

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

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		<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 SoE6. 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 appointment11. Nomination of SC/ST members of staff selection committee for Class III & IV posts12. 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