

COCHIN PORT AUTHORITY

No.DCM/Work Distribution/17/2024

Dated: 12-03-2024

OFFICE ORDER

In supersession of all previous office orders, the work distribution related to Civil Department, Cochin Port Authority shall be as follows with immediate effect:

Name and designation of Head of Department: Shri. A.G. Sathyan, Chief Engineer(I/C)

S.No.	Details of Division / Section / Cell	Name & Designation of Incharge Officer	Name & Designation of Reporting Officer	Name & Designation of Assistants	Responsibilities Assigned
1	Establishment & Coordination	Shri A.G. Sathyan, Dy. CE(I) ----- Smt. Sini Mathew, Dy. CE(II) (Link Officer)		Shri Santosh Kumar, AE	Correspondence with Ministry
					Coordination with other departments
					Assistance in all other Office Works and CFH related works
				Shri V.K. Pramod, Sr. DCA II	All establishment and HR related works of Civil Department
Allotment of Quarters Office discipline and upkeep of office area					
2	Design, Planning & Dredging Cell	Smt. Sini Mathew, Dy. CE(II) ----- Shri A.G. Sathyan, Dy. CE(I) (Link Officer)	Shri M.P. Eldhose, AEE	Shri. A.B. Binoy, JE(Gr.I)	Capital & Maintenance Dredging
					Sale of dredged sand
					ISO related Works, Green Warehouse etc.
					ROB/Flyover disputes
					All office and site works of dredging cell
			Shri Siji C. Mathew, AE	Consultants deputed by CE	Tendering of all projects and deposit works except projects related to Lakshadweep Islands
					All Design and Planning works related to Internal & External Projects except Lakshadweep Islands
					Port Master Plan 2047
					Planning of PPP Projects
					All office works of design & planning cell
Tendering of all projects and deposit works except projects related to Lakshadweep Islands					



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3	Maintenance Division	Shri M.V.Johny, Suptdg. Engineer i/c ----- Shri.T.P.Thedavus, SE (L) (Link Officer)	Shri. Rajesh Babu P.M., AE	Shri Prasanth T S, JE Gr. I ----- Consultants deputed by CE	Repairs, Maintenance, Landscaping and Upkeep of North Zone, Willingdon Island
					Repairs, Maintenance, Landscaping and Upkeep of Central Zone, Willingdon Island
					Repairs, Maintenance, Landscaping and Upkeep of South Zone, Willingdon Island
			Smt. Anjana, AEE	Sri K. Anandan, JE Gr. I ----- Consultants deputed by CE	Repairs, Maintenance, Landscaping and Upkeep of Wharf Areas & Bonded Areas in Willingdon Island
					Repairs, Maintenance, Landscaping and Upkeep of Port Hospital, Residential Quarters, Guest House and Office Buildings
					Tendering of all maintenance & Non plan works
Sri. V. Sureshkumar, AE	Sri. A Manoj, JE Gr.I ----- Consultants deputed by CE	Water Supply and Sanitation in Willingdon Island			
		Repairs, Maintenance, Landscaping and Upkeep of COT, NTB,STB, Vallarpadam, Puthuvyppeen and any other area outside Willingdon Island			
4	Internal Projects	Shri A.G. Sathyan, DCE(I) ----- Smt. Sini Mathew, Dy. CE(II) (Link Officer)	Shri K. Babu, AEE	Shri V. P. Jose, AE ----- Consultants deputed by CE	Execution including Dispute Resolution/ Conciliation/ Arbitration of RO-RO Jetty Project
					Execution including Dispute Resolution/ Conciliation/ Arbitration of Cochin Fisheries Harbours Project
					Execution including Dispute Resolution/ Conciliation/ Arbitration of Mega Cruise Terminal Project
					Dispute Resolution/ Conciliation/ Arbitration related to SCB Project
					SEZ & Environment related Works
		Smt. Sini Mathew, Dy. CE(II) ----- Shri A.G. Sathyan, Dy. CE(I) (Link Officer)	Shri Praveen K. Jacob, AE	Consultants deputed by CE	Land acquisition related works of ICTT road/ rail connectivity
					Execution including Dispute Resolution/ Conciliation/ Arbitration of ICTT & Expansion Project
					Monitoring of PPP projects
					Execution including Dispute Resolution/ Conciliation/ Arbitration of Outer Harbour Project
					Execution including Dispute Resolution/ Conciliation/ Arbitration of ICG Jetty Expansion Project
5	External Projects & Deposit Works	Shri.T.P.Thedavus, SE (L) ----- Shri. M.V.Johny, SE i/c (Link Officer)	Smt. A. Sheeja, AEE	Consultants deputed by CE	Execution including Dispute Resolution/ Conciliation/ Arbitration of Goa Cruise Terminal Project
					Execution including Dispute Resolution/ Conciliation/ Arbitration of any New External Project / Deposit Work
		Shri. M.V.Johny, SE i/c ----- Shri.T.P.Thedavus, SE (L) (Link Officer)	Smt. N. Anjana, AEE	Consultants deputed by CE	Execution including Dispute Resolution/ Conciliation/ Arbitration of North Jetty, Indian Navy Project

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6	Lakshdweep & LHW Projects	Shri.T.P.Thedavus, SE(L) ----- Smt. A. Sheeja, AEE (Link Officer)	Smt. A. Sheeja, AEE	Consultants deputed by CE	All port related infrastructure works in Lakshdweep Islands (Planning, Tendering, Design & Execution) Development of water aerodromes in Lakshadweep Islands Repairs and Maintenance of existing port infrastructure in Lakshadweep Islands Dredging / Desiltation of navigational channels and berth areas Consultancy, Investigations and other studies for Lakshadweep Islands All port related infrastructure works related to Lakshdweep Islands on Mainland (Planning, Tendering, Design & Execution) Routine Works related to LHW

The concerned Incharge Officer shall put up files directly to Chief Engineer for further action. In the absence of Incharge Officer, the Link Officer shall perform the functions of Incharge Officer. In case both Incharge Officer and Link Officer are absent, the senior most officer available in the department / section shall put up file directly to Chief Engineer. The above allocation of works is only indicative in nature and any other job/work/duties may be assigned from time to time. The above mentioned officers shall keep the proper record of the tasks assigned to them and Chief Engineer shall apprise Deputy Chairperson of all important matters from time to time. Any other work assigned by Chairperson / Deputy Chairperson / CE shall also be performed by concerned officer, as the case may be.


 (VIKAS NARWAL)
 DEPUTY CHAIRPERSON

Copy to:

1. PS to Chairperson
2. All HoDs
3. All Incharge/Reporting Officers and Assistants.
4. Office Order File.

Allocation of Ministerial Staff in the Chief Engineer's Office with effect from 01/05/2024

1. 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

2. Smt R. Sreerakha, PA to CE

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

3. 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(Dredge.) 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
10. Preparing stamp Accounts in CE's Establishment and works
11. DDFS uploading (in connection of own allocation)
- 12 Any other works entrusted by the Superiors

4. Sri Roby Augustine, Manager

1. Preparation and processing of all contract bills of SE(CM)division [Three subdivisions]
2. Preparation of statement on pending contractors bills on 1st 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. DDFS uploading (in connection of own allocation)
9. Any other works entrusted by the Superiors.

5. Shri Bright Antony Hormis, Manager - Section C-5&6

1. All works connected with of contract employees (All 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
- 11 Purchase and issuance of Stationary items & Preparing and Issuance of Uniforms, Shoes and helmets
11. Vigilance clearance
12. Any other works entrusted by the Superiors.
13. Telephone Bills (Vodafone, Idea and BSNL
14. Establishment/pay roll matters in respect of Class- I ,II ,III and IV
15. Training of port employees
- 16 Special Casual Leave
- 17 Contract of manpower supply – M/s. IR class
- 18 Veracity (Certificate issued by various Universities)
- 19 Verification of scrutiny of Basic information of APARs
20. Maintain of service Books (OLD
21. Audit replays (in related to Establishment)
- 22 Attendance regularization (all) and
23. Festival advance, Memento, Scholarship, Tuition Fees
24. Preparing Overtime / Holiday wages, Extra remuneration

- 25 Clearance of “Z” time in SAP
- 26 E.L. Encashment

Sri B.N.BIJU, Accountant

1. Preparation of RA 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 and ATR(Quarterly)
9. Grievance Report
10. National Commission Reports (SC,ST &OBC)
11. Preparing weekly reports pertaining to Civil Engineering Dept.
12. Land Acquisition connected files pertaining to SE(Teach) division
- 13.** Preparation of Contingent bills reg. Consultancy services
14. DDFS uploading (in connection of own allocation)
15. Any other works entrusted by the Superiors.
16. Drafting and noting of all Establishment matters .

26 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.
6. Preparation and consolidation of TB Seals and Stamps
7. Any other works entrusted by the Superiors.

8. Leave related (Leave posting) to Class III & IV
(Technical/Workman/Ministerial)

9 All photo copier bills (maintenance &services)

10 Taxi hire bill.

S/d

Deputy .Chief Engineer {1}