

Allocation of Engineers in the Chief Engineer's Office with effect from 01/11/2022

1. Shri Paritosh Bala, Chief Engineer

Head of Civil Engineering Department

2. Smt R. E.Remma, Dy. Chief Engineer-I

In charge of the work

Re-construction of North Jetty for Indian Navy at Naval Base, Kochi

3. Sri Joji Paul.K, Dy. Chief Engineer-II

In charge of following works

Construction of International and Domestic Cruise Terminal and other Allied Facilities at Mormugao Port Authority, Goa, through Engineering, Procurement and Construction (EPC) Contract

Construction of jetty and associated facilities for Ro-Ro ship at Cochin Port.

4. Sri Sathyan.A.G, SE(CM)

In Charge of Maintenance of Port Structures, Water Supply & Sanitary works.

In charge of Establishment related matters.

In charge of quarters allotment.

In Charge of the work of Modernization & Upgradation of CFH

5. Smt.Siny Mathew, SE(Tech)

In charge of Dredging of Port Channels

Structural Design in connection with Project Works.

Planning and design of various Projects.

Works related to issue of permission of construction/ modification of structures in the lease/ licensed plots

Right of way permission for various pipe lines, cables etc.

Works related to SEZ, PPP projects.

6. Sri.T.P.Thadevus, EE(CM-II)

Executive Engineer under Dy. Chief Engineer-II

7. Sri.M.V.Johny, EE

Executive Engineer under Dy. Chief Engineer-I

8. Sri.Pavithran Kuniyil, AEE(W)

In Charge of maintenance works at North End & Wharf Sub Divisions

9. Sri.M.P.Eldhose, AEE

Asst. Exe. Engineer of Maintenance Dredging.

10. Smt.N.Anjana, AEE

Asst. Exe. Engineer under Dy. Chief Engineer-I

11. Sri.Santhoshkumar.S, AE

In charge of Water Supply, Sanitary and Horticulture Sub Division. Asst. Engineer of the work of Modernization & Upgradation of CFH

12. Sri.P.M.Rajesh Babu, AE

Asst. Engineer under SE(Tech)

13. Sri.K.Babu, AE

Office works under SE(CM)

14. Sri.Uthaman Cholenkunnath

Asst. Engineer under Dy. Chief Engineer-II

15. Sri.Praveen.K.Jacob

Asst. Engineer under SE(Tech).

16. Sri.Suresh Kumar.V

In Charge of maintenance works at Central Zone Sub Divisions

17. Sri.Siji.C Mathew, JE (GR-I)

Asst. Engineer under SE(Tech)

18. Sri.Gopakumar.K.K, JE(Gr-I)

Supervision of maintenance works at Wharf Sub division.

19. Sri.Anandan.K, JE(Gr-I)

Supervision of maintenance works at North End Sub division.

20. Sri.Binoy A.B, JE(Gr-I)

Supervision of project works under Dy.CE-II

21. Sri.A.Manoj, JE

Supervision of maintenance works at Central Zone Sub division.

22. Sri.Prasanth.T.S, JE

Office work and supervision of works under Dy.CE-I

Allocation of Ministerial Staff in the Chief Engineer's Office with effect from 01/11/2022

23. Shri V K Promod, Sr Dy Chief Accountant II

Overall in charge of Works Section and Establishment Section, CE's Office
Nodal officer for processing of APARs pertaining to Civil Engineering Department

24. Smt R. Sreerakha, PA to CE

1. Disciplinary proceedings
2. Monthly statement of Disciplinary proceedings
3. Processing of ACRs related to officers

25. Ransom George, Manager

1. Preparation of Medical Reimbursement claim
2. Checking of bills of contractor's payment of all works under Dy.CE I, Dy. CE II, SE(CM) & SE(Dredg.) divisions
3. Checking and receipt for releasing EMD, PG, and RM
4. Acceptance of tools and plants of Civil Department
5. Checking of Imprest recoupment bills,

6. Checking of all contingent bills towards Arbitrations&Consultancy Services, Advertisement charges bills, Refreshments charges bills of CE and all divisions
7. Water charges bills
8. Printing and issuing of MBKs.
9. Checking all files connected with allotment of quarters

26. Smt P.V Mary, Manager

1. Land Acquisition connected files pertaining to SE(Techl) division
2. Preparation of all Advertisement charges bills of all divisions
3. Preparation of Contingent bills reg. Consultancy services
4. Preparation of Refreshment charges bills of Chief Engineerand photocopier bills.
5. Any other works entrusted by the Superiors

27. Sri Roby Augustine, Manager

1. Preparation and processing of all contract bills of SE(CM)division [Three subdivisions]
2. Preparation of statement on pendingcontractorsbills on1st and 15th of every month
3. Submission of half yearly and annual returns required under Factories Act.
4. Issue of MBKs and receipt of MBKs.
5. Work in connection with Renewal of Factories License for water supply installation
6. All works related to Mahindra jeep and Auto rickshaw of Civil Department
7. Preparation of Recoupment of Imprest bills of SE (CM)
8. Any other works entrusted by the Superiors.

28. Smt K P Laiju, Manager

1. Establishment matters related to Class III & IV (Technical/Workman/Ministerial)
- 2 Attendance regularization
- 3 Festival advance, Memento, Scholarship, Tuition Fees
- 4 Preparing Overtime / Holiday wages, Extra remuneration
- 5 Clearance of “Z” time in SAP
- 6 Accident report
- 7 E.L. Encashment
- 8 Income Tax Declaration File.
- 9 Miscellaneous and circular file.
- 10 Leave of Contract employees
- 11 HBA Interest
- 12 Preparing and Issuance of Uniforms, Shoes and helmets
- 13 Preparing bills of stitching charge

29. Shri Krishnakumar K.N ,Sr. Accountant - Section C1 & C2

1. All establishment matters - drafting, noting, correspondences etc.
2. Establishment/pay roll matters in respect of Class- I & II Officers.
3. Training of port employees
4. Taxi hire bill.
5. Miscellaneous works
6. Special Casual Leave
7. Contract of manpower supply – M/s. IR class
8. Veracity (Certificate issued by various University)
9. Verification of scrutiny of Basic information of APARs

30. Shri Bright Antony Hormis,Sr. Accountant - Section C-5&6

1. All works connected with of contract employees
2. FR 56(j), SVRS
3. TA/DA bills
4. Issuance of Retirement Notice&Preparation of Pension Claims
5. Works related to Apprenticeship Training &Unpaid Training
6. Issue of Salary Certificate&NOC
7. Safe Custody and release of Certificate (Title Deed)
8. Purchase of News Paper and Calendar and its bills&Cartridge Bills
9. Moveable and Immovable property
10. Quarterly Hindi Statement, Hindi cash Award/Scholarship

31. Sri B.N.BIJU, Accountant

1. Preparation ofRA Bills&Advance bills and Maintaining and updating of Bank Guarantees related to all Works under Dy. CE I, Dy. CE II & SE(Dredge.)
2. Preparation of Contingent bills.
3. Manpower Position KPMG
4. Union Matters
5. Trade Test
6. Preparation of RTI matters and RTI Appeals,RTI online uploading
7. Action taken Report for Regular Mechanism
8. SC/ST related matters- Progress report andATR(Quarterly)
9. Grievance Report
10. National Commission Reports (SC,ST &OBC)
11. Preparing weekly reports pertaining to Civil Engineering Dept.

32. Shri P V Thomas,Accountant Section C – 4

1. Allotment of Quarters of CPT employees/CISF/Other Govt. Organization/Private sector working in W/Island Area.

2. Allotment of Quarters of Contract employees working in CoPT
3. Preparation of monthly billing of quarters
4. Releasing of Security Deposit at the time of vacating the quarters
5. Tree cutting surrounding quarter's area/Island.

33. Biju Thomas, Ele.Crane Driver Group IV (Despatch and Receipt Section)

1. Dispatch and Receipt Section
2. Preparing stamp Accounts in CE's Establishment
3. Telephone Bills (Vodafone, Idea and BSNL)
4. DDFS uploading
5. Preparation and consolidation of TB Seals and Stamps
6. Maintaining Tapal registers
7. Purchase and issuance of Stationary items
8. Vigilance clearance