

I) GATE INSPECTOR, CFS Gate

1. To monitor container movements, so that there are no traffic jams either at the IN/OUT Gates nor in the CFSs.
2. To ensure that all container movements are recorded in IPOS correctly and immediately.
3. To ensure that container nos., its seal no. and condition and other details are checked correctly by the Gate Assistant with respective Gate Pass and in the event of any discrepancy in seal no., to inform the matter to Assistant Manager, Security, Agents, Transporters and take action as per the orders of Assistant Managers and advise from Security.
4. To monitor container movements (including container sent/recd. For scanning) and to ensure that any delay in receipt of Import/Export containers beyond the prescribed time limit is brought to the notice of Security and Assistant Manager.
5. To ensure timely preparation of G/R of Export cargo/container and ensure that the same are dispatched to the concerned Shed in the morning on the following day without delay.
6. In case of container movements on manual challan or non feeding of data in IPOS due to system failure, such Gate passes are dispatched to EDP alongwith report immediately.
7. To verify import document and ensure correct delivery of import cargo.
8. To ensure that import cargo data is fed in the IPOS in time.
9. To ensure that all B/Es are dispatched to CDO on the following day and timely dispatch of Gate Passes to SGRO.
10. To maintain survey, sample registers, warehousing registers, container movement registers, etc.
11. To ensure safety of key boards.
12. To report any other incident (viz. Accident, etc.) to Assistant Manager, CFS.
13. Any other work assigned to him by his superiors from time to time.

II) SHED SUPDT. , CFS

1. To ensure that stuffing/destuffing is commenced in time.
2. To plan storage of cargo according to its nature.
3. To maintain Shed Log Book properly.
4. To ensure that the Container Load Plan (CLP) is submitted by the vessel agent.
5. To ensure that the containers are stored/stacked properly.
6. To supervise delivery of import cargo/container and carting of export cargo.
7. To maintain record and ensure overall supervision over shed operations and yard operations
8. To ensure that the confirmation list of cargo lying are immediately attended to.
9. To maintain proper housekeeping & cleanliness in shed and container yard.
10. To submit report of important incidents to Deputy Manger, CFS/Asstt. Manager, CFS.
11. To report to Security and police if seals of loaded container in the yard are missing or broken
12. To inform concerned Police Station in case of theft/pilferage is noticed or reported.
13. To ensure that the adequate Security Guards are posted.
14. To report if Port property is damaged
15. To ensure that LCL containers are destuffed within free period.
16. To ensure that the container/cargo detained by investigating agencies such as DRI/SIIB/CBI/CID are not delivered without NOC from concerned authorities.
17. To dispose off correspondence expeditiously.
18. To maintain forwarding register properly.
19. To ensure that the valuable, damaged cargo is kept inside shed pinjra/lockfast.
20. To supervise Tally Clerks and ensure that Tally Clerks take proper tally.
21. To ensure that First Aid Box supplied at his shed is kept in good condition.
22. To check the shed/warehouse thoroughly before closing.
23. To carry out other works as and when assigned by superiors.
24. To receive cargo for W/Housing
25. To monitor that cargo is shown to bidders

III) GATE ASSTT., CFS.

1. To verify containers details viz. container no. , seal no., condition of seal, size with respect to gate pass while receipt/dispatch of import/export containers.

2. To feed date in IPOS correctly for the container movement viz. Import loaded from Docks, Export loaded from Factory, Import Loaded-out, Empty Out/In, Export Loaded out to Docks.
3. To monitor the container movement through IPOS & inform the Gate Inspector the delay, if any, in receipt of container (Inter Terminal Transfer) beyond the prescribed time limit for taking suitable action.
4. To verify the import packages delivered (no. of packages, marks, etc.) with respect to gate pass & to ensure that cargo is correctly delivered.
5. To pass necessary remarks of no. of packages passed out on B/E.
6. To verify container no., size, etc., with reference to computer/manual gate pass & B/E & pass necessary endorsement on B/E & feed data in IPOS.
7. To feed data in IPOS.
8. To verify packages being carted with reference to S/Bill and cart chit and pass necessary remarks of no. of packages passed IN on S/Bill.
9. To prepare GR for packages carted & Factory stuffed container received.
10. To assist Gate Inspector in carrying out his day to day job.
11. Any other work assigned by his superiors from time to time.

IV) LABOUR SUPERVISOR, CFS

1. To supervise stuffing and destuffing operations and ensure that the same are being carried out smoothly.
2. To ensure that safety rules and regulations are followed by workers and outside agencies during cargo/container operations.
3. To supervise proper stacking of import/export cargo in shed.
4. To prepare piece rate work papers.
5. To prepare billing advice and dispatch to OBL office on the following day.
6. To ensure proper stacking of containers in container yard.
7. To ensure that grounding is completed in time by Agent's/Transporters.
8. To supervise warehousing of cargo
9. To carry out other works as and when assigned by superiors.

V) ASSTT. SHED SUPDT. (IMPORT), CFS

1. To assist the shed supdt., in carrying out all his duties.
2. To verify import documents and also allow forwarding of packages for custom examination.
3. To attend survey held in the shed whenever called for to do so.
4. To ensure timely warehousing of cargo under correct item number.
5. To ensure that the Agent's Delivery Order, B/L are dispatched to CDO on the following day.
6. To ensure that the U/C lists are prepared and sent to CDO for processing within the prescribed time limit.
7. To prepare various types of statements of cargo/container.
8. To supervise destuffing of LCL and itemwise storage of cargo so destuffed.
9. To ensure correct data feeding in IPOS
10. To submit report of important incidents to Deputy Manager, CFS/ Asstt. Manager, CFS.
11. To put up the report if discrepancy is found at the time of destuffing of LCL containers.
12. To ensure that U/C list no. and date and lot no. is displayed on the packages.
13. To carry out other works as and when assigned by Supervisors.

VI) ASSTT. SHED SUPDT. (EXPORT), CFS

1. To maintain export cargo register.
2. To supervise export operations such as receipt of cargo in the shed, posting of export cargo register, ensuring recovery of Port Trust charges on export cargo.
3. To ensure that the shipment/stuffing memos are given regularly by the vessel Agents and to ensure posting of the same in the ECRs.
4. To ensure that Mate Receipt nos. are posted in ECR.
5. To finalise the export documents and ensure timely dispatch to Revenue Audit.

6. To check the receipt of export cargo with the assistance of labour supervisor, physically.
7. To ensure that the export date is entered in the IPOS in time.
8. To submit report of pending Mate Receipts to Asstt. Manager, CFS/Deputy Manager, CFS.
9. To submit report of important incidents to Deputy Manager, CFS/ Asstt. Manager, CFS.
10. To carry out other works as and when assigned by Superiors.

VII) SALE CLERK, CFS

1. To maintain sale ledgers properly.
2. To liaise with CDO and Sales Branch for the cargo covered in U/C list for processing and allotment of lot nos. respectively.
3. To display Lot Nos. prominently on the cargo listed for sale and ensure that cargo is stacked lotwise.
4. To attend to the inventory/valuation done by valuers of sales branch and ensure that proper entries are made in the sale ledger.
5. To ensure that required proforma are sent in time to CDO and sales branch for updating the record.
6. To prepare various statements (daily, weekly) required for statistics.
7. To attend Auction/Tender Sales.
8. Any other work assigned by his superiors from time to time.

VIII) CMC CLERK/COMPUTER CLERK

1. To maintain various import, export ledgers and ensure that relevant details are posted in time.
2. To ensure that U/C lists for uncleared cargo/containers are prepared on 22nd day from GLD and dispatched to CDO, ID for processing.
3. To do various data feeding in IPOS, viz. destuffing DOC, stuffing DOC.
4. To issue computer gate pass/manual gate pass for movement of export empty and loaded containers to docks, empty containers out and loaded containers delivery.
5. To ensure that a report in regard to any container movement on issuance of manual gate pass is forwarded to EDP in time for updating the data in IPOS.
6. To submit various statements viz. daily container population, receipt, dispatch and balance containers lying under his jurisdiction.
7. To give report of long standing containers within 2 days from the receipt of letter from Deputy Manager, CFS.
8. To take physical inventory of containers lying at his end from time to time.
9. To ensure that delivery of LCL/FCL cargo is given correctly on verification of proper documents.
10. To ensure that necessary remarks regarding detention of containers/packages by Customs and any other Agencies, etc., are posted in relevant ledger immediately.
11. Any other work assigned to him by his superiors from time to time.

IX) TALLY CLERK

1. To take correct tally of LCL/FCL import cargo destuffed and export cargo stuffed.
2. To record correct marks and nos. and condition of the packages in tally sheet.
3. To take proper tally of the packages being destuffed from LCL containers under the supervision and guidance of Shed Supdt., Asstt. Shed Supdt., (IMP).

X) WEIGH BRIDGE CLERK

1. To ensure that proper record of lorries whose weighment is done is maintained.
2. To ensure that there is no congestion of lorries on weigh bridge and the lorries are moved out immediately on completion of weighment.
3. To ensure that weigh bridge is kept in proper working condition and in case of any break down, the matter is reported to Asstt. Manager and Chief Mechanical Engineering Deptt. Immediately.
4. Any other work assigned to him by his superiors from time to time.

XI) SORTER

1. To assist Asstt. Shed Supdt. (Import) for itemwise stacking/storage of LCL cargo in the Shed/Warehouse.
2. To assist Shed. Supdt./Labour Supervisor for tracing of cargo and location of containers in yard.
3. In case of sorters, posted at empty container yards, to maintain ledgers for IN/OUT movement of containers,
4. To ensure data feeding in IPOS at Empty Container Yard.
5. To prepare gate pass for container movements.
6. To forward report to EDP for updating date in IPOS in case of movement of containers on manual gate pass or non feeding of data in IPOS.
7. Any other work as and when assigned by his superiors from time to time.

XII) TABLE CLERK, CFS

1. To prepare staff return memo.
2. To make entry in log book regarding import/export cargo position.
3. To prepare various statements viz. daily, weekly, monthly statements to be forwarded to Asstt. Manager, CFS, Deputy Manager, CFSs office and Traffic Manager's office.
4. To process the piece rate work papers in computer system.
5. To ensure that dispatch work is done in time.
6. To prepare DOC for stuffed containers.
7. To carry out various works as and when assigned by his supervisors.

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