

## Responsibility and Authority

Everyone in the port has responsibility for the quality of their work. Particular responsibilities assigned to key personnel who perform work affecting quality are defined as follows:

### Responsibility and Authority and their interrelation of Key functionaries:

The responsibility, authority and their inter relation of personnel who perform work affecting quality are defined as follows.

#### 1. Chairman

- Articulation of Vision and Mission of the organization.
- Evolving strategies and leading towards the vision.
- To take important policy decision Overall management of the organization.
- To establish an overall plan for development of business, select key subordinate and organize them to achieve the objectives of the plan.
- Conducting the board meetings and liaisoning with ministry of Shipping.
- To ensure smooth flow of operations of functions.
- Review of Quality Management System.
- Management of interface within the organization and with external agencies for ensuring incremental and continued improvement of the organizations performance, goodwill and image.

#### 2. Dy. Chairman

- Assisting the Chairman in the steering of the steering of the organization in all respects.
- Exercising the authority to the extent delegated to the Dy. Chairman.

#### 3. Deputy Conservator

- Assisting the Chairman and Dy. Chairman in smooth function of the organization.
- Piloting the ships from the outer roads to berths and vice versa.
- Billing of Marine service provided to ships.
- Operations of port flotillas.
- Conducting of hydrographic surveys
- Maintenance dredging operations.
- Fire service.
- Functioning of VTMS including maintenance of electronic equipments.
- Pollution control.
- Operations of Cochin Oil Terminal.
- Effective implementation and maintenance of Quality system in all areas under control.

#### 4. Traffic Manager

- Assisting the chairman and Dy. Chairman in steering the organization.
- Marketing the Port services and enhancing the market share of the Port.
- Allocation of berths to ships.
- Arranging the cargo handling operations.
- Allotments of gangs for cargo handling and stuffing of containers.
- Arranging custody and release of containers.
- Billing of Port services accorded to cargo.
- Recovery of charges.
- Disposal of unclaimed cargo.
- Trade promotions.
- Effective implementation and maintenance of Quality System in all areas under control.

#### 5. Chief Mechanical Engineer

- Assisting the Chairman and Dy. Chairman in the functioning of the organization.
- Procurement of all cargo handling equipment and flotilla crafts.
- Controlling the stores and purchasing the materials.
- Ensure optimum availability & utilization of machinery
- Operations and maintenance of all cargo handling equipments.
- Effective implementation and maintenance of Quality System in all areas under control.
- Operation and maintenance of container Terminal.

## 6. Chief Engineer (CIVIL)

- Assisting the Chairman and Dy. Chairman in the functioning of the organization.
- Effective implementation and review of all new projects under control.
- Maintenance and development of general conservancy of the Port.
- Sanitation of Port area and water supply and maintenance of hygiene.
- Preparation of estimates of new works and awards of contract.
- Land leasing.
- Environment management.
- Contract maintenance dredging
- Effective implementation and maintenance of Quality System in all areas under control.
- All technological aspects of work of the organization primarily at the early stage like Feasibility Report, Detailed Project Report and other studies.

## 7. F.A. & C.A.O

- Assisting the Chairman and Dy. Chairman in regulating the financial management of the organization.
- To give financial advice in various matters of the administration of the Port.
- Accounts receipts and expenditure of the port found.
- Compiling of budget estimates and revised estimates of financial statements and monitoring of budget variations.
- Financial and budgetary control.
- Accounting of expenditure of works.
- Issue of bills towards cost of services rendered by the Port and recovery of amount due.
- Payment of salary, pension another dues to the employees
- Coasting of services and operations to facilitate control.
- Fixing of tariffs.
- Conducting cost analysis for minimization.
- Effective implementation and maintenance of Quality System in all area under control.
- Ensuring adequate returns on ideal funds in account by short terms investment.



## 8 Chief Medical Officer

- Management of medical department.
- Providing medical facilities to officers and staff of the Port as well as their families/pensioners.
- Referring the complicated / critical cases to the specialized hospitals and recommending reimbursement of the expenses.
- Effective implementation and maintenance of Quality System in all areas under control
- Procurement of medicines.
- Ensuring continued medical education of Doctors.

## 9. Secretary

- Assisting the Chairman and Dy. Chairman in the functioning of the Organization
- Coordinating of various activities of all department of the Port Trust such as appointments, promotion and other personal matters.
- Convening the meeting of the board of Trustees and sub committees.
- Preparation of minutes and follow up actions.
- Public relation work.
- Implementation of various welfare measures and benefits of employees.
- Conciliation of industrial dispute through industrial dispute Act.
- Collection, analysis, interpretation of statistical information of trade, Port operation, shipping etc and traffic investigation and forecasts.
- Formation of the proposals for Annual Plan and Five year plan projects.
- Reviewing progress of the implementation of Annual Plan and Five Year Plan works.
- Management of security measures of Port structures, properties etc.
- Assisting the Chairman in areas of anticorruption and administration reforms so as to adopt preventive vigilance as a tool of management.
- Insurance prompt observance of contract rules on integrity and ethical behavior, obtain annual property returns and scrutinize them against the provisions of Anti corruption Act.
- Report periodically to Chief Vigilance Officer of the MOS.
- Preventive steps taken and tendency of disciplinary actions.
- Inculcate vigilance awareness among all levels of Port employees.
- Effective implementation and maintenance of Quality System in all areas under control.

## 10. Commandant (CISF)

- Responsible for the security of Cochin Port Trust.
- Responsible for the Administration of the unit.
- Responsible for the Efficiency, control, discipline and moral of the unit personnel.
- Proper management of each department.
- Feedback to Chairman, CPT and higher formation.
- Effective implementation and maintenance of Quality Management System in all area under control.
- He/ She will appraise all the security relative matters to Chairman on routine basis.