Work allocation Administrative Section from 17.01.2020

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<th>Section</th>
<th>Name &amp; Designation</th>
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|         | Smt.Meera Krishna, Asst. Secretary Gr.I | 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. |
| A1 & A3 | Sri. M.P.Shajil, Manager | 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. |
| A2     | Smt.T.X. Shammy Rose, Sr. Accountant | 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.  
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.  
10. Contract appointments, renewal and related matters  
11. ID/Court cases pertaining to contract / dependent employees  
12. MS Office test. (Conducting half yearly tests).  
14. 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.  
15. Permission of higher studies in r/o class III Ministerial staff.  
17. Grievance redressal of contract employees.  
18. Preparation of SC/ST quarterly/Annual reports.  
19. Obtaining the sanction for filling up of Backlog vacancies.  
20. Preparation of Grievance redressal quarterly report of Administrative Section.  
| A8   | Smt. Sincy Jacob, Accountant | 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 Department  
2. Maintenance of SC/ST/OBC Rosters in respect of Class I & II officers of Medical Department  
3. 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.Sheela, Sr. Accountant | 1. Recruitment, Appointment, Promotion, Probation, Confirmation, Regularization, M.A.C.P, Transfer, Deputation and all other allied matters relating to the service conditions of Civil & Mechanical Engineering Departments  
2. Maintenance of SC/ST/OBC Rosters in respect of Class I & II officers of Civil & Mechanical Engineering Departments  
3. 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 Report  
7. 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 | 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/GAD  
2. Clarifications related to MACP matters  
3. Maintenance of SC/ST/OBC Rosters in respect of Class I & II officers of Finance/GAD  
4. 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/GAD  
6. Contract engagement of Officers of Finance/GAD  
7. ID/Court cases pertaining to Class I & II officers of Finance & General Administration Department  
8. Policy decision on Overtime and Holiday Wages  
9. Clarification on counting of past civil service for civil pension |
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|   |   | 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. |
|   | Smt. B.A. Sangeetha, Sr. Accountant | 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.  
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.

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