

# INDUCTION MATERIAL



सत्यमेव जयते

**Ministry of Ports,  
Shipping & Waterways  
Government of India**

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# **Ministry of Ports, Shipping & Waterways**

## **1. INTRODUCTION**

The Ministry of Ports, Shipping & Waterways encompasses within its fold shipping and ports sectors which inter-alia includes major ports, maritime administration & training, shipping & ship- repair, national waterways and/inland water transport.

Maritime Transport is a critical infrastructure for the economic development of country. It influences the pace, structure and pattern of development. The Ministry of Shipping encompasses within its fold shipping and port sectors which also include shipbuilding and ship repair, major ports and inland water transport. It has been entrusted with the responsibility to formulate policies and programmes on these sectors and their implementation.

Comprehensive policy package is necessary to address the diverse issues facing the maritime transport sector. The capacity of the ports in terms of their berths and cargo handling equipment needs to keep pace with the growing requirements of the overseas trade. The shipping industry must be enabled to carry higher shares of the sea-borne trade in indigenous bottoms.

Historically, investments in the transport sector, particularly in the ports, have been made by the State, mainly because of the large resources required, long gestation period, uncertain returns and a number of externalities associated with this infrastructure sector. However, the growing resource requirements and the concern for managerial efficiency and consumer responsiveness have led to the active involvement of the private sector in infrastructure services in recent times. To encourage private sector participation, Ministry of Shipping has laid down comprehensive policy guidelines for the private sector participation in the major ports.



## **2. SUBJECTS ALLOCATED TO THE MINISTRY OF PORTS.**

### **SHIPPING & WATERWAYS**

#### **I. The following subjects which fall within List 1 of the Seventh Schedule to the Constitution of India:**

1. Maritime shipping and navigation; provision of education and training, training for the mercantile marine.
2. Lighthouses and lightships.
3. Administration of the Indian Ports Act, 1908 (15 of 1908) and the Major Port Trusts Act, 1963 (38 of 1963) and ports declared as major ports.
4. Shipping and navigation including carriage of passengers and goods on inland waterways declared by Parliament by law to be national waterways as regards mechanically propelled vessels, the rule of the road on such waterways.
5. Shipbuilding and ship-repair industry.
6. Fishing vessels industry.
7. Floating craft industry.

#### **II. IN RESPECT OF THE UNION TERRITORIES**

8. Inland waterways and traffic thereon.

#### **III. IN RESPECT OF THE UNION TERRITORIES OF THE ANDAMAN AND NICOBAR ISLANDS AND THE LAKSHADWEEP:**

9. Organization and maintenance of mainland, islands and inter-island shipping services.

#### **IV. OTHER SUBJECTS WHICH HAVE NOT BEEN INCLUDED UNDER THE PREVIOUS PARTS**

10. Legislation relating to shipping and navigation on inland waterways as regards mechanically propelled vessels and the carriage of passengers and goods on inland waterways.
11. Promotion of Transport Cooperatives in the field of inland water transport.
12. Legislation relating to and coordination of the development of minor and major ports.
13. Administration of the Dock Workers (Regulation of Employment) Act, 1948 (9 of 1948) and the Schemes framed thereunder other than the Dock Workers (Safety, Health and Welfare) Scheme, 1961.
14. To make shipping arrangements for and on behalf of the Government of India/ Public Sector Undertakings/ State Governments/ State Government Public Sector Undertakings and autonomous bodies in respect of import of cargo on FOB/FAS and export on C&F/CIF basis.

15. Formulation of the privatization policy in the infrastructure areas of ports, shipping and inland water

## **2-A: OFFICES AND BODIES**

### **V. SUBORDINATE OFFICES**

16. Directorate General of Shipping, Mumbai.
17. Andaman Lakshadweep Harbour Works, Port Blair.
18. Directorate General of Light houses and Lightships, NOIDA.
19. Minor Ports Survey Organization, Mumbai.

### **VI. AUTONOMOUS BODIES:**

20. Port Authorities at Mumbai, Kolkata, Kochi, Kandla, Chennai, Mormugao, Jawahar Lal Nehru (Nhava Sheva), Paradip, Tuticorin, Visakhapatnam and New Mangalore.
21. Dock Labour Boards at Calcutta, Kandla, Chennai, Mormugao and Visakhapatnam.
22. Inland Waterways Authority of India, NOIDA.
23. Seamen's Provident Fund Organization, Mumbai.
24. Tariff Authority for Major Ports, New Delhi.

### **VII. SOCIETIES/ ASSOCIATIONS:**

25. National Institute of Port Management,
26. National Ship Design and Research Centre, Visakhapatnam.
27. Seafarers Welfare Fund Society, Mumbai.

### **VIII. PUBLIC SECTOR UNDERTAKINGS:**

28. Shipping Corporation of India, Mumbai.
29. Cochin Shipyard Limited, Kochi.
30. Central Inland Water Transport Corporation Limited, Kolkata.
31. Dredging Corporation of India, Visakhapatnam.
32. Hooghly-Dock and Ports Engineers Limited, Kolkata.
33. Sagarmala Development Company Limited
34. Ennore Ports Ltd., Chennai.
35. Indian Port Rail & Ropeway Corporation Limited (IPRCL)
36. Indian Port Global Private Limited
37. Indian Maritime University (IMU)

**IX. INTERNATIONAL ASPECTS:**

38. International Maritime Organization

**X. ACTS: (As may be amended from time to time)**

39. The Indian Ports Act, 1908 (15 of 1908)  
40. The Inland Vessels Act, 1917 (1 of 1917)  
41. The Dock Workers (Regulation of Employment) Act, 1948  
42. The Merchant Shipping Act, 1958 (44 of 1958)  
43. The Major Ports Authority Act, 2021 (01 of 2021)  
44. The Seamen's Provident Fund Act, 1966 (4 of 1966)  
45. The Inland Waterways Authority of India Act, 1985 (82 of 1985)  
46. Indian Light House Act, 1927  
47. Multi Modal Transportation of Goods Act, 1993

### **3. ORGANIZATIONAL SETUP**

<b>Name of the Wing</b>	<b>Name of the Division</b>	<b>Name of the Section</b>
(1)	(2)	(3)
Administration Wing	Administration Division	Establishment I
		Establishment II
		General
		Cash
		Parliament
		CR
Ports Wing	Ports Division	Ports Development I
		Ports Development II
		Ports Development III
		Ports Development IV
	PHRD Division	Port Establishment I
		Port Establishment II
		Labour Section
	Coordination Division	Coordination Section
Shipping Wing	Shipping Division	Marine Administration
		Marine Training
		Marine General
		Marine Development
		Inland Waterways Transport
		SA/FI Desk
		Coastal Shipping
		Cochin Shipyard Ltd. Desk
		Ship Undertaking
		SL Desk
		Directorate General Lighthouse & Lightship
	Vigilance Division	Vigilance Section
	Official Language Division	Official Language Section
Development Wing	Development Division	Desk System
Finance Wing	Finance Division	TF-I
		Budget Section
Sagarmala Wing	Sagarmala Division	Sagarmala Section
		IPRCL Section
	PPP Division	PPP Section

#### **1. Secretary(PS&W)**

He is the Administrative Head of Ministry of Ports, Shipping & Waterways. He is



assisted by Additional Secretary, Additional Secretary & Financial Adviser, Joint Secretary (Shipping), Joint Secretary (Ports), Joint Secretary (Sagarmala & PPP), Joint Secretary (Admn, Parl & DGLL), Advisor (Statistics), Economic Adviser, Development Adviser (Ports) There are other officers at the level of Directors, Deputy Secretaries, Under Secretaries and other Secretariat/Technical officers.

The work of Ministry of Ports, Shipping & Waterways has been distributed among Joint Secretary (Ports), Joint Secretary (Shipping), Joint Secretary (Sagarmala & PPP), Joint Secretary (Admn, Parl & DGLL), Advisor (Statistics), Economic Adviser, Development Adviser (Ports) as under:-

**2. Additional Secretary & Financial Advisor**

- Matters related to Integrated Finance Wing (IFW) of M/o PS&W
- Monitoring of Budget and Demands for grant of M/o PS&W

**3. Additional Secretary**

- All works allocated to JS (Admn., DGLL & Parl.), JS (Sagarmala), Economic Adviser, except for Monitoring of Budget and Demand for Grants which shall be submitted to AS&FA.
- The above officers shall submit the files/items of work as indicated against their names to Secretary (PS&W) through Additional Secretary (PS&W).

**4. Joint Secretary (Admn. & DGLL)**

- All matters related to DGLL
- All matters related to The Lighthouse Act, 1927
- All matters related to Administration/General/ Cash/RTI and Parliament.
- Monitoring of Assurances
- Monitoring of records of Court Cases on LIMBS portal.

**5. Joint Secretary (Shipping)**

- All matters related to policy and administrative matters of DG(S) including ratification of IMO conventions, Legislative work of Shipping related Acts, matters of Indian Registrar of Shipping, Classification Societies.
- Matters of Seamen Employment Offices, Shipping Casualties & Safety, Crisis/Disaster Management, Wreck, Salvage & Search Operation, Navigation matters, Piracy matters, Ballast water projects, GMDSS, IMCIC, NSB matters, SPFO, Coastal Security, Oil Pollution matters, Crisis/disaster management and NCSMS, Crisis Management Plan.
- Cabotage and Trans-shipment policy.
- Chartering related matters

- Cruise Shipping & ferries Operations.
- Marine Development matters including Policy and coordination matters of Shipping.
- Marine Development matters including Policy and coordination matters of Shipping
- International cooperation
- All matters related to IMU and NSDRC.
- CVO
- All matters related to IMU and NSDRC
- Swachh Bharat Abhiyan related to Shipping Sector and for entire M/o PS&W.
- All matters related to SCI.
- All matters related to Maritime Legislation including Merchant Shipping Act, 1958, the Suppression of Unlawful Acts Against Safety of Maritime Navigation and Fixed Platforms on Continental Shelf Act, 2002, the Admiralty (Jurisdiction and Settlement of Maritime Claims) Act, 2017, Seamen Provident Fund Act, 1966, Indian Carriage of Goods by Sea Act, 1925, the Indian Maritime University Act, 2008, Coasting Vessels Act, 1838.
- Official Language matters
- Matters related to Probity Portal
- The Multimodal Transportation of Goods Act, 1993
- Make in India, Ease of Doing Business in Shipping Sector.
- Ship Building, Ship Building Subsidy Schemes,
- Ship Repair and Ship Breaking.
- Work related to Skill Development in Shipping sector
- Matters related to Fishing Vessels/floating Craft Industry and related work of Skill Development
- All matters related to CSL and HDPEL
- All matter related to The Hooghly Docking and Engineering Company Limited (Acquisition of undertakings) Act, 1984; The Alcock Ashdown Company Ltd. (Acquisition of Undertakings) Act, 1973.
- All Coordination matters of CPSEs
- Matters relating to Union War Book.

## **6. Joint Secretary (Ports)**

- All matters including Policy Matters relating to Major Ports, including port projects excluding PPP projects, disaster management, safety issues, Fire/Accidents, NDMA and working group on evacuation related to Ports Sector.
- Land Policy, Stevedoring Policy and Berthing Policy.
- Coordination with Central Ministries/Organizations and State Governments and issues relating to MOEF
- Inter-Ministerial Committee for CFS/ICD under Ministry of Commerce, FIEO, NOS/DCP, NAMSAR and Custom Grievance Redressal Committee.
- All matters related to Development of new Major Ports.
- Inter-Ministerial Committee and other residual work of Major Ports. RFD for Major Ports.
- Tariff related issues in Major Ports including Coastal Cargo.
- All matters relating to Ease of Doing Business of Ports
- National Committee on Trade Facilitation (NCTF)
- Green-Port Initiative, Renewable Energy Development in Ports.
- Swachh Bharat Abhiyan related to Port Sector
- Monitoring & Coordination with respect to Security clearance and visit to Port by foreign nationals, Port Security.
- Modernization of Port institutions.
- IPA and related matters.
- Chabahar Port Project.
- Oil Pollution, Oil Cess
- Ease of Doing Business (EoDB) issues of Logistic Division of Ports Wing
- Sethusamudram Corporation Ltd
- All matters related to Logistics Division set up in the Department of Commerce.
- All matters related to Major Ports Act 1963
- All matters related to Ports Establishment, Human Resource Policies, including labour related matters
- Matters related to Andaman & Nicobar Island Lakshadweep Harbour Works (ALHW), Shipping activities of Andaman & Nicobar Island and Lakshadweep Island.



- All matters relating to The Dock Workers (Regulation of Employment) Act 1948 Act No. 9 of 1948, The Dock Worker (Regulation of Employment) (Inapplicability to Major Ports) Act.1997 No. 31 of 1997, The Calcutta Port (Pilotage) Act 1948.
- Swachh Bharat Abhiyan related to ALHW
- E-Governance initiatives, Information Technology and Cyber Security, Digital India and work related to Skill Development
- All Coordination matters of MoPSW
- Shipping Samwad, e-Samiksha Portal of Cabinet Secretariat, Monthly Summary of the Ministry of the Council of Minister and D.O. Letter from Secretary of Cabinet Secretary
- Annual Report and other reports, Compilation and submission of various periodical returns on behalf of the Ministry of Shipping reports and other Reports References from President's Secretariat, Vice President's Sectt., Cabinet Sectt., Prime Minister's Office, Reference from other Ministries/Departments of the Governments of India and Niti Aayog which requires Coordination within the Ministry/Organizations.
- Meeting of Cabinet, Cabinet Committee and Committee of Secretaries.
- Matters related to Parliament questions which require coordination and compilation from various organizations.

#### **7. Joint Secretary (Sagarmala & PPP)**

- Sagarmala Programme, including Port Modernization and Capacity Enhancement ; Port Connectivity; Port Industrialization; Coastal Community Development and Coastal Shipping.
- Sagarmala Scheme and co-ordination of all miscellaneous matters related to Sagarmala Programme.
- Work relating to Co-ordination with Ministry of Railways and MoRTH including Rail-Road connectivity to Ports and Ports Railway System.
- All matters related to promotion and development of Coastal Shipping including coal, steel, fertilizers, etc. excluding Policy matters which are dealt by the Shipping Division.
- All matters related to Sagarmala Development Company Limited (SDCL) and Indian Port Rail and Ropeway Corporation Ltd.
- Policy matters related to Non Major Ports
- All matters related to Indian Ports Act, 1908
- MSDC
- Inter-Ministerial Committee and other residual work of Non-Major Ports.



- Global Investment Summit, Investment promotions.
- Work related to PPP Cell
- Appraisal of all PPP Projects
- Identification of new PPP Projects
- All disputes and Arbitration matters relating to PPP Projects
- Issues related to installed/ Stressed PPP Projects
- Model Concessional Agreement (MCA)
- Captive Policy of Major Ports.
- Allotment of Berths of Major Ports as per captive Policy
- Coordination matters with Ministry of Petroleum and Natural Gas
- Media related work of M/o PS&W

#### **8. Development Adviser (Ports)**

- All matters related to the Development Wing
- All matters related to Dredging Corporation of India (DCI).
- Dredging Policy (Capital & maintenance dredging)

#### **9. Statistics Adviser**

- All matters pertaining to National Waterways and Inland Water Transport
- All matters pertaining to IWAI
- Water Transport Co-operation with Bangladesh, Nepal, Bhutan, Myanmar and other countries.
- All matters relating to TAMP and court cases.
- All matter of CIWTC, and Swachh Bharat Abhiyan matters related to CIWTC.
- All matters related to the National Waterways Act, 2016; The Inland Vessel Act, 1917; The Inland Waterways Authority of India Act, 1985
- Work related to Transport Research Wing (TRW)

#### **10. Economic Adviser**

- Audit Paras of Ministry of PS&W
- Port Service Price Indices (PSPI, ISP, CSPI, PPI etc.) Global Ranking
- Monitoring of IEBR of Ports and PSEs
- Matters related to Public Grievances
- Annual Report and other reports

- Matters related to Official Language
- Matters related to Citizen Charter, Records
- ATRs on Parliamentary Committee Reports requiring Coordination

### **Distribution of work among Directors / Deputy Secretaries**

1.	<p><b>Director(Ports/DG (S)/ IMU/ Disaster Management/ IMO &amp; CVO)</b></p> <ol style="list-style-type: none"> <li>1. All matters related to Vigilance Division.</li> <li>2. All matters related to Directorate General of Shipping, Indian Maritime University,</li> <li>3. The Indian Maritime University Act, 2008.</li> <li>4. Crisis Management Plan, Disaster Management Plan</li> <li>5. Coastal Security.</li> <li>6. Matters of Seamen Employment Offices, Shipping Casualties &amp; Safety.</li> <li>7. Wreck, Salvage &amp; Search Operation, Navigation matters, Piracy matters, Ballast water projects, GMDSS, IMCIC, NSB matters, SPFO.</li> <li>8. Oil Pollution matters, NCSMS</li> <li>9. Matters relating to Union War Book.</li> <li>10. IMO Conventions</li> <li>11. Matters of Indian Registrar of Shipping</li> <li>12. Marine Development (MD) matters including policy and coordination matters of Shipping.</li> </ol>
2.	<p><b>Director(PPP/MCA &amp; Major Ports)</b></p> <ol style="list-style-type: none"> <li>1. Work related to PPP Cell</li> <li>2. Appraisal of all PPP Projects</li> <li>3. Identification of new PPP Projects</li> <li>4. All disputes and Arbitration matters relating to PPP Projects</li> <li>5. Issues related to installed/ Stressed PPP Projects</li> <li>6. Model Concessional Agreement (MCA)</li> <li>7. Captive Policy of Major Ports.</li> <li>8. Allotment of Berths of Major Ports as per captive Policy</li> <li>9. Coordination matters with Ministry of Petroleum and Natural Gas</li> </ol>

3.	<p><b>Director(Sagarmala/SDCL/IPRCL &amp; SCI)</b></p> <ol style="list-style-type: none"> <li>1. All matters related to Sagarmala Programme for;               <ol style="list-style-type: none"> <li>(i) Port connectivity</li> <li>(ii) Port modernisation</li> </ol> </li> <li>2. Sagarmala Scheme and co-ordination of all miscellaneous matters related to Sagarmala Programme</li> <li>3. All matters related to PDC, NIP and Investment Clearance Cell</li> <li>4. All matters related to Sagarmala Development Company Limited (SDCL) and Indian Port Rail and Ropeway Corporation Ltd (IPRCL)</li> <li>5. Policy matters related to Non-Major Ports</li> <li>6. Inter-ministerial committee and other residual work of non-major ports</li> <li>7. All matters related to promotion and development of coastal shipping including coal, steel, fertilizers etc. excluding policy matters which are dealt by the Shipping Division</li> <li>8. Work relating to Co-ordination with Ministry of Railways and MoRTH including Rail Road connectivity to Ports and Ports Railway System.</li> <li>9. Media related work of M/o Shipping</li> <li>10. All matters related to Shipping Corporation of India (SCI).</li> <li>11. All Coordination matters of CPSEs.</li> </ol>
4.	<p><b>Director (Make in India/EoDB/Ship repair/Shipbuilding)</b></p> <ol style="list-style-type: none"> <li>1. Make in India, Ease of Doing Business in Shipping Sector.</li> <li>2. Ship Building, Ship Building Subsidy Schemes,</li> <li>3. Ship Repair and Ship Breaking.</li> <li>4. Work related to Skill Development in Shipping sector.</li> <li>5. All matters related to CSL and HDPEL</li> <li>6. All matter related to The Hooghly Docking and Engineering Company Limited (Acquisition of undertakings) Act, 1984; The Alcock Ashdown Company Ltd. (Acquisition of Undertakings) Act, 1973.</li> <li>7. All matters related to fishing vessels/floating craft industry and related work of skill development.</li> </ol>
5.	<p><b>Director (Admin./ Parliament &amp; ALHW)</b></p> <ol style="list-style-type: none"> <li>1. All matters related to Ports Establishment, Human Resource Policies, including labour related matters</li> <li>2. All matters relating to The Dock Workers (Regulation of Employment) Act</li> </ol>



	<p>1948 Act No. 9 of 1948, The Dock Worker (Regulation of Employment) (Inapplicability to Major Ports) Act. 1997 No. 31 of 1997, The Calcutta Port (Pilotage) Act 1948.</p> <p>3. HR related issues of ALHW</p> <p>4. Swachh Bharat Abhiyan related to ALHW.</p> <p>5. Estt.-I, Estt.- II &amp; RTI matters of MOS, General, Cash.</p> <p>6. Swachh Bharat Abhiyaan related to Ministry of PS&amp;W</p> <p>7. Parliament Matters of Main Secretariat of M/o PS&amp;W.</p> <p>8. Monitoring of Assurances</p>
6.	<p><b>Director (Enggining /IWT &amp; IWAI)</b></p> <p>1. Jal Marg Vikas Project (JMVP) and NW01.</p> <p>2. Arth Ganga Project.</p> <p>3. Development of NW-2.</p> <p>4. IWAI Act, 1985.</p> <p>5. Waterways and other user charges.</p> <p>6. Central Sector Scheme on IWT in North East States.</p> <p>7. Private Jetties Policy.</p> <p>8. Awarding of IWT Terminal on PPP basis.</p> <p>9. Budget issues of IWT, Release of Grants to IWAI and Raising of Bonds by IWAI</p> <p>10. Dredgers and Ro-Ro vessels</p> <p>11. Freight villages and Logistics Hubs/Parks.</p> <p>12. All coordination matters of IWT i.e. Monthly D.O., E-Samiksha, PRAGATI, OCMS, Budget Announcements, National Infrastructure Pipelines President's address etc.</p> <p>13. Parliament and Audit matters.</p> <p>14. IWAI Land Management Policy.</p> <p>15. River protection works in Bhagirathi, Hooghly river system.</p> <p>16. Namami Gange</p> <p>17. IWAI Review meeting.</p> <p>18. VIPs/PMO reference pertaining to above work.</p> <p>19. Eastern Waterways Connectivity Transports Grid Project.</p>



	<p>20. All Policy matters related to Capital and Maintenance Dredging.</p> <p>21. All Matters (except PHRD matters) related to Dredging Corporation of India Ltd.</p>
7.	<p><b>Director (Engg./National Waterways &amp; CIWTC)</b></p> <ol style="list-style-type: none"> <li>1. All matters pertaining to National Waterways and Inland Water Transport</li> <li>2. All matters pertaining to IWAI</li> <li>3. Water Transport Co-operation with Bangladesh, Nepal, Bhutan, Myanmar and other countries.</li> <li>4. All matters related to The National Waterways Act, 2016; The Inland Vessels Act, 1917; The Inland Waterways Authority of India Act, 1985.</li> <li>5. All matter of CIWTC, and Swachh Bharat Abhiyan matters related to CIWTC.</li> </ol>
8.	<p><b>Director (International Cooperation (IC))</b></p> <ol style="list-style-type: none"> <li>1. All matters related to International Cooperation (IC) Division.</li> <li>2. Matters related to Diversion Committee.</li> </ol>
9.	<p><b>DS (Major Ports)</b></p> <ol style="list-style-type: none"> <li>1. Mumbai Port Authority</li> <li>2. Syama Prasad Mookerjee Port, Kolkata (SMPK)</li> <li>3. Chennai Port Authority</li> <li>4. Kamarajar Port Limited</li> <li>5. Indian Ports Association</li> <li>6. Sethusamudram Corporation Limited</li> <li>7. All matters related to Major Port Trust Act, 1963</li> <li>8. Major Port Authorities Act, 2021</li> <li>9. Monitoring &amp; Coordination of Security Clearance for bidders participating in Port modernization projects and dredging projects, deployment of dredgers and visit to Ports by foreign nationals.</li> <li>10. Security Inspection of Major Port Authorities</li> <li>11. Policy guidelines for Land Management (PGLM)</li> <li>12. Policy guidelines for Land Use and Management for the Township Areas of Major Ports</li> </ol>
10.	<p><b>DS (Major/Non Major)</b></p> <ol style="list-style-type: none"> <li>1. NMPT, MoPT, CoPT, DPT, VOCPT, PPT, VPT &amp; JNPT</li> </ol>

	<ol style="list-style-type: none"> <li>2. Stevedoring Policy &amp; Berthing Policy</li> <li>3. Swachh Bharat Abhiyan related to Port Sector.</li> <li>4. Renewable Energy Development and Green Port initiatives.</li> <li>5. Chabahar Port Project</li> <li>6. Disputes and Arbitration matters of Major Ports excluding those relating to PPP Projects</li> <li>7. Port Service Price Indices (PSPI, ISP, CSPI &amp; PPI)</li> <li>8. Monitoring of IEBR of Major Ports</li> <li>9. National Committee on Trade Facilitation (NCTF) matters</li> <li>10. All matters related to Logistics Division pertaining to Ports Sector</li> <li>11. EoDB</li> <li>12. Inter-Ministerial Committee for CFS/ICD under Ministry of Commerce</li> <li>13. Modernization of Port Institution</li> </ol>
11.	<p><b>DS(Sagarmala/Coastal Security/NMHC &amp; IPA)</b></p> <ol style="list-style-type: none"> <li>1. All matters related to Sagarmala Programme for; <ol style="list-style-type: none"> <li>a. Port Industrialization</li> <li>b. Coastal Community Development</li> </ol> </li> <li>2. All matters related to <ol style="list-style-type: none"> <li>a. Centre of Excellence in Maritime and Shipbuilding (CEMS)</li> <li>b. National Technology Centre for Ports, Waterways and Coasts (NTCPWC)</li> <li>c. Centre for Inland and Coastal Maritime Technology (CICMT)</li> <li>d. Multi Skill Development Centres (MSDC)</li> </ol> </li> <li>3. All matters related to National Maritime Heritage Complex (NMHC) at Lothal</li> <li>4. All matters related to Dahej-Ghoga-Hazira Ro-Pax Project</li> <li>5. All matters related to IPA, 1908</li> <li>6. Work related to development of Sagartat Yojana</li> </ol>
12.	<p><b>DS (Sagarmala/ Ship Breaking/ DGQI/ GatiShaki /E-Governance &amp; ALHW)</b></p> <ol style="list-style-type: none"> <li>1. Making Alang a Scrapping hub</li> <li>2. E-Governance initiatives, Website of the Ministry, Information Technology and cyber security, Digital India</li> <li>3. Data Governance Quality Index</li> </ol>

	<p>4. Gati Shakti/Sagarmala Planning</p> <p>5. All Projects related work of ALHW</p>
13.	<p><b>DS (IWAI/ IWT/ RTI/ International Cooperation &amp; Cruise Tourism)</b></p> <ol style="list-style-type: none"> <li>1. Indian Vessel Act/Bill.</li> <li>2. Declaration of IV limits.</li> <li>3. Administrative and Establishment matters of IWAI including Restructuring and appointments.</li> <li>4. International Cooperation on IWT, Shipping etc. with Bangladesh, Nepal, Myanmar and Bhutan.</li> <li>5. Matters related to Maritime State Development Council.</li> <li>6. Court Cases</li> <li>7. Public Grievances &amp; representations</li> <li>8. Annual Report of Ministry of Ports, Shipping and Waterways/ IWAI.</li> <li>9. RTI matters.</li> <li>10. Official Language.</li> <li>11. All Zonal Councils.</li> <li>12. MoUs by IWAI.</li> <li>13. Matters related to NINI</li> <li>14. Cruise Tourism and Canal Tourism.</li> <li>15. Dredging Policy/Guidelines</li> <li>16. Security issues on NWs.</li> <li>17. VIPs/PMO reference pertaining to above work.</li> <li>18. CIWTC:- Court cases, Liquidation and other establishment matters of CIWTC</li> </ol>
14.	<p><b>DS (Finance)</b></p> <ol style="list-style-type: none"> <li>1. Matters related to Integrated Finance Wing of M/o PS&amp;W</li> </ol>
15.	<p><b>Dy. CCC (Ports)</b></p> <ol style="list-style-type: none"> <li>1. Inter-Ministerial Committee and other residual work of Major Ports. RFD for ports</li> <li>2. All coordination matters of Major Ports.</li> <li>3. Issues relating to MOEF of Major Ports.</li> <li>4. All following matters related to Major Ports Sector.</li> <li>5. Disaster management, safety issues , Fire/Accidents, NDMA and Working</li> </ol>

	<p>Group on Evacuation</p> <p>6. Issue of Service Tax certificates for claiming refund of Service Tax, Custom Grievance Redressal Committee.</p> <p>7. Swachh Bharat Abhiyaan related to Major Ports.</p> <p>8. Chartering Related matters &amp; matters related to Cruise Shipping &amp; Ferry Operations</p> <p>9. Skill Development in Major Port Sector</p>
16.	<p><b>Joint Director (TAMP/DGLL/Official Language)</b></p> <p>1. All matters related to Tariff Authority for Major Ports (TAMP).</p> <p>2. Matters related to Directorate General of Lighthouse and Lightships (DGLL) and The Lighthouse Act, 1927</p> <p>3. Matters related to Official Language (Hindi Section) of M/o PSW.</p> <p>4. Monitoring of Budget and Demand for Grants</p> <p>5. Matters related to Public Grievances</p>



**1. ADMINISTRATION WING**  
**(ADMINISTRATION AND ESTABLISHMENT SECTIONS)**

**ESTABLISHMENT SECTION - I**

- All Establishment matters of all Secretariat officers including Stenos, Accountants, MMO, DA's and Clerical, staff Class-IV staff, SBR, Chartering Wing and erstwhile employees of SDFC/ IWT Directorate.
- Induction of transferred post of erstwhile IWT.
- Central Administrative Tribunal (CAT) cases relating to erstwhile IWT Directorate and SDFC staff.
- Maintenance of service record so fall the above officers.
- Assessment of vacancies for every select year and filling up of the same through Department of Personnel & Training.
- Preparation of pension paper of retiring official so the categories mentioned above and settlement of other retirement benefits.
- Sanction of medical and tuition fee reimbursement to the above officials.
- Sanction of leave salary advance and medical advance.
- Sanction of Earned Leave, Medical Leave and Commuted Leave.
- Grant of annual increments and special increments to the categories of employees mentioned above.
- Review of service under FR -56(j) and Rule 48 of CCS Pension Rules.
- Misc. work relating to transfer, deputation, resignation of the categories of staff mentioned above.
- Disciplinary action against all the above mentioned officials under CCS (Classification, Control & Appeal) Rules.
- Appointment of Authorized Medical Attendant (AMA) in respect of Govt. Servants living in the localities not covered under CGHS.
- Confirmation of the above mentioned officials on expiry of probation period.
- Preparation of seniority lists of the above mentioned officials and settlement of disputes arising if any.
- Attending to Court Cases in respect of Establishment matters.
- Forwarding of applications for various exams conducted by UPSC, SSC and other posts.

- Nomination of candidates for foundation training/cash and accounts training.
- Arrangement of stenographers for taking verbatim of various conferences, meetings.
- Regulation of OTA Rules/Honorarium etc.
- Providing staff to the Minister's Section as per norms/entitlement.

#### **4. ESTABLISHMENT SECTION -II**

- All matters relating to Right to Information Act.
- Maintenance of Annual Confidential Report of all officials.
- Training matters.
- Cadre Administration and establishment matters related to Development Wing Chartering Wing and Ship Building Research.

#### **5. GENERAL SECTION**

- Procurement of telephone instruments, Fax and their maintenance, payment of telephone bills and other connected matters.
- Procurement and distribution of miscellaneous items like duster, tumblers, dustbins, brief cases, crockery items, bicycles, tyres, tubes, arrangements of gift items, procurement of Typewriters, Electronic type writers and their maintenance.
- Procurement of Desert Coolers, Water Coolers, Air Conditioners, Hot Plates, heaters, Heat Convector etc. and their maintenance.
- Procurement of Photocopiers, Calculators and their maintenance.
- Procurement of Furniture and Furnishing items and their maintenance, cane-work, Electricity/ Water charges and supervising washing work done by Dhobi.
- Procurement of Computers and their maintenance.
- Grant of House Building Advance, Advance for the purchase of Motor Cars/ Scooters/ Cycles/ Table Fans and also festival advance to the Officers/ Staff.
- Preparation of BE/RE proposals for Headquarters (Non-Plan), Allocation off unstop ODO ,payment of Court cases, Bills, Hospitality, Gazette Notification, other miscellaneous bills, Procurement of books for Ministry and processing of Library bills.
- GP Fund advances and Withdrawals conversion of advances into

withdrawal etc.

- Procurement and distribution of stationery items to the Officers/ Sections etc.
- Preparation of Identity cards of Officers/Staff of the Department  
Payment of Newspapers Bills, NOC, Issue of CGHS cards, Pensioner I/Cards, Govt. Accommodation.
- Purchase and distribution of livery items of Group 'C' & 'D' of the Ministry.
- Procurement of Staff car and maintenance.

#### **6. CASH SECTION**

- Preparation of pay bills, arrear bills, contingent bills, bills of retirement benefits and bills relating to various advances sanctioned by General Section.
- Maintenance of GPF Accounts.
- Recovery of various loans advances. And reconciliation of long term advances with P.A.O
- Final withdrawal of GPF of retired officers/ officials.
- Payment of airline bills. Medical claims, O.T.A. bills of Staff,
- G.P.F. advance/withdrawal.
- Reconciliation of GPF/HBA/MCA and other vehicle advances.
- Finalization of TA Bills, including preparation of TA Bills of Minister.
- LTC advances and finalizing the bills for payment/settlement.
- Calculation/ recovery of Income Tax and submission of Quarterly and final returns.
- Issue of Exchange Vouchers for Indian Airlines/ Air India.
- Submission of monthly expenditure statements.
- Submission of monthly expenditure statements and maintenance of Expenditure
- Submission of quarterly reports of Pay & Allowances to Ministry of Finance. Quarterly Hindi Progress Report, Executive Report on implementation of Web Based file Tracking System (DMIS), Monthly report to PAO on Banking Cash Transaction Tax.
- Maintenance of cash along with cash Book, Challan Book, Undisturbed Book etc.



- Submission of monthly Recovery of License Fee to Date of Estate.

## **7. COORDINATION SECTION**

- References received from President's Secretariat/ Vice President's Sectt./ Cabinet/ PMO, all other Ministries/Departments of the Government of India. Planning Commission (including Annual Plan work); except Ministry of Parliamentary Affairs, Lok Sabha and Rajyasabha Secretariat.
- All cases pertaining to Meetings of Cabinet, Cabinet Committee and Committee of Secretaries.
- Monthly summary of the Ministry to the Council of Ministers and D.O. letter from Secretary (PS&W) to Cabinet Secretary.
- Compilation of Annual Report of the Ministry of Shipping.
- References regarding exhibitions held by Trade Fair Authority of India and other organizations.
- Compilation and submission of various periodical returns on behalf of the Ministry of Ports, Shipping & Waterways.
- References relating to SAARC/UNO Meetings/Conference.
- All kinds of seminars, training courses and programmes, both in India and abroad, irrespective of Ministries, Depts.
- Foreign assignments under all schemes.
- Government of India (Allocation of Business) Rules, GOI (Transaction of Business) Rules.
- Circulation of all policy papers/rules/guidelines in the Ministry of Shipping and all attached, subordinate offices and undertakings, autonomous bodies etc. under the Ministry.
- Subject matters relating to MPSO, NIPM and IIPM.

## **8. PARLIAMENT SECTION**

- Parliamentary work pertaining to receipt and distribution of notices of Parliament Questions, list of Starred/Unstarred/Short Notice Questions etc., collection of sets of answers to Parliament Questions and delivering them to Lok Sabha and Rajya Sabha Sectt., Press Information Bureau etc.
- Parliamentary Assurances, Matters raised under Rule 377 of Lok Sabha, Special Mentions in Rajya Sabha- compilation and updating thereof.
- To convene meetings of the Consultative Committee attached to this Ministry and Coordination of the work connected there with.
- To keep a track of Legislative Proposals (Bills), their compilation pertaining to this Ministry.
- Work relating to various types of statements made in the Parliament

pertaining to this Ministry.

- Work relating to Parliamentary Committees (other than Estimate Committee, Deptt. Related Standing Committee) such as Committee on Subordinate Legislation, Committee on Papers Laid, Committee on Govt. Assurances, etc.
- To deal with references received from Lok Sabha and Rajya Sabha Sectt., Min. of Parliamentary Affairs on Parliamentary matters.

#### **9. CENTRAL REGISTRY (CR) SECTION**

- Work relating to receipt registration and distribution of entire dak of the Ministry including those addressed to Minister/Officers by name.
- Arrangement of the night duty work to receive dak and send telegrams etc.
- Cyclostyling work relating to the entire Ministry.
- Detailing of staff for the CR duty on rotational basis during holidays/Gazetted Holidays.
- Dispatch work of local/postal communications of the Ministry.

#### **10. VIGILANCE SECTION**

- Receipt and scrutiny of all complaints of Vigilance nature addressed to the Ministry.
- Forwarding of Vigilance Complaints, wherever necessary to the administrative authorities concerned for disposal/necessary action
- Conducting of investigations into the Vigilance complaints entrusted to the Section by CVO.
- Conducting of surprise inspections under the orders of CVO.
- Processing of cases in which investigation reports or other reports received from CBI.
- Consultation with Central Vigilance Commission in Vigilance cases involving Gazetted Officers of this Ministry and its subordinate offices and officers of the Major Port Trust/PSU's/Organisations under the Ministry.
- Departmental Proceedings in Vigilance Cases of Officers/Officials of the Ministry.
- Departmental Proceedings in Vigilance Cases involving officers under the Ministry where the Central Govt. or the President is the Disciplinary Authority.

- Processing of the cases of appeal, representations, petitions, filed in the Courts wherever the penalty had been imposed by the Ministry itself or authorities subordinate to it after consultation with the Central Vigilance Commission.
- Policy aspects of the matters relating to Administrative Vigilance in the Ministry as a whole.
- Action Plan of the DOP&T/CVC on Anti-Corruption measures, Implementation thereof.
- Processing of periodical returns prescribed by CVC.
- Vigilance Clearance in respect of Officers/Officials of the Ministry for the following purposes:
  - (a) Promotion
  - (b) Selection
  - (c) Confirmation
  - (d) Acceptance of resignation
  - (e) Retirement
  - (f) Forwarding of application for outside posts
  - (g) Issue of No-Objection Certificate for grant of Passports.
  - (h) Sponsoring officers for appointment
  - (i) MACP
  - (j) Updation in Web Based Cadre Management System
  - (k) Empanelment
  - (l) Foreign Tour
- Nomination for seminars, training, programmes assignments abroad-Vigilance Clearance.
- Obtaining approval of the Central Vigilance Commission in matters pertaining to appointment of CVOs in the Major Port Trusts and Public Sector Undertaking organizations under the control of the Ministry.
- Handling of relevant RTI applications.

#### **11. HINDI IMPLEMENTATION SECTION**

- To take steps to ensure compliance of the Official Language Act, Rules, Annual Programme etc. in the Ministry.
- Nomination of Officers/Staff of the Ministry for training in Hindi/Hindi Stenography/Hindi Typing.



- Organization of various meetings pertaining to implementation of Official Language in the Ministry, i.e., Hindi Salahakar Samiti meeting, Official Language implementation Committee Meeting, etc.
- To represent the Ministry during the inspections of the Committee of Parliament on Official Language.
- To carry out inspections of various sections of the Ministry as well as its subordinate offices as regards implementation of the OL policy of the Union.
- Organization of Hindi Fortnight/Hindi workshops.
- Publication of Departmental Magazine, 'NAUTARANI'.
- To implement various incentive schemes formulated by the Department of Official Language.

## **2. SHIPPING WING**

### **12. Marine Administration (MT) Section**

MT Section under Shipping Wing deals primarily with Indian Maritime University, a Central University under Ministry of Ports, Shipping & Waterways. Apart from this, MT Section also looks after the Research and Development (Shipping) Scheme of Government of India under which grant in aid is provided to the organizations for research projects in the Shipping sector. Detailed work allocation to MT (Maritime Training) Section is given below:

1. Policy and administrative related matters w.r.t Indian Maritime University, Chennai including its campuses at Chennai, Kolkata, Mumbai, Visakhapatnam and Cochin.
2. Five year plan/Annual Plan in respect of Plan Budget relating to IMU.
3. Matters related to Maritime Training in India other than those under the purview of DG Shipping.
4. Appointment of Vice-Chancellor and Chancellor of IMU.
5. Appointment of Visitor's nominee in various authorities of IMU.
6. Enrollment of Officers to join in World Maritime University (WMU) for Post Graduate programme in Maritime Affairs at WMU, Malmo, Sweden.
7. Amendment in Statutes / IMU Act 2008
8. Laying of Annual Report and Annual Accounts of IMU in parliament.
9. Laying of Gazette Notification made by IMU in parliament.
10. Grant in aid to various IITs and Training Institutes under the Research and Development Scheme(Shipping).
11. Audit Paras relating to Plan Budget of IMU.
12. Court Cases on related matters.
13. Handling of Parliament Questions and other Parliamentary matters on the above related matters.
14. RTI applications on the above related matters.
15. Public Grievances on the above matters.
16. Handling of MPs/VIPs/ PMO references on the above issues.
17. Put up to the competent authority the agenda /Minutes of the meeting of the Executive Council, Court etc. of IMU.

### **13. Indian Maritime University**

The Indian Maritime University (IMU) was setup as a teaching - cum - affiliating University by an Act of Parliament in 2008 by subsuming seven legacy institutions. The University has its headquarters in Chennai and five campuses in Chennai, Mumbai, Kolkata, Visakhapatnam and Cochin. It offers education in the maritime sector through its Diploma, UG,PG and Research Programmes leading to M.S and Ph.D through its six campuses. It has total 18affiliated institutes.

#### **Objective of IMU:**

- (i) to facilitate and promote maritime studies, training, research and extension work with focus one merging areas of studies like oceanography, maritime history, maritime laws, maritime security, search and rescue, transportation of dangerous cargo, environmental studies and other related fields, and also to achieve excellence in these and connected fields and other matters connected there with or incidental thereto.
  - (ii) To promote advanced knowledge by providing institutional and research facilities in such branches of learning as it may deem fit and to make provisions for integrated courses in Science and other key and frontier areas of Technology and allied disciplines in the educational programmes of the University;
  - (iii) To take appropriate measures for promoting innovations in teaching-learning process, inter- disciplinary studies and research; and to pay special attention to the promotion of educational and economic interests and welfare of the people of India;
  - (iv) To promote freedom, secularism, equality and social justice as enshrined in the Constitution of India and to act as catalyst in socio-economic transformation by promoting basic attitudes and values of essence to national development; and
  - (v) To extend the benefits of knowledge and skills for development of individuals and society by associating the University closely with local, regional and national issues of development IMU is governed by the Act, Statutes and the Ordinances.
    - i. Act can be amended by the Parliament
    - ii. Statutes can be framed/amended/repeal by the Executive Council with the approval of the Visitor.
    - iii. Ordinances can be framed/amended/repealed by the Executive Council.
- The governance of IMU has been entrusted to various authorities as per the IMU Act which are Court, Executive Council, Finance Committee, Academic Council, Planning Board, Board of Affiliation and Recognition and School Boards.
  - Vice Chancellor has powers under S.12(3) of the IMU Act to take decisions on behalf on any Statutory Authority.



- Further, as per Section 50 of the IMU Act, the University is bound by the policy directions of the Central Government/Ministry
- President of India is the Visitor of IMU and has complete supervisory powers over the functioning of the University.

#### **14. Marine Development (MD) Section**

1. Policy matter relating to development of shipping sector which includes grant of certain direct and indirect tax to maritime sector.
2. Long term cargo transportation policy – Cabinet Note prepared and sent to Cabinet Secretariat.
3. Scheme for Promotion of Flagging of Merchant ships in India.
4. Correspondence with Department of Revenue about tax incentives required to be given to shipping sector.
5. Parliament questions and matters – relating to development of marine sector.
6. Annual Report of Shipping Wing in respect of the Ministry.
7. Outcome Budget
8. Action Taken Report on recommendation made by Group of Secretaries.
9. Monthly D.O. letter
10. Action Taken report on Court Cases wherein Cabinet Secretary has also Performa Party and updated status to be uploaded on e-Samiksha Portal.
11. Action taken report on announcement made by FM in his 1<sup>st</sup> Budget Speech.
12. VIP/PMO references, CPGRAM Updation in respect of MD section.
13. Coordination work of shipping wing.

#### **15. Marine Administration (MA) Section**

MA Section under Shipping Wing deals primarily with Directorate General of Shipping, an attached office under Ministry of Ports, Shipping & Waterways. Detailed work allocation to MA (Marine Administration) Section is given below:

1.	All Policy and Administrative matters relating to : (i) DG(Shipping) Head Quarters, Mumbai (ii) Mercantile Marine Departments (9 Offices) with Headquarters at Mumbai, Chennai and Kolkata. (iii) Shipping Offices at Mumbai and Kolkata (iv) Seamen's employment Offices at Mumbai Kolkata and Chennai.
2.	All matters relating to Reconstitution of Indian Mercantile Marine

	Administration
3.	Formation of Indian Marine Causality investigation Cell(IMCIC)
4.	Antipiracy measures. Committee of Secretary's on Anti-Piracy at Highseas (COSAPH) , Inter-Ministerial Group of Officers (IMGO)
5.	International Labour Organisation (ILO )Matters concerning Seafarers.
6.	Matters relating to Seafarer Welfare Fund Society (SWFS), Mumbai
7.	Matters relating to Committee of Management/ National Welfare Board for Seafarers (NWBS)
8.	Crew Matters /National Maritime Day
9.	Laying of Report/Papers on Seamen Provident Fund Organisation (SPFO) in Parliament
10.	Matters received from Seafarers Unions
11.	Matters relating to CDC-cum SID Rules
12.	Foreign deputation/Training for which DGS has been delegated with powers by the Ministry.
13.	Preparation of material for Consultative Committee as well as Parliamentary Standing Committees meetings.
14.	Handling of MPs references/PMO references relating to above
15.	Court cases on related matters
16.	Handling of Parliamentary questions and other Parliamentary matters relating to above
17.	RTI matters/Parliamentary Questions/Grievance Petitions on the related issues
18.	Matter relating to Union War Book
19.	Crisis Management Plan
20.	Disaster Management Plan
21.	Conducting DPC in UPSC and DG(Shipping) A Group Officers
22.	Monitoring of amendment of recruitment rules of various Group A posts of DG Shipping from time to time
23.	ACC proposals

Other than the above, the work allocated to MA Section, MoPSW are:

Duties like Antipiracy measures, Committee of Secretary's on Anti-Piracy at High seas (COSAPH), Inter-Ministerial Group of Officers (IMGO), handling Crises/Disaster situation arises in the Sea, monitoring of functions of control room in cyclones, Search



and rescue operations of seamens, seeking inputs/nominations from DGS for various meetings, salvage operations, oil spill incidents, coastal security are the urgent and sensitive in nature and cannot be delayed. In addition to this all above administrative nature and routine work related to DGS, SPFO, SWFS, Disaster Management Plan of the Ministry, Crisis Management Plan of the Ministry are also allocated to the Section.

#### **16. MARINE GENERAL (MG) SECTION**

1. Legislative work relating to - M.S. Act, 1958, Coasting Vessels Act, 1838, SUA, 2002, MMTG Act, 1993, Admiralty (Jurisdiction & Settlement of Maritime Claims) Act, 2017, Recycling of Ships Act, 2019, Seamen's Provident Fund Act, 1966, Indian Carriage of Goods by Sea Act, 1925 and any other Act concerned with Shipping Wing, Ratification / Accession of IMO Conventions/ Protocols etc.
2. Work relating to Subordinate Legislation i.e. Framing of Rules, Regulations under the Acts dealt with by the Shipping Wing.
3. Cabotage and transshipment Policy
4. P&I related matters
5. Classification Society- Recognition / De-recognition, Delegation of Powers to Classification Society, MOU / Agreement with Classification Society.
6. Parliamentary Matters - Legislative Proposals and Non Legislative Business, Lok Sabha / Rajya Sabha Questions, Laying of Papers in Parliament etc.
7. PMO References, Public Grievances, RTI Matters,

#### **17. INTERNATIONAL COOPERATION (IC) DIVISION**

- IMO Council biennium Elections and other matters/Meetings of IMO.
- MoUs/ Agreements/Cooperation made by the Government of India with foreign countries
- Foreign tour visits by Hon'ble Minister of PSW and Hon'ble MoS(PSW).
- Deputation of officers from Ministry and DG Shipping for foreign tours to attend IMO meetings and other bilateral meetings etc. and follow up foreign tour reports of the officers.
- Joint working Group (JWG)/ Joint Maritime cooperation (JMC) Meetings with foreign countries
- Meetings on Maritime Cooperation of Foreign Delegations in the Ministry
- Video conference meetings with foreign delegations
- VVIP meetings/ Inter Ministerial Meeting/Seminars/Meeting/Conference
- Running of Ferry Service with Foreign Countries
- WTO matters
- Matters regarding Misc/Annual Report/Working Group to Foreign Countries



- All Parliamentary matters, VIP references, RTI matters, Grievances related to above subjects.

### **18. CSL SECTION**

#### **Allotted Subject / Work**

1. Organizing Review meetings, Board meetings and follow up of the decisions taken in the Review and Board meetings.
2. Appointment of Functional Directors, Government Directors and Non-Government Directors in Board of Cochin Shipyard Limited (CSL).
3. Study of draft MoU of Cochin Shipyard Limited (CSL) with Ministry of Ports, Shipping & Waterways and following up with Cochin Shipyard Limited (CSL) to achieve the targets mentioned in the final MoU.
4. Lok/Rajya Sabha's starred/unstarred question related to Cochin Shipyard. Laying of Annual Report and Audit Record of Cochin Shipyard Ltd. in the Parliament.
5. Ensuring that Cochin Shipyard Limited (CSL) is following the DPE guidelines.
6. Putting up important matters like disinvestment of Cochin Shipyard Limited (CSL), APAR's of CMD's and Directors, tour programmes of CMD, Agreements of Cochin Shipyard Limited (CSL) with international and domestic organizations, construction of new barges/vessels, construction of new training institute.
7. Examination of Audit paras of Cochin Shipyard Limited (CSL) and ensuring timely reply in audit related queries in order to close the main/draft paras.
8. Monitoring the grievances on CPGRAMs and instructing the Cochin Shipyard Limited (CSL) accordingly for early resolution.
9. Monitoring the CSR activities and Swacch Bharat activities of the Cochin Limited (CSL).
10. Processing issues related to CAPEX and outstanding dues of Cochin Shipyard Shipyard Limited (CSL).
11. RTI matters related to Cochin Shipyard Ltd.
12. Processing any other issues of Cochin Shipyard Limited (CSL) with other Ministry/ Departments

### **19. SHIP UNDERTAKING (SU) SECTION.**

- 1) Appointment of CMD, Directors and Independent Directors
- 2) Extension of additional charge of CMD and Directors of SCI
- 3) AVMS
- 4) Board Meetings
- 5) All CPSEs Coordination
- 6) Membership of Foreign Organizations pertaining to SCI

- 7) RTI pertaining to SCI
- 8) SCI's pending Cases of AMRCD
- 9) SCI's dispute with other Organizations
- 10) Outstanding dues- Pending Payments to organizations by SCI
- 11) MOU of SC
- 12) VIP References related to SCI
- 13) PMO References related to SCI
- 14) CP GRAMs/Public Grievances pertaining to SCI
- 15) Photo Pass (Outsource And Permanent ) for SCI
- 16) Hindi Quarterly Report of SCI
- 17) Foreign Tours of CMD, SCI
- 18) CAG Audit Paras of SCI
- 19) Parliament Questions pertaining to SCI
- 20) Annual Report Laying on table of Lok Sabha and Rajya Sabha
- 21) Disinvestment matters of SCI
- 22) Monthly Reports
- 23) MSME reports pertaining to SCI
- 24) Global Tender Cases
- 25) CAPEX
- 26) IEBR
- 27) Arbitration cases of SCI
- 28) Court Cases of SCI
- 29) All other matters of SCI

## **20.SHIPBUILDING AND SHIPREPAIR UNIT**

### **(a) GENERAL**

1. Formulation of policies/objectives on Shipbuilding and Repair Industry-providing inputs etc.
2. Processing of requests from the industry and the concerned associations for various concessions, development of SBR Sector, revive/extension of subsidy scheme, etc.
3. Monitoring of shipbuilding financial assistance policy (SBFAP)
4. Amendment of guidelines reg. SBFAP
5. Output Outcome Monitoring Framework related work
6. Amendment in ROFR guidelines

7. Define rules/SOPs for Indigenizing dredger construction
8. Development of ship repair clusters
9. Policy regarding reducing costs of designing by providing 'design as service'
10. Dealing with various representations of shipyards
11. Shipbuilding Subsidy and WTO
12. Dealing with MoUs of Govt. of India with foreign countries w.r.t shipbuilding and repair
13. Dealing with draft Cabinet Notes of other Ministries
14. Tax issues concerning to shipbuilding and repair-Taking up the matter with Ministry of Finance
15. Dealing with PMO references
16. Dealing with Parliamentary Standing Committee Reports
17. Work relating to Conducting Studies on Shipbuilding.
18. Work relating to Review of Shipbuilding Subsidy Scheme.
19. To attend references received from other Ministries/Departments
20. Dealing and disposal of Parliament Questions, Assurances and VIP References.
21. Work relating to Parliamentary Standing Committee on Transport and Tourism in respect of SBR.

**(b) Make in India**

1. Monitoring of implementation of DPIIT orders by agencies of Ministry
2. Issuing notifications in light of DPIIT notifications reg. Make in India
3. Meetings with DPIIT
4. Coordination with other Ministries

**(c) Fishing Vessels Industry**

1. SOP and designs of Deep-Sea Fishing Vessels under Pradhan Mantri Matsya Sampada Yojana (PMMSY)
2. Coordinating with D/o Fisheries in implementation of Pradhan Mantri Matsya Sampada Yojana (PMMSY)

**(d) Hooghly Dock & Port Engineer LTD. (HDPE)**

1. All matters relating to Hooghly Dock & Port Engineers Ltd.(HDPE).
2. Monitoring the process of Winding up/closure of HDPEL.
3. Coordination Matters related to HDPE
4. Parliamentary matters, VIP/PMO references, Court cases, Audit Paras etc.

**(e) Recycling of Ships Desk**



1. Implementation of Recycling of Ships Act 2019 and Rules
2. Ship Breaking Scrap Committee matters related to grant of financial assistance for ship recycling activities
3. Upgradation of Ship Recycling Yards
4. Enhancement of ship recycling capacity
5. Matters pertaining to Ship Recycling Association of India
6. Miscellaneous matters on ship recycling
7. To attend to references received from other Ministries/Depts.
8. Dealing and disposal of Parliament Questions, Assurances and VIP References.
9. Coordination matters in respect of Shipping Wing.

## **21. INLAND WATERWAY TRANSPORT (IWT) SECTION**

1. Administrative control of Inland Waterways Authority of India (IWAI)
2. Appointments and all connected matters relating to the Chairman, IWAI, Vice-Chairman and Members of the IWAI.
3. Constitution of IWAI and matters pertaining to its meeting.
4. Matters connected with IWT Legislation including administration of the following Acts:
  - (a) Inland Vessels Act, 2021.
  - (b) IWAI Act, 1985.
  - (c) National Waterways Act, 2016
5. Central Govt. Approval /Notification and review of various regulations framed by the IWAI including Inland navigation service conditions etc.
6. Laying all the regulations framed by IWAI in both the Houses of Parliament.
7. Central Govt's Approval to projects of the IWAI
8. Examination of proposals received from NE States under Central Sector Schemes for development of IWT in NER.
9. Laying of Annual Report of IWAI in both the Houses of the Parliament.
10. Review of the implementation of the Action Plan of the IWAI
11. Government's approval in regard to the budget of IWAI release of fund.
12. Matter related to International Corporation with Bangladesh viz Indo Bangladesh Protocol Route under PIWTT, Coastal Shipping, ACMP, etc.
13. Review of Performance of IWAI.
14. Performance Budget on IWT Schemes.

15. Deptt. related Parliament Standing Committee on Transport Tourism on Demands for Grants.
16. Para's relating to matter raised by Internal Audit. CCA and C&AG in respect of IWAI.
17. Handling of Court Cases in respect of IWAI.
18. Handling of VVIP /VIP matters related to IWT/IWAI.
19. Grievances and RTI related matters of IWAI.
20. International Corporation of Nepal, Bhutan for movement of good relating EXIM cargo.
21. International Corporation with Myanmar under Kaladan Multimodal Transport Transit Project (KMTTP)
22. All Parliament Questions relating to the above.

#### **IWT-I Section**

1. Jal Marg Vikas Project and Arth Ganga program.
2. Land Policy of IWAI.
3. Development of existing and new Waterways.
4. Review Meetings Minister/Secy on development of IWT.
5. Central Govt. Approval / Notification and review of various regulations framed by the IWAI including Inland navigation service conditions etc.
6. Laying all the regulations framed by IWAI in both the Houses of Parliament.
7. DIB/SFC Proposal of this Ministry.
8. Review of the implementation of the Action Plan of the IWAI.
9. Government's approval in regard to the budget of IWAI release of fund.
10. Constitution of IWAI and matters pertaining to its meeting.
11. Review of Performance of IWAI.
12. Performance Budget on IWT Schemes.
13. Deptt. Related Parliament Standing Committee on Transport Tourism on Demands for Grant.
14. Para's relating too matter raised by Internal Audit. CCA and C&AG in respect of IWAI.
15. Handling of VVIP/ VIP matters related to IWT/ IWAI.
16. All Parliament Questions relating to the above.

17. Signing of MoUs with IWAI and others for development of NWs and dredged materials
18. Compilation of Monthly statement of cargo movement on NWs & other IWT

**IWT-II Section**

1. Administrative control of IWAI.
2. Appointments and all connected matters relating to the Chairman, IWAI, Vice-Chairman and Members of the IWAI.
3. Matters connected with IWT Legislation including administration of the following Acts:
  - a. Inland Vessels Act, 2021.
  - b. IWAI Act, 1985.
  - c. National Waterways Act, 2016/
  4. Cooperation with Bangladesh:-
    - d. Coastal Shipping Agreement
    - e. Dredging on IBP routes in Bangladesh
    - f. Proposals for Bangladesh for assistance of World Bank etc. for their projects
    - g. Development of Pyara & Mongla Ports
5. Shipping Secretary Shipping Secretary Level Talks between India & Bangladesh
6. Agreement/SoP on Chattogram and Mongla Ports
7. PIWTT
8. Passenger & Cruise services
9. Port & IWT Components of Kaladan Multimodal at Transit Transport Project in Myanmar
10. Indo-Nepal Inland Water Connectivity issues
11. Cruise Tourism and Canal Tourism
12. I V Bill & Declaration of I V Limits
13. Administrative matters of IWAI i.e. Restructuring appointments, Annual report of Ministry/IWAI
14. Court cases on administrative matters
15. Matters relating to Maritime State Development Council
16. Public Grievances & representations
17. All Zonal Council matters
18. Matters related to NINI.



### **3. PORTS WING**

#### **PORT : General Topics**

1. Port Services
2. Port Users
3. Port Information Systems ( NLP/M , EBS)
4. Port Infrastructure : Machines , Crains , civil Structure
5. Containerization, Box Logistics and Global Supply Chains: The Integration of Ports and Liner Shipping Networks
6. Choice of Ports in Supply Chain
7. Coordination in Hinterland Transport Chains
8. Governance in Seaport Clusters and other government agencies
9. The Size Economies and Network Efficiency of Large Containerships
10. Port Infrastructure : Machines , Crains , civil Structure
11. Concession Agreements , Types of PPP project and Infrastructure Financing in context of Sea Ports
12. Competition and collaboration with other Ports, Capacity and the Pricing of Port Infrastructure
13. Case Study and Evolution of Modern Port System
14. Efficiency and Effectiveness Measurement of Seaports
15. Trade facilitation at Sea Port
16. Transshipment and Transshipment Port Selection
17. Competitive Analysis of Indian Ports and Best in class Container Ports
18. Port Pollution and Green Ports through Case Study
19. Smart Port

#### **22.PD-I SECTION**

1. V.O Chidambaranar Port Authority, Paradip Port Authority, Chennai Port Authority & Kamarajar Port Limited.
  - BE-RE proposals
  - EFC, SFC, PIB proposals (except PPP)
  - Notification of Regulations
  - MP/VIP references
  - Modernization of berths (except PPP)

- Request for priority berthing
  - Miscellaneous matters / references received from these concerned Port Authorities
  - Parliament Questions pertaining to these Port Authorities
2. All matters related to Major Ports Act, 1963.
  3. All matters related to Major Port Authorities Act, 2021 and Rules there under.
  4. Monitoring & Coordination of Security Clearance for bidders participating in Port modernization projects and dredging projects, deployment of dredgers and visit of Ports by foreign nationals.
  5. Security Inspection of Major Port Authorities. Monitoring compliance of recommendations made by IB / MHA in respect of security of 12 Major Port Authorities.

### **23. PD-II SECTION**

1. Mormugao Port Authority, Cochin Port Authority, Syama Prasad Mookerjee Port & Mumbai Port Authority.
  - BE-RE proposals
  - EFC, SFC, PIB proposals (except PPP)
  - Notification of Regulations
  - MP/VIP references
  - Monitoring fund release for SMPK
  - Modernization of berths (except PPP)
  - Request for priority berthing
  - Miscellaneous matters / references received from these concerned Port Authorities
  - Parliament Questions pertaining to these Port Authorities
2. Stevedoring Policy, Berthing Policy.
3. All matters concerning Sethusamudram Corporation Limited.
4. Governing Body dealing with General matters concerning Indian Ports Association.

### **24. PD-III SECTION**

1. Jawaharlal Nehru Port Authority, Visakhapatnam Port Authority, New Mangalore Port Authority & Deendayal Port Authority.
  - BE-RE proposals

- EFC, SFC, PIB proposals (except PPP)
  - Notification of Regulations
  - MP/VIP references
  - Modernization of berths (except PPP)
  - Request for priority berthing
  - Miscellaneous matters / references received from these concerned Port Authorities
  - Parliament Questions pertaining to these Port Authorities
2. All matters related to Ease of Doing Business of Port Section.
  3. Disputes and Arbitration matters of Major Ports excluding those relating to PPP Projects.
  4. All matters related to Logistics Division of Port Sector.
  5. Policy Guidelines for Land Management by Major Ports.
  6. Inter-Ministerial Committee for CFS/ICD under Ministry of Commerce.

## **25. PD-IV SECTION**

1. All policy matters relating to Major Port sector.
2. Swachh Bharat Abhiyan related to Port Sector.
3. Renewable Energy Development and green port initiatives.
4. Oil Spill in Major Port Sector.
5. All coordination matters of Major Ports.
6. Issues relating to MOEFCC.
7. Inter-Ministerial Committee and other residual work of Major Ports.
8. COVID - 19 related issues and Court Cases.



#### **4. SAGARMALA WING**

##### **26. SAGARMALA DIVISION**

1. Sagarmala Programme, including Port Modernization and Capacity Enhancement; Port Connectivity; Port Industrialization; Coastal Community Development and Coastal Shipping.
2. Sagarmala Scheme and co-ordination of all miscellaneous matters related to Sagarmala Programme.
3. Work relating to Co-ordination with Ministry of Railways and MoRTH including Rail-Road connectivity to Ports and Ports Railway System.
4. All matters related to promotion and development of Coastal Shipping including coal, steel, fertilizers, etc. excluding Policy matters which are dealt by the Shipping Division.
5. All matters related to Sagarmala Development Company Limited (SDCL) and Indian Port Rail and Ropeway Corporation Ltd.
6. Monitoring of all projects of Sagarmala through MIS Tool, Coordination with PMC, Major Ports, State Govts./ Maritime Boards and Stakeholder Ministries;
7. Processing of all matters related to Parliamentary Committees, Questions, Audit Paras and meeting/workshops relating to above subjects.
8. Policy matters related to Non Major Ports.
9. All matters related to Fisheries.
10. MSDC
11. Inter-Ministerial Committee and other residual work of Non-Major Ports.
12. Global Investment Summit, Investment promotions.

##### **27. PPP DIVISION**

1. To advise on matters relating to formulation and implementation of policies and procedures relating to PPP projects, including Model Documents for Ports;
2. ii To aid and advise the Major Ports in structuring of PPP Projects;
3. To assist the Ministry of Ports, Shipping and Waterways in appraisal of PPP Project proposals;
4. To engage in constructive interaction with officials/authorities handling matters relating to PPP Projects in other Central Infrastructure Ministries and State Governments with a view to learning the best practices from each other;
5. Issuing guidelines and matters related to Stressed PPP Projects;
6. Monitoring of Projects for Award and Completion including PPP and Non-PPP Projects;

7. Audit Para on PPP Projects;
8. Work related to redevelopment of Port hospitals on PPP Basis;
9. Updating data for various modules in e-Samiksha portal, work relating to PMG of Cabinet Secretariat, Shipping e-Samiksha, Pragati Portal and NITI Aayog Dashboard, etc.;
10. Dispute resolution of all Major Ports with other Ministry's and various Government and private organizations through conducting numerous meetings like Group of Infrastructure and issuance of Notes, DO letters and repeated reminders for early resolution of disputes;
11. The issue of the Settlement of Penal Interest levied on Government Departments by the Major Ports;
12. Responsible for monitoring the implementation of CCEA order by the Major Ports on Arbitration for revival of the construction sector as mandated by the NITI Aayog;
13. Issuing guidelines and matters related to PPP to Major Ports;
14. Settlement of Disputes through Mechanism such as conciliation, SAROD
15. All disputes and Arbitration matters relating to PPP Projects;
16. Model Concession Agreement (MCA);
17. Captive Policy of Major Ports;
18. Allotment of Berths of Major Ports as per captive Policy;
19. Coordination matters with Ministry of Petroleum and Natural Gas
20. Collection of data of all projects under operation as well as under implementation from all Major Ports;
21. Appraisal of all new project proposals/initiatives including financial analysis, project concept review, etc.;
22. Devising long-term and short-term strategies to enhance the private investments in ports and new avenues in ports. Implementing the said strategies;
23. Analysis of different operating parameters of exiting berths at ports and develop strategies to improve port performance/efficiency;
24. Analysis of existing operational data and assisting in bringing private investments in the underperforming existing berths currently operated by ports;
25. Review of resources in different ports;
26. Monitoring all the projects under implementation;
27. Reviewing the progress updates provided by implementing agencies/ports and seeking clarifications, if required;
28. Identifying the various issues causing delay in project progress and escalating the

same;

29. Examining all project issues from contract/legal prospective and prepare draft of necessary communications;
30. Prepare presentations on project status/data, as required;
31. Preparation of ASSET MONETISATION Projects- Reviewed by Cabinet Secretariat/ NITI aayog / Ministry of Finance
32. Tariff related Guidelines and issues after MPA Act.

## **28. IPRCL SECTION**

### **Work Allocated to IPRCL Section**

1. All administrative and miscellaneous work related to IPRCL.
2. All medias work of this Ministry.
3. All work related to MIS-2021.
4. All work related to Road/ Rail connectivity of the Major and
5. Minor Ports, which is the most important pillar of Sagarmala programme.
6. Sectoral Group of Secretaries (SGOS) matters on various issues including Multi-modal connectivity.
7. National master plan work.
8. Release of fund to the major Ports and Sate maritime council on behalf of this Ministry.
9. National Infrastructure pipeline projects.
10. Gatishakti, National Planning Group (NPG).
11. Work relating to Co-ordination with Ministry of Railways and
12. MoRTH including Rail-Road connectivity to Ports and Ports Railway System.
13. Release of fund to IPRCL under Sethu Bharatham Scheme of MoRTH.
14. Permission for Logo support of Ministry/Sagarmala and participation request.



## **5. DEVELOPMENT WING**

### **29. TECHNICAL DEVELOPMENT WING**

1. The Development Wing is headed by the Development Adviser (Ports).
2. The Development Wing consist two Directors, two Deputy Directors and two Assistant Directors under the sanctioned strength.
3. The Development Wing is an Apex Technical Organisation dealing with the subjects of port development and renders technical advice on matters relating to the development of Major Port Projects, Andaman & Lakshadweep Harbour Works (ALHW) and the Dredging Corporation of India, etc.
4. The technical appraisal Notes for Project Proposals from Ports Wing, Shipping Wing, Inland Waterways Transport Division and Sagarmala Division are prepared by the officers for consideration of Competent Authorities.
5. This Wing also renders technical advice to other Ministries in the case of Fishing Harbours and also Maritime State Governments as and when requested regarding Minor Ports.
6. This Wing also renders advice in techno-commercial dispute between ports and the contracting firms as and when required.
7. The Wing is associated with Bureau of Indian Standards (BIS) for formulation/ up gradation of Indian Standards on Port & Harbour Engineering and also on equipments and floating crafts.
8. The Development Wing is associated with processing the technical and administration matters related to the International Navigation Association – Permanent International Association for Navigational Congress, (INA-PIANC) wherein Government of India is a member country.
9. The PIANC is a worldwide non-political and non-profit making technical and a scientific organisation of corporation and National governments, private individuals, with objective to promote the maintenance and operation of both inland and maritime navigation by fostering progress in planning, design, construction, improvement, maintenance and operation of inland and maritime waterways and ports and of coastal areas of general use in industrialized and industrializing countries.
10. The Development Wing assists inspection by Indian Coast Guard for implementation of “National oil spill Disaster contingency plans” at the Major Ports. It also coordinates the Research & Development Committee works of the Ministry in respect of Ports, Shipping and IWT Sector.
11. Development Adviser (Ports) is associated with number of technical Committees in the capacity of Chairman/Member.

**Duties and Responsibilities for the Post of Director Engineering in the Ministry of Shipping**

1. Scrutiny of detailed project reports/feasibility reports, cost estimates of schemes relating relating to Major Ports, Sagarmala, Union Territories, ALHW and Fishing Harbor Projects/ Schemes referred by other Ministry/Departments in respect of cost and design aspects.
2. Scrutinize the Design / Drawing and technical specification of Floating Crafts / Cranes and other Equipments, Procurement proposals received from Ports / ALHW and other Ministries/Departments.
3. Examination of tender documents, specifications proposed for works of port projects.
4. Preparation/scrutiny of draft notes for EFC, PIB and CCEA on investment proposals.
5. Works relating to committees, working groups set up by the Ministry, Port Authorities, or other Departments connected with major ports in which the Development Advisor (Ports) is a member.
6. Matters related to Bureau of Indian Standards for Ports and Harbours as well as Civil Engineering Section.
7. Securitize of Research and Development proposals, monitoring of progress on ongoing R and D schemes, preparation of year wise funds requirement for R and D and to organize the Research Committee Meeting.
8. Work related with PIANC activities of Indian National section which is headed by Joint Secretary (Ports).
9. Technical examination and provide required technical inputs on the audit reports/ Paras of the projects audited by The Controller and Auditor General Office.
10. To scrutinize the proposals received from other Ministries regarding cost and design aspects.
11. Technical appraisal of DPR/Feasibility Report related to Major Ports/ Sagarmala/ ALHW/ Fishing Harbour Projects.
12. Technical appraisal of Projects referred by other Ministries.
13. Matters related to Bureau of Indian Standards for Ports and Harbour as well as Civil Engineering Sections.
14. Work related to R&D Projects (Ports Sector).
15. Matters related to Dredging Corporation of India Ltd.
16. All Policy Matters related to Capital & Maintenance Dredging.



17. Matters related to Permanent International Navigation Association (PIANC).

18. Technical examination and inputs on the Audit Report/ Paras of projects audited by CAG.

19. Scrutiny of Draft Note for EFC, PIB and CCEA on investment proposals.

**Duties and Responsibilities of Deputy Director (Engineering)**

1. The Deputy Director (Engineering) is the Branch Officer and responsible for the efficient execution and management of all works in the Division.
2. To technically examine and provide required technical inputs on the audit reports/ Paras of the projects audited by The Controller and Auditor General office.
3. The Deputy Director (Engineering) is the disbursing officer of the Division and responsible for the financial regulations and maintenance of the accounts correctly.
4. To Scrutinize the Detailed Project Report /Feasibility Reports, cost Estimate of Schemes relating to Major Ports, Sagarmala, Union Territories, ALHW and Fishing Harbor Projects/ Schemes referred by other Ministry/Departments in respect of cost and design aspects.
5. To Scrutinize the Design / Drawing and technical specification of Floating Crafts / Cranes and other Equipments, Procurement proposals received from Ports / ALHW and other Ministries/Departments.
6. To examine the Tender documents, specification proposals etc., for Civil/Mechanical works of the Projects.
7. To Securitize of Research and Development proposals, monitoring of progress on ongoing R and D schemes, preparation of year wise funds requirement for R and D and to organize the Research Committee Meeting.
8. Works relating to Committee, Working Groups set up by the Ministry, Port Authority or other departments concerned with Major Ports in which Development Advisor (Ports) is Member / Chairman.
9. To Technically scrutinize the draft BIS specifications for its finalization.
10. To carry out Inspection and prepare report of TIER I oil Pollution Response Equipments of Major Ports.



11. Work related with PIANC activities of Indian National section which is headed by Joint Secretary (Ports).
12. Matters related to Hindi.
13. To scrutinize the proposals received from other Ministries regarding cost and design aspects.

**Duties and Responsibilities of Assistant Director (Engg.)**

1. Scrutiny of Technical Projects in respect of cost and design aspects;
2. Scrutiny of Detailed Project Report / Feasibility Reports, cost Estimate of Schemes relating to Major Ports and Fishing Harbour Projects / Schemes referred by ministry of Agriculture;
3. Examination of Tender documents, specification proposals etc., for Civil/Mechanical works of the Projects;
4. Security of Research and Development proposals, monitoring of progress on ongoing R and D schemes, preparation of year wise funds requirement for R and D and to organize the Research Committee Meeting;
5. Works relating to Committee, Working Groups set up by the Ministry, Port Trust or other departments concerned with Major Ports in which Development Advisor (Ports) is Member / Chairman;
6. Creation of sanction and bills for payment to R and D Projects through Central Plan monitoring System;
7. Technical Scrutiny in respect of SFC / EFC proposal, Revised cost Estimate (RCE) and Detailed Project Report (DPR) / Feasibility Report (FR) of various Mechanical Projects received from Major Ports / ALHW;
8. Scrutiny of Design / Drawing and technical specification of Floating Crafts / Cranes and other Equipments, Procurement Proposals received from Ports / ALHW;
9. Technical scrutiny of draft BIS specifications for its finalization;
10. Work related with PIANC activities of Indian National section which is headed by Joint Secretary (Ports);
11. Any other works assigned by Secretary (PSW).

## **6. TRANSPORT RESEARCH WING**

### **30. TRW SECTION**

1. The Transport Research Wing (TRW) provides research and data support to the Ministry of Ports, Shipping and Waterways for policy planning and formulation. TRW is the nodal agency for collection, compilation and dissemination of information and data on Ports, Shipping, Ship-building & Ship-repairing industry and Inland Water Transport(IWT) at the National level.
2. The following publications have been released during the year 2021-22
  - a. Basic port Statistics of India-2019-20
  - b. Half Yearly update on Indian Port Sector for period ending 30<sup>th</sup> September, 2020 and 31<sup>st</sup> March, 2021
  - c. Indian Shipping Statistics 2020
  - d. Statistics of India's Ship-building & Ship-repairing Industry 2019-20
  - e. Statistics of Inland Water Transport 2019-20

The publications are on the website of Ministry of Shipping: [www.shipmin.gov.in](http://www.shipmin.gov.in) under the head, "Transport Research Wing".

3. Apart from publication and dissemination of data, TRW also prepare monthly cargo traffic handled at Major ports and Non-Major Ports on the basis of information received from Major and Non-Major Ports in Port Data Management Portal (PDMP), which is also uploaded on Ministry's website. TRW prepare a monthly progress report of the projects under Ministry of Shipping costing Rs. 150 crore and above and updates on OCMS (Online Computerized Monitoring System) of Ministry of Statistics & Programme Implementation.

### **31. TAMP SECTION**

1. Issues arising from the Tariff Guidelines of 2005, 2008, 2013, 2018 and 2019 and tariff orders issued by TAMP
2. References pertaining to disputes, differences or claims relating to rights and obligations of Major Ports and Public Private Partnership concessionaires
3. Release of Grants-in-aid to TAMP
4. Appointments of Chairman, Members (TAMP)
5. CAT/ Court Cases
6. Parliament Questions/Assurances
7. RTI Matters/RTI Appeals



## **7. ALHW/DGLL/PHRD DIVISION**

### **32. LABOUR AND ALHW SECTION**

1. Implementation of new productivity linked reward (PLR) scheme.
2. Constitution and appointment of Board of Trustees of all Major Ports.
3. Constitution and settlement of pay and allowances of class III & IV employees of Major Port Trust through Bipartite Wage Negotiation Committee (BMNC).
4. Service matters pertaining to class III & IV employees of Ports.
5. Recognition of Unions/Secret Ballot system cases.
6. Industrial dispute cases and International Labour Organization convention matters.
7. All service related matters of Group A officers of ALHW.
8. Sanction and monitoring of all projects of ALHW.

### **33. SAILING VESSELS & LIGHT HOUSES (SL) DESK**

The Directorate General of Lighthouses and Lightships (DGLL) is the subordinate office under the Ministry of Ports, Shipping and Waterways, which caters to the need of Aids to Marine Navigation, in and around the coastal waters of India, stretching over 7500 km including Lakshadweep and Andaman & Nicobar Islands in accordance with the provision of the Marine Aids to Navigation Act, 2021. DGLL has nine regional Directorates viz. Gandhidham, Jamnagar, Mumbai, Goa, Cochin, Chennai, Visakhapatnam, Kolkata and Port Blair.

Prior to 1927, there was no uniform system of management of Lighthouse services in British India which included Myanmar, Pakistan, Bangladesh and also various Princely States. As a first step to centralize the administration of lighthouses, then Government decided to administer about 32 Lighthouses in the six lighthouse districts viz. Aden, Karachi, Bombay, Madras, Calcutta and Rangoon through The Lighthouse Act, 1927 which has also been replaced by Marine Aids to Navigation Act, 2021. The new Act incorporates the global best practices, technological developments and India's International obligations in the field of Marine Aids to Navigation.

Presently, there are 203 Lighthouses and number of advanced radio and digital aids to navigation. As the technology evolved, systems were put in place where with the help of Radar and other sensors, vessels were advised from shore about the position and thus Vessel Traffic Services (VTS) came into existence and found wide acceptability. Sixty Eight (67) Lighthouses have been earmarked for development of Tourism on Public Private Partnership (PPP) mode.

India is also a signatory to the International Convention for the Safety of Life at Sea, 1974 (SOLAS). The responsibility of providing Marine Aids to Navigation & VTS Services, as per SOLAS regulations, falls on the Ministry of Ports, Shipping & Waterways, Government of India (being the contracting Government) through Directorate General of Lighthouses and Lightships (DGLL). DGLL at Marine Navigation Training Institute



(MNTI), Kolkata provides training to the marines in the field of Aids to Navigation as per the standards prescribed by the International Association of Marine Aids to Navigation and Lighthouse Authorities (IALA).

**I. Directorate General of Light houses & Lightships (DGLL).**

1. All matters related to Marine Aids to Navigation Act, 2021
2. Processing of appointments, promotions of Group A Officers of DGLL .
3. Processing the proposals related to Cadre Review/Re-structuring and Amendment /Framing of Recruitment Rules & DPC proposals for various Group 'A' posts in DGLL in consultation with DoPT/DoE/UPSC .
4. Preparation of Annual Budget and monitoring of all Projects/ Schemes of DGLL.
5. All matters related to Central Advisory Committee for Aids to Navigation .
6. Processing the proposals for Running Maintenance & Management of Light Tender Vessels of DGLL.
7. Development of Lighthouses for Tourism Purpose.
8. Processing the foreign deputation proposals related to Marine Aids to Navigation.
9. All matters related to International Association of Marine Aids to Navigation and Lighthouses Authorities (IALA).
10. Ensuring proper conduct of the campaigns, shows, workshops etc. by DGLL as per the directions of the Central Government.
11. Parliament questions/ Parliamentary Standing Committee Reports and related matters.
12. PMO & VIP references.
13. RTI and Public Grievances.
14. CAT/ Court Cases pertaining to DGLL

**II. Coastal Shipping**

Policy and other related matters relating to development of Coastal Shipping.

**III. Sailing Vessels**

1. Policy and other related matters relating to sailing vessels.
2. Processing of Loan Interest Subsidy Scheme for construction/mechanization of Sailing Vessels.

**34. Port Establishment Section (PHRD Division)**

1. Appointments and service matters of Chairpersons & Deputy Chairpersons of all the 11 Major Ports.
2. Appointments and service matters of Heads of Department (HOD) level officers of all the 11 Major Ports.

3. Framing of Service Regulations for 11 Major Ports.
4. Formulation of Transfer Policy for Class I officials of Major Ports.
5. Implementation of Central Govt. orders/rules to Port employees.
6. Revision of Pay & Allowances of Class-I & Officers of all Major Ports & Kamarajar Port Ltd.
7. Revision of Pay & Allowances of Class -III & IV employees for Kamarajar Port Limited.
8. Pension Policy of Class-I & II officers of all Major Ports and creation of Class I Posts in Kamarajar Port Limited.
9. Manpower management in Major Port by the year 2035.
10. Appointments of Dy. HoD level officers in all Major Ports.
11. All service matters including disciplinary matters of Port officers below HoD level (Class-I & II) of all Major Ports.
12. Inter-Port transfer of Class-I, II and III employees.
13. Issuance of Pilot License to Pilots.
14. Foreign Training of Ports Officers.
15. Online submission/completion of APARs by all the Port officers except Class III and IV.

## **8. FINANCE WING**

### **35. (TF-1) Section**

1. IFW concurs in SFC/EFC/PIB/DIB proposals in terms of DoE's guidelines.
2. IFW evaluates progress/ performance of the Plan Projects and other continuing Plan Schemes.
3. IFW monitors the inspection report/ reviews and audit paras etc.
4. IFW ensures expenditure management with release of funds linking to Scheme/ Project.
5. IFW also diligently examines the proposals from financial angle on the basis of the extant guidelines of MoF.
6. IFW concurs RE/BE proposals of the Ports and other Autonomous Bodies etc.
7. IFW examines the proposal regarding creation/revival etc of posts on the basis of the extant guidelines of DoE, MoF.
8. IFW scrutinizes the proposals placed before EFC/PIB and also extends Secretariat assistance for PIB/EFC meeting chaired by Secretary (Finance).
9. IFW renders financial advice including concurrence on the proposals and schemes emanating from different administrative wings of the Ministry within the delegated of the Ministry
10. IFW scrutinizes and vets the budget proposals of various Autonomous Bodies and Inter Water Transport Sectors under MoPSW.
11. IFW examines matter related to various Board meetings of SMPK, IWAI, SCI, SCILAL, ILNGTC & IMU, where AS&FA is nominated as member of the Board.
12. IFW makes brief of Agenda meetings of SMPK, IWAI, SCI, SCILAL, ILNGTC & IMU, where AS&FA is nominated as member of the Board.
13. IFW examines the proposal on the basis of the rules/ regulations/ guidelines framed by DoE/Gol.
14. IFW furnishes its comments on the proposal received from various Wings of the Ministry.
15. IFW deals matter related to AMRCD.

### **36. Budget Section**

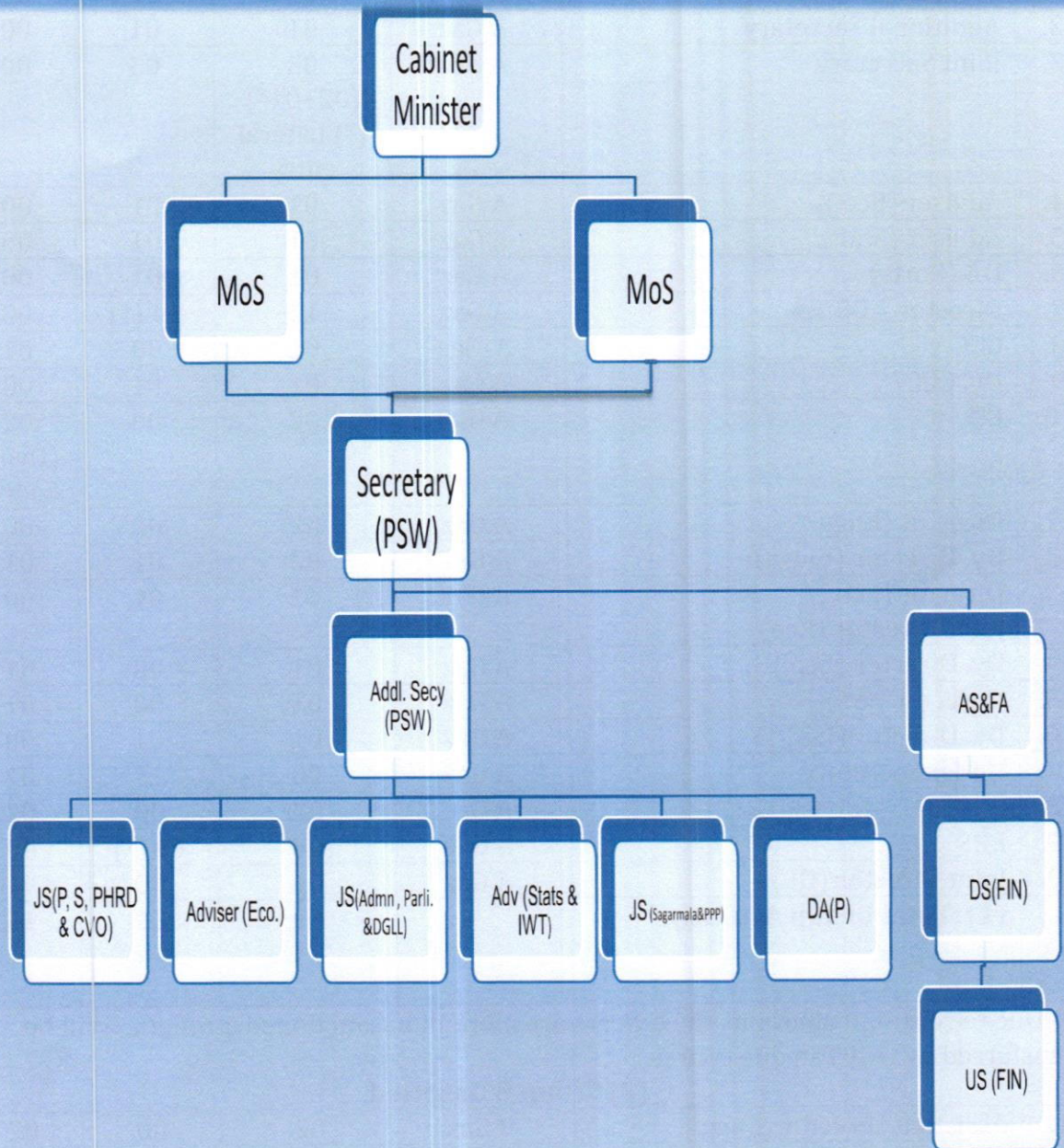
- i. Preparation of the detailed Demands for Grants(DDG) relating to the Demands of the Ministry.
- ii. Preparation of Statement of Budget Estimates, Revised Estimates, final requirements received from all divisions and surrender of funds to the Ministry of Finance.



- iii. Compilation of Medium Term Expenditure Framework.
- iv. All re-appropriation proposals, supplementary proposals in coordination with Ministry of Finance.
- v. Compilation of Output Outcome Framework in consultation with all Divisions and NITI Aayog for inclusion in the Budget documents of Ministry of Finance.
- vi Preparation and uploading of Saving Note.
- vii. Issuance of Funds Availability Certificate (House Building Advance and Computer Advance)
- Viii Any other work assigned by the Higher Authorities.

## 2. ORGANIZATIONAL CHART

### ORGANISATION STRUCTURE – MINISTRY OF PORTS, SHIPPING & WATERWAYS



## **10. SANCTIONED STRENGTH IN MOPSW**

**Designation wise and class wise total number of sanctioned, filled and vacant posts in Ministry of Ports, Shipping and Waterways (Main Secretariat) (as on 29.08.2022)**

S. No	Name of the post/ Designation	Group/ Class	Sanctioned Strength	In position	Vacant post
<b>(1) Group A Gazetted</b>					
1.	Secretary	A Gaz	01	01	00
2.	Additional Secretary	A Gaz	01	01	00
3.	Joint Secretary	A Gaz	03 (02+01*) (*) Lateral entry	03	00
4.	Adviser (Eco.)	A Gaz	01	01	00
5.	Adviser (Stat.)	A Gaz	01	01	00
6.	DA (Ports)	A Gaz	01	01	00
7.	Director / DS	A Gaz	12	14 (*)	00
8.	CCC	A. Gaz	01	00	01
9.	Dy. CCC	A Gaz	01	01	00
10.	CO	A Gaz	02	00	02 (Dying Cadre)
11.	Director (Engg.)	A Gaz	02	02	00
12.	Dy. Director (Engg.)	A Gaz	02	01	01
13.	Director (Eco.)/ Joint Director (Eco)	A Gaz	01	01	00
14.	Dy. Director (Eco.)	A Gaz	01	00	01
15.	Director (ISS)	A Gaz	01	00	01
16.	Dy. Director (ISS)	A Gaz	01	01	00
17.	Under Secretary	A Gaz	20	13	07
18.	Sr.PPS	A Gaz	02	00	02
19.	PPS	A Gaz	08	09 (*)	00
20.	Joint Director (OL)	A Gaz	01	00	01
	<b>(1) Total Group A (Gaz.)</b>		<b>63</b>	<b>51</b>	<b>15</b>

(\*) Due to recent promotions the officers are more than sanctioned strength. Will be transferred by DOPT in due course.

### **(2) Group B Gazetted**

1.	Assistant Director (Engg.)	B Gaz	02	00	02
2.	Assistant Director (SBR)	B Gaz	01	00	01
3.	Assistant Director(Eco.)	B Gaz	01	01	00
4.	Section Officer	B Gaz	37	11	26
5.	Economic Officer	B Gaz	02	01	01
6.	Senior Statistical Officer	B Gaz	02	02	00
7.	PS	B Gaz	20	12	08
8.	Assistant Director (OL)	B Gaz	01	00	01



	<b>(2) Total (Group B) Gaz.</b>		<b>66</b>	<b>27</b>	<b>39</b>
<b>(3) Group B Non-Gazetted</b>					
1.	Assistant Section Officer (CSS)	B-Non-Gaz	52	48	04
2.	Junior Statistical Officer	B-Non-Gaz	02	02	00
3.	Junior Investigator	B-Non-Gaz	03	02	01
4.	Computer	B-Non-Gaz	01	00	01
5.	PA	B-Non-Gaz	16	03	13
6.	Senior Hindi Translator	B-Non-Gaz	02	02	00
	<b>(3) Total (Group B) Non- Gaz.</b>		<b>76</b>	<b>57</b>	<b>19</b>
<b>(4) Group C&amp;D</b>					
1.	Steno Grade 'D'	Group C	10	06	04
2.	Junior Hindi Translator	Non-Gaz	01	01	00
3.	Senior Secretariat Assistant (UDC)	Non-Gaz	14	05	9 (Dying Cadre)
4.	Junior Secretariat Assistant (LDC)	Non-Gaz	07	00	07 (Dying Cadre)
5.	Staff Car Driver	Non-Gaz	05	05	00
6.	Multi Tasking Staff	Non-Gaz	52	20	32
	<b>(4) Total Group C &amp;D</b>		<b>89</b>	<b>38</b>	<b>51</b>
	<b>TOTAL (1+2+3+4)</b>		<b>294</b>	<b>173 (*)</b>	<b>124</b>

(\*) Due to recent promotions the 3 officers (Two DS/Director and one PPS) are more than sanctioned strength. Will be transferred by DOPT in due course

## **11. WHO'S WHO OF MOPSW**

### MINISTRY OF PORTS SHIPPING AND WATERWAYS DIVISION WISE STAFF DETAILS

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Shri Sarbananda Sonowal	Hon'ble Minister for Ports, Shipping and Waterways	201/5201	23717422, 23717423, 23717424, 23356709 fax	011- 21410656,214 11844-46	<a href="mailto:minister-shipping@gov.in">minister-shipping@gov.in</a>
Shri Sujeet Kumar	PS to Hon'ble Minister for Ports, Shipping and Waterways	202/5201	23717422, 23717423, 23717424, 23356709 fax		<a href="mailto:sujeet.k@ias.nic.in">sujeet.k@ias.nic.in</a>
P. Dinesh Menon	Additional PS	224/5201	23717422, 23717423, 23717424, 23356709 fax		<a href="mailto:menon.p@nic.in">menon.p@nic.in</a>
Shri Prem Kumar	PPS to MoPSW	207	23717422, 23717423, 23717424, 23356709 fax	9717789733	

### MINISTER OF STATE AND HIS OFFICE

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Shri Shripad Naik	Hon'ble Minister of State for Ports, Shipping and Waterways	215	23718614, 23714324, 23719008	2,46,35,39,62,4 6,41,390	<a href="mailto:shripad.naik52@gov.in">shripad.naik52@gov.in</a>
Shri Gurpreet Rajinder Singh	Additional PS	211	23718614, 23714324, 23719008	9811928006	
Sh. Pramod Kohli	PS in Office of MoS for PSW			9871899778	

### MINISTER OF STATE AND HIS OFFICE-

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Shri Shantanu Thakur	Hon'ble Minister of State for Ports, Shipping and Waterways	213	2,37,10,18,92, 37,10,350		<a href="mailto:shantanu.thakur20@sansad.nic.in">shantanu.thakur20@sansad.nic.in</a>
Shri Subhash Chandra Das	Additional PS		23710189, 23710356		<a href="mailto:subhash.chandra94@gov.in">subhash.chandra94@gov.in</a>
Sh. R.S. Panwar	PPS	208	23710189, 23710356	9868612721	

### SECRETARY AND HIS OFFICE

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Dr. Sanjeev	Secretary	401/5402	23714938	Fax- 23716656	<a href="mailto:secyship@nic.in">secyship@nic.in</a>

Ranjan					
Sh. V. Srinivas	PPS	402/5402	23714938		
Sh. S R Varadarajan	PS	402/5402	23714938		

#### ADDITIONAL SECRETARY AND HIS OFFICE

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Sh. Rajesh Kumar Sinha	Additional Secretary	406/5406	23736125/23733051(FAX)		as-psw@gov.in
B.K.Nayak	PS	404/5404	23736125/23733051(FAX)		as-psw@gov.in
Kapil Kumar	PA	404/5404	23736125/23733051(FAX)		as-psw@gov.in

#### AS & FA AND HIS OFFICE

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Sh. Sanjay kumar	AS & FA	516/5101/5102	2,37,36,45,52,37,21,230	9868239822	<a href="mailto:sanjay.garg@nic.in">sanjay.garg@nic.in</a> , <a href="mailto:asfa-ship@nic.in">asfa-ship@nic.in</a> , <a href="mailto:asfamost@nic.in">asfamost@nic.in</a>
Sh. Vikas Khanna	PPS	518/5102	2,37,21,23,52,37,36,450	9899810100	<a href="mailto:asfamost@nic.in">asfamost@nic.in</a>
Sh.Ashish Kumar	PA	518/5102	2,37,21,23,52,37,36,450	8800255209	<a href="mailto:asfamost@nic.in">asfamost@nic.in</a>

#### JOINT SECRETARY AND HIS OFFICE

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Sh.Vikram Singh	JS(Shipping, PHRD & CVO)	410/5410	23356712,23753396(FAX)		<a href="mailto:js-ship@gov.in">js-ship@gov.in</a>
Sh. Sher Singh	PS	417/5591	23356712,23753396(FAX)		
Sh. Lucas L Kamsuan	JS(Admn, Parl & DGLL)	441/5441	23318097	9911783377	<a href="mailto:lucasl.kamsuan@gov.in">lucasl.kamsuan@gov.in</a>
Smt. Sujata Naidu	PS	442/5476	23318097	9650660750	
Sh. Bhushan Kumar	JS(SM&PPP)	408/5408	23711499, 23721564(Fax)	9978987785	<a href="mailto:bhushan.k@gov.in">bhushan.k@gov.in</a>
Ms. Neetu	PPS	408/5408	23711499, 23721564(Fax)	9811645679	<a href="mailto:neetu.76@nic.in">neetu.76@nic.in</a>
Sh. Sushil Kumar Singh	JS (Ports)	407/5407	23711873, 23328549 (FAX)		<a href="mailto:js-ports@nic.in">js-ports@nic.in</a>
Sh. C.P. Singhal	PPS	411/5411	23711873, 23328549 (FAX)		<a href="mailto:js-ports@nic.in">js-ports@nic.in</a>
Sh. Sunil Kumar Singh	Adviser(Statistics)	409B/5418	23318212	9958777141	<a href="mailto:sunilk.singh@nic.in">sunilk.singh@nic.in</a>
Sh. M.C. Crup	PS	412	23318212	9871336163	



Sh. H.N. Aswath	Development Adviser(P)	409C/5417	23739621	9845481965	<a href="mailto:hn.aswath@nic.in">hn.aswath@nic.in</a>
Mrs. Seema	PPS	412	23739621		
Sh. Agrim Kaushal	Eco.Adviser	409A/5409	23711323		<a href="mailto:agrim@nic.in">agrim@nic.in</a>
Sh. Anju Nair	PS	412/5412	23711323		

#### ADMINISTRATION DIVISION

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Sandeep Gupta	Dir	428/5628	23354007	9990006425	<a href="mailto:sandeepkr.gupta@nic.in">sandeepkr.gupta@nic.in</a>
Amit Kumar	SO(Estt.-I)	425/ 5425	23719727	9968011808	<a href="mailto:pradeepk.choudhary@nic.in">pradeepk.choudhary@nic.in</a>
Avinash Kusumakar	US	427/5429	23710363	9868643676	<a href="mailto:a.kusumakar@nic.in">a.kusumakar@nic.in</a>
M. Sundaresan	SO(Gen)	434/5234	23718132	9868636033	<a href="mailto:m.sundaresan@nic.in">m.sundaresan@nic.in</a>
Ajoy Kant	DDO(Cash)	319/5320	23719676	9540017818	<a href="mailto:ajay.kant69@nic.in">ajay.kant69@nic.in</a>
Jagdish Prasad	Consultant	546/5582	23739093	9971087800	<a href="mailto:parliship@nic.in">parliship@nic.in</a>
Ms Ranjana Biswas	Consultant	425/ 5481	23719727	9312958969	<a href="mailto:ranjan.biswas@nic.in">ranjan.biswas@nic.in</a>

#### PORTS DIVISION

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
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Gopinath Nayak	DS	431/5431	23714714	9868804614	<a href="mailto:nayak.gn@nic.in">nayak.gn@nic.in</a>
Rituraj Mishra	DS	436/5547	23753394	9910470816	<a href="mailto:misra.rituraj@gov.in">misra.rituraj@gov.in</a>
Manoj Kumar	DS	535/5535	23350649	9868636116	<a href="mailto:manoikumar1616@nic.in">manoikumar1616@nic.in</a>
Rameshwar Kumar	US	436/5503	23311659	9999412975	<a href="mailto:rameshwar.k@nic.in">rameshwar.k@nic.in</a>
Shailendra Kureel	DS	422/5419	23352637	9958037939	<a href="mailto:shailendra.kureel@nic.in">shailendra.kureel@nic.in</a>
Ajai Kumar Gupta	SO	443/5443	23719701	9540825665	<a href="mailto:ak.guptacss@nic.in">ak.guptacss@nic.in</a>

#### PHRD DIVISION

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Sandeep Gupta	Dir	428/5628	23354007	9990006425	<a href="mailto:sandeepkr.gupta@nic.in">sandeepkr.gupta@nic.in</a>
Rajiv Nayan	US	427/5427	23719492	9868720831	<a href="mailto:rajiv.nayan@nic.in">rajiv.nayan@nic.in</a>
Pradeep Kr. Choudhary	SO (PE-I)	423 /5423	23719613	9015867936	

#### SHIPPING DIVISION

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Dashrath Prasad	Dir	413/5413	23321672	9425917799	<a href="mailto:prasad.dashrath@gov.in">prasad.dashrath@gov.in</a>
Mandeep Singh Randhawa	Dir	525/5567	23710039	9818082825	<a href="mailto:director-ship@gov.in">director-ship@gov.in</a>
Vanlalthuom	US	138/ 5588	23313959	8447626225	<a href="mailto:v.thoum@nic.in">v.thoum@nic.in</a>
G Ananthanarayanan	US	535/ 5546	23722253	9868885963	<a href="mailto:g.ananthanarayanan@nic.in">g.ananthanarayanan@nic.in</a>
Prince Garg	SO	538/5511	23715207		<a href="mailto:prince.garg@nic.in">prince.garg@nic.in</a>

#### SAGARMALA/PPP/IPRCL DIVISION

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Vinay Kumar Prajapati	Dir	433/5433	23718390	8445889991	<a href="mailto:vinay.prajapati@gov.in">vinay.prajapati@gov.in</a>
P.K.Roy	Dir	440/5440	23736885	9868304646	<a href="mailto:Pradeep.roy@nic.in">Pradeep.roy@nic.in</a>
Hemant verma	DS	532/5532	23719456	9958834039	<a href="mailto:h.verma@nic.in">h.verma@nic.in</a>
Rajesh Asati	DS (SM&PPP)	545/5536	23710836	9727772146	<a href="mailto:rajesh.asati@gov.in">rajesh.asati@gov.in</a>
Md. Tuseef Hussain	US (Labour)	138B/ 5457	23714864	9968530951	<a href="mailto:Mt.hussain@nic.in">Mt.hussain@nic.in</a>
Sanjay Kumar	US	First floor/PTI Bldng	23714715	9811174842	<a href="mailto:sanjay.kumar38@nic.in">sanjay.kumar38@nic.in</a>
Manish Kumar Yadav	US	546/5447	23356708	9015089882	<a href="mailto:Yadav.mk@nic.in">Yadav.mk@nic.in</a>
Ms Indu	EO	540/5539	23719207	9910930597	<a href="mailto:sharma.indu81@gov.in">sharma.indu81@gov.in</a>

#### FINANCE DIVISION

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
A.K. Dadhich	DS	534/5509	23352726	9868165397	<a href="mailto:akdadhich@gov.in">akdadhich@gov.in</a>
Sh. Udayveer Bhagel	SO	529/ 5529	23358126	9013882992	<a href="mailto:Udayveer.singh@nic.in">Udayveer.singh@nic.in</a>

#### IWT DIVISION

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Abhay Vaman Sarode	Dir	439/5439	23719312	8286715046	<a href="mailto:abhay.sarode@gov.in">abhay.sarode@gov.in</a>
Uttam Kumar Mishra	US	416/5559	23357558	9971695118	<a href="mailto:uttam.mishra27@gov.in">uttam.mishra27@gov.in</a>



Satish Kumar	US	438/5510	23719422	9868264831	<a href="mailto:satish.kr24@gov.in">satish.kr24@gov.in</a>
Dr. Tarun Kumar Budal	AD	528/5528	23719076	8808051084	<a href="mailto:tarun.budal@gov.in">tarun.budal@gov.in</a>

#### VIGILANCE DIVISION

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Mandeep Singh Randhawa	Dir	525/5567	23710039	9818082825	<a href="mailto:director-ship@gov.in">director-ship@gov.in</a>
Rupesh Kumar	US	432/5471	23313943	9953509332	<a href="mailto:rupesh.kr@nic.in">rupesh.kr@nic.in</a>
Mahesh Kumar	SO	432/ 5432	23739092	9899491691	<a href="mailto:m.kumar@nic.in">m.kumar@nic.in</a>

#### COORDINATION DIVISION

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Parmeshwar Bali	Dy. CCC	437/5437	23318127	9810082921	<a href="mailto:p[dot]bali[at]nic[dot]in">p[dot]bali[at]nic[dot]in</a>
Hemant Kumar	US	438/5505	23731270	9818284135	<a href="mailto:hemant.vrish@gov.in">hemant.vrish@gov.in</a>
Anadi Sharma	US	535/5514	23356988	9810213306	<a href="mailto:anadi.sharma@nic.in">anadi.sharma@nic.in</a>

#### ALHW/CIWTC/HDPE DIVISION

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Sandeep Gupta	Dir	428/5628	23354007	9990006425	<a href="mailto:sandeepkr.gupta@nic.in">sandeepkr.gupta@nic.in</a>
Rajiv Nayan	US	427/5429	23719492	9868720831	<a href="mailto:rajiv.nayan@nic.in">rajiv.nayan@nic.in</a>

#### DGLL DIVISION

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
A P S Sirohi	Joint Dir	542/5542	23350647	8860227151	<a href="mailto:ajay.sirohi@nic.in">ajay.sirohi@nic.in</a>

#### DEVELOPMENT WING

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
H N Aswath	Development Advisors (Ports)	409C/5417	23739621	9845481965	<a href="mailto:hn.aswath@nic.in">hn.aswath@nic.in</a>
Anil Pruthi	Dir (Engg.)	536/5571	23719031	9013600523	<a href="mailto:anil.pruthi@nic.in">anil.pruthi@nic.in</a>
Ramji Singh	Dy. Dir (Engg)	541/5541	23711022	9654563359	<a href="mailto:ramji.shing@nic.in">ramji.shing@nic.in</a>

#### TRANSPORT RESEARCH WING

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Sunil Kumar Singh	Adviser	409B/5418	23318212	9958777141	<a href="mailto:sunilk.singh@nic.in">sunilk.singh@nic.in</a>
Seema Joshi	Dy Dir	Jamnagar House	9354010770		<a href="mailto:seema.joshi@gov.in">seema.joshi@gov.in</a>



Ashish Kumar Saini	SSO	Jamnagar House	23389854		<a href="mailto:ashish-saini@nic.in">ashish-saini@nic.in</a>
Jagdish Chand	SSO	Jamnagar House	23389854	9654572036	<a href="mailto:jagdish.chand2@nic.in">jagdish.chand2@nic.in</a>

#### OFFICIAL LANGUAGE DIVISION

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Sh. Agrim Kaushal	Eco.Adviser	409A/5409	23711323		<a href="mailto:agrim@nic.in">agrim@nic.in</a>
Rajiv Ranjan Roy	Assistant Dir	011/5012	23320981	9818101019	<a href="mailto:rajivranjan.roy@gov.in">rajivranjan.roy@gov.in</a>
Rakesh Kumar	Sr. HT	011/5011	23318215	9873802402	<a href="mailto:rakeshkumar.bcas@nic.in">rakeshkumar.bcas@nic.in</a>
Nirmala Pahwa	Consultant	011/5011	23318215	9013784828	<a href="mailto:nirmala.pahwa@gov.in">nirmala.pahwa@gov.in</a>
Smt Palak Jaiswal	Jr. HT	011/5011	23318215	8447394079	<a href="mailto:pallak.jaiswal@nic.in">pallak.jaiswal@nic.in</a>
Pooja	Jr. HT	011/5011	23318215	8527982780	<a href="mailto:pooja._@nic.in">pooja._@nic.in</a>

#### IC Division

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Capt.Kapil Kaushik	Director	530/5530			

#### NIC

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Shri Amaranatha	DDG, NIC	429	9818624092		<a href="mailto:anmisra@nic.in">anmisra@nic.in</a>
Dr. Manoj Gupta	Sr. Tech Director & HoD, NIC			9868283118	<a href="mailto:mkg@nic.in">mkg@nic.in</a>
Sh. Shashi Kant	Sr. Tech Director, NIC	514/5552	23739089	9868947046	<a href="mailto:shashi@nic.in">shashi@nic.in</a>
Sh. Pravin Srivastava	Tech Director, NIC	535/Cabin B	23327142	9868878023	<a href="mailto:pravin.s@nic.in">pravin.s@nic.in</a>
Ms. Priya	Scientific/Technical Assistant "A"	429/5480			<a href="mailto:priya.91@nic.in">priya.91@nic.in</a>
Network & Email Support		150/5150, 5552			

#### CONSULTANTS

Name	Designation	Room No/ Intercom	Telephone (Office)	Telephone (Res)/Mobile	eMail id
Sh.V.S. Sehrawat	CONSULTANT	138B/5588	23323648	9818321890	<a href="mailto:vs.sehrawat@nic.in">vs.sehrawat@nic.in</a>
Sh. Pradeep Chhabra	CONSULTANT	528/5531			<a href="mailto:p.chhabra@nic.in">p.chhabra@nic.in</a>
Sh. S.P. Sharma	CONSULTANT	424/5460	23358125	9811347847	<a href="mailto:sp.sharma14@nic.in">sp.sharma14@nic.in</a>

#### CISF CONTROL ROOM

Name	Designation	Room No/	Telephone	Telephone	eMail id
------	-------------	----------	-----------	-----------	----------

		<b>Intercom</b>	<b>(Office)</b>	<b>(Res)/Mobile</b>	
CISF Control Room (Transport Bhawan)			23724821		

**BUDGET DIVISION**

<b>Name</b>	<b>Designation</b>	<b>Room No/ Intercom</b>	<b>Telephone (Office)</b>	<b>Telephone (Res)/Mobile</b>	<b>eMail id</b>
Ms. Bhuvaneswari Hariharan	US(Budget)	207	23387614	9871181032	<a href="mailto:b.hariharan@nic.in">b.hariharan@nic.in</a>
Sh. Krishan Mohan Khanna	Consultant	218/	23070792	8800813812	<a href="mailto:km.khanna@nic.in">km.khanna@nic.in</a>
Vijay Singh Negi	MMO	423-A/5479		9311627823 / 7292011889	<a href="mailto:vs.negi@nic.in">vs.negi@nic.in</a>
Rajvir Singh	CR Incharge	002/5001	23318215	9953815098	<a href="mailto:rajvir.singh14@nic.in">rajvir.singh14@nic.in</a>