

सर्वोच्च, भारत सरकार, पोत परिवहन विभाग,
ले परिवहन मंत्रालय को उनके नाम पर नहीं बल्कि
ले के पते पर भेजे जाने चाहिए।
शब्द : "ट्रांसपोर्ट"
All communications should be addressed to the
Secretary to the Government of India, Department
of Shipping, Ministry of Surface Transport by title NOT
by name.
Teleg. am : 'TRANSPORT'
Telex : 61157, 61158, 61159 VAHN IN

भारत सरकार
Government of India
जल, भूतल परिवहन मंत्रालय
MINISTRY OF SURFACE TRANSPORT
(पोत परिवहन विभाग)
(Department of Shipping)
परिवहन भवन/Parivahan Bhawan
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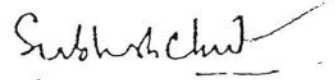
No.I-26011/1/2001-O&M

Dated the 27th March, 2003

OFFICE MEMORANDUM

SUBJECT:- Channel of Submission.

Please find enclosed herewith a copy of channel of submission duly approved for compliance and necessary action at your end.

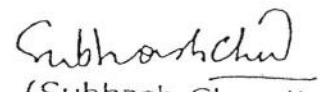

(Subhash Chand)
Under Secretary to the Govt. of India
Tel.No.23719031

To

1. PS to Minister of Shipping.
2. PS to MOS (Shipping).
3. Sr.PPS to Secretary(Shipping).
4. All Wing Heads in the Ministry of Shipping.
5. All Officers and Sections/Desks in the Ministry.
6. Hindi Section.

Copy to:-

Cabinet Secretariat (Directorate of Public Grievances), Sardar Patel Bhavan, New Delhi for Information.


(Subhash Chand)
Under Secretary to the Govt. of India

DECISION- MAKING AUTHORITIES AND CHANNEL OF SUBMISSION OF EACH
CATEGORY OF CASES IN THE MINISTRY OF SHIPPING.

A-CLASSES OF CASES COMMON TO ALL WINGS

| | Classes of cases with brief subject | Levels through which to be submitted to decision- making level | Decision- making level | Remarks |
|----|---|---|--|---|
| 1. | <u>PARLIAMENT QUESTIONS:</u> a) Starred b) Unstarred | SO/DO/US DS/DIR JS/SECRETARY SO/DO/US DS/DIR JS. | MINISTER MOS | |
| 2. | <u>All correspondence with PM's Office:</u> | SO/DO/US DS/DIR JS/SECRETARY | MINISTER (If acknowledged by PMO) Secretary/JS as relevant. | In respect of policy matters, approval of Minister will be obtained. |
| 3. | <u>References from MP / VIPs:</u> | SO/DO/US/DS/DIR/ JS. | MOS MINISTER | MOS/Minister as the case may be. |
| 4. | <u>Various Parliamentary Committees:</u> i) Replies to the questionnaire of the Parliamentary Committees. ii) Finalisation of brief for Consulta- tive Committee attached to the Ministry. iii) Action Taken Notes of routine nature not involving new practice or procedure. iv) Action Taken Notes on Important recommendations involving new practice or procedures. | SO/DO/US DS/DIR/JS concerned SO/DO/US DS/DIR SO/DO/US DS/DIR SO/DO/US DS/DIR/JS | SECRETARY JS JS SECRETARY | In respect of policy matters, approval of Minister will be obtained. |

| | | | |
|---|---|---|--|
| <p>v) Action Taken Notes in all cases where recommendations are not proposed to be accepted.</p> | <p>SO/DO/US DS/DIR JS /SECRETARY</p> | <p>MINISTER</p> | |
| <p>5. <u>SANCTIONS OF PROJECTS/SCHEMES(Plan Scheme)(accepted by M/o Finance at the pre-budget stage)</u></p> <p>a) Costing upto Rs.1.5 Crores.</p> <p>b) Costing beyond Rs.1.5 crores but less than Rs.15 crores.</p> <p>c) Costing Rs.15 crores and beyond but less than Rs.50 crores.</p> | <p>SO/DO/US/ DS/DIR JS/</p> <p>SO/DO/US DS/DIR JS/FA/</p> <p>-do-</p> | <p>SECRETARY</p> <p>Secretary</p> <p>MINISTER</p> | <p>a) Standing Finance Committee of the Deptt. concerned under the Chairmanship of Secy. with FA and JS/Dir of the concerned Division members with provision for inviting representatives of Planning Commission & others that Secy/FA suggests.</p> <p>b) EFC Chaired by the Secy of the concerned Admn. Min/Deptt..</p> <p>c) As above. FM's approval required for Projects costing more than Rs.20 crores at present.</p> |

| | | | |
|---|--|-------------------------------------|--|
| d) Costing Rs. 50 crores and beyond, but less than Rs.100 crores. | -do- | MINISTER | d) EFC Chaired by Secy.(Expenditure). Approval of recommendation to be accorded by the Minister and also by the FM and thereafter CCEA approval would be necessary. |
| e) Rs.100 crores and beyond | -do- | MINISTER | Projects/schemes where financial return are not quantifiable will be considered by the EFC chaired by Secy (Exp). Projects/schemes where returns are quantifiable will be considered by the PIB. |
| 6. PREPARATION OF ANNUAL PLAN / FIVE YEAR PLAN: | SO/DO/US DS/DIR JS/FA. | <u>Secretary</u> <u>MINISTER</u> | Annual Plan approval by Secy. Five Year Plan approval by Minister. |
| 7. CREATION OF POSTS: | | | |
| i) <u>PLAN POSTS:</u> a) Group 'A' Posts | SO/DO/US DS/DIR JS/FA/Secretary. | MINISTER | Concurrence of Finance Minister will be required. |
| b) Group 'B', 'C', 'D' posts. | SO/DO/US/ DS/DIR/JS/FA | SECRETARY | <p>Provided :-</p> <p>i) the expenditure on establishment is within 10% of Project cost.</p> <p>ii) the posts to be created are in conformity with prescribed norms; and</p> <p>iii) Group 'A' posts, if necessary have been approved by</p> |

| | | | | |
|----|--|---|--------------------------------------|---|
| | <p>II) <u>NON-PLAN POSTS:</u></p> <p>a) Group 'A' posts of and above the level of JS (Rs. 5900-6700/- (Pre-revised))</p> | <p>SO/DO/US/ DS/DIR JS/FA/SECRETARY</p> | <p>MINISTER</p> | <p>the Finance Minister.</p> <p>May be created with the approval of Cabinet after obtaining approval of Finance Minister.</p> |
| | <p>b) Group 'A' posts below the level of JS and Group 'B', 'C' & 'D' Posts.</p> | <p>SO/DO/US/DS/DIR/ JS/FA</p> | <p><u>SECRETARY</u> MINISTER</p> | <p>May be created with the approval of Finance Minister provided ;</p> <p>i) Creation to be done after the posts which have been found surplus as a result of review have been abolished.</p> <p>ii) Creation of non-plan posts by matching savings which should be by surrender of posts in the same group of posts in the immediate line of promotion.</p> <p>iii) Posts which are found justified on the basis of workload and functional justification can only be created.</p> |
| 8. | <p>a) Replies to DRAFT AUDIT PARAS</p> <p>b) Action taken notes on Audit Paras</p> | <p>SO/DO/US/ DS/DIR/JS JS</p> <p>SO/DO/US/DS/DIR JS</p> | <p>FA</p> <p>FA</p> | <p>FA to be invariably consulted</p> |
| 9. | Legislative proposals | SO/DO/US/ | MINISTER | |

| | | | | |
|-----|--|---|------------------------|--------------------------------|
| | | DS/DIR JS/SECRETARY | | |
| 10. | All papers/proposals for Cabinet, Cabinet Committees and Group of Ministers. | SO/DO/US/ DS/DIR JS/SECRETARY | MINISTER | |
| 11. | All papers for the Committee of Secretaries | SO/DO/US/ DS/DIR JS | SECRETARY | |
| 12. | Fulfilment of Parliament Assurances. | SO/DO/US/ DS/DIR JS | MOS | |
| 13. | Request for seeking extension of time for fulfilment of Parliament Assurances. | SO/DO/US/ DS/DIR/JS | MOS | |
| 14. | Approval of the review of the Administrative and Audit Reports of the Port Trusts, DLBs, PSUs and other Statutory Bodies. | SO/DO/US/ DS/DIR | JS | |
| 15. | Authentication of Reports mentioned above for laying on the Table of Lok Sabha/Rajya Sabha. | SO/DO/US/ DS/Dir JS | MOS | |
| 16. | Amendments to the Acts framing of and amendment to Statutory Rules/Regulations under the Acts concerning this Ministry. | SO/DO/US/ DS/Dir JS Concerned Secretary | MINISTER | |
| 17. | Foreign Tours of CMDs of PSUs and Chairmen of Major Port Trusts. (Including Trg. Programme) | SO/DO/US/ DS/Dir JS/FA/SECRETARY | <u>MOS</u> MINISTER | |
| 18. | Foreign Tours of Officers of PSUs requiring Govt. Approval. (Including Trg. Progm.) | SO/DO/US/ DS/DIR/JS/FA/ SECRETARY | MINISTER | |
| 19. | Monthly Review of Implementation of Parliamentary Assurances. | SO/DO/US/ DS/DIR | JS | |
| 20. | Nomination for training/seminars/Symposium/deputation abroad including training programme etc. under International Aid Scheme Plans. | | | |
| | a) Cases of all Officers of the MOST Including the Subordinate Offices. | SO/DO/US/ DS/DIR JS/FA/SECRETARY | <u>MOS</u> MINISTER | Cases to be routed through FA. |
| | b) Nomination of Team of Officers of Ministry's Main Secretariat under expenses from Ministry. | SO/DO/US/DS/DIR JS/FA/ SECRETARY | <u>MOS</u> MINISTER | |

ADMINISTRATION DIVISION

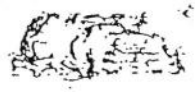
ESTABLISHMENT SECTION

| No. | Class of cases with brief subject | Levels through which to be submitted to decision making level | Decision making level | Remarks |
|-----|--|---|---|---------|
| 1. | Framing of/amendment to the Recruitment Rules: a) Group 'A' where President is the Appointing Authority and ACC approval is required. b) Group 'A' where President is the Appointing Authority and ACC approval is not required. c) Group 'B' (Gazetted) where president is the Appointing Authority. d) All other Group 'B' e) All Group 'C' posts. f) Group 'D' posts. | SO/US/DIR/JS/SECY <u>SO/US</u> <u>DS/DIR</u> JS/AS SO/US DS/DIR SO/US SO/US SO | MINISTER SECRETARY JS DS/DIR DS/DIR US | |

2. APPOINTMENT/PROMOTION/CONFIRMATION/DEPUTATION:

| | | | | |
|----|--|--|---|--|
| a) | Group 'A' where president is the Appointing Authority and ACC approval is required. | <u>DO/US</u> <u>DS/DIR/JS</u> SECRETARY/MOS | MINISTER | |
| b) | Cases of Group 'An' Officers which have been cleared by UPSC/Dept. of personnel duly constituted Departmental. Promotion Committees/ Selection Committees and where President is the Appointing Authority and do not require ACC's | <u>SO/US</u> <u>DS/DIR</u> JS | <u>SECRETARY/</u> <u>MOS</u> MINISTER | In case of Issue of offer of appointment of Group 'A' officers cleared by UPSC, the level of disposal is |

| | | | | |
|-----|--|--------------------|-----------------|--|
| 21. | Nomination of Officers of Ministry's Main Sectt. for training/seminars/symposium/deputation etc. in India. | | | |
| | a) Group 'A' officers of the level of JS and above. | SO/DO/US/DS/DIR/JS | SECRETARY | |
| | b) Other Group 'A' officers. | SO/DO/US/DS/DIR | JS | |
| | c) All other officers. | SO/DO/US | DS/Director | |
| 22. | Appointmt of foreign nationals | DO/DIR | MINISTER | |

| | | | | |
|----|---|-------------|--------|---|
| | approval. | | | Secretary. However, for issuing order of appointment approval of Minister is required. |
| c) | Cases of Group 'B' officers (Gazetted Officers) which have been cleared by UPSC/Deptt. of Personnel/duly constituted DPC and where the President is the appointing authority. | SO/US JS | DS/DIR | SECRETARY  |
| d) | Group 'B' Non-Gazetted Officers which have been cleared by UPSC/SSC/DoP&T/duly constituted DPC and where the President is the Appointing Authority. | SO/US | DS/DIR | JS |
| e) | All other cases of Group 'B' and 'C' officers cleared by DPC wherever applicable. | SO/US/DS | | DIR |
| f) | Cases of Group 'D' Officers which have been cleared by DPC wherever applicable. | SO | | US |
| g) | Issue of appointment/promotion/confirmation orders/notification after approval of appropriate authority. | SO/US/DS | | DIR |

Note: In all cases of appointments where any relaxation of prescribed requirement is Involved, the case should be shown to Secretary.

- 9 -

CASES OF CCS(CONDUCT) RULES, 1964.

| | | | |
|--|----------------------------------|-----------------|--|
| Matters for sanction under conduct rules concerning: I) Initiation/finalisation of disciplinary proceeding against :- | | | |
| a) All Group 'A' Officers | <u>SO/US</u> <u>DS/DIR</u> JS | MINISTER | |
| b) Group 'B' Gazetted Officers | <u>SO/US</u> <u>DS/DIR</u> JS | MINISTER | |
| c) Group 'B' Non-Gazetted and Group 'C' Officers. | SO/US | DS/DIR | |
| d) Group 'D' Officers. | SO | US | |
| ii) Intimation under conduct rules | | | |
| a) by Group 'A' Officers. | SO/US DS/DIR | JS | |
| b) by Group 'B' & 'C' Officers | SO/US | DS/DIR | |
| c) by Group 'D' Officers. | SO | US | |

4. ISSUE OF LEAVE ORDERS AFTER LEAVE HAS BEEN SANCTIONED:

| | | | | |
|----|------------------------------------|----|----|---|
| a) | Group 'A', 'B', 'C' & 'D' Officers | SO | SO | Leave will be sanctioned by the Admn. Division on the recommendation of superior officer where considered necessary. The immediate superior officer may obtain the orders of the next higher officer. Leave of officers of the rank of US and |
|----|------------------------------------|----|----|---|

orders of the next higher officer. Leave of officers of the rank of US and above for a period exceeding 2 weeks be approved by Secretary.

5. FIXATION OF PAY:

| | | | |
|----|-----------------|-------|--------|
| a) | Group 'A' posts | SO/US | DS/DIR |
| b) | Others | DO | US |

6. PENSION CASES:

| | | | |
|--|---------------|-------|------------------|
| | Pension Cases | SO/US | (Head of Office) |
|--|---------------|-------|------------------|

7. POST RETIREMENT ENCASHMENT OF LEAVE:

| | | | |
|----|----------------------|----|----|
| a) | DS and above | SO | US |
| b) | Upto the level of US | DO | US |

8. NOC FOR PASSPORT:

| | | | |
|----|----------------------------|-------------------------|-----------|
| a) | Group 'A' Officer | SO/US DS/DIR JS | SECRETARY |
| b) | Group 'B' Gazetted Officer | SO/US DS/DIR | JS |
| c) | All others | SO/US | DS/DIR |

9. TRANSFER/POSTING:

| | | | |
|----|--|-------------------------|-----------|
| a) | US and equivalent and above | SO/US DS/DIR JS | SECRETARY |
| b) | Upto SO and equivalent | SO/US DS/DIR | JS |
| c) | Personal Assistants/Assistants (Grade 'C' Steno) | SO/US | DS/DIR |
| d) | Grade 'D' Stenographers | SO | US |
| e) | Others | SO/US | DS/DIR |



10. SENIORITY LIST:

| | | | | | |
|-----|---|-------|--------|----|--|
| a) | For all grades of Gazetted Officer | SO/US | DS/DIR | JS | |
| b) | For all grades of non-Gazetted officer | SO/US | DS/DIR | | |
| 11. | Medical reimbursement claims - Sanction/permission for treatment - all cases. | SO/US | DS/DIR | | Subject to delegation financial power. |
| 12. | Reimbursement of Tuition Fee | SO | US(G) | | Power of sanction lies with HOO |
| 13. | Sanction of advance for purchase of equipment. | SO | US | | |
| 14. | Treatment of major diseases in Specialized Hospitals of Group 'D' employees | SO | US | | |

CASH SECTION

| | | | | |
|----|---|---|----------------------------|--|
| 1. | Preparation of pay bills | DDO | PAO | |
| 2. | Preparation Arrear Bill | DDO | PAO | |
| 3. | Preparation of Contingent Bills | DDO | PAO | |
| 4. | Preparation of Bills relating to various advances sanctioned by General Section and TA & LTC Bills. | DDO | PAO | |
| 5. | Preparation of bills of retirement benefits | DDO | PAO | |
| 6. | Maintenance of GPF Accounts | DDO | DDO | |
| 7. | Recovery of various loans/advances | DDO | DDO | |
| 8. | Compilation of OTA expenditure and analysis of the same. | DDO/US/DS | FA | |
| 9. | Final Withdrawal of GPF | DDO/PAO (for checking of Interest only) | US (Controlling Authority) | |

| | | | | |
|-----|--|--------|------------------------------|--|
| 10. | Payment of Airlines Bill | DDO/US | PAO(Sectt.)/ PAO(Cabinet) | |
| 11. | Advance of Pay and TA on transfer | DDO | PAO | |
| 12. | Advance of TA for journey on tour, TA on transfer. | DDO/US | PAO | |
| 13. | Advance of LTC | DDO/US | PAO | |

GENERAL SECTION

| | | | | |
|----|---|---|---|---|
| 1. | Advance for purchase of conveyance: a) Cycles b) Scooters c) Motor Cars/Computer Advance d) Fan Advance | SO SO/US SO/US DS/DIR SO | US DS/DIR (HoD) JS US | |
| 2. | Festival Advance | SO | US | |
| 3. | Grant of withdrawals/ Advance from GPF a) Group 'B', 'C' & 'D' b) Group 'A' upto the rank of US and the cases of Group 'B', C&D Officers beyond the prescribed limit. c) Group 'A' of the rank of DS and above. | SO/US SO/US SO/US | DS/DIR (HoD) -do- -do- | |
| 4. | Expenditure on contingencies. | - do - | - do - | As per the provisions of the Delegation of Financial Power Rules, 1978. |
| 5. | Miscellaneous Expenses: | | | |

| | | | | | |
|-----|---|------------------------------|------------------|----------------------------|--|
| | a) Expenditure on entertainment not covered by fixed ceiling. b) Grant-in-aid for staff welfare c) Other grant-in-aid, loans etc. d) Maintenance of Building | SO/US SO/US MMO/SO | DS/DIR US | JS DS/DIR DS/DIR | |
| 6. | Disposal of obsolete, Surplus and unserviceable stores. | SO/US | DS/DIR | - | |
| 7. | Forwarding of applications for allotment of accommodation to Estate Office. | SO | - | | |
| 8. | Forwarding of Returns to Coordination Section and O&M Section in respect of Admn. Wing. | SO | US | | |
| 9. | Procurement of store items i.e. Uniforms, Liveries etc. for distribution to Class-IV employees & Canteen Employees. a) where the purchases are upto Rs.40,000/- b) where the purchases are exceeds Rs. 40,000/- | SO/US SO/US | DS/DIR DS/DIR | | |
| 10. | Maintenance of duty Roster of Staff Car Drivers. | SO | US | | |
| 11. | Repair and Maintenance of Staff Cars. | SO/US | DS/Dir | | |
| 12. | Work of MMO Unit. | SO/US | DS/DIR | | |
| 13. | Issue of CGHS Cards | SO | US | | |
| 14. | Issue of Identity Cards | SO | US | | |

HINDI SECTION

| | | | | |
|----|---|--|-----------|--|
| 1. | Translation work | Translator/AD(OL) | DD(OL) | |
| 2. | Progress Report of the Deptt. in the Implementation of orders of the D/o Official Language. | Translator/DD(OL)/ DS/JS DIR | SECRETARY | |
| 3. | Quarterly meetings of the Official Language implementation Committee. | Translator/AD(OL)/ DD(OL)/DS DIR | JS | |
| 4. | All Matters relating to Hindi Salahkar Samiti. | DD(OL)/DS/JS/SECY DIR | MINISTER | |
| 5. | Monitoring Programme of Hindi in Public Sector Undertakings/Port Trusts etc. of the Deptt. | AD/DD(OL) | JS | |
| 6. | Action on circulars of the Deptt. of Official Language. | AD/DD(OL) | JS | |

VIGILANCE DESK

| | | | | |
|----|--|-------|-----------|--|
| 1. | Referring cases to CVC for advice. | DO/US | CVO | |
| 2. | Referring cases to CVC for consideration of their advice tendered earlier. | DO/US | SECRETARY | |
| 3. | Referring cases to CVC for their approval to the proposals received from Port Trusts/PSU's for appointment of CVO's or nomination of their serving officer as CVO, as the case may be, out of the panel received from concerned organisations. | DO/US | CVO | |

| | | | | |
|-----|--|-------------------------|-----------|--|
| 4. | Approving the nomination of an officer of attached and subordinate office to function as V.O. | DO/US | CVO | |
| 5. | Referring cases to CBI for investigation (In r/o Heads of Deptt. in Port Trusts, Board level appointees in PSU's and gazetted officers. | DO/US/CVO | SECRETARY | |
| 6. | Referring cases of non-gazetted officers of Ministry and various units under its control to CBI. | DO/US | CVO | |
| 7. | Approval for Initiating of disciplinary proceedings in r/o officers of and above the level of Heads of Deptts. in Ports, DLBs, Board level appointees in PSU's and other officers in whose case disciplinary authority is the President. | DO/US/CVO/ SECRETARY | MINISTER | |
| 8. | Taking final decision on cases referred to in item(7) above after conclusion of disciplinary proceedings. | DO/US/CVO/ SECRETARY | MINISTER | |
| 9. | Taking decision on appeal cases (where Appellate Authority is the President) | DO/US/CVO/ SECRETARY | MINISTER | |
| 10. | Taking tentative decisions on cases requiring reference to UPSC. | DO/US/CVO/ SECRETARY | MINISTER | |
| 11. | Taking final decision on proceedings under CCS(Pension) Rules. | DO/US/CVO/ SECRETARY | MINISTER | |
| 12. | Quarterly Report on Action Plan on Anti-corruption measures to be sent to D/o PT. | DO/US/CVO | SECRETARY | |

| | | | | |
|--|--|-------|------------------------|--|
| <u>VIGILANCE CLEARANCE:</u> | | DO/US | CVO | |
| a) Gazetted officers against whom no vigilance case is pending. | | DO/US | CVO | |
| b) Gazetted officers against whom vigilance case is pending. | | DO/US | CVO/CVC | |
| c) Vigilance clearance of board level appointees of PSUs where ACC approval is required. | | | | |
| 22. Furnishing of comments of the Ministry on CBI's investigation report to CVC: | | DO/US | CVO | |
| a) Officers/Staff upto level of Assistant. | | DO/US | CVO/SECY | |
| b) Officers above the level of Assistant and up to the level of Under Secretary. | | DO/US | CVO/ SECY/ MINISTER | |
| c) Officers above the level of Under Secretary. | | | | |
| 23. Issue of Charge sheet after receipt of CVC's first stage advice. | | DO/US | CVO/ SECY/ MINISTER | |
| 24. Issue of Charge sheet after receipt of investigation report where CVC is to be consulted. | | DO/US | CVO/ SECY/ MINISTER | |
| 25. Issue of charge sheet after receipt of investigation report where CVC is not required to be consulted (Cases of non-gazetted staff). | | DO/US | CVO/ SECRETARY | |
| 26. Issue of charge sheet where no preliminary investigation report has been received. | | DO/US | CVO | |

| | | | |
|--|-------|-----------|--|
| Quarterly statistical report on vigilance cases/complaints to be sent to CVC. | DO/US | CVO | |
| Complaints received from various sources - taking decision whether to investigate on file. | DO/US | Secretary | |
| Asking for comments of HOD/CVO under whom the person complained against is working for investigation/report. | DO/US | CVO | |
| P.E. cases received from CBI (decision to process the cases or await R.C. from CBI). | DO/US | CVO | |
| R.C. received from CBI - asking for comments of HOD/CVO concerned in the matters relating to officers and staff of various units under the control of this Ministry. | DO/US | CVO | |
| R.C. (case registered) received from CBI - comments of HOD/CVO concerned (in the case of HOD/CVO) | DO/US | CVO | |
| CTE's reports asking for comments of HOD/CVO concerned. | DO/US | CVO | |
| CTE's report asking for specific comments of CVO of the Ministry pertaining to cases in respect of Port Trusts/DLBs/PSUs/Attached and Subordinate Offices. | DO/US | CVO | |

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|----|--|----------------------------------|--------------|--|
| | Review of compilation, consolidation of orders/instructions as prescribed in MOP to be sent to DAR&PG. | SO/DS DIR | JS | Vide Para 151 of MOP. |
| | Convening of O&M Meeting. | SO/DS DIR | JS | |
| | Proposals under the Plan Scheme of DAR&PG on Modernisation of Govt. Offices. | SO/DS DIR | JS/FA | In consultation with concerned Wing/Division |
| 1. | Compilation and submission of 'Executive Summary' for Secretary (SFT) on quarterly basis. | SO/DS/JS DIR | SECRETARY | |
| .. | Tendering Advice on O&M matters. | SO | DS DIR | |
| 1. | a) Proposals on Cash Award Scheme of DAR&PG. b) Cash Award Scheme on O&M Activities (with in the Ministry) | SO/DS DIR SO/DS DIR | JS FA | |
| 1. | Addition/Amendments to Central Sectt. Manual of Office procedure (MOP). | SO/DS DIR | JS | |
| 1. | Review/Compilation of Departmental Instructions on decision making authorities and channel of submission of cases in the Ministry. | SO/DS/JS/Secy/ DIR MOS(S) | MINISTER | |
| 1. | Formulation of Annual Action Plan of O&M Section including Departmental Record Room. | SO/DS DIR | JS | |
| 1. | Formulation of Annual Action Plan on Point 20 of the Twenty Point Programme on Responsive Administration. | SO/DS DIR | JS | |

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|-----|--|-----------|----------|----------------------------|
| 17. | Studies on O&M Procedures in the Main Ministry and Organisations under the Ministry. | SO/US/DIR | JS | |
| 18. | Updation of Induction Material | SO/US/DIR | JS/SECY. | Vide Para 157(1) of M.O.P. |
| 19. | Half-yearly return on functioning of Information & Facilitation Counter (IFC) to DAR&PG. | SO/US/DIR | JS | |

REIVANCE MATTERS (O&M SECTION):

| | | | | |
|----|---|-----------|-----|--|
| 1. | Monitoring of Public Grievances received from various sources. | SO/US/DIR | JS | |
| 2. | Strengthening of Public Grievances Redressal Machinery In the Ministry and Its lower formations. | SO/US/DIR | JS | |
| 3. | Compilation of monthly information on pending public grievances In the Ministry to be sent to Dte. of Public Grievances, Cabinet Sectt. | SO/US/DIR | JS | |
| 4. | Computerised monitoring of public grievances - Transmission of Information to DAR&PG. | SO/US | DIR | |
| 5. | Compilation/Forwarding of quarterly report on the complaints received from public In various subordinate organisations under this Ministry to DAR&PG. | SO/US/DIR | JS | |
| 6. | Study on Public Grievances Redressal Machinery In various lower formations of this Ministry. | SO/US/DIR | JS | |

CORD MANAGEMENT (DEPARTMENTAL RECORD ROOM):

| | | | | |
|----|---|-----------|-----|--|
| 1. | Transferring of 25 yr. Old files to the National Archives of India (NAI). | SO/US/DIR | JS | |
| 2. | Review of Record Retention Schedule of substantive functions of the Ministry of Shipping by the NAI. | SO/US/DIR | JS | |
| 3. | Launching of Spl. Drive to Record, Review & Weed out old files on half-yearly basis. | SO/US/DIR | JS | |
| 4. | Compilation and forwarding of Information on defunct committees/commissions to the NAI. | SO/US/DIR | JS | |
| 5. | Compilation and forwarding of Information on the De-Classification of classified records in the Ministry to NAI. | SO/US | JS | |
| 6. | Annual O&M Inspection of Departmental Record Room, M/o Shipping by the NAI. | SO/US/DIR | JS | |
| 7. | Preparation/Forwarding of half-yearly progress report on recording, reviewing and weeding out of files in the Ministry to NAI. | SO/US/DIR | JS | |
| 8. | Preparation/Forwarding of the Annual Performance Report on various provisions laid down under the Public Records Act, 1993 and Public Records Rules, 1997 to the NAI. | SO/US | DIR | |
| 9. | Compilation of statement showing recording, reviewing and weeding out of old files in the Ministry. | SO/US | DIR | Vide Para 120(d) of MOP to be shown to Secy., if any significant trend is noticed. |

C-CHARTERING WING.

| S.No. | Classes of cases with brief subject | Levels through which to be submitted to decision-making level | Decision-making level | Remarks |
|-------|---|---|---|---------|
| 1. | Negotiation and fixtures of ship for shipment of all Govt. owned/ controlled cargoes. | CO or SCO/Dy. C.C.C. | C.C.C. | |
| 2.. | Finalisation of contracts or carriage. | TO or ASO | CO/Dy.CCC SCO | |
| 3. | Finalization of time sheets Including settlement of demurrage/dispatch | TO/ACO or ASO | CO or SCO or Dy. CCC | |
| 4. | Authorisation for payment of 90% freight by Indenters or ship-owners | ACO or ASO | ACO or ASO | |
| 5. | Authorization for payment 10% balance freight by indenters to ship-owners. | TO/ACO or ASO | ACO or ASO | |
| 6. | Arbitration/litigation, general average/salvage cases or other disputes In r/o i) Tramp Vessel ii) Liner Vessel | TO/ACO/CO/Dy.CCC ASO SCO ASO/SCO/CO/Dy. CCC | CCC CCC | |
| 7. | Policy matters relating to Chartering Wing | ASO/SCO/Dy.CCC/ ACO CO CCC/SECY | MINISTER | |
| 8. | Empanelment/recognition of brokers and issue of photo passes | ACO/CO/Dy.CCC/ CCC | Committee consisting of CCC, Dir(S) & DS(Finance) | |
| 9. | Freight rate enquiries | ACO/CO/Dy.CCC ASO SCO | CCC | |

| | | | | |
|-----|--|------------------------|---|--|
| 10. | Grant of waivers for conclusion of C&F import and FOB export contract | CO or SCO or Dy. CCC | CCC (for quantity upto 30,000 tonnes) Secy. (for Qty. above 30,000 tonnes) | |
| 11. | Agreement with shipping conferences/lines for purposes of granting discount of freight for shipment of Governmental cargoes. | ASO/SCO/CO | CCC | |
| 12. | Appointment of forwarding agents for making shipping arrangements for Govt. owned, controlled cargoes. | SCO/Dy. CCC/CCA/ SECY | MINISTER | |
| 13. | Examination of purchase contracts/OM and forwarding same to respected Govt. forwarding agents for arrangements. | DEALING ASSTT. | ASO | |
| 14. | Permission to use foreign flag non-conference vessels for shipment of liner Govt. cargoes. a) Upto 50 MT b) Beyond 50 MT | ACO/ASO CO | | |
| 15. | Negotiation of special freight rates in r/o liner Govt. cargoes. | ACO/SCO/Dy. CCC ASO | CCC | |

COORDINATION DESKS

| | | | | |
|----|---|------------|-----------|--|
| 1. | Monthly summary for Cabinet | SO/DIR | CCC | |
| 2. | Monthly D.O. letter for Cabinet Secretary | SO/DIR/CCC | SECRETARY | |

| | | | | |
|----|---|--------------------------------|----------------------|--|
| 3. | Orders of routine nature received from other Ministries/Depts. which need to be circulated to Attached/Subordinate Offices and other Sections in the Deptt. | SO | SO | |
| 4. | Orders having financial implications and other Important orders received from Ministries/Depts. to be circulated to Attached/Subordinate Offices and other Sections in the Deptt. | SO/US | DIR | |
| 5. | Nomination of representative on the working group of other Ministries etc. | SO/US/DIR/CCC | SECRETARY | |
| 6. | Annual Report of the Ministry of Shipping | SO/US/DIR/CCC | SECRETARY | |
| 7. | Deputation of officers for training abroad under International aid schemes/plans. | SO/US/DIR/CCC/ SECRETARY | MINISTER | |
| 8. | Deputation of officers for training in India: a) DS and above b) Upto US level | SO/US/DIR/CCC SO/US/DIR | SECRETARY CCC | |
| 9. | Papers received from Cabinet Secretariat for consideration of Cabinet Committees/Committees of Secretaries. | SO/US/DIR/CCC | SECRETARY | |

SBR DIVISION

POLICY/ADMINISTRATIVE MATTERS

| | | | | |
|----|---|--------------------------|------------------------|--|
| 1. | Preparation of 5 year Plan and Annual Plan proposal for Shipbuilding and Ship repair. | AD(SBR) | CCC | |
| 2. | Policy matters | AD(SBR)/CCC | SECRETARY /MINISTER | |
| 3. | Release of approved funds to implementing authorities. | AD(SBR)/CCC | SECRETARY /MINISTER | |
| 4. | Announcement of Government decisions through Press Note Notification | AD(SBR)/JS/ SECRETARY | MINISTER | |
| 5. | Follow up action with the Ministries/State Governments. | AD(SBR) | CCC | |
| 6. | Grant of subsidy (Technical Scrutiny) | AD(SBR)/CCC | SECRETARY | |

FISHING VESSEL INDUSTRY

| | | | | |
|-----|---|----------------------|-----------|--|
| 7. | Empowered Committee | AD(SBR)/CCC | SECRETARY | |
| 8. | Follow up action on press notification | AD(SBR) | CCC | |
| 9. | Consideration of applications for subsidy | AD(SBR)/Finance Wing | CCC | |
| 10. | Registration of Indigenous trawler builders. | AD(SBR) | CCC | |
| 11. | Consideration of proposals for Import of components equipment for fitment on fishing trawlers, duty free and without Indigenous clearance | AD(SBR) | CCC | |
| 12. | Monitoring construction of fishing trawlers within specified delivery period. | AD(SBR) | CCC | |

FLOATING CRAFT INDUSTRY

| | | | | |
|-----|--|---------|-----|--|
| 13. | Assessment of Demand/Availability for Floating Craft by collection of Data from user organisations. | AD(SBR) | CCC | |
| 14. | Standardization of common type of floating crafts required by different user organizations. | AD(SBR) | CCC | |
| 15. | Monitoring of orders placed on Shipyards and removal of hurdles in timely delivery of vessels to user organizations. | AD(SBR) | CCC | |

ANCILLARY DEVELOPMENT

| | | | | |
|-----|--|----------------------|-----|--|
| 16. | Work related with Ship Ancillary Development Committee | AD(SBR) | CCC | |
| 17. | Release of Grants for Ancillary development | AD(SBR)/Finance Wing | CCC | |
| 18. | Budget provision for Ancillary Development. | AD(SBR) | CCC | |
| 19. | Monitoring the Development Work. | AD(SBR) | CCC | |
| 20. | Development/Standardization of Ancillary Items | AD(SBR) | CCC | |

PARLIAMENT WORK

| | | | | |
|-----|---|----------------------|--------------------------|--|
| 21. | Dealing and disposal of Parliament Questions, etc. fulfillment of assurances. | AD(SBR)/CCC/ SECY | MINISTER | |
| 22. | Work relating to Parliamentary Committee on Transport & Tourism in respect of SBR Central Sector. | AD(SBR)/CCC | SECY/ MINISTER | |

ADDITIONAL SUBJECTS

| | | | | |
|-----|--|-------------|------------------|--|
| 23. | Indigenous clearance for import of floating crafts | AD(SBR) | CCC/SALC | |
| 24. | Rationalisation of import policy matters | AD(SBR) | CCC | |
| 25. | Assessment of Progress Reports of vessels under construction at different Shipyard (HSL/CSL/HDPE/CIWTC). | AD(SBR) | CCC | |
| 26. | R&D proposal of Shipyard Sector - Budget Provision release of Grants, monitoring etc. | AD(SBR) | CCC/Finance Wing | |
| 27. | Work relating to Science & Technology Advisory Committee. | AD(SBR) | CCC/SECY | |
| 28. | Work relating to Apex Committee on Shipbuilding | AD(SBR) | CCC | |
| 29. | Work relating to references received from other Ministries/Depts. regarding SBR. | AD(SBR) | CCC | |
| 30. | Work relating to conducting studies on prices of Ocean going vessels. | AD(SBR) | CCC | |
| 31. | Attending VIP references. | AD(SBR)/CCC | MINISTER | |

ADDITIONAL SHIP DESIGN & RESEARCH CENTRE (NSDRC)

| | | | | |
|-----|--|-------------|-----------|------------------------------------|
| 32. | All work relating to NSDRC | AD(SBR)/CCC | SECRETARY | |
| 33. | Budget Provision and release of funds for NSDRC. | AD(SBR) | CCC | In consultation with Finance Wing. |

FINANCE WING.

| S.No. | Classes of cases with brief subject | Levels through which to be submitted to decision-making level | Decision-making level | Remarks |
|-------|-------------------------------------|---|-----------------------|---------|
| 1. | 2. | 3. | 4. | 5. |

BUDGET SECTION

| | | | | |
|-----|---|--------------|-----------|--|
| 1. | Coordination of Budget work. | AO/US | CCA | |
| 2. | Security of Budget Estimates and Revised Estimates | AO/US/CCA | FA | |
| 3. | Issue of statement of Accepted Estimates | AO | US | |
| 4. | Printing of Detailed Demands for Grants. | AO/US/CCA | FA | |
| 5. | Proposal of Supplementary Demands. | AO/US/CCA/FA | SECRETARY | |
| 6. | Re-appropriation/ surrender of savings Order | AO/US/CCA | FA | |
| 7. | Performance Budget Printing | AO/US/CCA | FA | |
| 8. | Loans to Govt. Servants | AO/US/CCA | FA | |
| 9. | Notes on Demands for Grants | US/CCA/FA | SECRETARY | |
| 10. | Plan, write-up and Foreign exchange budget. | AO/US/CCA | FA | |
| 11. | Follow-up on the recommendation of PAC/report of C&AG | AO/US/CCA/FA | SECRETARY | |

TF-I SECTION

| | | | | |
|----|--|---|----------------------------------|--|
| 1. | Financial clearance/ concurrence to sanctioning of schemes projects: a) Costing upto Rs.3.5 crores b) Costing more than Rs.3.5 crores and upto Rs. 10 crores. c) Above Rs. 10 crores and upto 15 crores | SO SO/AFA SO/AFA/DFA Dir.(F) | AFA DFA/Dir.(F) FA | |
| 2. | Financial concurrence to release of funds for sanctioned schemes/ projects etc. a) Upto Rs.2 crores b) More than Rs.2 crores & upto Rs.3.50 crores c) Above Rs.3.50 crores | SO SO/AFA SO/AFA/DFA Dir.(F) | AFA DFA/Dir.(F) FA | |
| 3. | For relaxation of ban on creation of plan posts in Govt. Deptt./ Subordinate & Attached Offices and Major Port Trusts & Other Autonomous Bodies. | SO/AFA/DFA Dir.(F) | FA | |
| 4. | Financial concurrence to air travel by non- official members of Committees etc. | SO/AFA/DFA Dir.(F) | FA | |
| 5. | Financial concurrence to perform air journey by non entitled officers. | SO/AFA/DFA Dir.(F) | FA | |

| | | | | |
|----|--|-----------------------|----|--|
| 6. | Examination of proposals for deputations/ delegations abroad of Govt. Officers. | SO/AFA/DFA Dir.(F) | FA | |
| 7. | Financial concurrence to the proposal for deputations/ delegations abroad of Chief Executives of PSUs & all Officers of Port Trusts and other Autonomous Bodies. | SO/AFA/DFA Dir.(F) | FA | |
| 8. | Financial concurrence to the budget proposals of the Deptt., Port Autonomous bodies. | SO/AFA/DFA Dir(F) | FA | |
| 9. | Relaxation of ban on purchase of furniture. | SO/AFA/DFA Dir(F) | FA | |

- NOTES:** 1. Wherever approval of Secretary/Minister is required, as per the decision making authorities prescribed elsewhere in this compilation, the same will be obtained by Admn. Wing concerned.
2. Wherever concurrence of Secretary(E)/FM is required, the cases will be submitted to them as per the instructions obtaining from time to time.
3. The list above covers only general items of work mostly common to all the Wings, and other cases requiring financial concurrence referred to by different Wings, will be disposed of in view of the nature, the importance and financial implication of the case.

PORTS WING

SECTION

| No. | Class of cases with brief subject | Levels through which to be submitted to decision making level | Decision making level | Remarks |
|-----|---|---|-----------------------|---------|
| 1. | Lease sale of immovable property by Ports Trusts with concurrence of Finance Wing. | SO/US/DS/JS/SECY DIR | MINISTER | |
| 2. | Induction of Central Industrial Security Force (CISF) into various Ports (in consultation with M/o Home Affairs). | SO/US/DS/JS DIR | MINISTER | |
| 3. | Constitution/Reconstitution of Board of Trustees | SO/US/DS/JS/SECY DIR | MINISTER | |
| 4. | Creation of posts of CISF for Major Ports with concurrence of Finance Wing. | SO/DS/JS/SECY DIR | MINISTER | |
| 5. | Permission to visit Ports Installation | SO/US/DS DIR | JS | |
| 6. | Indian Ports Association Matters | SO/US/DS/JS DIR | SECRETARY | |
| 7. | IAHP Institutional Bodies. | SO/US/DS/JS/SECY DIR | MINISTER | |
| 8. | Customs, Excise and other Advisory Boards/Councils | SO/US/DS/JS | SECRETARY | |
| 9. | Handling of explosives and dangerous goods. | SO/US/DS/JS DIR | SECRETARY | |
| 10. | Fire, accident in Port area/property | SO/US/DS/JS DIR | SECRETARY | |
| 11. | Sindhu, Resettlement Corporation Ltd. | SO/US/DS/JS/SECY DIR | MINISTER | |
| 12. | Disaster Preparedness and Management | SO/US/DS/JS/SECY DIR | MINISTER | |
| 13. | Security in Ports | SO/US/DS/JS DIR | SECRETARY | |
| 14. | Implementation of IMO Policies. | SO/US/DS/JS DIR | SECRETARY | |
| 15. | Port Chairmen Conference | SO/US/DS/JS DIR | SECRETARY | |

DO(PO) DESK

| | | | | |
|-----|---|----------------------|------------------------------------|--|
| 1. | Setting up of a Company in lieu of a Major Port | DO/DS/JS/SECY DIR | MINISTER | |
| 2. | Filling up of vacant posts of Chief Executive of a Port Company | DO/DS/JS/SECY DIR | MINISTER | In consultation with ACC wherever necessary. |
| 3. | Allocation of dedicated berth to Captive Users | SO/US/DIR/JS/SECY | SECRETARY | |
| 4. | Sub-leasing of land by a Port Company to the Port users. | DO/DS/JS/SECY | MINISTER | |
| 5. | Appointment of Directors on the Board of Directors of a Port Company. | DO/DS/JS/SECY DIR | MINISTER | |
| 6. | Administrative matters in respect of DCI. | DO/DS/JS DIR | SECY/ MINISTER | |
| 7. | Matters regarding Dredging policy. | DO/DS/JS DIR | SECY/ MINISTER | |
| 8. | Rail Road connectivity to Ports and Port Railway System. | DO/DS/JS DIR | SECY/ MINISTER | |
| 9. | Performance Review Meetings of Ports. | DO/DS/JS DIR | SECRETARY | |
| 10. | Administrative matters in respect of EPL. | DO/DS/JS DIR | SECY/ MINISTER | |
| 11. | Release of Dredging Subsidy to KoPT. | DO/DS/JS DIR | In consultation with Finance Wing. | |

DD(PPM)

| | | | | |
|----|--|---------|-------|--|
| 1. | Finalisation of annual cargo traffic targets for Major Ports. | DIR(PO) | JS(P) | |
| 2. | Supply of statistical data/notes on physical performance of Ports. | DIR(PO) | JS(P) | |
| 3. | Issues relating to Installation of VTMS at Major Ports. | DIR(PO) | JS(P) | |

PHRD DIVISION

P.E. I SECTION

| | | | | |
|----|--|----------------------|-----------|---|
| 1. | a) Appointment of Chairmen/Dy. Chairmen & HOD of Major Ports | US/DIR/JS/SECY | MINISTER | In consultation with ACC wherever necessary. |
| | b) Appointment of Officers other than Heads of Déptt. wherever necessary. | US/DIR/JS | SECRETARY | - do - |
| 2. | Creation of Class-I posts in Ports and matters arising therefrom. | US/DS/JS/SECY DIR | MINISTER | With concurrence of Finance Wing/M/o Finance. |
| 3. | Creation of posts other than those mentioned in 2 above and matters arising there from. | US/DIR/JS | SECRETARY | With concurrence of Finance Wing/M/o Finance. |
| 4. | Framing and amendment of service regulations OF Major Ports. | US/DIR | JS | |
| 5. | a) Review of pay & allowances of the officers of the Port Trusts setting up of PRC and approval of recommendations of PRC. | US/DIR/JS/SECY | MINISTER | |
| | b) Implementation of PRC's recommendations and related matters. | US/DIR | JS/SECY | |
| 6. | Recommendations of the Committee on Subordinate Legislation on the service rules and regulations framed in respect of Major Ports. | US/DIR | JS | |

- II SECTION

| | | | |
|---------------------------------------|----------------|-----|---------------------|
| a) Creation of Class-I posts in ALHW. | US/DIR/JS/SECY | MOS | With concurrence of |
|---------------------------------------|----------------|-----|---------------------|

| | | | | |
|----|---|--|--|--|
| | b) Creation of Class-I posts in Ports' Deptts. of UTs and matters arising therefrom. | US/DIR/JS/SECY | MINISTER | Finance Wing/ Ministry of Finance. - do - |
| 2. | a) Appointment cases in respect of Group 'A' officers in ALHW and Marine Deptt. of Union Territories. b) Appointment cases of Group 'A' Officers in r/o Port Deptts. of Union Territories. | US/DIR/JS US/DIR/JS | MOS MINISTER | In consultation with ACC (In r/o CE&A, ALHW). In consultation with ACC (In r/o Chief Port Administrator, A&N Admn.) |
| 3. | Other Estt. Matters in respect of: i) Group 'A' Officers of ALHW and Port Deptts. of Union Territories. ii) Group 'B' and other officers. | US/DIR/JS US/DIR | SECY JS | |
| 4. | Appeals arising out of disciplinary action against Port Personnel: a) Chairman/Dy. Chairman/HODs b) Other Group 'A' Officers c) Other than Group 'A' Officers. | US/DIR/JS/SECY US/DIR/JS US/DIR/JS | MINISTER SECRETARY SECRETARY | |
| 5. | Court cases relating to service matters of Major Ports, ALHW and other Port Deptts. of Union Territories. | US/DIR | JS | |
| 6. | Training of Port Officers/Govt. Officers abroad. | US/DIR/JS/FA/SECY | MINISTER | |
| 7. | Visits of Govt. delegation abroad. | US/DIR/JS/FA/SECY | MINISTER | |

ADDITIONAL ITEMS

| | | | | |
|----|--|--------------|-----------|--|
| 8. | Issue of Pilotage licenses to Pilots in Major Ports. | US/DIR | JS | |
| 9. | Conversion of temporary | US/DIR/JS/FA | SECRETARY | |

| | | | | |
|-----|---|-------------------|--------|--|
| | posts into permanent one in Major Ports/ALHW/Port Deptt. of UTs. | | | |
| 10. | Continuance of temporary posts in Major Ports/ALHW/Port Deptts. of UTs. | US/DIR/JS | FA | |
| 11. | Cadre Restructuring of ALHW. | US/DIR/JS/FA/SECY | MOS(S) | |
| 12. | Framing/amendment to RRs in respect of ALHW | | | |
| | a) Group 'A' & 'B' posts | US/DIR/JS/SECY | MOS(S) | In consultation with DOP&T/UP/M/o Law. |
| | b) Group 'C' & 'D' posts | US/DIR | JS | In consultation with M/o Law |

DO(Labour-I)

| | | | | |
|----|--|----------------------|---|--|
| 1. | Re-constitution of and changes in membership of Dock Labour Board. | DO/DS/JS/SECY DIR | MINISTER | |
| 2. | Re-constitution of and changes in membership of Dock Workers Advisory Committee. | DO/DS/JS/SECY DIR | MINISTER | |
| 3. | Supersession of Dock Labour Boards. | DO/DS/JS/SECY DIR | MINISTER | |
| 4. | Removal of member of Dock Labour Board or removal of member representing labour on Port Trust Board. | DO/DS/JS/SECY DIR | MINISTER | |
| 5. | D.W.A.C. Governing of meetings, preparation & circulation of agenda and memoranda thereon preparation of minutes of meeting etc. | DO/DS/JS DIR | SECRETARY | |
| 6. | Monitoring of labour situation at Major Ports. | DO | DIR (will report to higher authorities) | |

| | | | | |
|-----|--|----------------------|---------------------|---|
| | | | whenever necessary) | |
| 7. | Submission of material for fortnightly & monthly reports for PM/Cabinet. | DO/DS DIR | JS | |
| 8. | Industrial dispute between the Port Management and Workers for adjudication. | DO/DS DIR | JS | |
| 9. | Verification of strength of Unions at Ports | DO | DS/DIR | |
| 10. | Nomination of labour representatives on Port Trusts. | DO/DS/JS/SECY DIR | MINISTER | |
| 11. | Sanction of new piece rate incentives to labour in DLBs/Port Trusts. | DO/DS/JS DIR | SECRETARY | |
| 12. | Review of existing piece rate incentives to labour in DLBs/Port Trusts. | DO/DS/JS DIR | SECRETARY | |
| 13. | Para-wise comments/Writ Petitions filed by Labour Unions. | DO | DS/DIR | JS/SECY., where policy matter involved. |

DESK OFFICER (LABOUR-II)

| | | | | |
|----|--|---------------------------|----------|--|
| 1. | Ministry of Labour's proposal regarding amendments to the various labour Acts and Rules. | DO/DS/JS/SECRETARY DIR | MINISTER | |
| 2. | Request for exemption for Ports from Industrial Employment (Standing Orders) Act, 1956, ESI Act, Minimum Wages Act, etc. | DO/DS DIR | JS(P) | |
| 3. | Appointment of Deputy Chairmen of Dock Labour Boards. | DO/DS/JS/SECRETARY DIR | MINISTER | |
| 4. | Appointment of other Class I Officers of Dock Labour Board requiring Central Govt. approval. | DO/DS DIR | JS(P) | |
| 5. | Annual Reports and Audited Accounts of DLBs, Inspection reports on accounts, appointment of auditors, audit paras | DO/DS DIR | JS(P) | |

| | | | | |
|-----|---|---------------------------|----------|--|
| 6. | Loan for statutory payments and Voluntary Retirement Scheme - Grant of Loans - Subsidy. | DO/DS DIR | JS(P) | |
| 7. | Pension and gratuity Rules and Provident Fund Rules of DLBs - Approval, Amendments Investments In Nationalized Bank, etc. | DO/DS DIR | JS(P) | |
| 8. | Reference relating to increase/decrease in the rates of levy at DLBs. | DO/DS DIR | JS(P) | |
| 9. | Integration of cargo handling operations under single Agency -Merger of DLBs with Port Trusts. | DO/DS/JS/SECRETARY DIR | MINISTER | |
| 10. | Evolving of schemes for cargo handling operations at Ports without of DLBs. | DO/DS/JS/SECRETARY DIR | MINISTER | |
| 11. | Review of monthly letters from Port Trusts | DO/DS/DIR | JS(P) | |
| 12. | SIU Reports regarding Dock Labour Boards. | DO/DS/DIR | JS(P) | |

SK OFFICER (LABOUR-IV)

| | | | |
|--|----------------------|----------|--|
| Compilation of material for Deptts. Annual Report | DO/DS/DIR | JS(P) | |
| Training Scheme for Port & Dock Workers/Estt. of Training Institute. | DO/DS/DIR | JS(P) | |
| I.L.O. Conventions and Resolutions-Reports on Implementation of. | DO/DS DIR | JS(P) | |
| Accident & Safety in Major Ports | DO | DS/DIR | |
| Comprehensive scheme for workers' participation in Management | DO/DS/DIR | JS(P) | |
| Implementation of economy Instructions. | DO/DS/DIR | JS(P) | |
| Amendments to Dock Workers (Regulation of Employment) Act, 1948. | DO/DS/JS/SECY DIR | MINISTER | |

| | | | | |
|-----|--|----------------------|-----------|---|
| 8. | Framing of schemes under Dock Workers (Regulation of Employment) Rules, 1948. | DO/DS/JS/SECY DIR | MINISTER | |
| 9. | Amendments to Dock Workers (Regulation of Employment) Rules, 1962. | DO/DS/JS/SECY DIR | MINISTER | |
| 10. | Amendments to Dock Workers (Advisory Committee) Rules, 1962. | DO/DS/JS/SECY DIR | MINISTER | |
| 11. | Review of working of decasualization of exl sting schemes. | DO/DS/DIR/JS(P) | SECRETARY | |
| 12. | Removal of administrative body. | DO/DS/JS/SECY DIR | MINISTER | |
| 13. | Disposal of representation and appeals from individuals, workers, employees or unions by Central Govt. | DO | DS/DIR | To be put up higher author, whenever necessary. |

RESEARCH OFFICER (WAGE REVISION CELL)

| | | | | |
|----|---|----------------------|----------|--|
| 1. | Grant of ex-gratia in lieu of bonus/PLB/PR to Port and Dock Workers. | RO/DS/JS/SECY DIR | MINISTER | |
| 2. | Revising of wage structure of Dock Workers at 11 Major Port Trusts & 7 DLBs. | RO/DS/JS/SECY DIR | MINISTER | |
| 3. | Examination and implementation from time to time of the decisions taken by the competent authority on the recommendations of varlous Wage Committees and Wage Settlements In consultation with Finance & P.P.E. | RO/DS/DIR | JS(P) | |
| 4. | Study and examination of alleged cases of anomalies of all India nature in the pay scales and allowances attached by various Class-III and Class-IV posts In the Port Trusts and DLBs. | RO/DS/DIR | DS/DIR | |

| | | | | |
|----|--|-----------|--------|--|
| 5. | Creation of new categories of posts or upgradation/revision of scales of pay of existing posts and on grant of any new allowances or revision of existing allowances/special pays for Class-III and Class-IV employees of Port Trusts and DLBs. | RO/DS/DIR | JS(P) | |
| 6. | Organizing meeting with labour Federations including preparations of necessary briefs/minutes and follow up action. | RO | DS/DIR | |
| 7. | Collection of details relating to Consumer Price Index numbers, average earnings of Ports & Dock Workers, number of posts in Port Trusts and Dock Labour Boards, up to date Estt., schedules, payments made to Port and Dock employees on various accounts, wage bill for Port and Dock Workers, number of man days lost at Port and Wage structure in various PSUs. | RO | DS/DIR | |
| 8. | Issues arising regarding eligibility for PLB/PR. | RO/DS/DIR | JS(P) | |

PORTS GENERAL(P.G.)

| | | | |
|--|-------|--------|--|
| Revenue loans Including ways and means loans to Port Trusts (subject to budget provisions and concurrence of F.W.) | SO | DS/DIR | |
| Reimbursement of Port Charges (In consultation with F.W.) | SO/DS | JS | |
| Write-off of losses of Major Port Trusts (after consulting F.W.) | SO/DS | JS | |

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|-----|--|----------------|-----------------|------------------------------------|
| 4. | Approval of appointment of Consultants under MPT Act (in consultation with Finance Wing). | DO/DIR | JS | |
| 5. | BOT/BOOT Projects in Ports | DO/DIR/JS/SECY | MINISTER | |
| 6. | Approval of Annual Plan. | DO/DIR/JS | SECRETARY | In consultation with Finance Wing. |
| 7. | Review of plan scheme & Plan Expenditure. | DO | DIRECTOR | |
| 8. | Approval of Revenue/Capital Budget of Major Ports. | DO/DIR | JS | In consultation with Finance Wing. |
| 9. | Re-appropriation of Action Plan provision relating to schemes financed from Internal Resources within the approved outlay. | DO/DIR | JS | In consultation with Finance Wing. |
| 10. | Training Programmes | DO/DIR/JS | SECRETARY | |
| 11. | Review of pending EFC/PIB cases. | DO/DIR/JS | FA | |

SHIPPING WING

| Classes of cases with brief subject | Levels through which to be submitted to decision-making level | Decision-making level | Remarks |
|-------------------------------------|---|-----------------------|---------|
| 2. | 3. | 4. | 5. |
| | | | |

SECTION

| | | | |
|--|-------------------------------|----------------------|--|
| Appointment to Group 'A' posts in Directorate General of Shipping and its Subordinate establishments (except those delegated to Director General (Shipping)) | SO/ <u>DS</u> /JS/SECY DIR | MINISTER | DOPT/UPSC to be consulted wherever necessary. |
| Framing of Recruitment Rules of Group 'A' | SO/ <u>DS</u> /JS DIR | MINISTER | -do- |
| Framing of Recruitment Rules of Group 'B' | SO/US/JS | SECRETARY | -do- |
| Framing of Recruitment Rules of Group 'C' and 'D' | SO/US | <u>DS</u> /JS DIR | -do- |
| Other establishment matters relating to the Dte. General of Shipping and its Subordinate Offices. | SO/US/ <u>DS</u> DIR | JS | He may specify cases which could be finally disposed of at the level of US/DS from time to time. |
| Budget matters, Non-Plan Budget in respect of DG(S) and its allied offices. | SO/ <u>DS</u> DIR | JS | |
| Notification under Merchant Shipping Act and the rules framed thereunder | SO/US/ <u>DS</u> /JS DIR | SECRETARY | MINISTER |
| Matters relating to constitution of Boards/Funds under | SO/DS/JS/Secretary | Minister | |

| | | | | |
|-----|--|--------------------|-----------|---|
| | Sections 4 abd 218 of the Merchant Shipping Act. | | | |
| | Constitution of Tribunal under Section 150 of Merchant Shipping Act. | SO/US/JS/SECY | Minister | |
| 3. | Matters under Section 150(5), where recognized unions are involved. | SO/DS/JS | SECRETARY | |
| 1. | Matters under Section 150(5) covering individual cases. | SO/DS/DIR | JS | |
| 2. | Matters under other provisions of Merchant Shipping Act. | SO/US/DS/JS DIR | SECRETARY | Power/functions delegated to DG(S) under M.S. Act will continue to be performed by him. |
| | | | Secretary | Minister |
| 13. | Amendment and review of MS Act. | SO/US/DS/JS DIR | JS | |
| 14. | FIPB | SO/US/DS DIR | JS | |
| 15. | Other matters not covered above. | SO/DS DIR | JS | |

I.T. SECTION

Appointment matters relating to training Institutions under DG(Shipping), as under:-

| | | | | |
|----|--|---------------|-----------|--|
| a) | Appointment to the post of Ist Secretary(Shipping) In H.C.I. London. | SO/US/JS/SECY | MINISTER | |
| b) | Appointment to the post of Commisloner, Seamen's Provident Fund, Mumbal. | SO/US/JS/SECY | MINISTER | |
| c) | Accounts Officer, Seamen's Provident Fund, Mumbai. | SO/US/JS | SECRETARY | |

t matters:

| | | | |
|---|--------------------|-----------|------------------------------------|
| Non-Plan Budget in respect of Merchant Navy Training Institutions & Seamen's Welfare Offices. | SO/US/DS DIR | JS | |
| Preparation of Annual Plans | SO/US/DS/JS DIR | SECRETARY | In consultation with Finance Wing. |

ning matters:

| | | | |
|---|----------|-----------|---|
| Entrance Examination for admission to T.S. Rajendra/DMET, Calcutta matters relating to. | SO/US | JS | Matters requiring policy decisions to be submitted to Secretary/Minister. |
| Reservation of seats for foreign students in the training Institutions. | SO/US/JS | SECRETARY | |

Seamen's Provident Fund Scheme/Organisation matters relating to:-

| | | | |
|---|---------------|----------|--|
| a) Amendment of SPF Act/Scheme | SO/US/JS/SECY | MINISTER | |
| b) Fixation of rate of interest for crediting to members accounts of SPF. | SO/US | JS | |

Boards/Committees:-

| | | | |
|--|--------------------|----------|--|
| a) Constitution of National Welfare Board for seafarers. | SO/US/JS/SECRETARY | MINISTER | |
| b) Board of Trustees, SPF | SO/US/JS/SECRETARY | MINISTER | |

Training at World Maritime University:-

| | | | |
|--|-----------------|----------|--|
| Nominations of Officers for training at World Maritime University. | US/JS/SECRETARY | MINISTER | |
|--|-----------------|----------|--|

7. Seamen's Grievances:-

| | | | | |
|--|---|----|----|---|
| | Representation from Seamen/Union regarding payment of dues, wages, their service conditions, etc. | US | JS | The representation received from Seamen Un are sent to DG(S) for looking into matter. |
|--|---|----|----|---|

FI DESK

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|----|--|---------------------|---------------------------------------|--|
| 1. | Shipping Conference matters(SCOPE) | DO/US/DS/JS | SECRETARY | Final disposal at DS/JS/ Secy. level according to level from which reference received. |
| 2. | Problems about existing shipping services to various countries. | US/DS | JS | -do- |
| 3. | Introducing new shipping services wherein policy decision is involved. | US/DS/JS/ SECRETARY | MINISTER | |
| 4. | Joint Trade Committees with foreign countries. | US/DS | JS | |
| 5. | Inter-Governmental International North South Transport Corridor Agreement. | US/DS | JS (Routine matters) SECY/MINISTER | |

M.D. SECTION (MECANTILE DEVELOPMENT)

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|----|-----------------------|-----------------|----|---|
| 1. | Acquisition proposals | SO/AO/DS DIR | JS | For existing private companies (for new companies approval of Ship Acquisition Licensing Committee (SALC) is required). |
|----|-----------------------|-----------------|----|---|

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|----|---|----------------------------|-----------|--|
| 2. | Acquisition proposals of public sector shipping companies. | AO/DS/JS/AS&FA/SECY DIR | MINISTER | |
| 3. | Release of subsidy for fishing trawlers | AO | JS | |
| 3. | Issuance of Guarantee/Counter Guarantee and Rupee Back-up loan In case of acquisition by Public Sector Shipping Companies (Cases already approved by CCEA). | AO/DS DS | JS/AS&FA | |
| 5. | Release of loan Installment etc. with concurrence of Finance Wing. | | | |
| | i) Upto Rs. 2 crores | AO/DS DIR | JS | |
| | ii) Upto Rs. 3.50 crores | - do - | JS | |
| | iii) More than 3.50 crores | - do - | JS | |
| | Finalisation of Annual Plan of SCI and Budget. | AO/DS/JS DIR | SECRETARY | |
| | Release of vessels of SCI from Govt. mortgages. | SO/ AO/DS DIR | JS | |
| | Acquisition of specific vessels Shipping Companies. | SO/AO/DS DIR | JS | |

DOING AGREEMENTS(SA)DESK

| | | | |
|---|--------------------------|----------|--|
| Bilateral Shipping Agreements with other countries. | DO/DS/JS/SECY | MINISTER | Final approval of Cabinet necessary. |
| Deputation of delegation to IMO Sessions. | DO/DS/JS/FA/SECY/ MOS | MINISTER | Approval of Screening Committee to be taken where necessary. |
| Double Taxation Avoidance Agreement. | DO/DS/JS/SECY | MINISTER | |

| | | | |
|---|--------------------|----------|---|
| Accession/Ratification of IMO Conventions/Protocols. | DO/DS/JS/SECY | MINISTER | Final approval of Cabinet and Presidential instrument of accession to be obtained. |
| Negotiation on Maritime Shipping Services in WTO. | DO/DS/JS/SECY | MINISTER | Final action to be taken by D/o Commerce with approval of Cabinet, if necessary. |
| Reputation pertaining to board meeting of World Maritime University, Malmo. | DO/DS/JS/SECY/ MOS | MINISTER | Approval of Screening Committee to be taken where necessary. |
| Election to IMO Council - Candidature of India as Member. | DO/DS/JS/SECY | MINISTER | |

CSL/HDPE DESKS

(Budget Provision)
(Plan/Non-Plan)

Projects:

- Proposals for new projects
- Decisions required by P.I.P.
- Decisions required by CCEA
- Release of funds for projects.

Foreign Collaboration
Establishment matters:-

- Appointment of Board level posts in HSL/CSL/HDPE
- Resignations of Board level officials.
- Proposals for wage revision of staff

DO or US/DIR

DO or US/DS/JS
DO/US/DS/JS
DO/US/DS/JS/SECY
DO/DS
US

DO/US/DS/JS/SECY

DO/US/JS/SECY
DO/US/JS/SECY
DO/US/DS/JS/SECY

JS

SECRETARY
SECRETARY
MINISTER
JS

MINISTER

MINISTER
MINISTER
MINISTER

| | | | |
|---|---------------------------------|-----------|-------------------------------------|
| MOU/Corporate Plan | <u>DO/DS/JS</u> US | SECRETARY | |
| Joint Venture | <u>DO/DS/JS</u> US | MINISTER | |
| Court cases | <u>DO/DS</u> US | JS/SECY | |
| Amendment to memorandum of article of association | <u>DO/DS/JS</u> US | MINISTER | |
| Foreign tours of CMD of PSUs | DS/JS/SECY | MINISTER | Unless otherwise provided in M.O.U. |
| Service conditions and other related matters of Board level officers. | DO/US | JS | |
| Participation in Seminars/exhibitions | <u>DO/DS</u> US | JS | |
| Visit of foreign delegation | <u>DO/DS</u> US | JS | |
| Monitoring Reports for Programme Implementation | <u>DO/DS</u> US | JS | |
| Confirmation of: i) Directors | <u>DO/DS/JS</u> US | SECRETARY | |
| ii) CMDs | <u>DO/DS/JS/Secretary</u> US | MINISTER | |
| All periodical returns | DO/US | DS | |
| Matters concerning disputes | <u>DO/DS/JS</u> US | SECRETARY | |
| Fixation of price of vessels on nomination basis | <u>DO/DS/JS/Secretary</u> US | MINISTER | |
| Restructuring of financial base | <u>DO/DS/JS/Secretary</u> US | MINISTER | |

| | | | |
|---|-------------------------|-------------------|--|
| ESCAP/UNDP concerning IWT Sector. | DIR | | |
| Appointment of Board level officers in IWAI. | SO/US/DS/JS/SECY DIR | MINISTER | |
| Appointment of Chairman, IWAI/CMD/ CIWTC Ltd. | SO/US/DS/JS/FA DIR | MINISTER | |
| Foreign Collaboration/ Assistance. | SO/US/DS/JS/FA DIR | SECY/ MINISTER | |
| Appeals/Court Cases | SO/US/DS DIR | JS | |