

# **DUTIES & RESPONSIBILITIES OF STAFF** **WORKING IN DOCKS**

## **RESPONSIBILITIES OF SHED SUPERINTENDENTS AT SHED :**

1. To execute the vessel's operation planned for the shift by Sectional Asstt. Manager.
2. To ensure availability of all resources such as gangs, ancillary gangs, mobile equipment, shore cranes to commence the vessel's operation in time.
3. To start the vessel's operation within one hour of berthing of vessel and immediately after commencement of shifts.
4. To supervise vessel's loading/unloading operation and ensure discharging of import cargo B/L wise.
5. To store cargo as planned by Asstt. Manager, ensuring safety precautions.
6. To maintain record of shift-wise work done in the Shed Log book.
7. To report promptly of any untoward incident like fire, damages to cargo, damage to Port Trust property, theft/pilferage of cargo, accident etc.
8. To ensure good house keeping and maintain the working area in hygienic, healthy, environmentally good condition.

## **RESPONSIBILITIES OF ASSTT. SHED SUPERINTENDENTS (Import) :**

1. To keep track of import cargo, tally, lying position.
2. To take adequate measures to keep cargo securely.
3. To keep track of cargo overstaying in/outside the shed and promptly arrange to remove such cargo to warehouses.
4. To verify the import documents properly before allowing clearance of cargo.
5. To supervise delivery/ clearance of consignments.
6. To process piece-work labour return.

### **RESPONSIBILITIES OF ASSTT. SHED SUPERINTENDENTS (Export) :**

1. To keep track of export cargos received, made ready for shipment and shipped as planned by sectional Asstt. Manager.
2. To check export cargo register every morning for cargo received and shipped on previous day.
3. To ensure that for the cargoes shipped previous day, clean Mate's Receipt are received by 10.00 am every day.
4. To issue Mate's Receipt to CHAs / Exporters on collecting shipping bill with payment of Port Trust charges.
5. To forward Export Cargo Registers, Gate Register, shipping bill of vessel to Revenue Audit section.
6. To process piece-work labour forms.

### **RESPONSIBILITIES OF LABOUR SUPERVISORS :**

1. Ensure reporting of hook gang, ancillary gang, mobile equipment and other gears at work place as planned by Asstt. Manager.
2. Ensure availability of handcart helmet, mouth pads, gloves, tarpaulins etc.
3. To start the work immediately after commencement of the shift.
4. Ensure all workers uses safety appliances like helmet, safety shoes, gloves, mouth pads, goggles etc.
5. Ensure safe operation of equipments like forklift, crane etc. and that no overloading, dragging of cargo, etc done.
6. To report any slackness in the rate of discharging and loading operation or any idle. He will take immediate corrective action to liquidate the idle and speed the work.
7. To take adequate measure to keep import/export cargo as planned and securely.
8. To report promptly any untoward incident like accident, damage to cargo, damage to Port Trust property.
9. To attend to work related to piece-work labour return.

**RESPONSIBILITIES OF LABOUR INSPECTORS (WAREHOUSING) :**

1. To collect statement of Over dimensional cargo (ODC) / Non-ODC cargo to be warehoused from section of ID / P & V / Outlying area.
2. To prepare warehouse programme.
3. To mobilize resources such as gang, clerk, gear etc.
4. To supervise warehousing of cargo.
5. To attend office correspondence.
6. To prepare monthly, Quarterly statement of uncleared Import / Export cargo.

**RESPONSIBILITIES OF GATE INSPECTORS (GATE STAFF) :**

1. To verify completion of CDO/Shed/Cash/Custom formalities for import cargo.
2. To verify shipping bill, gate chit and export cargo.
3. To prepare gate register for export cargo and dispatch the same to concerned shed.
4. To ensure data entry of delivery and receiving of export cargo.
5. To look after correspondence.
6. To despatch Bills of Entry (B/E), Shed Delivery Order (SDO) to CDO/Service Center and gate passes to record office.
7. To maintain incomplete B/E, handing over register.

**RESPONSIBILITIES OF GATE ASSISTANT (GATE STAFF) :**

1. To allow delivery on verification of B/E, gate pass and completion of CDO/Shed/Cash/ Custom formalities for import cargo.
2. To physically verify cargo declaration as per gate pass, B/E.
3. To enter delivery details in computer.
4. To verify shipping bill, gate chit and export cargo before allowing to pass in.

### **RESPONSIBILITIES OF TALLY CLERK :**

1. To record proper and accurate tally of cargo discharged from the vessel / loaded on the vessel.
2. To ensure that all the details are recorded in tally sheet like, date and shift, shed/ berth no., vessel's name, hatch no., gang no.
3. To record all details of the packages/containers loaded or discharged such as description, marks/container no., weight, condition of packages/seal no., timing of commencement and completion of operation for each sling.
4. To report to shed superintendent if any packages in received in damaged/ "nil" marks / or in loose condition.
5. To report if there is any stoppage or idling of the vessel.

### **RESPONSIBILITIES OF DELIVERY CLERK :**

1. To allow delivery of cargo/container on receipt and verification of shed delivery order/ Bills of Entry.
2. To ensure delivery of consignment as per manifested marks and description.
3. To report all delivery details to shed superintendent at the end of the shift.
4. To report of any discrepancies between the cargo mentioned in the document (B/E, SDO) and the cargo actually being delivered.

### **Duties of Table Clerk**

5. To feed daily attendance of staff / labour posted at shed in computer.
6. To update data of output for processing piece-rate calculation in IPOS.
7. To update Proforma III (Vessel Idle & Gang Idle ) & TRT related idle in IPOS.
8. To update data in respect of billing Advice for vessel related charges & vessel completion date in IPOS.
9. To allow delivery of cargo / container / sale cargo on receipt of verification of shed delivery order / bill of entry.
10. To report all Delivery details to Shed Supdt. at the end of the shift.
11. Preparation of Vessel Performance Report after sailing of vessel.
12. Attending Inventory / Inspection of Lot Cargo conducted by MbPT Valuer / Govt. approved Valuers.
13. Prepare various statements as required, received & dispatches correspondence / documents.