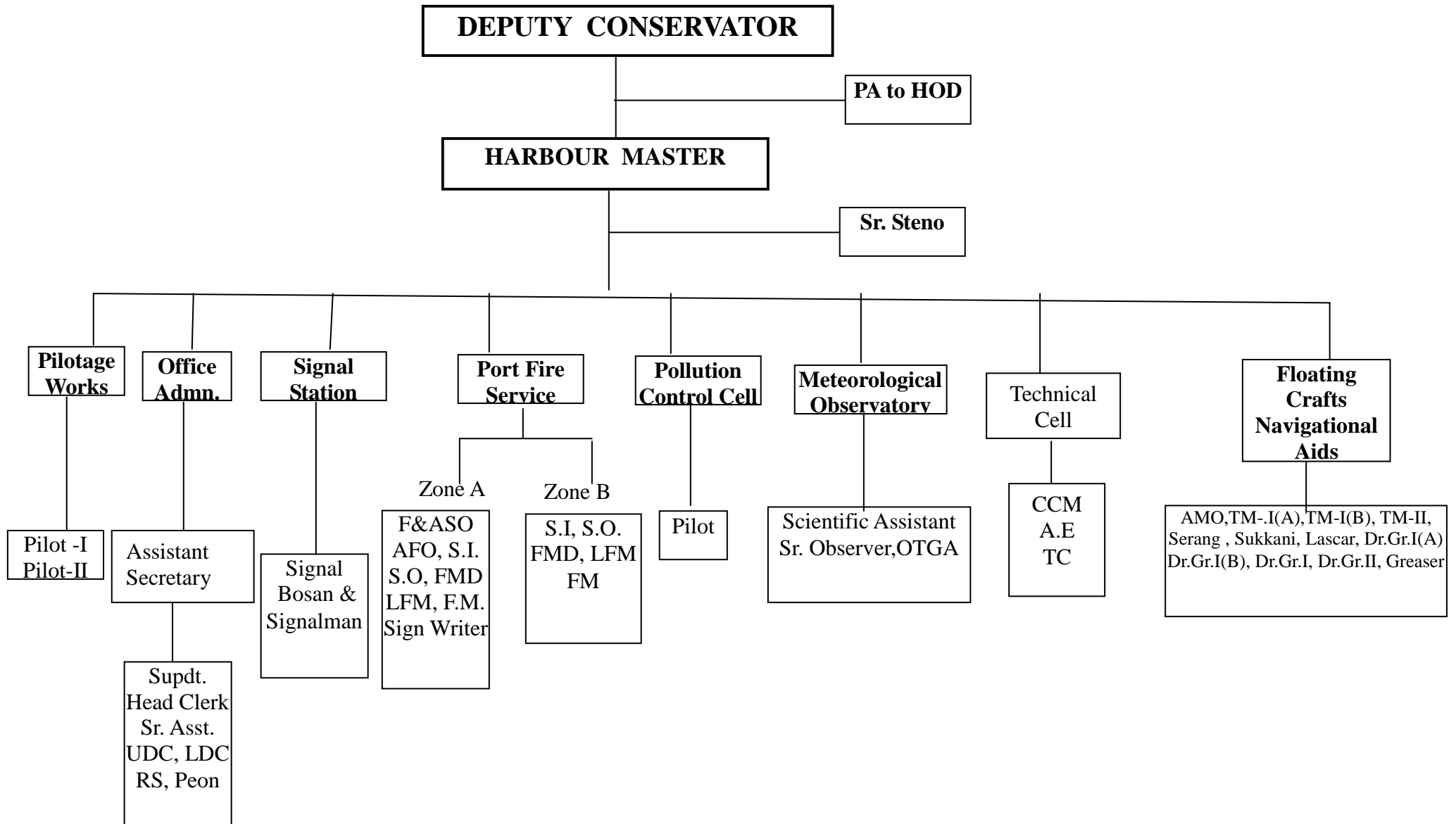


**ORGANISATIONAL CHART OF MARINE DEPARTMENT**



Functioning of Marine Department:

The Marine Department is functioning with the following section and division under the Head of Deputy Conservator. The officers and staffs are posted in the following division and sections are assisting the Deputy Conservator in carrying out the day to day works of Marine Department.

Establishment section:

The Establishment matters relating to Class III & IV employees of Floating Craft & Fire Service Unit. Such as Creation, abolition, recruitment, promotion, confirmation, transfer and postings, resignation, Retirement (including Voluntary Retirement) Correspondences related to Contract Pilots. Preparation of seniority lists relating to Fire Service, Observatory and Signal Station. Training of Port Fire Service Personnel at National Fire Service College, Nagpur. Maintenance of reservation register for SC/ST, Ex-serviceman, Physically Handicapped and carry forward reservation register. All correspondences relating to deputation and Foreign Assignment of Officers and Staff of Marine Department. Attending to all audit remarks pertaining to Fire Service, Signal Station and Port Observatory and Marine office as well. Ad-hoc appointments/promotions, grant of Financial up gradation under ACP /MACP scheme. Maintaining of incumbent registers and preparation of Schedule Of Employees every year and grant permission of higher studies& correspondence relating to MMD examination, verification of communal status. Grant of permission for acquiring/disposal of movable/immovable property in respect of Officers/employees, Correspondence of board meeting and HOD meeting , matters relating to union /association . Court cases. Framing of new Regulations and amendments to existing regulations as and when required. Issue of No objection certificate. Disciplinary cases and vigilance matters.

### **Personnel claims:**

This section which deals with sanction of all kind of leave , enhancement of leave , preparation of absentee statement, conveyance advance , sanction of OTA, holiday OTA,NWA, measure to contain OTA expenditures monthly returns, audit remarks festival advance, GPF , computer advance maintained of C.L register, LTC advance, marriage advance, HBA advance, reimbursement of tuition fees, medical TA bill, cash award for family planning scheme, tour advance, voyage advance accident report, sanction of uniform allowance , stretching charges ,washing allowance relating to floating craft , Fire service, observatory, signal station including Marine office staffs and employees.

### **Shipping section:**

Issue of entry clearance certificate of all vessels preparation of data for Port dues and other charges maintained in marine department in respect of vessels entered in to Port, collection of charges related to vessels, Tug and other matters relating to the port users, forwarding of cheques to accounts Department, scales of rates, with held /detain/arrest/of vessel by MMD, customs, police, IT department etc. Maintaining of register for vessel calling at Port and ISO register, audit remarks , IPA, matters relating to ISPS, pollution control, crisis management , coal oil and other wastes spillage, meeting conducted by the port development committee, safety committee, IPA, weather report ,cyclone report, collection of pollution charges, discharge of naphtha, and hazardous cargo after sunset , Night Navigational facilities, civil defense plan, emergency action plan, internal action plan, fire call report, other Safety report, approval from the competent authority before utilizing, review of log books scrutinizing of hire charges, utilizing Port fire Service vehicles, Fire pumps, ambulance, dredging issues of entry and clearance at Port , wreck and salvage, collection regarding hiring of tug charges , providing tugs, launches , forwarding of Tugs ,others crafts, grant license for sailing vessels , damage of tug, launches and fenders ,matters relating to MMD, customs , fisheries etc.

## **General Section:**

Monitoring of all audit remarks pertaining to the Marine Department and monthly meeting for pending audit remarks. Weeding out of records/destruction of records and in-charge of Record Room. Attending all audit remarks relating to Marine Department Correspondence relating to Telephones and settlement of telephone bills. Correspondence relating to Sports Council and sanction of special casual leave, theft and accident, books and periodicals. Miscellaneous correspondences relating to general in nature. Settlement of Bills of Motor spirit to Port vehicle. Maintenance of casual leave and C.Off register of Class I & II Officers Receipt and distribution of tapals. Despatch of tapals. Maintenance of register for movement of incoming and outgoing files and papers Maintenance of stamp account register, Fax, Telex register and special tapal register.

## **Purchase section:**

Procuring of uniform materials etc proper distribution of rain coat, footwear and soap etc., to the employees of Marine Department. To deal with all the matters relating to recruitments for all categories of employees of Marine Department with reference to the indents received from the sub divisions including supply of uniforms, etc., for all categories of employees of Marine Department. Verification and timely settlement of bills Attending all audit remarks on purchase of Uniform and Uniform material items, etc. Maintenance of Register for the issue of uniforms, uniform materials, rain coat, soap, etc. Annual procurement of Stationeries and printing items.

## **Crisis Consultant Management (CCM):**

Maintaining Statutory ISPS Certification for the Port, Conducting of Internal Audit Conducting of External Audit, Endorsement of Statement of Compliance (SOC), and Payment of DG. Comm. Fee, Crisis Management & Disaster Management Plan as per National Disaster Management Authority (NDMA) format, Work Order to Indian Register of Shipping (IRS) for Preparation of Disaster Management Plan (DMP) & Oil Spill Contingency Plan (OSCP) as per NDMA and National Oil Spill Disaster Contingency Plan (NOSDCP) format, collect the details - after vetting- Final Draft to be collected, Payment to be cleared, Copies of DMP & OSCP to be distributed to Department concerned. Manning & Maintenance of Vessel Traffic management System (VTMS), Maintaining the System properly, Coordinate with M/s. Vissim A.S, Norway to get work done Payments to be made monthly. Radiological Detection Equipments (RDE) Installation, Maintaining the RDE properly, Coordinate with M/s. Electronic Corporation of India Ltd, (ECIL) Hyderabad to get the work. Issue of Work Order for AMC of RDE with effect from 01-08-2016 with routine procedure. Maintenance of Explosive vapour Detector (EVD) Maintaining the AMC by the firm and clear the payments. collection of all records related to EVD AMC. Port Facility Security Advisory Committee (PFSAC) Meeting once in three months with related activities. Coordinate with IB- recommendations circulated to concerned Departments. Action Taken Report obtained and forwarded to Ministry of Home Affairs every six months. Conducting Safety Audit for Handling Hazardous & Noxious Substances. Duties then & there assigned by Deputy Conservator & Harbour Master.

## **Technical Section:**

Preparation of fuel consumption statements for Port crafts. All matters relating to Navigational aids and VTMS for SCL and other allied subjects, Parliament questions, IPA correspondences, preparation of MOU return, etc. Monthly returns pertaining to Technical Section, award of contract return to Vigilance Wing, Preparation of Board notes on important achievements, Bank Guarantee return, Return for cashflow, monthly progress report to Ministry. Maintenance of register containing returns regarding progress of contract, all quarterly returns, survey reported items and progress of contract to concerned departments/Vigilance Wing. Annual maintenance contract of electrical equipment and automatic fire alarm system and installation/commissioning of automatic identification system. To deal with matter relating to procurement of material items and spares required for Fire Service, Observatory etc. with reference to indents received from the respective units including supply of uniforms for all categories of employees of Marine Department. Verification and timely settlement of bills of suppliers of spare parts, etc.

### **Floating craft division:**

This division is looking after by Assistant marine Officer, who is monitoring the movement of Tugs, Launches, Mooring boats and Barges. The Floating craft division handles the following work as detailed below. Carry out the shipping movement. Providing craft service to the customer along with charges for providing craft service and provide detailed extract to the shipping section. Day to day check up of the Tugs, Launches, Mooring boats and Barges and checking oil level , bilge and tank and cleaning of battery terminals and Greasing of water pumps and valves. Attending repair works of Tugs, Launches, Mooring boats and Barges for daily craft movements and periodical feedback send to marine workshop. Survey of Tug Launches, Mooring boats and Barges and defected list is prepared. Dry docking of crafts and reparation of Dry docking, safety equipment survey and finally preparation of voyage. Bunkering of crafts Maintenance of records in floating craft division. Maintenance of register for defect list, log books for vessels stock register, compliance register Tug launches control register. Sending details of craft movements, survey report, stores intend, purchase of materials required for floating craft division.

### **Fire Service:**

Fire& Assistant Safety officer is fully responsible for Fire North and south station. The Port Fire service will look after the Fire Fighting operations through the phone and they will rush up to the spot within 45 seconds, in case of major fire will report to ministry through our Deputy conservator. Maintenance of Fire service vehicle and equipments periodically and check all the pumps, valves, hydrant water point, air breathing apparatus once in 15 days regularly for the emergency for the firefighting of various nature. In our port various kinds on hazardous cargoes are handling through pipeline and containers due to discharging liquid gas through hose, valves will be precaution by the Port Fire service by providing the Fire tender. Utilization of this Fire tender by the user certain scale of rates will be claim to the Port users. All these preventive measure will be handled as per the safety regulation of the Port.

### **Signal station:**

Signal station is doing the foremost function relating to marine department is vessel arrival. Arrival of vessel is reported to the signal station, through which the particulars relating to vessel berthing is collected and berthing programme is reported to the captain of the ship. Signal station will inform to the berthing cell/ Traffic Department as the vessel is anchored. Vessel berthing is done after conforming berth clearance and berthing time, receiving berth programme from the Traffic Department, track the vessel on VTMS. As the vessel is berthed vessel shifting is done by the signal station with the help of pilot, Tugs, AMO over VHF and telephone, make arrangement out bound of vessels where the vessel is ready to sail. Signal station will receive the weather forecast from Meteorological observatory and inform the weather status to the anchored ships. As the vessel is anchored or berthed, some distress is happened they are responsible to take appropriate action is taken by signal station and competent authority. Signal station makes arrangement of Pilot, Tug , VTMS during handling of naval coast Guard vessels whenever it is inbounded, shifted and also sailing.

### **Meteorological Observatory:**

The Meteorological parameters recorded at the Port Observatory are Pressure, Temperature, Humidity, Rainfall, Wind and Sunshine. All the recorded charts of the previous months are sent to the Regional Meteorological Centre, Chennai at the beginning of the succeeding month. Two weather messages at 08.30 hrs. and 17.30 hrs. are sent daily to India Meteorological Department through e-mail and two other readings are recorded at 11.30 hrs and 14.30. hrs and Met. Sheets are sent as weekly statement. A modernized Automatic Weather Station (AWS) has been installed by the Meteorological Department at the Observatory premises which records the Meteorological parameters and is connected to Regional Meteorological Centre (RMC) Chennai via satellite. In Tidal Section, Pressure Tide Gauge (PTG) and One Conventional Tide Gauge (CTG) were installed in the Tide Gauge Cabin. The VSAT antenna is installed at the Tide Gauge cabin for the transmission of Tidal data to the SOI, Dehradun, on real time basis with GPS Data. Tsunami early warning system installed in the Port Tidal Observatory is transmitting the data in real time basis to INCOIS, Hyderabad and Survey of India, Dehradun.



**Marine Department**  
**List of Officers/Employees**

Sl. No	Employee Subgroup	EMP.NO	Name	Designation
1	Class -I	3076	CAPT.BHABATOSH CHAND	DEPUTY CONSERVATOR
2	Class -I	3098	CAPT. MILTON Y. NADAR	HARBOUR MASTER
3	Class -I	3014	KINGSTON NEEL DURAI J.	PILOT
4	Class -I	3024	Capt. UMASHANKAR P. BEHARA	PILOT
5	Class -I	2363	STEPHEN S.	ASST.MARINE OFFICER
6	Class -II	3095	JAMMALAMADUGU SURENDRA KUMAR	P.A.TO H.O.D.
7	Class -II	2433	JEYACHANDRAN S.	ASSISTANT ENGINEER (MARINE)
8	Class -III	3078	GURUSWAMY R	DRIVER GR.I(A)
9	Class -III	3079	RAGU RAMAN R	DRIVER GR.I(A)
10	Class -III	3080	BUDDHADEV KAR	DRIVER GR.I(A)
11	Class -III	3081	DIPANKAR DAS	TUG MASTER I(B)
12	Class -III	3082	ARUN TARAFDAR	TUG MASTER I(B)
13	Class -III	2601	SELVARAJ.C.	SUPERINTENDENT
14	Class -III	2362	SURESH CHANDRA MAJUMDER	DRIVER GR.I(A)
15	Class -III	2506	AYIRA SELVAM.P.	DRIVER GR.I(A)
16	Class -III	2555	KAISINTH	DRIVER GR.I(A)
17	Class -III	2636	ARJUNAN.K.	DRIVER GR.I(A)
18	Class -III	2698	PANNEER SELVAM P.	DRIVER GR.I(A)
19	Class -III	3051	MOHANRAJ N	DRIVER GR.I(A)
20	Class -III	2270	CHANDRASEKAR P.	TUG MASTER I(A)
21	Class -III	2314	KANNAN P.	TUG MASTER I(A)
22	Class -III	3048	SOUMYA GHOSH	TUG MASTER I(A)
23	Class -III	1838	ARJUNAN R.	ASSISTANT FIRE OFFICER
24	Class -III	2510	GLINGTON FERNANDO N.	HEAD CLERK
25	Class -III	2539	SARAVANAN.B.	HEAD CLERK
26	Class -III	1992	NATARAJAN G.	SAFETY INSPECTOR
27	Class -III	2888	JESUDOSS LIVINGSTON	SAFETY INSPECTOR
28	Class -III	2836	MAXI SAMUEL P.	SENIOR ASSISTANT
29	Class -III	1959	PERUMAL R.	TUG MASTER GR. II
30	Class -III	2434	RATNAKUMARAN ASAN G.	DRIVER GR-II
31	Class -III	2484	RAVICHANDRAN S.	DRIVER GR-II
32	Class -III	2485	DANIEL GEORGE.G.	DRIVER GR-II
33	Class -III	2542	ARUMUGAM.S.	DRIVER GR-II
34	Class -III	2635	UTHAYAKUMAR.N.	DRIVER GR-II
35	Class -III	2697	PRAVIN KUMAR FDO. A.	DRIVER GR-II
36	Class -III	2701	MUNIASAMY M.	DRIVER GR-II
37	Class -III	2709	AROCHIASAMY I.	DRIVER GR-II
38	Class -III	3087	BATMAN J .	DRIVER GR-II
39	Class -III	1595	JEBAKUMAR J.D.	SERANG
40	Class -III	2323	SUBRAMANIAN A.	SERANG
41	Class -III	2324	SEKAR S.	SERANG
42	Class -III	2544	GUALBERT DHUSYANTHAN.A	SERANG

Sl. No	Employee Subgroup	EMP.NO	Name	Designation
43	Class -III	3090	SUJIT KUMAR MONDAL .	SERANG
44	Class -III	1795	ROOSEVELT V.	SUB OFFICER
45	Class -III	2819	MAHABOOB BATCHA G.	SUB OFFICER
46	Class -III	2824	JEYASANKAR G.	SUB OFFICER
47	Class -III	2830	SANTHANARAJ K.	SUB OFFICER
48	Class -III	2984	STALIN DAVID.L	SUB OFFICER
49	Class -III	2669	ACHUTHAN.S.	SIGNAL BOSON
50	Class -III	2780	RAVINDRAN G.	SIGNAL BOSON
51	Class -III	2828	MAKVANA JAYSHRI K.	SIGNAL BOSON
52	Class -III	2977	PARISUTHAM. S.	SIGNAL BOSON
53	Class -III	2995	PITCHAIKANI G.	SIGNAL BOSON
54	Class -III	1982	INBARAJ S.	FIREMAN DRIVER
55	Class -III	2770	SHANMUGAVEL.C	FIREMAN DRIVER
56	Class -III	2871	BALASUBRAMANI D.	FIREMAN DRIVER
57	Class -III	2916	ULAGANATHAN G	FIREMAN DRIVER
58	Class -III	2917	SUBRAMANIAN. P	FIREMAN DRIVER
59	Class -III	2918	BALAVINAYAGAM C	FIREMAN DRIVER
60	Class -III	2919	SEKAR S	FIREMAN DRIVER
61	Class -III	2921	GANAPATHI V	FIREMAN DRIVER
62	Class -III	2996	SUNDARAPERUMAL K.	FIREMAN DRIVER
63	Class -III	3049	LATTALA SATYENDRA KUMAR	SIGNAL MAN
64	Class -III	1888	KANDAN N.	SUKKANI
65	Class -III	2781	RAVIKANNAN.P.	SUKKANI
66	Class -III	2793	SURESH S.	SUKKANI
67	Class -III	2889	VIJAY JOSEPHCHELLIAH	SUKKANI
68	Class -III	3057	SUBHRAJIT GAYEN	SUKKANI
69	Class -III	3059	SUBHANKAR GHOSH	SUKKANI
70	Class -III	3068	UTTAM TUNGA	SUKKANI
71	Class -III	3072	NIZAMUDDIN MONDAL	SUKKANI
72	Class -III	3088	MUTHUMADASAMY P .	SUKKANI
73	Class -III	3089	DINESH BISWAS .	SUKKANI
74	Class -III	10002645	JEGAN S.	SUKKANI
75	Class -III	2360	RADHA KRISHNAN T.	LEADING FIREMAN
76	Class -III	2559	CEDRICK P.FDO.B.	LEADING FIREMAN
77	Class -III	2647	RADHAKRISHNAN.U.	LEADING FIREMAN
78	Class -III	2818	BALASUBRAMANIAN A.	LEADING FIREMAN
79	Class -III	2822	ASAITHAMBI A.	LEADING FIREMAN
80	Class -III	2853	VELAYUTHAM V.	LEADING FIREMAN
81	Class -III	2997	SANKARAN R.	LEADING FIREMAN
82	Class -IV	10002787	VELAYUTHAM N	LASCAR
83	Class -IV	2305	MURUGANANTHAM M.	SR.LASCAR
84	Class -IV	2306	SENTHURPANDI K.	SR.LASCAR
85	Class -IV	2311	KARMEGAM V.	SR.LASCAR
86	Class -IV	2429	DHANABALAN T.	GREASER
87	Class -IV	2554	NICHOLAS. L.	GREASER

Sl. No	Employee Subgroup	EMP.NO	Name	Designation
88	Class -IV	2772	SUBBIAH P.	GREASER
89	Class -IV	2843	SENTHIL KUMAR GANESH	GREASER
90	Class -IV	2844	SAMSON D.	GREASER
91	Class -IV	2850	CHANDRAN M.	GREASER
92	Class -IV	2861	MILTON P.	GREASER
93	Class -IV	2864	SARAVANAN .C.	GREASER
94	Class -IV	2870	VARATHARASU A.	GREASER
95	Class -IV	2883	MARIAPPAN S.	GREASER
96	Class -IV	2491	RAGHAVENDRAN S.	RECORD SORTER
97	Class -IV	2878	PETCHIAPPAN R.	RECORD SORTER
98	Class -IV	2640	AVUDAIAPPAN.R.	LASCAR
99	Class -IV	2667	MYDEEN KASALI.S.	LASCAR
100	Class -IV	2719	PARAMASIVAM P.	LASCAR
101	Class -IV	2763	NARAYANAN.P.	LASCAR
102	Class -IV	2766	AROCKIARAJ.M	LASCAR
103	Class -IV	2767	PHILIP SAHAYARAJ.L	LASCAR
104	Class -IV	2769	THARMARAJ.T.	LASCAR
105	Class -IV	2776	RAJAKUMAR.R.	LASCAR
106	Class -IV	2791	ALEXANDER BRITTO R.	LASCAR
107	Class -IV	2805	BALAKRISHNAN L.	LASCAR
108	Class -IV	2826	KERINGTON P.	LASCAR
109	Class -IV	2838	BASKAR V.	LASCAR
110	Class -IV	2840	JACOB B.	LASCAR
111	Class -IV	2872	MOHAIDEEN MUTHU KASALI E.	LASCAR
112	Class -IV	2893	MICHAEL FDO. P.	LASCAR
113	Class -IV	2954	JAYAKARTHIKEYAN . K	LASCAR
114	Class -IV	2988	PRABAHAR.R.	LASCAR
115	Class -IV	10002638	MURUGAN P.	LASCAR
116	Class -IV	10002641	ALOYCIOUS KOSTHA	LASCAR
117	Class -IV	10002649	MAYAN T	LASCAR
118	Class -IV	10002655	SIVALINGAM K.	LASCAR
119	Class -IV	10002668	MARICHAMY K.	LASCAR
120	Class -IV	10002669	KULANTHAIVELU A.	LASCAR
121	Class -IV	10002672	PARAMASIVAN V.	LASCAR
122	Class -IV	10002673	MURUGAN V.V.T.	LASCAR
123	Class -IV	10002674	MUNIASAMY S.	LASCAR
124	Class -IV	10002678	ARUMUGASAMY A.	LASCAR
125	Class -IV	10002680	RAMAR A.	LASCAR
126	Class -IV	10002686	PONNUSAMY S.	LASCAR
127	Class -IV	10002694	MAHARAJAN K.	LASCAR
128	Class -IV	10002696	SAKTHIVEL K	LASCAR
129	Class -IV	10002697	JENIFER X.	LASCAR
130	Class -IV	10002701	CHAIRMAN P	LASCAR
131	Class -IV	10002707	ISMAIL I.	LASCAR
132	Class -IV	10002709	ILAYARAJA S.	LASCAR
133	Class -IV	10002716	JEYAKUMAR G.	LASCAR

Sl. No	Employee Subgroup	EMP.NO	Name	Designation
134	Class -IV	10002720	SHUNMUGARAJ K.	LASCAR
135	Class -IV	10002729	KARUPPASAMY S.	LASCAR
136	Class -IV	10002730	MAYAKRISHNAN M.	LASCAR
137	Class -IV	10002733	MURUGESAN S.	LASCAR
138	Class -IV	10002737	KARUNAKARAN K.	LASCAR
139	Class -IV	10002738	VELRAJ S.	LASCAR
140	Class -IV	10002739	SUBBIAH M.	LASCAR
141	Class -IV	10002744	KATHIRVEL R.	LASCAR
142	Class -IV	10002748	MURUGAN P	LASCAR
143	Class -IV	10002755	MURUGESAN M	LASCAR
144	Class -IV	10002759	JEYARAJ S.	LASCAR
145	Class -IV	10002764	SANTHAKUMAR R.	LASCAR
146	Class -IV	10002768	STALIN C.	LASCAR
147	Class -IV	10002777	SANTHANAKUMAR S.	LASCAR
148	Class -IV	10002785	GURUSAMY V	LASCAR
149	Class -IV	10002790	PERUMAL S	LASCAR
150	Class -IV	10002780	ABDUL KHADAR JAILANI	LASCAR