

Work Allocation of 'D' Section

Section	Name & Designation	Work Allocation
	Shri.M.C. Jayandhan, Dy. Secretary	Over All Supervision and Monitoring of RTI & Training Cell & D Section. Convene meeting on pending works and give report to Secretary on every Monday
	Sri. C.T. Sudhir Asst. Secretary(Jr.)	To control and supervise all works relating to 'D' Section and give report on pending works to Dy.Secretary on every week end
		To control and maintain discipline in the section.
		Monitoring all work related to both Toll Booths and parking fee in port area including Puthuvypin
		Signing of all the orders and bills pertaining to D Section after approval of the competent authority
		Manage all works in the absence of the Manager D Section
	Sri. N.J. Sreenivasan,	Supervision of the work done by all sections related to D Section
		Monitoring of all work related to all imprest accounts in GAD
		Checking of Personal Registers of all sections in D Section on weekly basis
		To control and maintain discipline in the section
		To ensure that all matters/ communications have been completed/furnished within the time limit
		Manage all works in the absence of the concerned staff of D Section
D2	Sri. V.K. Manoj, Manager .	Communications regarding Penal interest/Outstanding dues claims of CISF with CISF CoPT Unit, CISF higher formations, MHA and MoS.
		CISF- Cost of Deployment (Salary, Pension, Leave salary contribution etc.)
		Matters related to Arms & Ammunition/ Clothing & Equipment Bills
		Condemnation of utilized/ old items of CISF
		Re-survey of CISF
		Other correspondences to CISF higher formations/other Ports etc.
		Action on CISF Security Audit requirements and IB's recommendations.
		Correspondences with other entities like ICTT, BPCL,UTL etc. on issues related to CISF and Other miscellaneous and general matters related to CISF.
		Work related to the Tender for Private security
		OM Related work of HR Division
		Any other work entrusted by the superiors as and when required.
D1	Smt. Thara V H Accountant	Voluntary Retirement (Individual) / Spl. VR Scheme/ Policy decision.
		Pensioners Consultative Committee Meeting (half yearly).
		SC/ST/OBC related matters: Correspondence with Ministry, SC/ST/OBC Federations, National Commissions etc. including sending Annual Report
		Questionnaires of National Commissions and Parliamentary Committees on SC/ST/OBCs.
		Processing of Grievance matters from Pensioners etc.
		SC/ST quarterly meeting with the Federation
		SC/ST quarterly Progress Report to be submitted to the Board.
		Processing of monthly Bill of Private Security engaged by GAD and other matters related to the above.

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		<p>Maintaining required Registers & files related to the above work.</p> <p>✓ IPA share contribution-Sanction & payment to IPA and other matters connected with IPA.</p> <p>✓ Payment of Legal charges of all departments</p> <p>✓ Review of services of employees and Officers as per Regulation 5 of Cochin Port Employees (Retirement) Regulation 1977/ 56 J</p> <p>Attend all work entrusted to D6 as and when required</p> <p>Work related to disciplinary matters.</p> <p>Any other work entrusted by the superiors as and when required.</p>
D3	Smt. A.K. Padmini, Sr. Accountant	<p>Pay related work of Watch & Ward employees of GAD(Establishment Register maintaining)</p> <p>✓ Maintaining Leave Accounts & issuing Leave orders, Special disability leave & Accident leave etc. of W&W employees</p> <p>✓ Encashment bill, LTC-Advance/Regularization of the bill, Jr. Sr. fixation/MACP/Option etc of W&W</p> <p>✓ Preparation of Retirement claims, GPF closure, FSF, GIS, verification of leave account, final encashment etc of W&W</p> <p>Pay bill of contract employees of GAD including Guest House</p> <p>✓ Preparation of Sports Trainee's Stipend bill</p> <p>✓ Preparation of OT/S.H/N.W bills - of all employees of GAD including Contract Employees.</p> <p>Issue of NOC for passport/Foreign visit of Cl. III & IV employees of GAD</p> <p>✓ Service certificate/Salary certificate/Employment certificate of all Cl. III & IV employees of GAD</p> <p>✓ GPF Eligibility/ Advance in respect of employees of GAD</p> <p>✓ HBA/Conveyance/Computer Advances-Compiling, all Port Employees eligibility list.</p> <p>✓ House bldg. Adv. Family benefit fund</p> <p>✓ Matters related to collection of all Toll Charges/Parking fees in Port area including Puthuvypin</p> <p>Any other work entrusted by the superiors as and when required.</p>
D4	Smt. Salini S.V., UDC	<p>✓ Receipt & distribution of Thapal pertaining to D section</p> <p>Attend all work entrusted to D5 section</p> <p>All works related to E-Tendering towards collection of Toll Charges and parking fees.</p> <p>✓ Taking sanction for CISF Purchase/other expenditures on protection security gears for CISF/Printing/purchase of ropes/shamiyana etc.</p> <p>✓ Matters connected with Harthal/Strike-Transport arrangements</p> <p>Circular to observe silence on 30th January of every year</p> <p>✓ Permission for Film shooting/Photography</p> <p>✓ Permission to employees for publishing articles, Permission for acceptance of employment after retirement</p> <p>Intimation of movable/immovable property of Class I & II Officers and III & IV employees of GAD</p>

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		<ul style="list-style-type: none"> ✓ Issue & Renewal of Stevedoring licence ✓ Renewal of membership with IAPH, KMA/AIMA, LPA, KSPC etc ✓ Returns under Lokpal and Lokayuktas ✓ Holiday-Yearly preparation of CoPT Holiday list Any other work entrusted by the superiors as and when required.
D5	Smt. Rema Bai, LDC & Smt, Salini S.V. UDC	<ul style="list-style-type: none"> Payment of Hire charges of vehicles of GAD ✓ Log books of cars in GAD-total trips/km/official/private pass (preparation of monthly statements). ✓ Creation of Purchase order/Purchase requisition etc. Purchase and maintenance of all equipments in GAD. ✓ Professional charges-ESI contribution-preparation of Bills ✓ Insurance, tax, pollution, tyre/tube/battery replacement/repairs for 5 nos. vehicles. Processing of Addl. fuel-CoPT. ✓ Processing of Medical ID card, MR bills etc. in r/o GAD and other related matters. pensioners. ✓ Provision / Shifting / Disconnection of Internet / Land phone (BSNL) Disconnection of EPABX Phones etc ✓ Request from pensioners seeking medical facility from CoPT Hospital Request for re-option to Medical Scheme Purchase of mobile phones, mobile phone correspondence. Preparation of bills in r/o various mobile phone connections of officers of GAD. Payments in r/o BSNL Land phones bills of GAD ✓ Renewal of .P.B.No.3706. Departmental safe custody/release of Land phones/Mobile phones. Purchase of refence books and Yearly subscription of reference books and bills ✓ Misc. bills and advances pretaining to entertainment, Advertisement bills, Vehicle hire Charges bills , Land phones , mobiles Phones etc. of GAD Preparation of bills of claims -Independent External Monitor (IEM) Purchase of cartridge and payment of refill charges GAD. Issue stationary items to GAD-CoPT. ✓ Printing Contract - Tendering and other formalities and printing charges Service charges of cannon digital photocopier machine (GAD). ✓ Bills for purchase of Calendar, News paper & periodicals to GAD Any other work entrusted by the superiors as and when required.
D6 & D7	Smt. T.V. Nisha, Sr. Accountant	<ul style="list-style-type: none"> TA/DA in r/o Chairman, Deputy Chairman, Secretary and other Class I & II Officers and III & IV employees of GAD (order and payment thereof) Transfer TA – Chairman, Dy Chairman, CVO, other transfer Officials etc. Remittance of GPF, HBA, Group Insurance, etc. in respect of Chairman, and CVO to parent department.

All kinds of leave, issuing Leave order & Encashment bill of the above Esatablishment

Vigilance monthly report

Reply to Audit queries pertaining to D Section

Matters related to of Jr. Sr. fixation/MACP/Option etc of Officers / Employees

LTC advance/Regularization of the bills

Calculation and remitting of Pro-rata pension contribution, leave salary contribution etc. in r/o deputed and Transferred Officers

Pro-rata pension Liabilities (Sanction order in r/o HoDs)

Service certificate/Salary certificate/Employment certificate of all I & II Officers

Submission of Retirement claims, retirement notice, GPF closure, FSF, GIS, verification of leave account, final encashment etc. in r/o Class I & II Officers, / III & IV employees of GAD

Pay related work of Class I & II Officers and III & IV employees of GAD(Establishment Register maintaining)

CEA/Scholarship bills all employees of GAD

Work related to issuing Circular for Spl. CL for Harthal, Bundh, processing Spl. Casual Leave etc.

Issue of NOC for passport/Foreign visit of all employees of GAD and Cl. I & II Officers of GAD and all Departments.

Bill related to Nodal Officers appointed at Estate Division on verification of their attendance

Bill related to Legal Officers, Consultant (Disciplinary Matters) from Menon & Pai and Attorneys Alliance.

Any other work entrusted by the superiors as and when required.

D8

Sri. Suneer P.A.
Accountant

Swachh Bharat Activities - Co-ordination, Swachhta Pakhwada/ Swachta Hi Seva correspondence, Swachhta Bharat Abhiyan 39 points (Monthly Reports) to Ministry, Swachata Action Plan (SAP) Monthly/ Quarterly report, Garbage-Complaints(CoPT/Public), Fees of Grabage. Uploading Swachata photos in website.

Compiling answers to audit queries in GAD

Fire report quarterly/Monthly fire report to Ministry

Issue of Memento to retiring employees- Quotation for Memento & finalizing Bills

Replacement of Batteries, Tyres & Tubes etc. of CISF Vehicles and Servicing & Repairing CISF vehicles bills.

Assist all works entrusted to D5 Section

Advance and final bills towards Raising day/Independence day/Republic day celebrations

Purchase of items from open market

Purchase and maintenance of all equipments in CISF.

Processing of Medical ID card, MR bills etc. in r/o CISF and other related matters.

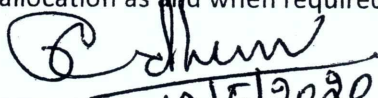
Preparation of bills in r/o various mobile phone connections in r/o CISF.

Issue stationary items to CISF.

Bills for purchase of Calendar, News paper & periodicals to CISF.

		<input checked="" type="checkbox"/> Insurance/Road tax/Hire charges of vehicles bills of CISF <input checked="" type="checkbox"/> Bills towards Manning of Launch / Annual range Classification Firing. <input checked="" type="checkbox"/> Imprest Account of CISF, Stationary, Stamp A/c and other – miscellaneous bills <input checked="" type="checkbox"/> TDS return bills in r/o CISF <input checked="" type="checkbox"/> Nomination of employees of GAD/CoPT for Election duty Grant of Special Increment for Sports Persons <input checked="" type="checkbox"/> Tool and Plants-Yearly updation of all Tools & Plants in GAD <input checked="" type="checkbox"/> Delegation of Powers. Any other work entrusted by the superiors as and when required. Payments in r/o BSNL Land phones bills of CISF
D9	Sri. Thilakan, UDC	1. Imprest account related to a) Secretary's Office Imprest b) Chairman/ Dy.Chairman / CVO's special Imprest. c.) Closing of advance taken by different sections in GAD etc. Maintaining Cash Cards accounts of GAD. All cash/cheque dealing of GAD <input checked="" type="checkbox"/> Insurance/Road tax/Hire charges of vehicles bills of CoPT <input checked="" type="checkbox"/> Imprest Account of GAD, Stationary, Stamp A/c and other – miscellaneous bills Toll pass (2 files)- Issuance of all toll passes to employees of CPT/Customs/other Govt. Institution & outsiders (Annual, Half yearly, Quarterly, Monthly) <input checked="" type="checkbox"/> Biometric Cards & accessories for CISF pass section & purchase through Sr. Dy. Material Manager <input checked="" type="checkbox"/> Cost of Chappals & stitching charges-issuance of orders per year and bills <input checked="" type="checkbox"/> Issue of Uniforms to staff of GAD <input checked="" type="checkbox"/> Circulating Vacancy circular from other Ports/Departments among sections in GAD Revised Budget Estimate / Budget Estimate Any other work entrusted by the superiors as and when required.

The administration reserve the right to alter the work allocation as and when required.


DY. SECRETARY 19/5/2020



Work allocation Administrative Section from 17.01.2020

Section	Name & Designation	Work Allocation
	Smt.Meera Krishna, Asst. Secretary Gr.I	<ol style="list-style-type: none"> 1. To Control and Supervise the section 2. To ensure that all matters/communications have been completed/furnished within the time limit. 3. Weekly report on pending matters to Sr. Dy. Secretary on every Wednesday. 4. To ensure that all procedures in r/o. promotion, MACP, probation, confirmation, recruitment have been carried out well in advance. 5. Alternate Custodian of Online APAR through e-Sparrow 6. To control and maintain discipline in the section.
	Sri. M.P.Shajil, Manager	<ol style="list-style-type: none"> 1. Supervision and monitoring of all sections 2. To ensure that all matters/communications have been completed/furnished within the prescribed time limit. 3. Weekly report on pending matters to Asst. Secretary Gr.I on every Wednesday. 4. To ensure that all procedures in r/o. promotion, MACP, probation, confirmation, recruitment have been carried out well in advance. 5. To control and maintain discipline in the section.
A1 & A3	Sri. P.D.Pramod, Sr. Accountant	<ol style="list-style-type: none"> 1. Recruitment, Appointment, Promotion, Probation, Confirmation, Regularization, M.A.C.P, Transfer, Deputation and all other allied matters relating to the service conditions of Class I & II Officers of Marine Department 2. Maintenance of SC/ST/OBC Rosters in respect of Class I & II officers of Marine Department 3. RTI, Public Grievance Representation and Parliament Questions in respect of Class I & II officers of Marine Department. 4. Contract engagement of Officers of Marine Department. 5. Framing/Amendments of CoPT Service Rules & Regulations 6. Framing/Amendment of Recruitment Rules of Class I & II Officers and Class III & IV Ministerial Staff. 7. Taking Action for notifying Regulations in State/Central Gazette approved by Board pertaining to all Departments. 8. ID/Court cases pertaining to Class I & II officers of Marine Department. 9. Examination of proposals referred from Marine Department.
A2	Smt.T.X. Shammy Rose, Sr. Accountant	<ol style="list-style-type: none"> 1. Contract appointments, renewal and related matters 2. ID/Court cases pertaining to contract / dependent employees 3. MS Office test. (Conducting half yearly tests). 4. RTI, Public Grievance Representation and Parliament Questions in respect of Contract appointments, renewal and related matters 5. Forwarding of applications from Cl. I, II & III Officials for outside posts and notification of vacancies from other Ports/PSU's and follow up action. 6. Permission of higher studies in r/o class III Ministerial staff. 7. Additional qualification entering in the Service Book. 8. Grievance redressal of contract employees. 9. Preparation of SC/ST quarterly/Annual reports. 10. Obtaining the sanction for filling up of Backlog vacancies. 11. Preparation of Grievance redressal quarterly report of Administrative Section. 12. Assessment of Assets and subsequent obtaining of sanction for maintenance/repairs of the damaged assets of Administrative Section.

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A8	Smt. Sincy Jacob, Accountant	<ol style="list-style-type: none">1. Recruitment, Appointment, Promotion, Probation, Confirmation, Regularization, M.A.C.P, Transfer, Deputation and all other allied matters relating to the service conditions of Class I & II Officers of Medical Department2. Maintenance of SC/ST/OBC Rosters in respect of Class I & II officers of Medical Department3. RTI, Public Grievance Representation and Parliament Questions in respect of Class I & II officers of Medical Department.4. Contract engagement of Officers of Medical Department.5. ID/Court cases pertaining to Class I & II officers of Medical Department.6. Examination of proposals referred from Medical Department.7. Assisting A9 Section in the works related to WRC Settlement.8. APAR through e-Sparrow
A4	Smt. M.Sheeja, Sr. Accountant	<ol style="list-style-type: none">1. Recruitment, Appointment, Promotion, Probation, Confirmation, Regularization, M.A.C.P, Transfer, Deputation and all other allied matters relating to the service conditions of Class I & II Officers of Civil & Mechanical Engineering Departments2. Maintenance of SC/ST/OBC Rosters in respect of Class I & II officers of Civil & Mechanical Engineering Departments3. RTI, Public Grievance Representation and Parliament Questions in respect of Class I & II officers of Civil & Mechanical Engineering Departments.4. Contract engagement of Officers of Civil & Mechanical Engineering Departments.5. All communications related PHRD matters to Ministry/IPA.6. Implementation Cyril George Committee Report7. All proposals/Communications to Ministry/IPA in respect of Upgradation/Creations.8. Implementation of classification and categorization of Group C & D employees Afzulpurkar Committee report etc.9. Implementation of classification and categorization of Group C & D employees- Skilled Scheme.10. Appointment of Legal Advisors and their timely renewal.11. Engagement of Inquiry Officer.12. ID/Court cases pertaining to Class I & II officers of Civil & Mechanical Engineering Department.13. Examination of proposals referred from Civil & Mechanical Engineering Department.14. Applicability of Reservation in Contract appointments.
A9	Smt. Bindu.C.B, Sr. Accountant	<ol style="list-style-type: none">1. Recruitment, Appointment, Promotion, Probation, Confirmation, Regularization, M.A.C.P, Transfer, Deputation and all other allied matters relating to the service conditions of Class I & II officers of Finance/GAD2. Clarifications related to MACP matters3. Maintenance of SC/ST/OBC Rosters in respect of Class I & II officers of Finance/GAD4. Forwarding of Applications in r/o Chairman / Dy. Chairman.5. RTI, Public Grievance Representation and Parliament Questions in respect of Class I & II officers of Finance/GAD6. Contract engagement of Officers of Finance/GAD.7. ID/Court cases pertaining to Class I & II officers of Finance & General Administration Department.9. Policy decision on Overtime and Holiday Wages.10. Clarification on counting of past civil service for civil pension

		<ol style="list-style-type: none"> 11. Fixation of pay of Ex-service Personnel re-employed in the Port. 12. ID/Court cases pertaining to implementation of WRC settlement. 13. Implementation of W.R.C's recommendations in respect of Class.III & IV employees. 14. Cadre restructuring & Pay revision related works regarding Class-I & II Officers.
A5 & A10	Smt. B.A. Sangeetha, Sr. Accountant	<ol style="list-style-type: none"> 1. Recruitment, Appointment, Promotion, Probation, Confirmation, Regularization, M.A.C.P, Transfer, Deputation and all other allied matters relating to the service conditions of Class I & II Officers of Traffic Department and Class III & IV Ministerial Staff. 2. Maintenance of SC/ST/OBC Rosters in respect of Class I & II officers of Traffic Department and Class III & IV Ministerial Staff. 3. RTI, Public Grievance Representation and Parliament Questions in respect of Class I & II officers of Traffic Department and Class III & IV Ministerial Staff of all departments. 4. Contract engagement of Officers of Traffic Department. 5. Compilation and preparation of SoE 6. Statement of superior staff Class I & II officers. 7. ID/Court cases pertaining to Class I & II officers of Traffic Department, Class III & IV Ministerial Staff and Compassionate Appointments. 8. Examination of proposals referred from Traffic Department. 9. Compassionate appointments. 10. Constitution of CPSCB and Sports related appointment 11. Nomination of SC/ST members of staff selection committee for Class III & IV posts 12. Preparation of reply to the questionnaires of National Commission of SC, ST & OBC in connected with Administrative Section.
	Sri. C.S.Rajesh, Contract Peon	Tapal entry & distribution pertaining to A Section and submission the same to Asst. Secretary Gr.I on the day itself

All above employees should also attend any other work as assigned to them by the competent authority from time to time in addition to their own duties.

वरिष्ठ सचिव
Sr. Dy. Secretary

प्रतिलिपि/Copy to:

- * The Sr. Dy. Secretary, CoPT
- The Asst. Secretary Gr.I, Administrative Section
- PA to Secretary
- The Manager, Administrative Section
- All the employees of Administrative Section through Manager