

**Sub: Implementation of Suo Motu Disclosure under
Section 4 of RTI Act, 2005 - reg**

Quantity Survey Division:-

The Quantity Survey Division is headed by one Executive Engineer, who is assisted one Assistant Executive Engineer, One Assistant Engineer and one Junior Engineer. He is functioning under the control, supervision and direction of the Deputy Chief Engineer and under the authority of the Chief Engineer. This division is responsible for check and sanctioning of the estimate received from other divisions. This division, invite and evaluate tender, obtain concurrence, and approval from the competent authority for negotiation if any. This division also issue work order, prepare Draft Agreement, then sent to Finance Department for concurrence, and execute agreement and register in QC/QS/RCR, This division also circulate the agreement to the concerned officer and obtain Confidential Report from concerned the Executive Engineer and Evaluate Contractor and take necessary action. This division is responsible for sending monthly/quarterly returns to Ministry/IPA based on the direction/instruction from Ministry. This division is collecting the data of projects from other division/departments and collecting the financial status from Finance Department, compiling the data, and preparing of monthly/quarterly return in prescribed format, getting approval from the competent authority and sent the same to Ministry/IPA This division is also preparing the Annual Plan, on receipt of instruction from the Ministry. For preparing the annual plan, this division is forwarding the copy of letter to other department/division for collecting the data, and compiling the same in the prescribed format as given by the Ministry, and sent the same to the Finance Department for approval, and after getting approval from Finance Department, the same is sent to Ministry.

NORTH BREAK WATER:-

The North Break Water Division is headed by one Executive Engineer, who is assisted one Assistant Executive Engineer, One Assistant Engineer and one Junior Engineer. He is functioning under the control, supervision and direction of the Deputy Chief Engineer and under the authority of the Chief Engineer. This division is responsible for maintenance and cleaning of Breakwater, Jetties, Buildings, Road and water pipelines at North Break Water. This division is carrying out the periodical inspection over the above areas, identifying the maintenance requirement, register the inspection findings in inspection register, estimate the value of rectification. The rectification is done by using the workers in the department or by the labourers from outside.

PLANNING AND DESIGNS DIVISION:-

The Planning and Designs Division is headed by one Executive Engineer, who is assisted one Assistant Executive Engineer, One Assistant Engineer and one Junior Engineer. He is functioning under the control, supervision and direction of the Deputy Chief Engineer and under the authority of the Chief Engineer. This division is executing the projects under PPP mode. For executing the project, this division is identifying the project under PPP mode based on NMDP of GOI, preparing the feasibility report by fixing consultants, preparing the draft RFQ document, getting approval from the competent authority, issue of NIT and sale the RFQ document, on receipt of RFQ document for approval, evaluation of tender, short listing of bidders and obtain TAMP approval and security clearance.

Wharf Maintenance II:-

This division is headed by the Executive Engineer, who is assisted by Assistant Executive Engineer, Assistant Engineer, Junior Engineer, Maistry and Safaiwala. The Executive Engineer is functioning under the control, supervision of the SE(Civil), guidance of Deputy Chief Engineer and under the authority of the Chief Engineer. This division is responsible for Maintenance of Warehouses, approach arm roads, water tanks and container yard inside the green gate. This division execute the work through contract by calling of tender. This division is responsible for raising the damage cost for the damaged Port properties by the Port Users and realization. This division is involving in the maintenance of VCM delivery pipe lines along approach arm road upto shallow draught berth. This division is also creating the additional infrastructural facilities to cope with the defects forecast. This division is maintaining then office building by providing/replacing the damaged materials. The division is also maintaining Formats like Store Indents, Survey Report and Return of Stores to draw materials from the stores, to propose survey report towards unserviceable materials and to return to the survey reported materials to the main stores.

Estate Management Division:-

This division is headed by the Executive Engineer, who is assisted by Assistant Executive Engineer, Assistant Engineer. The Executive Engineer is functioning under the control, supervision and guidance of Deputy Chief Engineer and Chief Engineer. Deputy Chairman is the Estate Officer. The Port land and shops of the Port Trust at Zone A and Zone B is allotted on Short term basis (11 months) and Long term basis (33 years). The Land Allotment Committee meeting has been conducted by the Deputy Chairman every month for allotment of land.

Establishment Section:-

The Assistant Secretary (Civil) who is in-charge of Establishment is assisted by one Superintendent. This section is looking after promotion, transfer, service matters of all the employees including technical and non-technical, issue of stationery items to the sub -divisions of the department, nominating of employees/officers to various trainings, filling up of Apprentices, giving permission to In-plant training programmes for the children/dependants of the employees and outsiders on payment basis.

Personal Claims Section:-

The Assistant Secretary(Civil) who is in-charge of the Personal Claims Section is assisted by one Superintendent and one Head Clerk. This section is responsible for forwarding of personal claim applications like GPF advance/withdrawal, LTC application, Tour Advance, Conveyance Advance, Computer Advance, Festival Advance, Marriage Advance, etc., to Finance Department for further processing. This section is also responsible for regularising the leave account of Casual Leave, Half Pay Leave, Commuted Leave etc., of the officers/employees. This section is also processing the works related to Medical Identity Cards, Family Planning Incentive, Medical Advance and Settlement of Medical Claim, Reimbursement of Tuition Fees for retired employees also.

General & Co-ordination Section:-

The Assistant Secretary(Civil) who is in-charge of G&C Section is assisted by one Superintendent. This section is responsible for the receipt and despatch of all the tapals in and outside the department. The duty roaster to the Class IV employees for opening and closing of the department, and sending of Measurement Book to Finance Department for payment, sanctioning of postal claims for postal tapals are also done by this section.

Works Section:-

The Assistant Secretary(Civil) who is in-charge of Works section is assisted by one Head Clerk. This section is responsible for preparing of Budget and Accounts. This section is also responsible for issue of Bank Guarantee, receiving of cheques for water supply for outsiders, sanctioning of bills for contract vehicles, sanctioning of contingent bills.

List of Employees in Civil Department

S.No	Class	Emp.No	Name	Designation
1	Class -I	3042	S.S.P.PATIL	CHIEF ENGINEER
2	Class -I	3029	RAVIKUMAR K.	DEPUTY CHIEF ENGINEER
3	Class -I	1587	MUTHIAH S.	EXE.ENGINEER(CIVIL)
4	Class -I	2110	JEYAKODI P.	EXE.ENGINEER(CIVIL)
5	Class -I	2638	BALAKRISHNAN.C.	EXE.ENGINEER(CIVIL)
6	Class -I	2735	SUDALAIMANI K.	EXE.ENGINEER(CIVIL)
7	Class -I	2903	BALAJI RETNAM R.	EXE.ENGINEER(CIVIL)
8	Class -I	2293	SUDALAI S.	ASST.EXE.ENGINEER (CIVIL)
9	Class -I	2588	THIAGARAJAN.S.	ASST.EXE.ENGINEER (CIVIL)
10	Class -I	2589	RAVI.R.	ASST.EXE.ENGINEER (CIVIL)
11	Class -I	2622	JEYAKUMAR V.	ASST.EXE.ENGINEER (CIVIL)
12	Class -I	2812	NALLAPAZHAM SAMUEL D	ASST.EXE.ENGINEER (CIVIL)
13	Class -I	2813	GANESAN S.	ASST.EXE.ENGINEER (CIVIL)
14	Class -I	2863	IMMANUEL DURAIBALA.G	ASST.EXE.ENGINEER (CIVIL)
15	Class -I	2993	ARUL SELVANATHAN P.	ASST.EXE.ENGINEER (CIVIL)
16	Class -I	2994	SARAVANAKUMAR P.	ASST.EXE.ENGINEER (CIVIL)
17	Class -I	3036	STANLEY JACOB VIJAY V	ASST.EXE.ENGINEER (CIVIL)
18	Class -I	3038	ARUNKUMAR R	ASST.EXE.ENGINEER (CIVIL)
19	Class -I	3073	BALAMURALI S	ASST.EXE.ENGINEER (CIVIL)
20	Class -I	2969	SHEBA. D.	ASST.EXE.ENGINEER (CIVIL)
21	Class -II	2151	MUTHUSAMY S.	ASST. SECRETARY Gr.II
22	Class -II	2847	LAWRANCE L.	ASSISTANT ENGINEER(CIVIL)
23	Class -II	2848	SUDALAI KUMARAN P.	ASSISTANT ENGINEER(CIVIL)
24	Class -II	2855	MAHARAJAN C.	ASSISTANT ENGINEER(CIVIL)
25	Class -II	2892	MARIA XAVIER JUDE ROAK . P.	ASSISTANT ENGINEER(CIVIL)
26	Class -II	3009	SEENIVASAN J.	ASSISTANT ENGINEER(CIVIL)
27	Class -II	3028	SUBRAMANIAN S.	ASSISTANT ENGINEER(CIVIL)
28	Class -II	3030	HARIHARAN R.	ASSISTANT ENGINEER(CIVIL)
29	Class -II	3033	SELVAKUMAR .M	ASSISTANT ENGINEER(CIVIL)
30	Class -III	2188	SHUNMUGAVEL C.	SUPERINTENDENT
31	Class -III	2615	VIJAYA.C.	SUPERINTENDENT
32	Class -III	2600	MURUGAN.M.	HEAD CLERK
33	Class -III	3037	SRIRAAM PANDIAN P	JUNIOR ENGINEER(CIVIL)
34	Class -III	3039	PITCHI RAJAN A	JUNIOR ENGINEER(CIVIL)
35	Class -III	2605	SHUNMUGAKUMARI.S.	SENIOR ASSISTANT
36	Class -III	2641	MALLIKA.K.	SENIOR ASSISTANT
37	Class -III	2286	BALASUNDARAM U.	OVERSEER (C)
38	Class -III	2289	SELVIN G.	OVERSEER (C)
39	Class -III	1596	ANDI S.	OPERATOR (E-M)
40	Class -III	1923	RAJ K.	OPERATOR (E-M)
41	Class -III	2015	GANESAN T.	OPERATOR (E-M)
42	Class -III	2287	RAMAR V.	MAISTRY (C)
43	Class -III	2290	ARIKRISHNAN P.	MAISTRY (C)
44	Class -III	2291	KATHIRVELIAH S.	MAISTRY (C)
45	Class -III	2810	CLEMENT MISSIER S.	MAISTRY (C)

46	Class -III	2835	SIVAKUMAR M.	MAISTRY (C)
47	Class -III	2854	SATHEESH PALANI KUMAR P.S.	MAISTRY (C)
48	Class -III	2856	SHANMUGAM S.	MAISTRY (C)
49	Class -III	2857	MUNIASAMY M.	MAISTRY (C)
50	Class -IV	1772	SUDALAI E.	VALVE OPERATOR
51	Class -IV	1956	CHELLAPPA R.	VALVE OPERATOR
52	Class -IV	2030	RAJA KANNIAPPAN K.	VALVE OPERATOR
53	Class -IV	2716	AMARNATH P.	SENIOR GARDENER
54	Class -IV	2300	MARIAMMAL M.	JR.MAISTRY(CIVIL)
55	Class -IV	2879	NAGALAKSHMI.M	JR.MAISTRY(CIVIL)
56	Class -IV	2712	SAHAYAMARY.A.	RECORD SORTER
57	Class -IV	2875	KANTHA RUBY V.	RECORD SORTER
58	Class -IV	2865	SUTHA M.	PEON