall check Port Facility for Security, Safety and Anti-Pollution meticulously. No gap or security information which is required to be provided to the PFSO must be left out.
- Shall check the ISPS Arrival Report of the ships prior to the boarding the incoming vessel and get the details filled by the master of the vessel, in case any information is not provided as per proforma..

- Shall verify the International Tonnage Certificate, Certificate of Registry and the ISS Certificate and shall certify the Gross Tonnage to be entered in the Pilotage Certificate.
- In case of any doubt, regarding ISS Certificate or any other security incident, they shall also check the CSR and other relevant documents for verifying the facts regarding the vessels to be berthed.
- Shall specifically keep an eye that the CISF/Police Patrol Launch are carrying out regular patrols. Any deficiency found in the security on land or on sea front, they should inspect and bring it to the notice of PFSO.

### **RESPONSIBILITIES**

- Shall be responsible at the time of bad weather and in an emergency, when called for, even though they may be on leave.
- Shall report to the Deputy Conservator regarding their absent from duty owing to sickness or other causes and also in case of returning to duty after temporary absence.

Any additional work, as and when allotted by the immediate superior/Deputy Conservator.

## **SUPERINTENDING ENGINEER (MARINE SERVICES)**

### **DUTIES**

- He will be the Head of Engineering Division of Marine Department. He will be assisted by the team of Engineers under his control.
- He will attend meeting and discussion in relation to the division under his control.
- He will also deal with the policies concerning technical matters.
- Co-ordinate with SE(Marine), Controller of Stores, Chief Mechanical Engineer and Chief Engineer.
- In the absence of Dock Master I, he will be in charge of DC's Buoy Yard and office also.
- He will assist Deputy Port Conservator when there are emergencies such as fire, floods, cyclones, accident, Pollution Control etc.
- Maintain overall discipline and conduct enquiries.
- He will recommend overtime to Service Station employees, Engine crew of Marine Crafts and employees of Pollution Control Cell.
- He will approve various trade tests conducted for Fitters, Mechanics, electricians etc.
- He will counter check the tools and plants pertaining to Service Station.
- He will recommend leave to all Marine Engineers of this division, ACOS(Marine) and A.Es of Service Station.
- Customs and Port Health Clearance:
- Pilots boarding merchant ships for taking them to sea should make it a point to sight the Port Clearance and note its validity which is 72 hours. The Port Health Clearance is also to be sighted when a ship is bound for a foreign Port. The validity of the Port Health Clearance is only 24 hours. The immigration clearance is also to be collected from all foreign going ships including one shifting to Outer Anchorage.
- Taking over loaded ships to sea:
- Pilots are forbidden to take over loaded ships to sea. It does not however rest with a Pilot to determine whether a ship is overloaded or not. The Principal Officer, Mercantile Marine Department is the deciding authority. Pilots who

suspect that a ship is overloaded should therefore immediately report the matter to the Deputy Conservator / Harbour Master and obtain orders.

- Piloting outwards:
- A Pilot when piloting a ship outward, will not leave the ship until the ship's stern is outside and clear of the entrance heads.
- PRIORITY OF MOORING TO CERTAIN SHIPS DURING BAD WEATHER:
- Part discharged bulk ships, i.e. grain ships, coal ships, oil tankers or others should not be sent to sea when a storm is threatening the Port, if it is at all possible to avoid it. Such ships will have priority for moorings and other ships will have to vacate in their favour. These movements are to be decided by the Harbour Master/Deputy Conservator.

### **RESPONSIBILITIES**

- The SE(MRSS) will be directly responsible to Dock Master-I/Harbour Master/Deputy Conservator for efficient and effective operation and maintenance of all crafts held by Marine Department.
- He will be responsible for:
  - Ensuring efficient operation of all Crafts for the basic role of shipping operation.
  - Ensuring efficient functioning of Floating Craft Service Station.
  - Maintaining high state of serviceability of all Crafts.
  - Ensuring that all types of maintenance schedule are adhered meticulously.
  - Planning for annual requirement of Spare parts/stores required for various maintenance of all Crafts.
  - Looking after all administrative function of all Engineers/Contract Engineers-working on board the crafts/Staff working under him.
- Responsible for co-ordination with SE(Marine), COS, CME and Chief Engineer.
- Shall be responsible for the functioning of DPC's Buoy Yard and Office also in the absence of DM-I
- Responsible for overall discipline and conduct enquiries.
- Responsible for various trade tests conducted for Fitters, Mechanics, Electricians, etc.,

Any additional work, as and when allotted by the immediate superior/Deputy Conservator.

**ENGINEER (MARINE)****DUTIES**

- He will be in-charge of the craft or crafts allotted to him.
- While on duty he will take note of the various defects on deck and engine room of the craft and initiate remedial action.
- He will ensure that regular preventive maintenance of the craft is carried out to minimize breakdowns. For this purpose he will liaison with A.M.O. and A.E.(Marine)
- He will arrange to rectify all the breakdowns in the minimum possible time.
- He will place Work Orders on other Departments for repairs and overhauls that cannot be carried out by the Service Station under Marine Department and take follow up action.
- When the crafts are sent to the Main Floating Craft Section for major periodical overhauling or for slipway/survey work he will place the necessary work orders for the repairs to be carried out on the machineries and hull of the craft, take follow up action and inspect the work carried out.
- He will scrutinize the logbooks of the craft and write the confidential reports of the Engine Room Crew.
- He will place indents for fuel oil and lube. Oil for the craft and maintain proper records of their consumption and render periodical statements to D.P.C. through SE(MRSS)/DM.
- He will prepare quarterly, half-yearly and annual statements regarding the technical data such as breakdown hours, utilization hours, etc.
- He will train the engine room crew for the proper upkeep of the main engine and auxiliaries.
- He will carry out any other ditties that may be assigned to him by D.P.C., H.M., D.M.I and SE(MRSS).
- He is liable to be called out to attend to breakdown of tugs on Sundays and Holidays, to do the necessary rectification and put the craft in commission.
- He should programme for the items to be overhauled of engines and auxiliaries during slipway occupation, as also programme for the acquisition of the

necessary spare parts for the same.

### **RESPONSIBILITIES**

- Will be responsible for the efficient running and good maintenance of the craft.
- During the lay up period of the craft he will be responsible for the execution of the works.
- Will be responsible for proper maintenance of history book of the craft.

Any additional work, as and when allotted by the immediate superior/Deputy Conservator.
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## ASSISTANT MARINE OFFICER

### DUTIES

- The Assistant Marine Officer shall be responsible to the Deputy Port Conservator and the Harbour Master and Dock Master I for the proper execution of the following.
- MAINTENANCE:
- He will be in charge and responsible for the efficiency and maintenance in good repair of all floating crafts, navigational aids, navigational lit buoys, mooring buoys, spares and fenders, store, etc., in charge of the Marine Department and all other outdoor work.
- He shall be the liaison officer for the Marine Department in carrying out all the outdoor duties of this department.
- He will carry out all initial, annual, special or partial inspections of craft for licensing under the Harbour Craft Rules for the Port of Madras.
- He will represent the Deputy Port Conservator in prosecutions under the Harbour Craft Rules when ordered to do so by him.
- He should maintain a list of all reference books received from office.
- He should report to the Deputy Port Conservator for orders as to what small craft are to proceed to spring haven basin during bad weather.
- He should see that all the staff supplied with uniforms by the Trust wear them properly and also to the extent clean as their work would permit. He should carry out kit inspection of these staff on appointed dates under orders of the Deputy Port Conservator.
- GENERAL: He shall carry out such other specific items of work that may be entrusted to him by the Deputy Port Conservator, Harbour Master and Officer-in-charge of Yard.
- DAILY ROUTINE : He should scrutinize and sign the following:
  - Signing of all indents made in DPC's Buoy Yard.
  - Arranging work for the Conservancy Diver.
  - Arranging for salvage of cargo lost overboard.
  - Posting of deck crew for all floating craft.
  - Signing of all deck log books of all floating craft.

**RESPONSIBILITIES**

- He will be responsible to the Officer-in-charge of Yard for the efficient working of the outdoor section.
- DISCIPLINE:
- Responsible to the Deputy Port Conservator, Harbour Master and Officer-in-charge of Yard for the discipline of all the outdoor employees of the Marine Department.
- He is responsible for the proper entry and clearance from the Port of fishing vessels entering and leaving the Port and to see that they do not violate the Port Rules.
- He is responsible to see that only the craft licensed under the Harbour Craft Rules ply at this Port and without contravening provisions of the Harbour Craft Rules.

Any additional work, as and when allotted by the immediate superior/Deputy Conservator.
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## **TECHNICAL ASSISTANT (POLLUTION CONTROL)**

### **DUTIES**

- Will assist the DPC/HM/DM(OCY)/SE(MRSS)/ in Pollution Control activities.
- Look after the day-to-day activities and allocation of duties of the Pollution Control Cell.
- Maintain all statistical data connected with Pollution Control.
- Make himself conversant with all the activities of Pollution Control Cell.
- Will look after the maintenance of various types of oil barriers.
- Look after Bilge oil separator and its operation and slop reception facilities.
- Planning and procurement of spares and other materials required for the Pollution Control Cell through the Stores Department.
- Make himself conversant with the operation of M.P.H.V. Prestige with particular reference to deployment of Pollution Control equipments viz. sweeping arm, inflatable barrier, oil skimmer and the power pack and ORV ANNAM
- Will look after the maintenance oil barriers deployed at Oil Terminals.
- In case of oil pollution, if required, he should collect the samples of the spilled oil and the oil samples from the suspected vessel causing pollution and arrange for comparative analysis from outside laboratories.

### **RESPONSIBILITIES**

- Responsible for day-to-day activities of the Pollution Control to keep the Harbour waters clean.

Any additional work, as *and* when allotted by the immediate superior/Deputy Conservator.

## **PORT FIRE OFFICER AND ASSISTANT SAFETY OFFICER**

### **DUTIES**

- **DUTIES AS PORT FIRE OFFICER**
- The Port Fire Officer is the technical head of the Port Fire Service, in which capacity he shall be directly responsible to the Deputy Port Conservator through Dock Master in charge of Fire Service for the proper organization and efficient management of the Port Fire Service.
- He will also function as the Fire Advisor to the Trust and shall advise the Deputy Port Conservator in all matters regarding the fire protection of the Port and Port area.
- He shall observe and cause to be observed by all ranks of the Port Fire Service all Standing Orders as may be in force from time to time.
- He shall submit fire reports within 48 hours of their occurrence, excluding Sundays and Holidays.
- **DUTIES AS ASSISTANT SAFETY OFFICER:**
- As Assistant Safety Officer, he is the executive technical assistant to the Port Safety Officer.
- In addition to the hours of duty, he shall take rounds from 0700 hours to 0900 hours on week days ( i.e. Monday to Saturday) for inspecting parades, drills and for carrying out safety inspections' of the Port area. He is liable to be called out at any time, in case of fires and for discharging duties laid down in the Port of Madras Safety Regulations and will be eligible to draw overtime wages for any such work done outside his stipulated hours on duty.
- Check the stationery and tools and plant at the Fire Service Station at the Office and submit his report annually.
- **FIRE CONTROL:**
- He must assume control of fire-fighting operations in the absence of or until the arrival of the Deputy Conservator, who is charged with the responsibility of being the Safety Officer of the Port.

### **RESPONSIBILITIES**

- He shall be responsible for the proper maintenance and for arranging for repairs and or replacement of appliances and equipments held in the charge of the Port

Fire Service.

- He shall be responsible for the training, discipline and welfare of all the other ranks of the Port Fire Service, as also their postings, transfers, etc.
- In case of a fire, he shall bear responsibilities for Fire Fighting Operations.
- He shall be responsible for all reference books in his custody and submission of all returns and statements.

Any additional work, as and when allotted by the immediate superior/Deputy Conservator.

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## **ADMINISTRATIVE OFFICER (ESTABLISHMENT)**

### **DUTIES**

- Will scrutinize all matters relating to Establishment Section (i.e.) appointment, promotion, reversion, confirmation, union matters etc., before being put up to Deputy Port Conservator for signature
- Will scrutinize all matters relating to quarters, welfare amenities, nomination, pension settlement of P.F. and Gratuity and F.S.S., House Building Advance, Conduct Rules, Verification of antecedents, Home Town declaration, Welfare amenities.
- He/She will maintain all confidential reports including that of Officers.
- He/She will pass orders to close the files if there is no further action pending.
- He/She will put up cases of probationers completing their period for being declared and Approved Probationers.
- He/She will dispose all leave applications in respect of staff working under him.
- He/She will ensure that the training programme is fulfilled and the employees eligible to appear for the Certificate of Competency under Harbour Craft Rules for Port of Chennai.
- He/She will scrutinize the disciplinary cases and enquiries arising out of other than absenteeism.
- He/She will scrutinize the matter relating to issue of passes both photo & temporary and medical cards both F.M.I and P.M.I cards.
- He/She will attend to the duties of the Administrative Officer (G) in his absence on short leave, etc.
- He/She will attend to such other duties as are allotted to him from time to time.

### **RESPONSIBILITIES**

- Shall be responsible for all matters relating to Estt. Section, before being put up to Deputy Conservator for signature.
- Shall be responsible for all matters.
- Maintenance of Confidential Reports including Officers.
- Shall attend to the duties of the Administrative Officer in his absence on short

leave, etc.

- Any additional work, as and when allotted by the immediate superior/Deputy Conservator.

## **ADMINISTRATIVE OFFICER (GENERAL)**

### **DUTIES**

- He will scrutinize all matters relating to General, Accounts and Receipt, Despatch and Records and Statistics (excepting statistics relating to Shipping and Ship Cards) Sections.
- He will pass orders to close the files, if there is no further action pending
- He will see that all records are maintained in good order and ensure that periodical destruction of unwanted documents is carried out.
- He will ensure that the Tools and Plants, Furniture, Stationery Account are correctly maintained.
- He will sanction periodical increments to all Officers and employees except that relating to HM and Deputy Conservator.
- He will put up the cases of employees crossing Efficiency Bar for DPC's orders before the increment is actually sanctioned.
- He will dispose all leave applications working under him.
- He will ensure that the Attendance register and Late attendance register are closed and submitted to DPC daily for his signature.
- He will scrutinize all matters relating to P.F. Loan, Final withdrawal, uniform, stores, scholarship, L.T.C., Cycle Advance, Motor Car Advance, Imprest Cash, Budget.
- He will ensure that a proper catalogue of books in the Library is maintained.
- He will scrutinize the matters relating to the acquisition of Floating crafts, P.F.S. Vehicles, appliances and other equipments.
- He will scrutinize the matters relating to Navigational Aids.
- He will scrutinize the matter relating to repairs to Buildings, Floating Craft, PFS vehicles, appliances and other equipments.
- He will scrutinize the matter relating to meetings & conferences such as I.P.A., National Harbour Board, Chairman's Conference, Heads of Marine Department of Major Ports.

- He will scrutinize the matter relating to theft of Trust's property.
- He will scrutinize the matter relating to procurement of books, periodicals, etc.
- He will scrutinize the matter relating to survey of tugs, sparing of tugs and other equipments to outside parties.
- He will scrutinize the matter relating to office equipments, furniture etc.
- He will attend to the duties of the Administrative Officer (E) in his absence on short leave, etc.
- He will attend to such other duties as are allotted to him from time to time.

### **RESPONSIBILITIES**

- Responsible for all matters relating to General, Accounts and Receipt, Despatch and records and statistics sections
- Responsible for periodical destruction of unwanted documents.
- Shall ensure that checking of tools and plants, furniture, stationery account are correctly maintained.
- Responsible for periodical increments to all Officers and employees except HM and Deputy Conservator.
- Responsible for closing of Attendance Register and Late Attendance Register daily.
- Responsible for all matters relating to various items mentioned.
- Maintenance of proper catalogue of books in the Library

Any additional work, as and when allotted by the immediate superior/Deputy Conservator.
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**ADMINISTRATIVE OFFICER (SHIPPING)**

**DUTIES**

- He will co-ordinate with the other two Administrative Officers for effective functioning as required and also will be the in charge of the shipping bills and other correspondences.
- He will assist DPC/HM in administrative works as required.

**RESPONSIBILITIES**

- Shall be responsible for shipping bills and other correspondences.

Any additional work, as and when allotted by the immediate superior/Deputy Conservator.

**SIGNAL STATION OFFICER****DUTIES**

- He is in charge of Signal Station.
- He is to supervise the work of Signal Staff working under him and maintain discipline among them.
- Signal Station Officer is required to work from 1000 hours to 1700 hours on all working days. He will work on 1<sup>st</sup>, 3<sup>rd</sup> Saturdays and avail holiday on 2<sup>nd</sup> & 4<sup>th</sup> Saturdays. He will generally not be required to work on Sundays or holidays. But during the prevalence of bad weather, he may be required to stay in the Signal Station till the weather improves.
- He will ensure that all registers pertaining to Signal Station are maintained with up to date entries.
- He will attend the berthing meeting conducted by the Traffic Manager along with DC./ H.M. or as required.
- Personally check the Signal Station's stationery every quarter.
- He will attend to other duties as and when instructed by DPC/HM./DM.

**RESPONSIBILITIES**

- Shall be responsible for the staff of Signal Station and shall maintain discipline among the employees/staff.
- He is responsible and to ensure that all returns, pertaining to Signal Station are sent in time.
- Responsible for checking of stationery of Signal Station on quarterly basis.

Any additional work, as and when allotted by the immediate superior/Deputy Conservator.

**PERSONAL ASSISTANT****DUTIES**

- To assist DC in all secretarial activities as required
- To maintain various stock files and other confidential matters as required.
- Follow up various files as instructed by DC.
- To co-ordinate with various divisions of the Department and other Departments as required.
- To carry out any other duties as instructed by DC.

**RESPONSIBILITIES**

- Responsible for all secretarial activities.

Any additional work, as and when allotted by the immediate superior/Deputy Conservator
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## ASSISTANT ENGINEER (MARINE)

### DUTIES

- A.E.(Marine) is to work under D.M. (officer in charge of Yard)/A.M.O in the execution of all work carried out by the Department at the Buoy Yard and is responsible for their proper execution.
- He is in charge of the Aga, Entrance and Dufferin lights, all Channel Buoy lights, sector and transit lights and shall arrange for the renewal of the cylinders and batteries as required.
- He should be conversant to the Minimum Wages Act and with the Factory Acts and Rules.
- **Carryout any other duties assigned by A.M.O./SE(MRSS)/D.M. (OCY).**
- He should attend to all correspondence connected with the above through Dock Master in charge.
- He will maintain up to date, the following books and registers:
  - Daily work Allocation Registers.
  - Chains History Book.
  - Channel and Moorings Buoy History Book.
  - Shackle History Book.
  - v) Floating Craft including Lighters History Book.
- History books will be maintaining to show the record of every chain and shackle in which the following essential particulars are to be noted. An index at the beginning of the book will be provided.
- He shall be conversant with all the office orders issued to the various category of staff in the department.
- He should close the attendance of the Yard employees to be taken morning and noon.

## **RESPONSIBILITIES**

- He is responsible for the proper upkeep, maintenance of all the floating crafts of the department (dump and power driven) and shall arrange for the issue of work orders for all repair works, as necessary. He is in charge of all repair works carried out on the craft while they are on the slipway/ramps.
- He is responsible for the proper indenting, inspection, receipt, stocking and issue of stores and to estimate the works, for which he will be assisted by clerical staff at the Yard.
- He is responsible for the proper maintenance of the buoys, which are to be chipped, cleaned and painted good in time to enable the Harbour Master to keep the Buoy laying programme current.
- He is responsible for the proper allocation of work daily, for all the Buoy Yard employees.
- He is responsible to see that all staff of the pilotage and yard sections, who are issued with uniforms, wear them while on duty.
- He is responsible for the prompt submission of reports by staff in charge of boats, crafts and appliances when they meet with any accident.
- When the port is threatened by bad weather, he is responsible for sending the small crafts in the boat basin when ordered to do so.
- He is responsible for the clean and sanitary condition of the Buoy Yard, as required under the factory's Act.
- He is responsible for the submission of the following:-
  - Diver's duty slips.
  - Reports of accidents to personnel and plant of the department.
  - Date for recovery of charges for miscellaneous services rendered to parties etc. by Yard labour, plant or craft.
  - Stores registers.
- He is personally responsible for the maintenance of history books.
- He shall be responsible for the proper maintenance of all salvage and L.S.A. equipment on all floating crafts.
- He should be responsible for opening and closing of the yard premises and other rooms and stores areas.

- He shall be responsible for the proper He shall be responsible for the proper maintenance of slipway yard maintenance of slipway yard.

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**ASSISTANT ENGINEER (FLOATING CRAFT SERVICE STATION)****DUTIES**

- He is in charge of service station and stores and shall report to Engineer-Marine, SE(MRSS) and DM and responsible for:
- All Engineers/SE (MRSS)/DM (OCY) for maintenance of all floating craft of the department.
- In charge of the employees working in service station including stores.
- Discipline, attendance and work allocation of the employees of the Service Station.
- Offer guidance and instruction to Supervisors and Charge-men working under him in service station for technical matters relating to maintenance of crafts and procurement of spares and other stores.
- Keep intending of stock and Non-stock items and arrange to prepare indents and the follow up action and assist the Engineers for scrutiny of Quotations received from stores.
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- Tools & Plants items, records and statements.
- To report the position of defects and repairs being carried out in various crafts by service station and F.C.D (including slipway) to Engineer Marine, SE (MRSS) and D.M.
- To carryout any other duties assigned by the Engineer/SE (MRSS)/DM (OCY).