

**CHENNAI PORT TRUST**  
**SECRETARY'S DEPARTMENT**

**DUTIES AND RESPONSIBILITIES - CLASSES I AND II OFFICERS**

**Class I Officers**

Sl No.	Designation	No of Posts	Page No.
1.	Secretary	1	1
2.	Director(Training)	1	2
3.	Dy. Chief Vigilance Officer	1	3
4.	Chief Public Relations Officer	1	4
5.	Senior Deputy Secretary	1	5
6.	Deputy Secretary	4	6-8
7.	Training Manager	1	9
8.	Chief Labour Welfare Officer	1	10
9.	Labour Welfare Officer	1	
10.	Assistant Secretary	4	11-15
11.	Private Secretary to the Chairman	1	16
12.	Hindi Officer	1	17
13.	Administrative Officer (Legal)	1	18
14.	Editor	1	19
<b>Total</b>		<b>20</b>	

**CLASS II Officers**

15.	Assistant Welfare Officer	1	20
16.	Assistant Welfare Officer (Junior)	2	
17.	Assistant Secretary(Junior)	1	21
18.	Personal Assistant	11	22
19.	Librarian	1	23
20.	Assistant Vigilance Officer	1	24
21.	Course Developer	2	25
22.	Course Instructor	3	
23.	Course Developer (Computer)	1	
24.	Administrative Assistant	2	26-28
25.	Assistant Labour Welfare Officer	1	29
<b>Total</b>		<b>26</b>	
<b>GRAND TOTAL</b>		<b>46</b>	

**DUTIES AND RESPONSIBILITIES OF SECRETARY - HOD**

- Secretary is in charge of the Board's Secretariat Department. He is in charge the General Administration and discipline.
- To maintain the Board matters
- Prompt and proper disposal of all communications addressed to the Dy. Chairman and Chairman, from Government, outside parties or Heads of Departments, after obtaining the orders of the Dy. Chairman and Chairman wherever necessary.
- To maintain Establishment matters, all rules and regulations, procedures etc.
- Recruitment and induction of new employees and promotions.
- Development of Human Resources and Training.
- To maintain Industrial Relations.
- Legal matters
- Security and Vigilance
- Implementation of Official Language- Hindi.
- Public Relations, Guest House Library and publication of House Journal
- Welfare measures of the employees
- Allotment of Quarters.
- Budget Allocations
- In charge of Trust's P&T Telephones/ Cell Phones and its maintenance.
- Preparation and finalisation of Board Agenda in consultation with Dy Chairman and Chairman.
- Circulation of agenda papers to the Board of Trustees well in time.
- Arrangement and conduct of the Board Meeting. Preparation and confirmation of Minutes with Dy. Chairman and Chairman and follow up action taken on the Board's Resolutions/Decisions taken in the Board Meeting.
- To organize and make arrangements to the visits of various Parliamentary Committees to the Port and follow up action and reply to the Parliamentary Committee's Secretariat/ Ministry.
- To advise the Chairman/Deputy Chairman to the Industrial disputes/issues raised by the Trade Unions and comply orders of the Chairman/Deputy Chairman. Conducting union meetings with Dy. Chairman and Chairman and follow up action on the decision taken in the meeting.
- General Administration, Promotion and disciplinary matters
- To comply with all rules and regulations of the Trust.
- To follow the orders issued by the Central Government on establishment matters and Reservation Policies from time to time.
- To redress the Employees' Grievances.

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**DUTIES AND RESPONSIBILITIES OF DIRECTOR (TRAINING) – Class -I**

- Incharge of Centre for Human Resource Development under the control of Secretary.
- Identification of training needs of port personnel in consultation with HODs.
- Preparation of Schedule of training programmes for a Calendar year and conducting the Training Programmes.
- Obtaining feedback from participants and evaluation of effectiveness of the training programmes.
- Purchase and maintenance of audio/video equipments.
- To take action for outstation training programme within India and abroad
- Organizing coaching classes for employee's children.
- Planning, Scheduling and organizing training programmes in house, external, and on site
- Sponsoring abroad fellowship, bilateral assistance training programmes
- Purchase of Audio/visual Training Aids and Annual Maintenance of Audio/Video Equipments.
- Coordination with external trainer / Training organizations for conducting Training programmes.
- Evaluation of Training Programmes and revising the Training programmes.
- Conducting coaching classes for employees' children
- Project work for College students

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**DUTIES AND RESPONSIBILITIES OF DEPUTY CHIEF VIGILANCE OFFICER -  
Class -I**

- Directly work under the Chief Vigilance Officer and be responsible for the day-to-day work in the Vigilance Section.
- Other than the vigilance matters, the papers will be submitted to the Secretary/Dy Chairman/Chairman.
- Surprise inspections of sensitive areas and regular inspections of the various areas related to Chennai Port.
- Keep a watch on the work and performance of the Officers of doubtful integrity. Review the agreed list of Officers once in a year in consultation with CVO.
- Scrutinize the APRs of the Officers and submit to CVO for perusal
- Scrutinize the ACRs of Class I Officers and submit to the next higher officer for perusal.
- Maintenance of Complaint Register as per the Vigilance Manual and submit it for CVOs' perusal monthly / as and when called for.
- Maintenance of Records of movable and immovable properties of employees.
- Investigation of vigilance cases related to Port employees
- Security.
- Execute the CVO's orders on measures to prevent corruption, malpractices and detect cases involving misconduct, etc.
- Review and streamline procedures to reduce the incidence of corruption / misconduct. Initiate measures needed for the prevention and detection of corruption and other malpractices in the Trust.
- Obtain prior / ex-post-facto permission for acquisition / disposal of movable / immovable properties.
- Arrange for the periodical meetings of the Chairman and C.V.O. with the CBI to discuss vigilance matters.
- Liaison with the CVC, CBI, CTE's Organization and will keep the CVO posted with information on all matters.
- Furnishing of reports to the CVC relating to the technical works like, civil construction works, contracts (civil / electrical / mechanical), etc.
- Liaison with CISF, Chennai Port Unit and with M2 Port Marine Police Station.

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**DUTIES AND RESPONSIBILITIES OF CHIEF PUBLIC RELATIONS OFFICER -**  
**Class -I**

- To have the proper maintenance of the Guest House
- To arrange to book Air/Rail tickets for the V.I.Ps, Chairman & Dy. Chairman.
- To arrange to organize trips inside the Port area for the visiting dignitaries.
- To arrange accommodation, venue and transport for the visits of various Parliamentary Committees visit to the Port.
- To liaise with the all Heads of the Departments in replying to complaints from the public
- To take necessary action to build a favorable image of the Trust amongst the commercial public and the leaders of the public opinion.
- To maintain informal relations and contact with the Press A.I.R., T.V. Center and Film Divisions of the Government of India and Government of Tamil Nadu.
- To maintain staff cars of Secretary's Department.
- To attend to any other items of work that may be entrusted to him from time to time by the Secretary/Dy.CPT/CPT.
- To receive V.I.Ps and other Trust's Guests and arrange for their accommodation, and transport, etc.
- Arrangement of Press Meet.
- To arrange for press release on Port achievement and important events of the Port to build up image of the Port.
- To arrange for the official Tea/ Lunches/ dinner for Parliamentary Committee Meetings, Board meetings and other important meetings and proper distribution of the invitations for any important Meetings/Functions of the Port.
- In charge for the proper maintenance and movements of staff cars attached to the Secretary's department. .
- To maintain an imprest for the catering arrangements at the Guest House/CPRO's Office and for proper accounting and proper maintenance of the Guest House.
- To communicate to the management of the Trust the reactions of the public to its policies and programmes.

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**DUTIES AND RESPONSIBILITIES OF SENIOR DEPUTY SECRETARY - Class -I**

- Assisting the Secretary for Budget Estimates of Secretary's Department.
- To procure and supply of office equipment, furniture & miscellaneous articles to Secretary's department.
- To check the tools & Plant account of Secretary's department every now and then.
- To look after the maintenance & repairs of office equipment, Computers, Printers, Scanners, furniture, etc.
- Distribution of Administration report.
- To place periodical indents to stores department for the supply of stock / non-stock items pertaining to Secretary's department.
- He is responsible to see that the tools and plants of the department are maintained in a proper condition and that stock registers of books and tools and plant register are maintained and an inventory thereof taken at least once in a year.
- Disposal of unserviceable materials.
- To arrange payments of bill for maintenance of Office equipment.
- Supply of Uniforms & payment of stitching charge to the employees of Secretary's department
- To look after the Budget Estimates & Revised Budget Estimates relating to the Secretary's department..

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**DUTIES AND RESPONSIBILITIES OF DEPUTY SECRETARY (LEGAL) - Class -I**

- Assisting the Secretary in the discharge of legal matters.
- To advise all the Departments of Chennai Port Trust on receipt of reference from Department on legal matters pertaining to auction of goods by the Trust, confiscation of cargo by Customs, Contracts, Arbitrations, allotments of lands and buildings, settlement of accounts of deceased employees, Disciplinary Proceedings, Service matters, etc. duly seeking advice from Legal Adviser.
- To attend court cases personally on important issues.
- Executing the decrees passed by Courts.
- Reporting of important developments/events on court matters to Chairman/Dy. Chairman/Secretary.
- To attend to any other item of work allotted to him from time to time.
- Responsible for the disposal of the files received in the Legal Section of the Secretary's Department and shall take immediate action on each file received in order to dispose the same without much delay and also disciplinary matters including enquiry reports.
- Briefing the Legal Advisers / Legal Consultant / their assistants in all suits filed by and against the Trust and watching the progress of each case. Liaison with the Legal Advisers / Legal Consultant / their assistants.
- Responsible for Preliminary check of agreements, tenders etc. referred to Legal Advisers/ Legal Consultant or matters pertaining to adjudications, arbitration etc.
- Empanelment of Legal Advisers for Chennai Port Trust with approval of the Board.
- Forwarding of relevant judgements extracted from various law journals to all the departments covering important points of law which could be applied by the Trust in the day to day routine.

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**DUTIES AND RESPONSIBILITIES OF DEPUTY SECRETARY (SCT) - Class -I**

- Assisting the Secretary in the discharge of Secretarial functions and other matters relating Establishment and the matters of Secretary's Department..
- Direct Recruitment: Allotting of Roster Points, Fixing of inter-se-seniority, maintaining the Roster Registers of Direct Recruitments. Preparation of Direct Recruitment vacancies as per the Government's guidelines from time to time.
- Examination of proposals on promotion received from all the Departments of the Trust. Grant of Financial Upgradation to Class III & IV employees, examination of individual grievance received from the employees belonging to the Scheduled Casts / Scheduled Tribe regarding Promotion and examination of appeals received from the employees of the Trust.
- Examination of the proposals received from all the departments for promotion under the Scheme of Grouped Posts/Scheme of Skilled Categories, Appeals received from employees of all the departments on establishment matters, Application requesting for employment in Chennai Port Trust from the Ex-serviceman.
- Verification of SC/ST Community Certificate & Follow up action thereon, Implementation of Government Orders & Communicating to all Departments of the Trust.
- Reservation of OBC & Physically Handicapped in direct recruitment.
- Follow-up action on the Representation of SC/ST Employees / Association/Unions.
- Constitution of Standing Selection Committee for Direct Recruitment and Departmental Promotion Committee for promotion.
- Welfare measures for Physically Handicapped employees.
- Registration of dependents of the employees & Compassionate appointment to the dependent of the employees of the Trust who have died in harness / Medically invalidated.

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**DUTIES AND RESPONSIBILITIES OF DEPUTY SECRETARY(ICM/CCF) - Class -I**

- Assisting the Secretary in the discharge of Parliamentary Committee meetings, Conference of Port Chairmen meeting, IPA meeting, , HODs meeting and other meetings, etc.
- To organize and make arrangements to the visits of various Parliamentary Committees to the Port and follow up action and reply to the Parliamentary Committee's Secretariat/ Ministry.
- To organize the pledge taking programmes as per Government's instructions.
- Making arrangements to the celebration of Independence Day and Republic Day.
- Follow up of the grievances received by Chairman/Dy. Chairman from the employees.
- To make reply to the Ministry on the PM Cell, Ministers, MPs, VIPs reference received from them they and there.
- Sending report to the Ministry on the Fatal Accident in the Port.
- He is also incharge of Centenary Commemoration Fund Section.
- To arrange in replying Parliamentary questions to the Ministry.
- Organizing Retirement function and award of Memento to the retiring employees.
- Distribution of awards and certificates to the employees for their achievements.
- Making arrangements for collection of Flag Day contributions.
- Processing of applications of officers and employees on deputation basis to other Ports and other organisation.
- Inspection Programmes for all departments.
- Sending the minutes of various meetings and follow up action on the decision taken in the meetings
- Observance of Various National important days/weeks on the directions of the Government.
- To deal with the sports policies and related matters.
- Ensure that the grievances and requests received from retired employees are replied and looked into their welfare.
- Maintenance of the Centenary Commemoration Fund of the Trust

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**DUTIES AND RESPONSIBILITIES OF TRAINING MANAGER - Class - I**

- He is to assist the Director (Training) on the subjects and responsibilities allotted by the Director Training/Secretary from time to time.
- Preparation of schedule of Training Programmes.
- Conducting Training programmes in the CHRD.
- Obtaining feedback from the participants and revise the training programmes
- To prepare and maintain Audio/Visual Training Aids.
- To conduct training programmes for Offices and employees.
- To arrange and coordinate with the Faculty for the Training Programmes.
- To organize the training programmes for the officers and employees by asking suitable nominations from the departments.
- Evaluation of Training programmes and revising the Training programmes.
- To organize the coaching classes for the entrance examinations (Engg/Medical) to the employees' children.

(The post is vacant = the duties of Training Manager are being looked after by Director Training/)

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**DUTIES AND RESPONSIBILITIES OF CHIEF LABOUR WELFARE OFFICER/  
LABOUR WELFARE OFFICER - Class – I**

- Assisting the Secretary in Welfare matters.
- To establish contacts and hold consultation with a view to maintain harmonious relations between the management and workers.
- To advise the management on obligations, statutory or otherwise, concerning the application of the provisions of the Factories Act, 1948 and the rules made thereunder.
- To advise the management on provision of amenities such as sickness and benevolent schemes, gratuity payments, leave, etc.
- He is to suggest measure which will serve to raise the standard of living of workers and in general promote their well being.
- In charge of Works Committees and all matters pertaining to the functioning of works Committees including Election of Workers representatives and nominated members.
- Allotment of Staff Quarters – Work relating to allotment, cancellation, vacation, etc, is attended to by him.
- Organising social functions for the Children’s Day, Republic Day, etc. and arranging for Sports and Games.
- To maintain a liaison regarding grievances of workers and to interpret labour policies to the workers in a language they can understand.
- To promote relations between management and workers which will ensure productive efficiency and to help workers to adjust and adopt themselves to their working environments.
- To advise on welfare provisions such as housing facilities, food stuffs, social and recreational facilities and sanitation.
- To encourage the formation of works Committee and joint Council Committees, Cooperative Societies and Safety and Welfare Committees and to supervise their work.
- To deal with references from Government regarding legislation and questionnaire pertaining to labour.
- Inspection of employees’ dwellings during cyclones, etc and also for assessing amounts required to rebuild them. AE (Housing) will accompany Labour Welfare Officer during such inspection.
- To arrange for the award of College/School Course (Merit) and General award scholarship to the employees’ children.
- To make surprise inspection of the quarters every month to detect the cases of sub-letting, if any.
- To attend employees grievances and counseling.

(The post is vacant = the duties of CLWO/LWO are being looked after by Administrative Assistant)

**DUTIES AND RESPONSIBILITIES OF ASSISTANT SECRETARY (B) - Class –I**

- Assisting the Secretary in preparation of agenda items to the Board Meeting for getting the approval of the Dy. Chairman/Chairman.
- Sending agenda papers to the Trustees in time for the Board meeting.
- Preparation of draft minutes and circulation to the Trustees for confirmation.
- Forwarding the Board Resolutions and extract of the minutes to the concerned departments for taking follow up action.
- Sending confirmed minutes of every Board Meeting to the Ministry.
- Submission of important Government guidelines, notifications, orders etc. on various subjects to the Board for information.
- To maintain the Attendance Register for the Board of Trustees and to obtain the signature of the Board of Trustees attending the Board Meeting.
- Making all arrangements required in the Board Room on the day of the Board Meeting.
- Maintenance of Imprest account for payment of Sitting fees to the Trustees and arrangements for payment of TA/DA to the outstation Trustees.
- Preparation of a report on the follow up action taken by the various departments on the Board Meeting Minutes.
- Liaise with HODs to receive the Board notes to include in the Board Agenda.
- Compilation of Board Meeting Agenda and arrange to send the Board Agenda to all the Trustees well in time.
- Periodical submission of returns on Port Performance/Plan Schemes and Returns on review of the strength SC/ST employees and Progressive use of Hindi in the day to day administration to the Board.
- To send monthly periodical on Port Performance to the Ministry.

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**DUTIES AND RESPONSIBILITIES OF ASSISTANT SECRETARY (IR) - Class - I**

- To assist the Secretary in the Industrial matters of the Port.
- To assist Secretary in Industrial Relations and submitting the papers relating to Disputes/Issues raised by the Unions.
- To convene meeting on the Union demands and strike notices issued by them and arrange for meeting with the Unions to sort out the issues.
- To see that Memorandum of Settlement with Unions are in compliance.
- Report on strike/stoppage of work by employees to the Secretary/Dy. Chairman and Chairman.
- To attend Conciliation Meeting and give feed back to the Secretary/Dy. Chairman and Chairman.
- Proper check off system is maintained.
- Matters connected with wage settlement.
- To attend matters related to the Labour issues.
- To arrange for a meeting on the demands/strike notice issued by the Unions with the Secretary, Dy. Chairman and Chairman and sort out the issues.
- To attend conciliation meeting in the RLC.
- To ensure the follow up action taken on the decision taken in the Union Meeting.
- To initiate action on check off system in the Port as per the Government guidelines.
- To submit the issues and points raised by the Unions to the Secretary/Dy. Chairman and Chairman in time.
- To ensure that all incentive schemes and fringe benefits are complied in the Port to the employees.
- To report on gate meetings.
- Special VRS.
- Daily Intelligence Report from CISF on Union Activities in the Port and take follow up action.
- Matters relating to Industrial Employees Co-Operative Canteen.

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**DUTIES AND RESPONSIBILITIES OF ASSISTANT SECRETARY (G) - Class - I**

- Assisting the Secretary in the discharge of Secretarial functions, matters relating Establishment of Secretary's Department.
- To see the recruitment of personnel of Secretary's Department as per roster points as per Government's guidelines and as per regulations of the Trust.
- To see the promotions of the employees of Secretary's Department as per roster point and being done as per the provisions of the regulations.
- Grant of Leave to the Classes III and IV employees.
- To ensure that attendance Register is maintained in orderly manner.
- Preparation and display of Gradation List of Secretary's Department.
- To submit the papers to the Secretary/ Chairman and Chairman on Establishment matters in time which requires approval or orders of the Chairman/ Board/Government.
- Processing the declaration of probation and confirmation.
- Disciplinary matters.
- Periodical transfer of employees.
- Maintenance of Service Sheets and Leave Records.
- Processing of PF advances/PF Final withdrawals.
- Processing of Retirement Papers on superannuation.
- Compulsory Review.
- Nominating the officers/employees for training programmes.
- Processing of various loans and advances eligible to the offices and employees.

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**DUTIES AND RESPONSIBILITIES OF ASSISTANT SECRETARY (A) - Class - I**

- Assisting the Secretary on the establishment matters of all departments.
- Preparation of Schedule of Employees of the Board every year.
- Preparation of Staff Strength.
- Submission of Annual Direct Recruitment Plan to the Ministry.
- Matters relating to pay and allowances of Officers.
- To redress the Grievances of Officers' Association/Officers.
- Standing orders for the Port of Chennai, issue of notice on change of working hours of the employees amendments thereto.
- Strike notices issued by the Officers' Federation/Officers' Association and Pilots Guild.
- Cadre Restructuring for Officers and pay revision for Officers.
- Creation/abolition of Posts.
- Disciplinary matters of all officers/employees of the Trust.
- Compulsory Review.
- Grant of Study Leave.
- Grant of Special Casual Leave/ Special Disability Leave
- To issue acknowledgement letter for obtaining pass port.
- Permission required under Conduct Regulations to the Officers and employees of all departments.
- Grant of Permission to go abroad to the officers/employees.
- Apprenticeship matters.
- Processing of temporary posts for project.
- Issue of licence to the pilots.
- Permission to take employment after retirement – Class I officers.
- Declaration of probation/ confirmation in respect of classes I and II Officers.

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**DUTIES AND RESPONSIBILITIES OF ASSISTANT SECRETARY (RRC) - Class - I**

- Assisting the Secretary in updating the rules and regulations of the Port.
- Delegation of Financial Powers of Board /Chairman /Dy. Chairman/ HODs under the provisions of the Major Port Trusts Act, 1963.
- Assisting the Secretary for framing of new Regulations under Major Port Trusts Act, 1963 if necessary.
- Processing the amendment to the Regulations as and when required by the Ministry/Trust in accordance with statutory formalities.
- Sending the proposed amendments to the Ministry for approval and notification in the Gazette of India.
- Updating the rules and regulations of the Port, display in the Port's websites.

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**DUTIES AND RESPONSIBILITIES OF PRIVATE SECRETARY TO THE CHAIRMAN**  
**- Class - I**

- To assist the Chairman in the discharge of his day to day functions.
- To take care of important documents and files kept in Chairman's Office.
- To maintain the programmes of meetings, discussions and conferences which Chairman is required to attend such meetings, discussions and conferences to intimate the Chairman well in time.
- To liaise with the Visitors and to arrange appointment with Chairman, if necessary.

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**DUTIES AND RESPONSIBILITIES OF HINDI OFFICER** - Class -I

- To supervise the translation work from English to Hindi and vice-versa and vetting thereof.
- To ensure proper implementation of the provisions of Official Languages Act and the orders pertaining to the Hindi Teaching Scheme and the Official Language Policy in the Departments and Subordinate Offices, Sections.
- To prepare the reference and help literature, to arrange for the training in Hindi workshops and to assist the Officers and staff in learning Hindi and in using Hindi in Official Business.
- To acquaint the Officers and Staff of the Departments with the Government orders relating to Official Language and to help them in implementing the same.
- To convene a meeting for Official Language Implementation Committee of the Trust from time to time.
- To prepare the agenda and minutes of the meetings and to coordinate the action on the decisions in these meetings
- To make suggestions from time to time for facilitating the progressive use of Hindi and to keep liaison with the Official Language Department .
- Any other work that may be allotted by the Administration from time to time.

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**DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICER (LEGAL) -  
Class -I**

- To assist Deputy Secretary/Secretary on the legal matters.
- To see that the suit register in connection with different suits, registers showing the fees and legal expenses paid to the Legal Advisers and other records are properly maintained and updated so that any information required could be furnished forthwith.
- Briefing of the Legal Advisers / Legal Consultant / their assistants in all suits filed by and against the Trust and watching the progress of each case. Liaison with Legal Advisers / Legal Consultant / their assistants.
- Scrutinising, vetting and processing of all Plaints, Written Statements, Affidavits, Counter Affidavits, Licenses Agreements, Contract Agreements and other Deeds.
- Finalisation of filing statements received from the Counsels after confirmation from the concerned department duly obtaining competent orders.
- Setting up the fees of Counsels after obtaining Dy Chairman and Chairman approval.
- Coordinating with the Departments in Arbitration matters and obtain approval of Dy. Chairman and Chairman for nominating the Trust's Arbitrators/Counsels.
- Responsible for the disposal of the files received in the Legal Section of the Secretary's Department and shall take immediate action on each file received in order to dispose the same without much delay and also disciplinary matters including enquiry reports.
- Submission of the files in the proper form including the accuracy of the contents.
- Preparation of all documents in connection with suits in which the Trust is a party and arranging for employees of the Trust to attend Court for giving evidence or filing of documents as necessary.
- Preparation of lease agreements/licences dealt with by the Secretary's Department and their renewal.
- Preliminary check of agreements, tenders etc. referred to Legal Advisers/ Legal Consultant or matters pertaining to adjudications, arbitration etc.
- Taking necessary legal steps for the early recovery of stolen properties from the Magistrate Court during the pendency or after the disposal of the case.
- To have close liaison with the senior officers of the Trust and the Trust's Legal Advisers / Legal Consultant.

N.B. The above duties and responsibilities shall be applicable to the Officer on Special Duty(Legal).

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**DUTIES AND RESPONSIBILITIES OF EDITOR - Class -I**

- Assisting the Secretary for bringing the House Journal
- Preparing and editing the House Journal.
- Circulation of Chennai Port House Journals to the serving /Retired employees.
- Responsible for publishing the House Journal bi-monthly magazine.
- To get the draft approved by the Secretary/Dy. Chairman/Chairman to every House Journal before sending it for printing.
- To take extra care in compilation of articles which are conflict in nature.
- Distribution of Chennai Port Trust House Journal to all the serving employees/retired employees.

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(The post is vacant = the duties of Editor are being looked after by CPRO)

**DUTIES AND RESPONSIBILITIES OF ASSISTANT WELFARE OFFICER/  
ASSISTNT WELFARE OFFICER (JUNIOR) Class –II**

- He is to assist the Chief Labour Welfare Officer/Labour Welfare Officer in discharging the duties.
- Supervision and control of Housing Colony, Staff Welfare Club, Welfare Committee and the Welfare Association – serving as Member – Convener in the Welfare Club and Welfare Committee.
- To scrutinize the various nature of complaints received from the occupants, Welfare Committee, Welfare Club, Welfare Association, etc. and recommend the course of redressal for the same in consultation with the respective authorities expeditiously.
- To assist the C.L.W.O in the effective implementation of the provisions of the rules governing the allotment of M.P.T. Board's residences and quarters with specific reference to the cases of sub-letting and other contravention of quarters, rules. He shall be responsible for the eviction of the allotments who have contravened the quarters rules and restore vacant possession of such units.
- Overall in charge of the Community Hall and regulate the allotment of the same for social and religious functions of the employees and take appropriate action in cases of misuse of the Community Hall by the allottees.
- He shall inspect daily the quarters, the school premises, Club premises, Welfare Centre, etc. in the Tondiarpet Housing Colony as to find out cases of Sub-letting, contravention of quarters rules, cleanliness of the premises and take immediate and appropriate action.
- Responsible for the proper functioning of the Chennai Port Trust & Dock Higher Secondary School/Primary School.
- To organize recreational and social activities in the colony with the co-operation of the staff Welfare Club, Welfare Committee, Welfare Association. He shall also organize cultural Programmes, screening of films on safety, general hygiene, etc, for the benefit of the occupants. Her shall organize Self – employment Schemes for the dependents of the employees who are in occupation of the Trust's quarters at Tondiarpet Housing Colony.
- Eviction of unauthorized encroachments within the colony area and also to initiate action under the provisions of the public premises Acts and Rules.

(The post is vacant - the duties of Assistant Welfare Officer/Assistant Welfare Officer (Junior) are being looked after by Administrative Assistant)

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**DUTIES AND RESPONSIBILITIES OF ASSISTANT SECRETARY (JUNIOR)-Class -II**

- Assisting the Secretary/Deputy Secretary/Assistant Secretary in discharging the duties that Sections allotted to them.
- To assist in the Secretarial and all miscellaneous functions of the Secretary's Department attached to the Assistant Secretary(Junior)
- To ensure that the periodical returns are sent to the Ministry.

(The post is vacant -)

**PERSONAL ASSISTANT \*- Class -II**

- Assisting the Dy.Chairman/ Secretary in the discharge of his day to day functions.
- To maintain the programmes of meetings, discussions and conferences which Dy.Chairman/ Secretary is required to attend such meetings, discussions and conferences to intimate the Secretary well in time.
- To liaise with the Visitors and to arrange appointment with Dy.Chairman / Secretary if necessary.
- Responsible to take care of important documents and files kept in Dy.Chairman's / Secretary's Office.

\* The above duties and responsibilities shall be applicable only to PAs working under Dy.Chairman and Secretary.

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**DUTIES AND RESPONSIBILITIES OF LIBRARIAN - Class -II**

- To classify the Books and Periodicals.
- To maintain Catalogue of all Books and Periodicals.
- To provide Reference service.
- Checking of Book Racks and placing of books in correct order.
- To make all correspondence regarding purchase of books etc., and attend to files relating to Library.
- To take action in which the Ch.PT is a member of the Journals/Publications.
- Responsible in Selection of Books and periodicals.
- To compile every quarterly list of new additions to Library.
- Marking of important subjects in the periodicals, except of proceedings of different ports and Gazette.
- Overall supervision of the Library, (Checking of registers, framing of Library Rules, guiding the assistants in their work etc.).

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**DUTIES AND RESPONSIBILITIES OF ASSISTANT VIGILANCE OFFICER-Class -II**

- Assisting the Deputy Chief Vigilance Officer in the Vigilance Section.
- Conduct surprise / regular inspections of areas relating to Port in co-ordination with Dy.CVO.
- Route all the inward and outward correspondence through the Dy.CVO.
- Any other work assigned by Dy.CVO.
- Initiate measures to prevent corruption, malpractices, investigate cases, etc.
- Responsible for matters relating to CISF and M2 Port Marine Police Station.
- Responsible for scrutinizing the Annual Property Returns of all the Class I Officers
- Responsible for obtaining permission for the acquisition / disposal of movable / immovable properties of all Officers & employees of the Trust

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**DUTIES AND RESPONSIBILITIES OF COURSE DEVELOPER/COURSE INSTRUCTOR/ COURSE DEVELOPER (COMPUTER) - Class -II**

- Assisting Director (Training) in all the training activities..
- To make training Calendar for the year.
- To develop the training programmes identified by HODs
- To organize and conduct Training Programmes as per monthly schedule and also work connected to the procurement, installation and maintenance of Computer Hardware, Software and Media Requirements.
- To obtain feed back from the participants and evaluate the Training Programmes.
- Developing course materials, delivering training programmes and co-coordinating in organizing training programmes.
- To arrange and coordinate Faculty for the training Programmes.
- To assist the students of Universities/College for Project works/ Training.
- Maintenance of audio/video equipments.
- To initiate work connected to the preparation of the internal monthly schedule for technical personnel and call nominations for various technical training programmes.

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**DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE ASSISTANT(WELFARE)**  
**Class -II**

- Assisting the Secretary in discharging of various duties of Welfare Section.
- Allotment of Quarters to the employees..
- Inspection of Quarters.
- Employees' grievance and counseling on family matters.
- Provision of welfare amenities, scholarship, financial assistances to school/college going children of employees, text books, allowance, cash awards for meritorious school and college going children of employees.
- Counseling employees on family matters.
- Attending employees' grievance and sort out the issue.

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**DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE ASSISTANT**  
**(F SECTION) - Class -II**

- Assisting the Secretary in providing P& T Telephone facilities to the Trust's Offices and Officers and their residence.
- Providing Cell Phones to the Chairman/Dy Chairman and HODs and other senior officers.
- To reply the audit queries of the Trust.
- Manning the Chennai Port Trust Telephone Exchange and its Annual Maintenance.
- Maintenance of Direct Telephones/Cell Phones and making payment of telephone bills.
- To look after the functioning of Telephone Exchange and its staff.
- Recovery of excess call charges over and above the ceiling fixed for Offices and Officers Residential Telephones.
- To make arrangement for Cleaning and perfuming of telephones.
- Rectification of defects in the direct line telephones and P&T extension line telephones.

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**DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE ASSISTANT**  
**(RECORD / RR SECTION) Class -II**

- He is in charge of Tapal Section.
- To ensure that tapals received properly and dispatch them to the concerned departments.
- To send tapals to the Secretary/Dy. Chairman/Chairman and then to dispatch to the concerned departments.
- To maintain the imprest and P& T franking details.
- He is also in charge of Record Section.
- He is to ensure that all files are properly indexed and kept in safe custody at all times for reference.
- To ensure safe and timely dispatch of tapals to the concerned offices.
- To ensure that sufficient staff are posted in the tapal section for efficient delivery of tapals sections.
- To ensure that Tapal Registers are maintained and proper receipt for the tapals is recorded.
- To ensure the cleanliness of the office.
- To ensure that postal tapals are dispatched in time and the entries are made in the register.
- To ensure that the files are given to the authorized persons after getting the requisitions and to ensure that the files are returned in proper condition.

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**DUTIES AND RESPONSIBILITIES OF ASSISTANT LABOUR WELFARE OFFICER**  
**- Class –II**

- He is to assist the Chief Labour Welfare Officer/Labour Welfare Officer in discharging the duties.
- Supervision and control of Housing Colony, Staff Welfare Club, Welfare Committee and the Welfare Association – serving as Member – Convener in the Welfare Club and Welfare Committee.
- To scrutinize the various nature of complaints received from the occupants, Welfare Committee, Welfare Club, Welfare Association, etc. and recommend the course of redressal for the same in consultation with the respective authorities expeditiously.
- To assist the C.L.W.O in the effective implementation of the provisions of the rules governing the allotment of M.P.T. Board's residences and quarters with specific reference to the cases of sub-letting and other contravention of quarters, rules. He shall be responsible for the eviction of the allotments who have contravened the quarters rules and restore vacant possession of such units.
- Overall in charge of the Community Hall and regulate the allotment of the same for social and religious functions of the employees of MPT/MDLB and take appropriate action in cases of misuse of the Community Hall by the allottees.
- He shall inspect daily the quarters, the school premises, Club premises, children Centre, etc. in the Tondiarpet Housing Colony as to find out cases of Sub-letting, contravention of quarters rules, cleanliness of the premises and take immediate and appropriate action.
- Responsible for the proper functioning of the Corporation School/ other schools and the ladies tailoring units functioning at the Tondairpet Housing Colony..
- To organize recreational and social activities in the colony with the co-operation of the staff Welfare Club, Welfare Committee, Welfare Association. He shall also organize cultural Programmes, screening of films on safety, general hygiene, etc, for the benefit of the occupants. Her shall organize Self – employment Schemes for the dependents of the employees who are in occupation of the Trust's quarters at Tondiarpet Housing Colony.
- Eviction of unauthorized encroachments within the colony area and also to initiate action under the provisions of the public premises Acts and Rules.

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(The post is vacant = the duties of CLWO/LWO are being looked after by Administrative Assistant)



# CHENNAI PORT TRUST

## **DUTIES AND RESPONSIBILITIES OF CLASSES I AND II OFFICERS**

**SECRETARY'S DEPARTMENT**

