

Additional Traffic Manager– The Additional Traffic Manager is assisted by the various Divisional Officers and Area Managers apprise the day-to-day of the Port Operations, Administrative and Office functions, who in turn apprise the Traffic Manager. In the absence of the Traffic Manager he acts as the Traffic Manager.

MANAGER (MARKETING & SERVICE) – functions under the control of Additional Traffic Manager – apprise about the day-to-day functions of the division. Apart from preparation of Agreement, MoUs etc., functions as a nodal officer between the Port and the Port Users. Furnishes the available Port Facilities to the Port users, services offered by the Port to the vessels, conducts trade meets, exhibitions, printing of Port Brochure. He arranges for meetings with Shippers Associations and chambers of Commerce. Gathers user feedback frequently, analyses and presents to the higher officials in the Department. He studies the cargo movement of neighboring Major/Minor Ports; analyses possibilities to bring them to Chennai Port. He closely monitors media reports relevant to Ports. Identifies new potential users and apprise them of the facilities available at Chennai Port and conducts Market Survey and based on the survey he gives projection for the different types of commodities. He conducts studies on various port activities, conduct of Trade Meets exhibitions and Road shows for marketing the Port's services as advised by Additional Traffic Manager. He attends to correspondence relating to privatization proposal and BOT projects. He prepares Press Notes on important port events, record performances, feats etc., and redresses the grievances of Port Users.

He is assisted by the Administrative Officer who controls the office functions. In the absence of the Manager, he attends port users meeting, redresses the Port Users grievances etc.

MANAGER (SERVICE & CFS) – functions under the control of the Container Terminal Manager – in charge of container operations and container movements inside and outside the Port. Stuffing and destuffing of cargo, issues various certificates related to lost, destroyed and shortage of cargoes etc. He ensures that the abandoned and uncleared cargoes are sent to auction sales.

DEPUTY TRAFFIC MANAGER (L&B) – functions under the control of the Additional Traffic Manager – assists the Additional Traffic Manager in the Management of Lands & Buildings within the Customs Bond Area.

DEPUTY TRAFFIC MANAGER (OPERATIONS) – functions under the supervision of Additional Traffic Manager. He is totally in charge of shipping operations and cargo movements inside and outside the Port. He is assisted by the Area Managers, Assistant Traffic Manager of Shipping control, Porterage who apprise about the day-to-day Port Operations. He is responsible for speedy discharge and loading of cargo to improve turn round of vessels. He ensures vessel operations achieve the target as per plan. In case of under performance, takes suitable remedial steps. Ensure proper utilization of equipments deployed for vessel operations. Minimizes the avoidable delays while loading and unloading of cargo to achieve the targeted productivity. Monitors stacking of cargoes, proper accounting and quick delivery. Reports damage and accidents. Recovers the costs of damages to the Trusts property/equipments. Ensures recovery of all charges rendered by the trust to the vessels and port users. He redresses the Port Users' grievances. He ensures that all employees and users wear Personal Protective Equipments. He is responsible for processing claims for refund. Further he is assisted by the Administrative Officers from operations and Porterage who apprise about the day-to-day functions of the office. apart from this, presently the DTM (operations) looks after the functions of the Marketing Division, Computer systems etc.

DEPUTY TRAFFIC MANAGER (JD & III Section) – functions under the control of the Additional Traffic Manager as Operation Manager for area III, IV, V & III section. He is responsible for the handing over the exact area open / covered space leased on monthly / annual basis to the Port Users allotted by the Traffic Manager. He ensures compliance of all terms and conditions as specified in the allotment orders. He is responsible to keep watch on encroachments and take action against violators as per the rules. He ensures compliance of all Port and Customs formalities before delivery of the cargo from the plots. He ensures the Agents / transporters of coal / coke adheres to the instructions and takes

appropriate action to contain pollution. He ensures proper stacking of the cargo upto safe limits, frequent sprinkling of water to avoid fire and smoke due to combustion. He is responsible for maintaining cleanliness in his Area. He ensures recovery of the rentals promptly till the vacation of plot. He redresses the grievances of Port Users related to his Area.

ASSITANT TRAFFIC MANAGER (PASS SECTION) – functions under the control of Docks Manager (Commercial) – incharge of issuing pass to the employees, to the Port users and to the general public as and when requested.

ASSISTANT TRAFFIC MANAGERS OF AREA I, II & III – The Assistant Traffic Managers of Area I and II function under the control of the Deputy Traffic Manager (Operations) and the Assistant Traffic Manager Area III function under the control of the Deputy Traffic Manager (JD & III Section). The Assistant Traffic Managers are in-charge of cargo operations – landing/loading, from/to the ships in the area allocated to him. Plans the vessel operation along with Stevedores and Steamer Agents and monitors the operation in line with the planning. He is responsible for the compilation of ships performance indicators (ship cards), as well as analysis of performance against the planning. In case of vessels not achieving performance against planning, thorough analysis is to be made and effective measures are to be taken for improvement of the vessel performance. He is responsible for optimum utilization of resources allocated for cargo handling operations. He ensures the shore workers, CHD workers and other private workers engaged in cargo handling operations are wearing PPE and are following the safety norms while handling the cargo. He is responsible for handling all cargo operations safely viz. stacking, landing, transfer to the transit sheds, removal to overflow sheds, receipt of export cargo and safe custody of cargo. He ensures the stevedores are using the tested gears for cargo handling operations. He is responsible for the elimination of unsafe conditions and unsafe acts of workers in vessel operations. He is responsible for quick turn-round of ships in his Area. He is responsible for forwarding of MLDD particulars, (Manifested, Landed, Delivered & Due), for general cargo vessels to the Central Documentation Office within the stipulated period. He is responsible for

conducting preliminary enquiry in case of theft and report to DTM (OP), DTM (JD & III SECTION), Additional Traffic Manager and to the Traffic Manager. He is responsible for the reporting of damage to the Trust's property to Additional Traffic Manager/TM. He is responsible for reporting all kinds of accidents to the concerned authorities. He is responsible for maintaining discipline among the area Supervisory and ministerial/outdoor staff. He is responsible for co-ordination with Shipping Control and EME Control in the deployment of resources for cargo operations. He is responsible for automation of Area operations. He is responsible to scrutinize all Export/Import Applications before forwarding them to the Central Documentation Office. He ensures the recovery of all port charges before giving services. He is responsible for maintaining cleanliness in the sheds and wharf of his area. He is responsible for making arrangements for supply of drinking water and basic amenities in his area for the workforce engaged in cargo handling operations. He ensures segregation and securing of sensitive cargo in the lock fast. He is responsible for handling the different kinds of hazardous cargo by adhering to the IMDG safety norms. He redresses the grievances of Port users related to his Area.

ASSISTANT TRAFFIC MANAGER AT (RAILWAY) BHARATHI DOCK AND MARSHALLING YARD RAILWAY

–the Assistant Traffic Manager posted at Bharathi dock is in charge of overall control of iron ore operations which are brought by wagons from different parts of the country and carried out by the railway divisions. The Assistant Traffic Manager posted at Marshalling Yard is in charge of overall control of Coal operations loaded in the wagons that are carried out by the railway divisions. Apart from Assistant Traffic Manager posted at Bharathi dock and Marshalling Yard, an Assistant Traffic Manager General (Railway) posted to oversee the overall railway operations of the Railway Division of the Port. He liaises with Railway Officers for receipt and despatch of rakes. He monitors quick turn-round of wagons as set out in the departmental objectives. He allots wagons as per rules in the absence of DTM(R).He inspects the spot of rail accidents along with Engineer-in-charge, fix up responsibility and report. He monitors the effective and economic usage of Locos for placement and removal

of wagons. He checks the indent registries closure and attestation of Section Superintendent (Railways) daily in time. He is responsible for placement for indents for wagons and issue of Railway Receipts. He plans the railway operation i.e. deployment of loco and other resources to turn round the wagons within the free period. He is responsible for planning and execution of railway operations for every shift. He redresses the grievances of Port Users. He maintains Discipline among all employees working in the Railway Division. He checks and closes the attendance of all field staff and ensures the punctuality of staff. He ensures the safety in the Railway operation. He ensures proper functioning of port automation and FOIS. Overall they assist the Deputy Traffic Manager in the Railway Division.

Junior Administrative Officer – functions under the control of the Traffic Manager – assists the Administrative Officer in carrying out the day-to-day office functions.