

# **Information Manual**

## **Marine Department**

### **CHAPTER – 1**

# Particulars of Organization, Functions and Duties

## 2.1 Objective/purpose of Mumbai Port Trust :

The objective of the Mumbai Port Trust is to provide an important interface in multi modal transport at competitive cost. The primary function of the Port Department, therefore, is to aid and assist in achieving the objective of the Port Trust.

## 2.2 Mission /Vision Statement of Mumbai Port Trust :

WE AT MUMBAI PORT TRUST, ARE COMMITTED TO PROVIDE CUSTOMER FRIENDLY, RELIABLE AND COST EFFICIENT SERVICES,

- i. BY CONTINUALLY IMPROVING THE PROCESSES AND SYSTEMS;
- ii. BY MAINTAINING TRANSPARENCY IN OPERATIONS;
- iii. BY OBSERVING SAFETY NORMS;
- iv. BY MEETING ENVIRONMENTAL NORMS;

Through teamwork, total employee involvement, training and effective review system.

## 2.3.1 Brief history of Mumbai Port Trust and Port Department in context of its formation :

The organization of the Bombay Port Trust came into being by the Act – The Bombay Port Trust Act, 1873, which was published on 26<sup>th</sup> June 1873.

The first meeting of the Board of Trustees was held on 3<sup>rd</sup> July 1873. The Board is the Conservator of the Port. The administrative and operative work in the conservancy of the port is delegated to "The Deputy Conservator". The present office of the Deputy Conservator was held from 1859 to 1871 by the "Master Attendant and Conservator of the Port", from 1872 to 1879 the designation of this office was altered to "Deputy Conservator". From 1879 to 1930, the designation was 'Principal Port Officer'. From 1930 onwards the designation reverted to "Deputy Conservator" (For appointment of 'Deputy Conservator – refer Notification No.14/15 of 06.11.1879 Published in Part I – Bombay Government Gazette of 07.11.1879).

On behalf of the Board, the Deputy Conservator exercises the conservancy rights and control over the Mumbai Port. He is, therefore, the administrative head and executive Officer-in charge of the Deputy Conservator's Department known as Port Department.

For the operations and administrative convenience the Deputy Conservator's Department is divided into eight branches, Viz. (1) Deputy Conservator's Office (Head Office) (2) Senior Dock Master's Office, Indira Dock (3) Dock Master's Office, Jawahar Dweep and Pir Pau (4) Port Billing Section (Operations Service Center) (5) Central Stores Depot (6) Port Fire Service (7) Dredging Section (8) Director (Pollution Control Cell).

## **2.4 Duties of Mumbai Port Trust's Port Department :**

- i. Conservancy of the Port, manning and operation of Vessel Traffic Services (V T S) at Control Station. Promulgation of local notices to mariners and notifying to competent concerned authority of any alterations/additions of navigational aids and any danger to navigation and updating of charts and plans of the port.
- ii. Expeditious, efficient and safe shipping movements in out and within Port limits including the Docks and tanker terminal at Jawahar Dweep & Pir Pau, Command Control and administration of Pilotage service, Berthing service, Flotilla and Shore crew.
- iii. Control, administration, deployment and maintenance of the infrastructure in liaison with the Chief Mechanical Engineer/Chief Engineer – viz. navigation aids (buoys, beacons, light houses) tugs, vessels, launches, boats and any other water-borne services and communications effecting and affecting functions at para 2.4(ii) above.
- iv. Envisage, Plan and oversee the future requirements expansions and exigencies of the Port and infrastructure considering changes brought about due to modern technology, changing environments and International trends, rules & regulations.
- v. Exercise control on handling, stowage and storage of hazardous cargo
- vi. To prevent, control, contain and eliminate Marine pollution and comply with local & international regulations in vogue.
- vii. Any other functions which may from time to time be entrusted and delegated by the Board of Trustees and which may be incumbent due to changes in technology and environment and due to exigencies of the Port.

## **2.5 Main activities /functions of the Port Department :**

Conservancy, Navigation aids, Dredging, Pollution Control, Pilotage, Port fire service, Water front security in compliance with ISPS code.

## **2.6 List of services being provided by the Port Department :**

- i. Pilotage includes berthing of vessels in docks, tanker terminals, double banking of vessels for ship to ship transfer (STS) within port limits.
- ii. Vessel Traffic Service for safe navigation and guiding vessels in and out of the harbour. Advising pilots about movements within the harbour.
- iii. Mb.P.T. tug / launch for assistance.
- iv. Fire fighting service.
- v. Floating Crane, Diving assistance.
- vi. Garbage reception facility at J.D.&P.P., Bollard Pull Test, Allotment of J.D.&P.P. and Anchorage berths, Plying permission, Billing.
- vii. Dredging of channel, Berth and Dock Area.

## PAY SCALES OF THE OFFICERS & STAFF

<i>DESIGNATION</i>	<i>CLASS / Sr. No. GRADE</i>	<i>GRADE</i>
Deputy Conservator	1/1	53300-73000
Harbour Master	1/2b	43200-66000
Sr. Dock Master	1/2a	43200-66000
Dock Master	1/3b	36600-62000
Asstt. Harbour Master	1/3a	36600-62000
Master Pilot	1/3a	36600-62000
Asstt. Commissioner (Port)	1/4	32900-58000
Pilot	1/4	32900-58000
Sr. Asstt. Dock Master	1/4	29100-54500
Asstt. Dock Master	1/5	24900-50500
Flotilla Engineer	1/4	32900-58000
Marine Engineer	1/4	32900-58000
Safety Officer	1/4	24900-50500
Port Safety & Fire Officer	1/5	20600-46500
Asstt. Port Safety & Fire Officer	1/6	20600-46500
Administrative Officer	1/6	20600-46500
P.A. to D.C.	II/1	16400-40500
Office Superintendent	III/1	23600-36300
Asstt. Suptd. and C.T.K.	III/2	21000-53500
Sr. Asstt. and H.T.K.	III/3	19100-51100
Jr. Asstt. and T.K.'A' Scale	III/4	17700-44600
Clerk, TCCC and Chemist	III/5	16300-38200
Jr. Clerk and Jamadar	III/6	15600-36800
Jr. Shipping Asstt.	III/7	14900-34600
Office Attendent Gr.II	IV/2	14100-31600
Office Attendent	IV/3	13500-27400

**2.7 Expectation of Mumbai Port Trust's Port Department from the public for enhancing its effectiveness and efficiency :**

It is expected that public seeking information should be specific in the requirement and avoid vague query. This will result in prompt reply to the query. In case of any difficulty, Asstt. Public Information Officer [APIO] can be contacted.

**2.8 Arrangements and methods made for seeking public participation /contribution:** By participating in Operations Group (OG) meeting daily & Review meeting monthly and conducting Pir Pau users meeting fortnightly.

**2.9 Mechanism available for monitoring the service delivery and public grievance resolution :**

Abiding as per procedures enlisted in ISO manual of various operational sections. Feedback slip, Complaint and Grievance Register, nominated Public Grievance Officer (Harbour Master).

**2.10 Addresses of the Main Office and other Offices at different levels :**

**& 2.11 Morning hours of the office & closing hours of the office :**

<i>Sr. No.</i>	<i>Office</i>	<i>Address</i>	<i>Working Hours</i>
1	Head Office	Port Department, 1 <sup>st</sup> floor, Port House, Ballard Estate, Mumbai-400 001.	1030 to 1730 hrs. Mon to Sat. (2 <sup>nd</sup> & 4 <sup>th</sup> Sat. closed)
2	Billing Office	Operations Service Centre Bldg., 1 <sup>st</sup> floor, Opp. GPO, P.D'Mello Road, Nr. Blue Gate, Mumbai-400 001.	--do--
3	Sr. Dock Master's Office	Nr. Rim Bascule Bridge, 18 Indira Dock, Green Gate, Mumbai-400 001.	--do--
4	Central Stores Depot	18 Indira Dock, Green Gate, Mumbai - 400 001.	--do--
5	Director Pollution Control Cell	Passenger Terminal Bldg., 2 <sup>nd</sup> floor, Indira Dock, Green Gate, Mumbai-400 001.	--do--
6	Dredging Supdt's Office	--do--	--do--
7	Control Station Office	Ballard Pier Extn., Indira Dock, Green Gate, Mumbai-400 001.	24 x 7
8	Dock Master's Office JD & PP	C/o, Port Department, 1 <sup>st</sup> floor, Port House, Ballard Estate, Mumbai-400 001.	24 x 7
9	Port Fire Service	Princess Dock Fire Stn., Prince's Dock, Wadi Bunder, Nr. Gate No.15, Mumbai-09.	24 x 7

# **Information Manual**

## **Marine Department**

### **CHAPTER – 2**

#### **Powers and Duties of Officers and Employees**

## **1. THE DEPUTY CONSERVATOR**

### **Responsibility:- responsible to the Trustees**

The Deputy Conservator is accountable and responsible to the Board of Trustees for smooth and efficient functioning, operation and administration of the Port Department. He exercises the statutory powers conferred upon him by the Indian Ports Act 1908 and Major Ports Trust Act 1963 (as modified from time to time) and delegated to him by the Board of Trustees from time to time.

### **Duties His responsibilities**

The Deputy Conservator's duties includes :-

- a) Conservancy of the Port, Maintenance of Navigational Channels, berths and Anchorages.
- b) The provision and maintenance of Lights, Buoys and Navigational aids & any other appliances necessary for the safe navigation within Port and Port approaches.
- c) The Dissemination of storm warnings, weather reports and hoisting of storm signals.
- d) To issue navigational warnings and local Notices to Mariners in the Port.
- e) To ensure effective, smooth and efficient functioning of pilotage services, inclusive of berthing and dredging service.
- f) The Licensing of small passenger Boats/launches operating within ports.
- g) To ensure collection of levy of Port Pilotage, Towage and other charges for the services and facilities rendered by the Port Department
- h) Performing the functions of "Receiver of wreck" within specified limits on behalf of Board of Trustees.
- i) To prevent, control, contain and eliminate marine pollution in liaison with Coast Guard and Oil Companies.
- j) To conduct Preliminary Enquiry into Shipping Casualties (as defined under Section 358 of MS Act within Mumbai Port Limit.
- k) To be the Disciplinary Authority for the imposition of Major and Minor Penalties as stipulated to MbPT Employees (Classification, Conduct and Appeal) Regulations, 1976 in respect of all classes of employees in the Port Department.

- l) To act as a member of Tender Committee to assist in evaluation.
- m) To exercise control on handling, stowage and storing of hazardous cargo.

### **Authorities and Power**

#### **1. Statutory Powers of the Deputy Conservator**

Deputy Conservator has inter- alia the following statutory powers : -

- i. Engineering the safety of any vessel in the port.
- ii. To remove obstructions within the limits of the port and to recover the expenses of such removal.
- iii. To assist and clear vessels which get foul of any buoys or moorings at the cost of the owner.
- iv. To raise, remove or destroy any vessel or sunk in port which impedes or is likely to impede navigation and to sell by Public Auction such property if the owner fails to pay the charges.
- v. To board any vessel or enter any building or place, within the limits of the Port in order to receive any Port Dues, fees or other charges payable in respect of any vessel.
- vi. To requisition the services of the crew on board under orders of Master when required.
- vii. To grant permission to any person to creep or creep for anchors, cables or other stores in port.
- viii. To permit mechanically propelled vessels of more than 100 tons but not exceeding 200 tons to move in Port without a Pilot
- ix. To ascertain the draft of a vessel at the cost of owner or master, in certain cases.
- x. To demand permission of Board/Trustees of Registry or to have ship manual for determining her tonnage.
- xi. To distrain or assist a ship if the Master refuses or neglects to pay any port dues, etc., and to sail the vessel and with the proceeds satisfy the Port fees, etc.,
- xii. To withhold the issue of Port clearance certificate to vessels, which have not paid the dues etc.,
- xiii. To recover the dues of vessels which might have been unpaid by a vessel while leaving that Port.
- xiv. To take away any flag, jack, pendant or colours unlawfully hoisted carried or hoisted on board the vessels in Ports.

- xv. To permit subordinates to exercise all or any of the powers vested in him by the Indian Ports Acts, etc.,.
- xvi. To allot berths to vessels in stream.
- xvii. To order all vessels to moor or to unmoor anchor as required.
- xviii. To move or to warp all vessels from place to place and/or by such other means as may be required.
- xix. To permit cargo boats to hand astern of any vessel.
- xx. To issue licenses to vessels used for bunkering vessels with fuel oil.
- xxi. To permit bulk oil vessel after discharging petroleum to cleanse her tank alongside the berth.
- xxii. To permit vessels to open the tanks containing petroleum for other ports and to permit the movement of petroleum from the same.
- xxiii. To appoint a person to superintend and to enforce observance of petroleum rules during discharge or loading of petroleum at the cost of owners.
- xxiv. To inspect and to take samples, if necessary, of the carbide on board a ship.
- xxv. To receive the keys of the magazine of a ship, having explosives on board in course of transit to another part and/or to discharge such explosives. To approve the position where such magazines may be constructed on board a ship.
- xxvi. To order and to direct removal of vessels lying at Dock entrance or in the fair – way if considered necessary.
- xxvii. To retrieve, after the notice, any cargo, goods or substance fallen in the docks basin.
- xxviii. To order immediate removal from Docks of any vessel with dangerous or offensive cargo, etc., on board.

## **2. Powers for Administrative Work**

A lot of the Deputy Conservator's work is of an administrative nature. In order to enable him to discharge such duties efficiently, he has wide powers under the Major Port Trusts Act.

### **Disposal of Wrecks - Legal Provisions**

#### **Provision of Indian Ports Act**

Under the provisions of Section 14 of the Indian Ports Act, 1908, the conservator of the Port has powers to “raise, remove or destroy” any vessel which is wrecked, stranded or sunk in the Port so as not

to impede or likely to impede the navigation of the Port. The Act further empowers the conservator to recover any reasonable expenses for recovering any property in the foregoing manner and an additional 20% of the amount of such expenses from the owner of such property through sale. The Act however, does not give the Conservators absolute and unfettered powers to decide as to whether the wreck concerned is impeding or is likely to impede the navigation of the Port and disputes may arise if there is a divergence of opinion between owners and the Deputy Conservator.

### **Provisions of the Merchant Shipping Act.**

By amending notification promulgated on 07.03.1983 ( read with the order of the Govt. of India in the late Ministry of Transport and Communications S.O. No. 3144 dated 17-12-1960 and in partial modification No. 3303 dated 15-10-1966), the Trustees of the Port of Mumbai have been notified to be the receivers of Wrecks ( under the provisions of Section 391 of the Merchant Shipping Act, 1958) not only within the limits of Port of Mumbai but also “in the territorial waters off the Port of Mumbai “ thus covering as approaches to the Port.

### **“Wreck “ defined**

The expression “Wreck” has been defined in Section 3 (58) of the Merchant Shipping Act, 1958 and includes, among others, “a vessel, abandoned without hope or intention of recovery”. Difficulties may therefore, arise where a vessel is in fact impeding navigation to a Port but has not been abandoned as a “ Wreck” by the owners.

### **Duties of the receiver of Wrecks**

The Merchant Shipping ( Wrecks and Salvage) Rules, 1974 have been made by the Central Government under the provisions of Sections 404 and 458 (2) of the Merchant Shipping Act, 1958. Under these rules , the duties of the receivers of Wrecks include the following important provisions:

- i. Communication of the intelligence of the Wreck to the Principal Officer ( Rule 3).
- ii. Forwarding a copy of a report to the Principal Officer in the prescribed proforma ( Rule 4).
- iii. Procedure for taking possession of sunken or abandoned Wrecks ( Rule 5).
- iv. Action to be taken on taking possession of a Wreck( Rule 6)
- v. To publish a notification regarding the Wreck and to send a notice to the underwriters ( Rules 7 and 8). Claims to the wreck to be made in the prescribed form ( Rules 9 and 10)
- vi. Delivery of the sale proceeds to rightful owner after recovery of expenses etc. (Rule 13).
- vii. Sale of unclaimed wrecks ( Rules 14 and 15).
- viii. Salvage and Salvage award ( Rules 20 to 25).

- ix. Valuers (Rule 22).
- x. Manner of debiting expenses and crediting receipts ( Rule 26).
- xi. Fees payable to receiver. ( Rule 27)
- xii. Reports and records to be maintained by receiver.(Rule 28)
- xiii. Penalties ( Rule 29).

### **Instruction to Receiver of Wrecks and other conventions and legislation**

The Receiver of Wrecks is required to follow the Government -instructions called “ Instruction to receivers of Wrecks” issued from time to time. The “ Receiver” is also expected to keep the following in the background :-

1. Salvage convention – 1911 ( Ratified by India).
2. International Regime of Maritime Ports Convention ( Ratified by India)
3. Trade treaties or Bilateral Agreements wherein, sometimes, clauses on Wrecks have been incorporated.
4. Provisions of Indian Marine Insurance law as regards the abandonment/constructive total loss(CTL) under Insurance Policy.
5. Protection and Indemnity cover under the standard P & I Club policies for the liability for raising/removing of Wrecks. Sections 345(2), 352(c) and 403 of the Merchant Shipping Act, 1958 relating to divisions of loss in case of collision etc., consolidation of claims against owners and savings of certain provisions of the Indian Ports Act and of Treaties or Agreements with foreign countries.

### **Difficulties inherent in the present provisions.**

In the past few years, this Port has witnessed a series of incidents, ships sinking in the docks and harbour and thereby causing impediment to navigation. In a large number of these cases, the Ship's insurance cover was not valid and the P & I Clubs not therefore, undertake the work of salvage/wreck-removal on behalf of the owner. The ship's condition is such that it is not economically worth salvaging them. The financial condition of the concerned owner (s) has also not been good and therefore, the owner(s) have not bothered to undertake salvage/Wreck removal. In such cases, it is also difficult to trace the owners. In such cases, it becomes necessary for the Port to arrange for wreck-removal at considerable expenses. To overcome these difficulties, various proposals were considered at the inter-ports and governmental level.

## **Investigations and Enquiries into Shipping casualties**

### **Shipping Casualty Defined**

Shipping casualties have been defined in Section 358(01) of the Merchant Shipping Act, 1958. As far as this department is concerned, it is to say that a shipping casualty is said to occur when –

- a) on or near the coasts of India, any ship is lost, abandoned, stranded or materially damaged;
- b) on or near the coasts of India, any ship cause loss or material damage to any ship;
- c) any loss of life ensues by reason of any casualty happening to or on board any ship on or near the coasts of India;

### **Reporting of Shipping Casualty**

1. Under the provisions of Section 358(2) of the Merchant Shipping Act, 1958, the master/pilot etc., in-charge of the ship is required to give notice of the casualty to the “Officer appointed in this behalf by the Central Government.
2. Regulation 37 of the Mbpt ( Licensing and Control of Pilots) Regulations 1975, requires a pilot to report to the Deputy Conservator the facts of an “accident” ( to a ship while under his charge) in writing, in the prescribed form. However, the word “accident” has not been defined in the said Regulations. Thus every “accident” which may be covered by the ordinary dictionary meaning of the word “accident” is required to be reported by the pilot concerned to the Deputy Conservator.
3. By virtue of notification No. 70 M.I.(4) dated 14<sup>th</sup> June 1930 issued by the Government of India in the late Department of Commerce, read with Section 461 of the Merchant Shipping Act, 1958, the Deputy Conservator of the Port of Mumbai is the appointed Officer for the purpose of Section 358(2) of the Merchant Shipping Act, 1958 as far as the following “Casualties” are concerned : -

Casualties to : -

- a) Ship's lying in the Docks belonging to the Trustees of the Port of Mumbai.
  - b) Ships at the time of casualty, in the charge of Harbour Master or Pilots in the employ of the said Trustees.
  - c) Ships belonging to the said Trustees.
4. All other casualties are required to be reported to/investigated by the Principal Officer, Merchant Marine Department.

## **Deputy Conservator may make preliminary Inquiry**

For Section 359(1) of the Merchant Shipping Act, 1958, the officer appointed under Section 358(1) thereof shall, on receiving credible information that a Shipping casualty has occurred, forthwith report in writing the information to the Central Government and may proceed to make a preliminary inquiry into the casualty. He is to be guided by the various instructions contained in a Government publication title "Instructions to Principal Officers, Surveyors etc.," Relevant extracts from this publication are reproduced in the succeeding para.

## **Instructions to be observed by the Deputy Conservator**

1. Whenever the Deputy Conservator of any of these receives notice or credible information that a shipping casualty with which he is concerned has occurred, he will forthwith send a report of the casualty in form Casualty 7 ( India ) to the Government of India, the State Government and the Principal Officer, Mercantile Marine Department, of the District concerned. The reports to the Government of India and the State Government will be sent through the Chairman of the Trustees or Commissioners of port.
2. On completion of the preliminary inquiry referred to in section 247(1) of the Indian Merchant Shipping Act, a copy of the proceedings together with the findings of the Deputy Conservator will be forwarded by the Chairman of the Trustees or Commissioners of the Port to (a) the Government of India, b) the Principal Officer, Mercantile Marine Department, of the District concerned and c) the State Government.
3. If as a result of his inquiry, the Deputy Conservator considers the vessel unsafe, he will at once give notice direct to the Principal Officer, Mercantile Marine Department, of the District concerned, who is the detaining officer.
4. The Deputy Conservator will not, unless so directed by the Government of India, make an application to a court requesting it to make a formal investigation into any casualty of which he has received information or in regard to which he has held a preliminary inquiry. In cases where the Deputy Conservator has been directed to apply to a Court for a formal investigation into a casualty, he should, after filing the application, transfer all documents relating to the case to the Principal Officer of the District concerned who will instruct the legal representative of the Government of India as necessary and will make all further arrangements for the hearing of the case and the expenditure involved therein.
5. On receipt of the report of the preliminary inquiry referred to in paragraph 3 above the Government of India will inform the Chairman of the Trustees of the Port whether they consider any further action under Section 248 of the Indian Merchant Shipping Act necessary or not. In the event of a formal investigation not being ordered, the report of the preliminary inquiry will be considered by the Trustees and the orders passed by them will be reported to the Government of India, the State Government and the Principal Officer, Mercantile Marine Department, of the District concerned. If a formal investigation is held, the judgment of the Court will be forwarded to the Trustees or to be necessary.

6. When two ships, other than ships lying in the docks or moorings belonging to the Trustees of the Port, are involved in a casualty, and one of the ships is in the charge of a servant of the Trustees of the Port and the other is in the charge of a person who is not a servant of the Trustees of the Port, the preliminary inquiry will be held by the Principal officer.
7. In the case of a shipping casualty in which only inland stream-vessel are involved and which falls within the purview of the Deputy Conservator under the Government of India Notification cited in paragraph 1 above, the Deputy Conservator may, if he considers it necessary, hold a preliminary inquiry under the Indian Merchant Shipping Act, 1923, but the question whether subsequent proceedings should be taken under that Act or the Inland Vessels Act, 1917 should be decided in consultation with the State Government and the Principal Officer, Mercantile Marine Department, of the District concerned.
8. The statements and depositions obtained under these instructions, besides being of great value for statistical purpose, are frequently made use of in formal investigations and proceedings in courts of law. The Officers making preliminary inquiries should therefore, bear in mind that in making a preliminary inquiry or taking depositions they are not merely recording any narrative probable or improbable that may be related to them, but they are exercising an important and quasi-judicial functions, and that their reports may be made the foundation or proceedings materially affecting the interests of the parties concerned. Great care should accordingly be taken to ensure that the witnesses are examined whilst the facts are fresh in their minds; that the evidence is thoroughly cited; and that all material facts are recorded in each case.

**Preliminary Inquiry Necessary in cases of a trivial nature.**

The Government of India have decided that it is not necessary to hold preliminary inquiries into shipping casualties of a trivial nature. The following clauses of casualties are considered trivial: -

- i. Cases in which vessels collide with a quay wall when entering or leaving a dock and no serious damage is sustained;
- ii. Cases in which vessels collide with barges or cargo lighters and no serious damage is sustained
- iii. Cases of vessels colliding with buoys and no damage is sustained;
- iv. Cases of vessels colliding when being maneuvered in dock and no serious damage is sustained;
- v. Cases in which the casualty is unavoidable and nothing of an important nature can be brought to light by holding a preliminary inquiry.

## **2. HARBOUR MASTER**

A Marine Officer, satisfying the qualitative requirement and eligibility conditions for the post of Harbour Master as stipulated in Bombay Port Trust, (Recruitment, Seniority and Promotion) Regulation 1977 and cleared by the Departmental Promotion Committee shall, by selection, be appointed to the post of the Harbour Master.

### **DUTIES AND RESPONSIBILITIES:-**

The duties and responsibilities of the Harbour Master are :-

- a) To assist and advise the Deputy Conservator in all operational and administrative matters of the Port Department.
- b) To oversee the administration & discipline of Pilotage and Berthing service.
- c) To plan, organize and conduct training and instruction to the Probationary Pilots and Berthing Masters.
- d) To officiate as member of the Examination Committee for the examination of Probationary Pilots.
- e) To monitor and oversee the functioning of the Dock Masters and Master Pilots.
- f) To ensure systematic planning, smooth administration, effective deployment and operation of the flotilla under his jurisdiction.
- g) To ensure allotment of suitable anchorage and mooring berths to vessels requiring such anchorage and mooring.
- h) To ensure maintenance of spare gear required for light beacons, buoys and any other appliances necessary for the safe navigation of the port and of the port approaches.
- i) To ascertain the position of wrecks if and when reported.
- j) To issue notice to mariners on matters of interest to shipping with respect to Port of Mumbai.
- k) To ensure operation and maintenance of fire fighting appliances attached to the Port Department.
- l) To attend to the vessels in distress in the Mumbai Port as and when called upon to do so.
- m) To ensure suitable disposal of scrap vessels and beaching of vessels as and when required.
- n) To keep navigational channels of the Port free and clear of all obstructions such as fishing nets, fishing crafts, fishing buoys and other fishing trawlers.
- o) To function as a liaison between the Deputy Conservator and Labour Unions when required.
- p) To officiate as a member of Selection Committees as required under RSP Regulation 1977.

- q) To carry out the duties, responsibilities and functions of the Nodal Officer (Grievance Handling) and Liaison Officer for the SC/ST of the Port Department in accordance with the guidelines laid down in Chapter 15 of Government of India, Ministry of Personnel, Public Grievance and Pension Department and Personnel and Training Brochure on Reservation for the Scheduled Caste and Scheduled Tribe in services (Seventh Edition) (as amended from time to time.)
- r) To act as a member of Tender Committee to assist in evaluation.
- s) To envisage and plan short and long term requirements of the Port Department in consideration of developing trends, technology and environment vis-à-vis manpower.
- t) To maintain for and on behalf of the Deputy Conservator, petty cash account of Port Department for expeditious repairs to costly equipments, vehicles and purchase of items in emergency in accordance with the financial powers vested upon him from time to time.
- u) To carry out such duties and functions as may be entrusted upon him from time to time by the Deputy Conservator or any other superior authority.

### **3. ASSISTANT TO HARBOUR MASTER**

An officer of the rank of the Master Pilot, so selected by the Deputy Conservator/ Harbour Master shall carry out duties of the Assistant to Harbour Master. He shall generally function as Staff Officer to the Harbour Master and carry out following duties for and on behalf of the Harbour Master.

- a) To maintain duty roster of Dock Masters, Master Pilots and Pilots.
- b) To prepare and promulgate daily shipping timings.
- c) To assist Harbour Master in ensuring smooth and effective administration of the Pilot services.
- d) To maintain leave roster/record for the Dock Masters, Master Pilots and Pilots.
- e) To Pilot vessels if and when required.
- f) To supervise work and functioning of the shipping assistants attached to the Head Office.
- g) To ensure allotment of berths to the ships requiring anchorage berths.
- h) To sign, for and on behalf of the Deputy Conservator/ Harbour Master all routine correspondence of minor nature on day-to-day matters including following :-
  - i. Unclaimed Wages tickets.
  - ii. Identification memo.
  - iii. Requisition of stores.

- iv. Receipt Notes.
  - v. Indents of stores
  - vi. Bills for the repairs to clocks, ship's radar, binoculars, telescope, echo sounders and such navigational equipments.
  - vii. Bills for supply of rations, provisions and victualling stores from approved Contactors.
  - viii. Bills for Port dues, pilotage, towage, fees etc.
  - ix. Posting orders for flotilla crew and other employees.
  - x. Any other routine correspondence of minor nature and not involving policy matters.
- i) Supervision, maintenance and administration of navigation marks and aids and maintenance of 'Buoy Book'.
  - j) To arrange and provide launches to the Port Department Inspectors for Harbour Patrol as and when requisitioned by him.
  - k) To maintain up to date records of the operational state of all the tugs, launches, propelling and non-propelling barges and any other water borne transport under the control of the and at the disposal of the Port Department.
  - l) Any other duties he may be called upon to perform from time to time by the Deputy Conservator/ Harbour Master.

#### **4. SENIOR DOCK MASTER**

A Marine Officer, satisfying the qualitative requirement and eligibility conditions for the post of Senior Dock Master as stipulated in Bombay Port Trust, (Recruitment, Seniority and Promotion) Regulation 1977 and cleared by the Departmental Promotion Committee shall, by selection, be appointed to the post of the Senior Dock Master .

The Senior Dock Master is the third seniormost Officer in the hierarchy of the Port Department and ranks after the Harbour Master. The Senior Dock Master is directly responsible to the Deputy Conservator for the organization, operation and efficient functioning of the equipments and personnel attached to the Docks, Senior Dock Master's administrative authority extends to the establishments at Indira Dock and Jawahar Dweep In addition, certain powers in respect of the Class IV staff are also delegated to the Senior Dock Master by the Deputy Conservator. The Senior Dock Master enforces Government regulation regarding violation of explosive cargo, fire hazards and overloading etc. by the vessels. He is authorized to refuse entry into dock or exit from the dock to any vessels which is his opinion, is not in safe manoeuvrable condition.

He, in exercise of the responsibilities delegated to him shall carry out the following duties.

- i. To allot timings to the docking/undocking ships at Indira Docks
- ii. To ensure expeditious and efficient docking/undocking of vessels at Indira Docks
- iii. To ensure optimum utilization of the flotilla manpower, equipment and material placed at his disposal.
- iv. To issue leaving permits to vessels in the docks.
- v. To ensure strict enforcement of regulations contained in "Docks By-Laws".
- vi. To exercise control on Class IV staff positioned under his command and control.
- vii. To submit report on shipping casualties within his jurisdiction.
- viii. To personally attend to an accident, fire, casualty to personnel, material, equipment or vessels in his jurisdiction as soon as occurrence of such casualty, accident, fire is reported to him and to carry out preliminary investigation of such accident, fire, casualty and submit his preliminary report to the Deputy Conservator within twenty four hours of the occurrence of such an event.
- ix. To prepare shipping programme for each day.
- x. To check and verify the work carried out by the Tugs attached to his establishment.
- xi. To submit Annual Confidential Report on Officers and other personnels placed under him. He shall be the Reporting Officer for the Officers under his control.
- xii. To issue shifting orders to vessels inside the docks.
- xiii. To attend routine day-to-day administration of the establishment under his charge.
- xiv. To grant permission to vessels for discharging timber over the side into the dock basin.
- xv. To grant permission to vessels to immobilize engines under special circumstances, if so requested.
- xvi. To permit vessels, if so requested, to turn their propellers for the purpose of effecting engine repairs or for engine trial.
- xvii. To administer and supervise the work of the Working Dock Master in his establishment.
- xviii. To determine the depth of water to be collected and confined into the basin to enable all the vessels to remain afloat and to control the level of the water for special purpose.
- xix. To inform when necessary the Masters of vessels of the specific gravity of the water in the basin and to calculate, if required, the increased draft permissible on production of the vessel's Load Line Certificate.
- xx. To inform the Deputy Conservator and Principal Officer, Mercantile Marine Department of his suspicious if any, regarding overloading of any vessels and action contemplated, if any.

- xxi. To ensure that all necessary repairs are carried out periodically to all the installations, machinery and equipments at Docks.
- xxii. To ensure, by arranging dredging if the need be, that adequate depths of water are maintained in all docks, at dock walls, Harbour Walls and at such places which may be consider necessary.
- xxiii. To requisition the services of divers for under water repairs or for recovery of equipment/material lost overboard in the Docks.
- xxiv. To maintain for and on behalf of the Deputy Conservator petty imprest cash account of Port Department for expeditious repairs to costly equipments, vehicles and purchase of items in emergency in accordance with the financial powers vested upon him from time to time.
- xxv. To ensure strict supervision, functioning and administration of the administrative staff attached to Indira Dock offices and to deal with all correspondence, records, reports, pay, allowances etc. arising from the work at Indira Dock, Prince's and Victoria Docks.
- xxvi. Any other duties as may be entrusted upon him from time to time by the Deputy Conservator/Harbour Master.

#### **5. DOCK MASTER I/C, JAWAHAR DWEEP AND PIR PAU.**

The Oil Terminals at Jawahar Dweep and Pir Pau are one of the largest crude oil and POL traffic handling centre amongst Indian Ports. The Dock Master's establishment at Jawahar Dweep and Pir Pau consists of Four Oil berths at Jawahar Dweep, Two berths at Pir Pau on the foreshore near Trombay, Flotilla placed at his disposal, fire station at Jawahar Dweep and any other establishment, installation, equipment, material, operational & administrative staff at Jawahar Dweep and Pir Pau as may, from time to time be placed at his disposal.

The Dock Master In-charge, Jawahar Dweep is responsible to the Deputy Conservator for safe, smooth, expeditious and efficient marine operations at Jawahar Dweep and Pir Pau. His responsibilities, duties and functions are more or less analogous in nature to those performed by the Senior Dock Master in respect of Indira Docks. He shall perform the following duties:-

- i. To draw up shipping programme in consultation with the Port Co-ordinator for 1, 2, 3 and 4 J.D. berths and with Deputy Conservator (D.C.) for Pir Pau Terminals and to keep informed the Harbour Master's office and the Control Station through VTMS.
- ii. To issue leaving permits and memorandum of shifting to vessels at Jawahar Dweep and Pir Pau.
- iii. To maintain navigation aids at Jawahar Dweep and Pir Pau and in the channels contiguous thereto in liaison and consultation with the Harbour Master, Chief Engineer and the Chief Mechanical Engineer.
- iv. To liaise and co-ordinate with the Dredging Superintendent, Chief Engineer and Executive Engineer, Marine Survey & Research Cell for maintenance dredging and marine survey of the appropriate areas under his jurisdiction.

- v. To oversee and supervise work of the Port Auxiliary Fire Service at Jawhar Dweep and Pir Pau.
- vi. To requisition services of divers as and when required for under water inspection, repairs, for recovery from water of any equipment material, lost overboard in the area of his jurisdiction.
- vii. To maintain VTMS and other communication equipment in co-ordination and liaison with the Director ( P& R), Chief Engineer, Chief Mechl. Engineer and Controller of Stores, as necessary.
- viii. To ensure that relevant information and documents are furnished to the Billing Section well in time.
- ix. To permit vessels, if requested to turn propellers for the purpose of effecting repairs.
- x. To report any breach or violation of pollution control regulation to Pollution Control Cell.
- xi. To personally attend to an accident, fire, casualty to personnel, material, equipment or vessels in his jurisdiction as soon as possible after the occurrence of such casualty, accident, fire is reported to him and to carry out preliminary investigation of such accident, fire, casualty and submit his preliminary report to the Deputy Conservator within twenty four hours of the occurrence of such an event.
- xii. To ensure adequate supervision and check the work of Flotilla crew attached to Jawahar Dweep and ensure the regular maintenance and clean-ship are carried out.
- xiii. To arrange for repairs and periodic surveys of installations, flotilla and other equipments at Jawahar Dweep and Pir Pau in liaison with the Chief Engineer and/or Chief Mechl. Engineer.
- xiv. To supervise the work and attend to all administrative disciplinary matters in connection with the staff of his office and shore and flotilla crew attached to his establishment.
- xv. To maintain and deal with all correspondence, records, reports, pay, wages, allowances etc. arising from the work at Jawahar Dweep and Pir Pau.
- xvi. To maintain and deal with all correspondence, records, reports, with other department, port users and oil companies.
- xvii. To submit annual confidential reports on the officers and clerical staff under his charge and as Reporting Officer.
- xviii. To maintain for and on behalf of the Deputy Conservator petty imprest cash account of the Port Department for expeditious repairs to costly equipments of flotilla, vehicles and purchase of items in emergency in accordance with the financial powers vested upon him from time to time.
- xix. To perform any other duties as may be assigned to him from time to time by the Deputy Conservator/Harbour Master.

## **6. DOCK MASTER, CONTROL STATION.**

There shall be two Dock Masters Incharge of the Control Station at Ballard Pier. They shall work on Twenty-four hours 'off' basis. The pattern of duty is subject to change depending on the exigencies of service and/or at the discretion of the Deputy Conservator. The Dock Master, Control Station is responsible to the Deputy Conservator though Harbour Master for smooth and efficient day-to-day

functioning of the Pilot services and in discharge of his responsibilities he shall carry out the following duties :-

- i. To ensure adequate deployment of Pilots.
- ii. To ensure systematic deployment of jobs to the Pilots.
- iii. To monitor the work and movements of Pilots on duty.
- iv. To ensure effective and optimum utilization of the Pilots on duty.
- v. To ensure safe and expeditious movement of ships to and from the Harbour.
- vi. To exercise control of Pilot launches.
- vii. To ensure allotment of Harbour Tugs for various jobs, tasks/duties as and when required in consultation with Harbour Master and Dock Master, Jawahar Dweep.
- viii. To organize vehicles for transportation of Pilots when required.
- ix. To co-ordinate with the Head Office (Asstt. to the Harbour Master) in arranging reliever for the Dock Master, Master Pilots and Pilots as and when required.
- x. To arrange when required, repairs of mooring launches positioned at Jawahar Dweep in liaison with Dock Master, Jawahar Dweep and Chief Mechl. Engineer.
- xi. To maintain a Log Book and other official records at Control Station.
- xii. To ensure compliance with IPOS procedure.
- xiii. To attend to any emergency such as fire, collision, grounding accident etc. and to report such emergency to the Deputy Conservator/Harbour Master immediately after its occurrence.
- xiv. To help, advice and assist any Pilot in the event of any technical and professional difficulty while performing his duty.
- xv. To maintain continuous VHF watch and monitor VHF channels of vessels in the Harbour at all the times.
- xvi. To attend to the vessel in distress/difficulty in the Port.
- xvii. To inform ships/vessels of their movement, availability of Pilots, berths etc.
- xviii. To take effective charge of the Vessel Traffic Management Station and monitor its activities.
- xix. To act when required as a Liaison between various departments of the Port Trust, ships and ships agents.
- xx. To function as a watch-keeping Officer of the Port.

- xxi. To function as a night duty and emergency Officer for the Port.
- xxii. To maintain for and on behalf of the Deputy Conservator petty imprest cash account of Port Department for expeditious repairs to costly equipments of flotilla, vehicles and purchase of items in emergency in accordance with the financial powers vested upon him from time to time.
- xxiii. To carry out such other duties as may be delegated/assigned to him from time to time by the Deputy Conservator/Harbour Master.

## **7. DOCK MASTER.**

Six marine officers satisfying the qualitative requirements and eligibility conditions as stipulated in Mumbai Port Trust Employees (Recruitment, Seniority and Promotion) Regulation 1977 and cleared by the Departmental Promotion Committee shall, by selection, appointed to the post of Dock Master. There shall be eight Dock Masters in the establishment of the Senior Dock Master positioned in order of their inter-se seniority as under :-

- |                                 |   |      |
|---------------------------------|---|------|
| 1) Dock Master, Jawahar Dweep   | - | Two  |
| 2) Dock Master, Control Station | - | Two  |
| 3) Working Dock Master          | - | Four |

The Dock Master at Indira Dock and Jawahar Dweep is responsible for the safe and expeditious docking/undocking of ships through the Dock Entrance at Harbour Walls and at Oil Terminals at Jawahar Dweep and Pir Pau. He is also responsible for directing the Pilots, Berthing Masters (Dock Pilots) and tugs for safe docking/undocking of ships at various docks. The Dock Master, Jawahar Dweep shall be responsible for allotting timing to the ships docking/undocking at Jawahar Dweep and also for determining in consultation with Deputy Conservator/Harbour Master the priority of vessels docking/undocking at Pir Pau. The Dock Masters positioned at Indira Dock shall work in twelve hours shift. The Relieving Dock Master shall relieve the Dock Master at Indira Dock, Control Station and Jawahar Dweep. However these timing are subject to change depending on the exigencies and requirement of the Port and/or at the discretion of the Deputy Conservator.

In order to ensure the safe and expeditious docking/undocking of ships in various docks, the Dock Master shall diligently and judiciously utilize to the optimum the entire infrastructure viz. tugs, boats, launches, shore crew, men, material such as ropes, check wires, fenders, catamarans, etc. and any other resources at his command and disposal without incurring any loss of time, material and Port property.

Notwithstanding anything contained in the rules, guidelines, and instructions hither fore stipulated nothing shall prevent the Dock Master from taking any action including change of timings and/or cancellation of docking/undocking, which he in his discretion, judgment and opinion shall deem essential, in order to avert and/or minimize accident, loss of life and in order to ensure the safety of the vessel, safety of men, material and safety of Port property. However, in the event of cancellations of docking/undocking he shall as soon as practicable inform the concerned authorities in writing the reasons as to his inability for docking/undocking vessel.

The Dock Master is expected at all times to conduct himself with an extremely high degree of professionalism, sincerity, loyalty to organization and dedication, commensurate to his rank, seniority and marine experience so as to set an example before his subordinated and juniors.

8. **MASTER PILOTS.**

There shall be six Master Pilots. The Master Pilots qualifying the eligibility conditions as stipulated in Mumbai Port Trust Employees (Recruitment, Seniority and Promotion) Regulation 1977 and after having cleared by the Departmental Committee may be promoted to the post of Master Pilots.

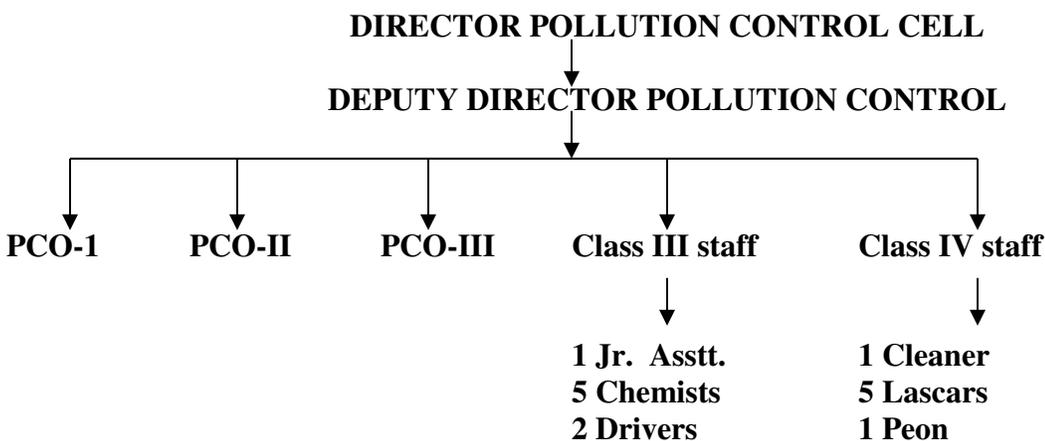
Of the six Master Pilots so selected and promoted, the senior most Master Pilot shall carry out the duties of Assistant to the Harbour Master.

Other Master Pilots shall continue to pilot vessels and in addition to Piloting duties carry out such duties assigned to them from time to time by the Deputy Conservator/Harbour Master as and when required to meet the demands and exigency of the Port Department. This is a general direction. However, placement of Master Pilots may be altered by the Deputy Conservator if he thinks it is in the best interest of the Port.

9. **DIRECTOR, POLLUTION CONTROL CELL.**

**APPOINTMENT:** A marine officer of the rank of Dock Master shall normally be appointed as Director, Pollution Control. If such marine officer of adequate qualification is not available, the Deputy Conservator at his discretion may appoint any other suitable officer from the Port Department as Director Pollution Control.

The Director Pollution Control so appointed shall be responsible to the Deputy Conservator for prevention, control, containing and eliminating marine pollution in the Mumbai Port. The organization of the Department of the Director Pollution Control shall be as under:-



The operation and functioning of the Pollution Control Cell is to be governed and regulated, inter-alia, by following enactments and rules made thereunder.

- a) Merchant Shipping Act, 1958.
- b) The Water (Prevention and Control of Pollution) Cess Act, 1977.
- c) The Environment (Protection) Act, 1986.

- d) The Air (Pollution and Control) of Pollution Act, 19816.
- e) Indian Ports Act, 1908.
- f) Major Port Trusts Act, 1963.
- g) International Maritime Regulations 1983.
- h) The Maharashtra Prevention of Water Pollution Act, 1981.
- i) The Bombay Smoke Nuisances Act, 1912.

Any other legislation with regards to Pollution which may be enacted from time to time.

The Director Pollution Control shall be responsible to the Deputy Conservator for the following:-

- i. To ensure prevention, control, contain and eliminate marine pollution in the Port.
- ii. To ensure control, smooth and efficient functioning of various projects of the Pollution Control.
- iii. To propose to the Deputy Conservator as to the levying of cleaning charges on the vessels violating marine pollution Regulations in the Port and/or causing pollution and/or violating the guidelines laid down under the laws quoted at Para 3.
- iv. To exercise command and control over the Technical Officers under him as to the anti-pollution measures and pollution control depending on requirements from time to time.
- v. To co-ordinate with Maharashtra Pollution Control Board, Coast Guard and other Government and quasi-government agencies in connection with the marine Pollution Control.
- vi. To ensure that the quality of water within the port limits is maintained, at all times, free from any pollution by continuous and consistent monitoring and by exercising alert and vigilant watch on the industrial discharge from the units/establishments etc. situated on the waterfronts adjoining/adjacent to the Mumbai Port Limits.
- vii. To prepare yearly programme for prevention of oil pollution in the harbour.
- viii. To prepare programme for oil terminal combat operation.
- ix. To project out from time to time various requirement of the Pollution Control Cell.
- x. To report to the Deputy Conservator by the tenth day of every month action taken against the vessels in the Harbour violating Pollution Control Rules and to maintain regular register on this subject.
- xi. To envisage and plan short and long term requirements of the marine pollution in the Port Department in perspex of developing trends, technology and environment vis-s-vis, manpower and functioning constraints.
- xii. To maintain for and on behalf of the Deputy Conservator petty imprest cash account of Port Department for expeditious repairs to costly equipments of flotilla, vehicles and purchase of items in emergency in accordance with the financial powers vested upon him from time to time.
- xiii. To assign duties and portfolios by departmental order to the officers deputed to Pollution Control Cell as Pollution Control Officers.

- xiv. To carry out such duties and functions with regard to marine pollution control as may be entrusted and/or delegated to him from time to time by the Deputy Conservator or any other superior authority.

## 10. **PILOTS.**

**STRENGTH OF THE PILOTS :** There shall be twenty eight posts of Pilots. The strength of the cadre of the Pilots may vary and shall be revised from time to time depending of the requirements of the Mumbai Port Trust.

**ELEGIBILITY, APPOINTMENT, TRAINING ETC:** The rules and conditions as to the qualification and eligibility of the candidate for Pilots, procedure for selection, rules as to appointment etc. and training are contained in Port Department Manual Part (III) (Department Functions, Procedure and instructions).

**DUTIES OF THE PILOTS :** The principal duty and function of a Pilot is to transport, when so directed by appropriated authority a vessel safely expeditiously from one point o another within the limits of Mumbai Port Trust. In addition, the Pilot shall perform the following duties :-

- i. To transport when required ships/vessels and crafts belonging to the Port Trust anywhere within the Port Limits.
- ii. To carry out work on board the vessel connected with compass adjustment, engine trials, major mild run and other navigational requirements as ordered from time to time.
- iii. To transport ships/vessels to and from various docks and basins of Mazgaon Docks.
- iv. To assist movements of Indian Naval Ships as and when required.
- v. To transport Port Trust crafts/vessels beyond the Port Limits for rendering assistance to ships in emergency and air sea rescue mission.
- vi. To ensure that the Master of the ship is unambiguously made aware that the responsibility of the safety of his vessel squarely rests only with him and that in the event of any accident/casualty the Pilot shall be held responsible only for the act of negligence and carelessness on his part, if any.
- vii. To grant/refuse to grant pratique to incoming ships.
- viii. To ensure that vessels sailing out of the Port have, before sailing out, completed all the formalities required by the Port. Customs, immigration and other authorities as the case may be.
- ix. To report forthwith, through Signal Station, to the Deputy Conservator any violation/breach as to the loading regulation, explosive regulation by the vessels.

- x. To act as 'Examination Officer' when examination service is introduced.
- xi. To abide by the rules and regulations spelt out for the Pilots in the 'Port of Mumbai – Pilotage Bye-laws' drawn by the Trustees of the Port under T.R. No. 444 of 1933 and as amended from time to time.
- xii. To keep himself abreast of latest navigational information on the Port.
- xiii. To maintain highly dignified conduct and demeanor at all times whilst on duty.
- xiv. Notwithstanding anything contained in the rules, guidelines, instructions and regulations hitherto fore mentioned nothing shall prevent the Pilot, while navigating/transporting/manoeuvring a vessel within the Port Limits, from taking any action including changing of timing and cancellation of transporting, docking/undocking, which he after exercising due caution, care and diligence, in his discretion, judgment and opinion deems essential in order to avert and/or minimize accident and ensure the safety of the vessel, safety of men and material and the Port property. However, in the event of cancellation or abandoning of any job/task/duty entrusted to him he shall, as soon as practicable and possible, but not later than forty eight hours of the occurrence of the event, inform in writing, the reasons of his taking such action.
- xv. To keep himself abreast and fully conversant with all standing orders, charts and soundings as published from time to time and also report to the office any unusual occurrence such as vessels anchored in the channel, dragged vessels, vessels developing list or otherwise needing help, unmanned or unlit ships in the harbour, floating or drifting buoys or other obstructions or any other event which may constitute a hazard to the Port including ship polluting the harbour.
- xvi. To monitor VTMS and ensure safe Navigation of vessels under the supervision of Dock Master Control Station.

## **11. SENIOR ASSISTANT DOCK MASTER.**

There shall be one post of Sr. Asstt. Dock Master for Docks. An officer satisfying the qualitative requirement and eligibility conditions for the post of Sr. Asstt. Dock Master as stipulated in Mumbai Port Trust RSP regulation 1977 and cleared by the Departmental Promotion Committee shall, by selection, be appointed to the post of Sr. Asstt. Dock Master.

The duties and responsibilities of the Senior Asstt. Dock Master are :-

- a) To assist the Senior Dock Master in all administrative functions and duties in connection with the maintenance of Indira Dock, Prince's & Victoria Dock during working hours.
- b) To demand, procure and keep custody of and account for all the permanent, quasi-permanent, consumable and durable stores pertaining to the administration of all docks.
- c) To ensure that all the berths in Docks are use worthy at all times and are provided with proper fixture, fittings such as bits, bollards, fenders, etc.

- d) To arrange supply of fuel, POL, and all operational stores for all tugs/crafts/launches and other water borne transport placed under control and at the disposal of the Senior Dock Master for use of Docks.
- e) To ensure that all fenders, ropes, check wires and other appliances required for docking/undocking the vessels are in serviceable and operational conditions and to arrange disposal of material which is unserviceable and is not fit for use in docking/undocking operation and arrange for replacement.
- f) To carry out periodic inspection of life buoys and life lines kept at various berths and Harbour Walls.
- g) To ensure that all life saving appliances such as life buoys, lifelines are readily available at places specifically earmarked for these appliances.
- h) To maintain duty roster for Berthing Masters.
- i) To maintain leave roster for the Berthing Masters and recommend leave for the Berthing Masters if and when such request are put up to him.
- j) To sign for and on behalf of the Senior Dock Master routine correspondence of day-to-day nature.
- k) To raise requisition to the Chief Mechl. Engineer and sign them on behalf of the Senior Dock Master for repairs to launches, tugs, equipments and other appliances placed at the disposal of the Senior Dock Master.
- l) To ensure that sufficient space is maintained at the berths for incoming ships and arrange shifting of the vessels inside the docks so as to maintain sufficient space between the ships.
- m) To officiate as a member of the board for examination of the new entrances in the Berthing services.
- n) Any other duties as may be assigned to him from time to time by the Senior Dock Master.

## **12. ASSTT. DOCK MASTER.**

An officer from the Berthing cadre satisfying the qualitative requirement and eligibility conditions for the post of Asstt. Dock Master as stipulated in Mumbai Port Trust RSP regulation 1977 and cleared by the Departmental Promotion Committee shall, by selection, be appointed to the post of Asstt. Dock Master.

The duties and responsibilities of the Asstt. Dock Master are as under:-

- i. To assist the Dock Master in docking/undocking of the vessel.
- ii. To assist the Dock Master in mooring/unmooring and/or warping of ships at Ballard Pier, Harbour Wall.

- iii. To ensure that the tugs mooring launches, jolly boats and shore crew are ready and available for docking/undocking of the vessel.
- iv. To ensure that adequate fenders, catamarans and such other gear are available for each docking/undocking.
- v. To ensure that Harbour Walls, Ballard Pier or East Mole Berths are clear of launches, barges, vessels, crafts and such other navigational hazards before the vessel is docked.
- vi. To ensure that the Berthing Masters are available and detailed well in advance for each docking/undocking of the vessel during his watch/shift.
- vii. To ensure that available tugs and launches are adequately manned, operational and ready to undertake the job at the commencement of each shift.
- viii. To ensure that all fenders, life buoys and other appliances at various berths, quay and walls are properly maintained.
- ix. Any other duty as may be assigned to him from time to time by his superiors.

### **13. BERTHING MASTER.**

A Marine Officer satisfying the requisite qualification laid down under Mumbai Port Trust Employees (Recruitment, Seniority and Promotion) Regulation 1977 shall be appointed as Berthing Master of Indira Dock, Prince's & Victoria Docks. The number of Berthing Masters so appointed shall depend on the requirements of the administration and shall be specified from time to time : -

The Berthing Master shall function under the administrative control of the Senior Asstt. Dock Master. Their duties shall be governed as per the instructions and directives issued by the Senior Asstt. Dock Master from time to time and they shall carry out following duties:-

- i. To ensure safe, efficient and expeditious transportation of docking vessels from the Lock Gates to the pre-allotted berths.
- ii. To ensure safe, efficient and expeditious transportation of undocking vessels from the berths to lock Gates.
- iii. To ensure safe, efficient and expeditious transportation of vessels from one berth to another berth when such shifting is required to be carried.
- iv. To ensure effective deployment and utilization of the dock tugs, mooring launches and jolly boats placed at his disposal for docking/undocking of vessels.

- v. To bring well before docking/undocking a vessel, to the notice of the Dock Master any breach/violation by the vessel of the regulations as to trim or list of the vessel affecting her maneuverability.
- vi. The berthing services are being amalgamated with the Pilotage services and recruitment to these posts have been stopped and since September 1991. With the retirement of the last Berthing Master in the year 2012, these services will stand totally amalgamation with the Pilotage services.
- vii. Any other duties as may be assigned to him from time to time by the Senior Asstt. Dock Master.

**14. ASSTT. COMMISSIONER ( PORT):-**

The post of the Asstt. Commissioner (Ports) shall be held by a Senior Berthing Master, so selected under the RSP Regulation 1977. He shall function as an outdoor Officer, outside the cadre of the Pilots and Berthing Masters. Port Department Inspector shall also be appointed by a Notification as Hon. Superintendent of Police by the Government of Maharashtra under Section 7 of the City of Mumbai Police Act 1902.

The duties of the Asstt. Commissioner (Ports) shall be :-

- i. To ensure compliance with Port Rules by :-
  - a) keeping dock channels clear and initiating action against offenders, if any.
  - b) keeping channel to Mazgaon Dry Dock and Breakup ground clear and prosecuting offenders, if any.
  - c) keeping fishermen within their specified limits of fishing areas as laid down in Mumbai Port Rules and initiating action offenders, if any.
  - d) preventing of drifting fishing nets in main fairways.
  - e) preventing too many cargo boats coming alongside or obstructing vessels mooring and initiating action against offenders, if any.
  - f) enforcement of the use of navigation lights and initiating action against offenders, if any.
  - g) attending vessels in case of their collision with any country craft and initiating action against offenders, if any.
  - h) preventing ash, oil or such pollution prone cargo being discharged into harbour and initiating action against offenders, if any.
  - i) going afloat at night in the in the Harbour as required in and ensuring that all vessels/crafts/barges exhibits navigation lights as per regulations and initiating action against the in-charge/owner of craft/vessel/barge, violating the Rules.

- j) assisting the Deputy Conservator/Harbour Master in the enforcement and compliance of the provisions of the Indian Port Act and initiating action against offenders, if any.
  
- ii. To ensure ,compliance with ISPS code
- iii. To ensure compliance with Regulation Rules Act XIX of 1838 and to prosecute offenders.
- iv. To control passengers boats and launches under the Passenger Boat Rules and to keep landing places clear - to see that all boats are licensed and to prosecute offenders, if any.
- v. To inspect periodically Life-Saving Appliance maintained at the Bunders.
- vi. To inspect and obtain particulars of passenger boats, prior to grant of license by the Deputy Conservator, as required by the Indian Ports Act, 1908.
- vii. To see that storm signals are hoisted and lowered at the appropriate time at the Port Signal Station, Prince's and Victoria Docks, Jawahar Dweep, BPT Workshops, Chowpatty, Sasoon Dock and Worli. He sees that all vessels and small crafts in the Harbour are warned about the expected storm weather.
- viii. To conduct swimming tests of the recruits to the post of shore/flotilla lascars, stokers, bhandaris etc. and submit report.
- ix. To officiate as a member of the Committee holding driving test for the employees of Port Fire Service.
- x. To officiate as a member of "Disposal Committee" when any vessel/craft/property of the Port Department is disposed.
- xi. To attend on behalf of the Deputy Conservator, following meetings as and when they are held.
  - a) Internal Security Meeting.
  - b) Port Health Meeting.
  - c) Port Health Committee Rounds of the Port.
  - d) Coast Guard Meeting at Coast Guard Headquarters, Worli.
  - e) Sea swimming Competition meeting.
  - f) Dock Safety Meeting.
- xii. To attend the Courts of Law in connection with the cases filled by Port Department.
- xiii. To retrieve dead bodies found/reported within the Port Limits and arrange their disposal in liaison with the Police.
- xiv. To attend barges/crafts/trawlers/fishing boats involved in accident within the Port Limits.
- xv. To supervise photography of commercial film within Port Limits.
- xvi. To carry out surprise checks on crew dormitories.

- xvii. To attend to and assist the Port Fire Officer, Director Pollution Control, if and when called upon.
- xviii. To act as a Liaison Officer between Police and Port Department.
- xix. To carry out any other duties, orders and instructions as may be issued to him by the Deputy Conservator.

The Asst. Commissioner (Port)'s duties are of recurring and continuous nature and shall require his presence at any time of the day and/or night, including Sundays and Holidays. Therefore he is to remain on call at all the times.

#### **15. ENGINEER (FLOTILLA)**

Section 25 of the Inland Vessels Act, 1917 lays down that an inland, mechanically propelled vessel having engine of one hundred or more nominal horse power shall not proceed on any voyage unless she has an Engineer possessing Engineer's certificate granted under this Act or granted or deemed to be found granted under the Merchant Shipping Act 1958.

Therefore, in accordance with the provisions laid down by the Inland Vessels Act 1917, each inland mechanically propelled vessel having engine of one hundred or more nominal horse power for example tugs, dredgers, flotilla cranes, etc. shall have, for each shift, as a Engineer a person possessing Engineer's certificate and he shall be appointed/designated as Flotilla Engineer.

Thus the number of posts of the Flotilla Engineers shall depend upon and vary according to the number of vessels having engine of one hundred or more nominal horse power owned/operated by the administration. In the event of there existing a shortage/vacancy of Flotilla Engineer such shortage/deficiency, shall be projected in writing, by the Deputy Conservator to the Manager (SOM)'s office for advertising in the newspaper inviting applications from suitable candidates. The qualitative requirements and eligibility conditions for the Flotilla Engineers as laid down under Mumbai Port Trust Employees RSP Regulation 1977 and Inland Vessels Act, 1917 shall also be simultaneously forwarded to the Manager (SOM)'s office.

He shall perform, inter-alia, the following duties:-

- i. To be overall In-charge of engine and deck machinery, both electrical and mechanical, of the vessel on which he is appointed.
- ii. To be responsible for the proper up-keep, maintenance and efficient running of the machinery on board his vessel.
- iii. To indent as required and take on charge of engine room stores when received.
- iv. To issue stores to all concerned personnel as and when received.
- v. To maintain muster roll, weekly off and duty roster, records of overtime, night weightage, for the engine room staff/crew.
- vi. To send requisition to the Workshop for any renewal, repairs or replacement of any machinery equipment part, pipelines or any appliances of the engine room deck and all other machinery and mechanical/electrical appliances.

- vii. To requisition the services of the workshop staff as and when required.
- viii. To supervise the work of the workshop staff when such staff is deployed for any work on board the vessel.
- ix. To maintain records of all main and auxiliary machinery as required by the Regulation.
- x. To ensure that the engines are dismantled, cleaned and kept ready for inspection, if required, at the time of Annual Survey.
- xi. To personally note down all readings, e.g. cylinder, piston and piston ring clearance (end and lateral), gudgeon pin and bottom end clearance, main bearing and clock gauge reading, including electrical reading etc. and to prepare a list of such reading for the survey and also for his own record.
- xii. To ensure that the repairs and adjustments to the engines are carried out under his personal supervision.
- xiii. To ensure when required, that the entire engine is dismantled and also boxed up under his personal supervision and that the adjustments on the engines, if any, are carried out as required under his supervision.
- xiv. To ensure that his crew carry out their various duties and responsibilities systematically, efficiently, expeditiously and in accordance with the laid down procedure.
- xv. To maintain the engine room log book containing the similar entries and record which are normally contained in the engine log book of a sea going vessel and to keep log book ready for inspection, if required.
- xvi. To be the Fire Fighting Officer of his vessel.
- xvii. To be responsible for all fire fighting equipment and stores on board the vessel.
- xviii. To ensure that all fire fighting equipment is maintained and in operational conditions at all times.
- xix. To ensure that the vessel is kept upright and on even keel and even trim at all times particularly so while entering or leaving dry dock.
- xx. To be In-charge of all ballast tanks, fresh water tanks, fuel oil tanks and to ensure that filling up/emptying of these tanks, as and when required.
- xxi. To be In-charge of the entire plumbing system on board the vessel.
- xxii. To be responsible, during the dry docking of the vessel, for the systematic conduct of dry docking and to take reading of the propeller and rudder drop.
- xxiii. To supervise personally, during the dry docking of the vessel, all the propeller, rudder, tail propeller shaft, sea connections and other valves etc.

- xxiv. To liaise and co-ordinate with the CME Workshop and Controller of Stores in connection with the repairs and requirements of the vessels as and when required.
- xxv. To ensure that the vessel's entire machinery is in operational and running conditions and ensure that prevent breakdown and lay-up do not occur.
- xxvi. To attend personally and expeditiously to any breakdowns as when they occur.
- xxvii. To co-ordinate and liaise with the Officers of Chief Mechanical Engineer's Dept., Workshop, MMD and Lloyds surveyors during the survey of the vessel.
- xxviii. To personally issue specialized and expensive tools, spares, equipments and stores as required during the Annual Overhaul of the vessel.
- xxix. To issue gate passes for the material/stores/equipments sent to workshop.
- xxx. To maintain a record of all work carried out on board his vessel by the Workshop.
- xxxi. To liaise and co-ordinate with the manufacturer/suppliers/COS for the formalities to be carried out for material to be procured by local purchases and also liaise with the Custom Authorities for the verification and clearance of the imported store as and when required.
- xxxii. To attend the meetings as and when convened at the offices of the Chief Mechanical Engineer, Controller of Stores, Deputy Conservator or any other authorities in connection with his vessel.
- xxxiii. To maintain for and on behalf of the Deputy Conservator petty imprest cash account of the Port Department for expeditious repairs to costly equipments, of his vessel and purchase of items in emergency in accordance with the financial powers vested upon him from time to time.
- xxxiv. To carry out any other duties as may be assigned to him from time to time by the Deputy Conservator or any other superior authority.

## **16. ADMINISTRATIVE OFFICER (Head Office)**

There shall be four posts of the Administrative Officers in the Port Department.

Of the four Administrative Officer, the senior most, shall be designated as Administrative Officer – I. He shall be attached to the Deputy Conservator and shall operate and function from the Head Office.

The Administrative Officers posted at the Head Office shall, severally, carry out such duties as regards to the administration of and from the Head Office as may be entrusted to them by the Deputy Conservator by issuing a Departmental Order to that effect. They shall be responsible and accountable to the Deputy Conservator/Harbour Master as the case may be for the following duties:-

- i. To ensure smooth, effective and efficient functioning of the administrative staff at the Head Office.
- ii. To superintend and oversee the smooth and effective functioning of administrative staff at Indira Docks, Jawahar Dweep, P & V Docks and other shore units.

- iii. To serve as a link between the technical (operational) staff e.g. flotilla crew, light house staff, shore crew etc. and secretarial (administrative) staff of the Port Department.
- iv. To attend to all labour complaints/grievances of the employees and analyse them in the light of the rules and regulations of the Port Department and endeavour to redress the complaints.
- v. To liaise with the labour Union and advise the Deputy Conservator as to the viable solution on the labour grievance/problems arising from time to time.
- vi. To be conversant with all existing rules, regulations and legislations concerned with the industry/labour and applicable to various categories of the employees of the Port Department.
- vii. To guide his subordinates in implementing the administrative decisions.
- viii. To advise the Deputy Conservator in the administrative matters, pertaining to flotilla crew, shore crew, Pilotage service, fire service, clerical staff and any other departments under the control of the Deputy Conservator.
- ix. To peruse and scrutinize carefully and as per the existing rules and regulations all matters relating to disciplinary action, charge sheeting, dismissals, suspension, warning, censures and any other departmental/disciplinary/administrative action.
- x. To attend to adjudication and arbitration cases with the Legal Adviser and Personnel Officer.
- xi. To render all required assistance to the Legal Adviser and Personnel Officer whenever adjudication /arbitration cases are in progress.
- xii. To sign for and on behalf of the Deputy Conservator all petty expenses vouchers and keep control and check on expenditure of petty cash.
- xiii. To scrutinize all incoming mail addressed to Deputy Conservator's office and put up before the Deputy Conservator with his remark/recommendations as to the action to be taken.
- xiv. To ensure that all correspondence on all issues pertaining to the Port Department is routed to him.
- xv. To ensure that high degree of discipline is maintained amongst the secretarial staff of the Deputy Conservator's office.
- xvi. To ensure that a very high degree of efficiency, discipline and morale is maintained amongst the secretarial/administrative staff of the Port Department and each individual performs his/her duties punctiliously and with alacrity.
- xvii. To maintain in respect of all the employees of each grade in the Port Department a roster indicating as to when and which vacancy should be filled by direct recruitment or by promotion as stipulated in Regulation No. 10 – RSP Regulation 1977.
- xviii. To sanction Casual Leave for all Class III staff and Class IV staff.

- xix. To recommend all types of leaves ( except casual leave) to the Harbour Master in respect of Class III and Class IV staff.
- xx. To sanction contingent reimbursement bills and counter sign claims, in respect of Class III and Class IV staff.
- xxi. To ensure speedy disposal of all secretarial work in the Deputy Conservator's office.
- xxii. To attend to all the court cases pertaining to the Port Department and to effectively liaise and co-ordinate with and to provide all necessary assistances to the Counsel.
- xxiii. To initiate Confidential Report of Class III and Class IV staff except Supervisory staff attached to Head Office.
- xxiv. To ensure that all employees are aware of all the rules and regulations laid down in Mumbai Port Trust (Conduct) Regulation 1976, and to bring to the notice of the Deputy Conservator forthwith any violation/breach of this, if any.
- xxv. To formulate and put for Deputy Conservator's approval and signature a proposal as to the transfer of the staff attached to the Head Office periodically, but not in any case not less than a period of three consecutive years, unless the exigency of service so required.
- xxvi. To condone, if need be, depending on the circumstances the late arrivals of the staff attached to the Head Office of the muster roll after the muster has been closed.
- xxvii. To maintain and keep custody of secret, confidential and classified files.
- xxviii. To ensure that all books/documents containing rules, regulations, laws and litigation concerning the Port Department are readily available and accessible to concerned employee of the Port Department as and when required.
- xxix. To ensure expeditious dissemination of the orders, instructions and directives from the Deputy Conservator/Harbour Master between the concerned persons.
- xxx. To vet and scrutinize all drafts before they are put up for Deputy Conservator's signature.
- xxx. To carry out any other duties, functions, responsibilities as may be delegated to him from time to time by the Deputy Conservator/Harbour Master.

#### **17. ADMINISTRATIVE OFFICER (Indira Dock)**

The Establishment of Flotilla sections attached to Head Office, Senior Dock Master's Office, I.D., Dock Master's Office, P & V Docks, Dock Master's Office, Jawahar Dweep, Office of the Dredging Superintendent at P & V Docks is centralised at Indira Dock from December 2000. An Administrative Officer has been posted here who reports to the Senior Dock Master.

As In-charge Officer, he is responsible for maintaining the establishment of Port Flotilla, Shore Crew and Dredging Section. Additionally, he has to look after the establishment of Administrative Staff and Officers posted there.

- i. To supervise and monitor all establishment work pertaining to Shore, Flotilla and Dredging Section related to Pay Roll, Maintenance of Service Sheets, Grants of Loans and monitoring various other functions carried out by the Sections.
- ii. To keep liaison with the timekeeping staff for operation of required number of floating crafts by co-ordinating, shifting of crew from laid up vessels to the running vessels.
- iii. He is responsible for timely submission of input data for Pay Roll purpose.
- iv. To liaise with the Sr. Asstt. Dock Master and Senior Dock Master for the purpose of posting of crew in place of crew who have been sanctioned leave in all units, i.e., Head Office, Indira Dock, P & V Docks and Jawahar Dweep & Pir Pau. He has to monitor crew muster on day to day basis to prevent disruption in operation because of absenteeism.
- v. Deputy Conservator has delegated certain powers to Senior Dock Master for smooth functioning of the section. The A.O. has to scrutinize such subject files prior putting up to Senior Dock Master for his approval to the subject matter.
- vi. To submit files for important decisions including monitory sanctions to the Dy. Conservator/Harbour Master in accordance with instructions and directives of the Senior Dock Master, Indira Dock.
- vii. He being In-charge of the unit, has to serve as Liaison Officer for attending various meetings in connection with establishment relating to prohibitory orders and keep liaison with other Port Trust Officers as may be required.
- viii. He is responsible for recommending grant of loans, i.e., Housing Loan, Educational Loan, Computer Loan, etc. He has to recommend Advances from the PF to the employees of the entire establishment. He has to ensure that work in connection with various schemes under CCF is processed properly for sanction.
- ix. He has to co-ordinate for smooth running of ID establishment Office in consultation with Administrative Officer posted at Head Office for day to day work. He has to write Confidential Reports of the staff working in the sections and conveys adverse remarks, if any, to the staff concerned. He has also to attend correspondence in connection with Confidential Reports of Officers.
- x. On behalf of Senior Dock Master he is to attend to the grievances/difficulties of the employees attached to the Indira Dock.
- xi. He has to attend the Small Causes Court, City Civil Court, RLC meetings, etc, as and when required.
- xii. Marine Repair Cell functions under the Administrative control of the Sr. Dock Master, hence Administrative Officer is required to attend to all the needs of Imprest cash, strength of staff required to attend day to day work and ensure smooth functioning of the cell.

- xiii. He has to access the qualifying service of the employees who have desired to appear for competency examination.
- xiv. As an In-charge Officer of the section he is responsible for taking action as directed by Deputy Conservator's Office for disposal of the crafts, such as taking inventory and sending credit notes to the Materials Manager and furnish information as may be required by Deputy Conservator's Office in this regard.
- xv. He is also required to communicate all directives received from the Management through Deputy Conservator's Office for implementation. He has to keep liaison with the Stores Officer, CSD, for operating stores required for running of the crafts as well as in the matters of their grievances relating to supply of Uniforms and Imprest and non-imprest stores materials.
- xvi. He has to assist Sr. Dock Master and Sr. Asstt. Dock Master in matters pertaining to preparation of the reports for shipping casualties and other accidents.
- xvii. He is also responsible for preparation of shipping list and furnishes information to the Head Office, daily.
- xviii. He is required to furnish all the details of each section for the purpose of billing through the computer cell installed in the office of Sr. Dock Master, ID. He has to guide, direct and control the Administrative staff and is responsible for grant of Casual Leave and all kind of leave to them. He has to appraise the Sr. Dock Master on day to day basis for running the section smoothly and avoiding labour problems.
- xix. All the files of ID section pertaining to leave encashment payment, grant of overtime, qualifying service, retirement dues, advance, bank loans, medical registration, prohibitory orders, unauthorized absence, drawl of increment, CCF schemes, etc. are routed through him.
- xx. He has to conduct Departmental Enquiries of minor nature and function as Presenting Officer in other cases as may be directed by the Dy. Conservator/ Harbour Master from time to time.
- xxi. He has to carry out all other duties as assigned by the superior officers.

(Note:- The above duties are only indicative and not exhaustive as this Officer is attached to the operational section of the department).

## **18. ADMINISTRATIVE OFFICER IN-CHARGE BILL SECTION**

In order to render better services to the user of the Port a single centre providing Vessel Related Services known as "Operations Service Centre" is located in BPT building opposite General Post Office on the P.D'Mello Road which deals with all collection /billing/recovery/refund etc. in respect of the charges levied by the Port Department on the vessels entering the Port of Mumbai. The Administrative Officer, In-charge, Bill Section is located at this Operations Service Centre. An Officer posted by written a Departmental Order from the Deputy Conservator operate from this Operations Service Centre - Port Department (Bills Section). He shall be designated as Officer, In-charge, Bill Section of Port

Department. He shall be responsible to the Harbour Master (Deputy Conservator) for smooth, effective and efficient functioning of the Bills Section and in that he shall carry out following duties, functions and responsibilities :

1. Collection and/or billing and/or recovery and/or refund in respect of the following as per the charges laid down in the latest tariff.

a) **Advance payment of Vessels Related Charges - VRC**

(Vessel Related Charges means and includes the charges levied for the services rendered to the vessel for her movements viz from sea to stream, to anchorage, from stream to dock, from dock to stream, from stream to sea, cold move, towing and all activities of similar nature wherein there exists a equipment of the Harbour Pilot to board the vessel.)

b) **Advance payment of Port Dues**

(Port dues means and includes the charges levied on the vesels by the Mumbai Port Trust for providing appliances such as lighthouses, lightships, beacons, buoys, pilot vessels etc. and any other appliances necessary for the safe navigation of the Port by the vessel.)

- c) Anchorage charges for the vessels remaining at the anchorage on the expiration of ten days from the day following the completion of its first anchoring.

- d) Advance payment of auxillary fire service charges.

- e) Charges for hiring/employing/use of the MBPT harbour tugs, dock tugs, crafts, vesels, floating cranes, launches, boats, fire tenders, propelled/non-propelled barges, dumb barges, dredgers/pontoon dredgers and such other water borne services and assistance rendered by the Port.

- f) Charges for the ambulance from the Port Department.

- g) Charges for the supply of water to the vessels by the Mumbai Port Trust crafts.

- h) Advance payment of the Oil Pollution Cess to be levied and collected on a ship which carries oil as a cargo in accordance with the section 356 (a) of the Merchant Shipping Act 1958.

- i) Special lighterage charges : This charge is levied on vessels carrying exclusively explosive cargoes e.g. ethylene etc. for the lighterage of such cargo within Port Limits from mother vessel to the daughter vessel, tugs etc. and thereafter to Hazira at a flat rate which may be promulgated from time to time at the discretion of the Board of Trustees. The exemption of not charging anchorage charges for first 10 days may not be applicable to such vessels.

- j) Passenger Boat License Charges : Charges which are levied on the Passenger Boats/Launches towards issuing of a permission to ply for hire, navigate and to carry passengers (subject to exceptions/Prohibitions which may be laid down in the license) within Mumbai Port Limits.

- k) Charges for sand collected by outside parties from the alluvion land belonging to the Mumbai Port Trust.

- 1) Any other charges/dues as the Trustees shall deem it appropriate to levy on any vessels from time to time.
2. He shall be responsible and accountable for the administration, discipline and efficient functioning of the staff attached to the Bills Section.
3. He shall lay down, in writing, specific Departmental Order defining in elaborate details the functions, responsibilities, duties and accountability of each employee posted in the Bills Section.
4. He shall lay down, in writing, a detailed procedure for collection/billing/recovery/refund in respect of charges mentioned at para 1 above.
5. He shall lay down, in writing, and in elaborate details the procedure to be adopted and followed by each employee posted in the Bills Section while discharging his/her functions, duties and responsibilities.
6. He shall ensure that all relevant rules, regulations, orders, instructions, legislations etc. on the matters and subjects dealt by the Bills Section are readily available and accessible to the concerned employee of the Bills Section, if and when required.
7. He shall ensure that the self-assessments of the composite charges and Port dues for expected/anticipated movements of the vessels are correctly calculated and, if need be, shall ensure that they are amended in accordance with the existing charges as per the tariff.
8. He shall ensure that a valid Bank Guarantee in respect of all the concerned parties exists with the Mumbai Port Trust.
9. He shall ensure that a Bank Guarantee Register in respect of users/agents/owners is maintained and kept upto date at all times.
10. He shall, after having satisfied himself with the correctness of the self-assessment form, cause it to be entered in a Register named 'Vessels Related Charges (GLC 676) Register' and allot that form a serial number coinciding with the serial number in the Register. The first serial number in the Vessels Related Charges Register shall commence from the first of April of each financial year, the last number being that which is allotted last on the 31st March of that financial year. Thereafter he shall affix his signature on the self assessment forms on behalf of the Harbour Master.
11. He shall confirm from the "Advice of Deposit Against Payment of Vessel Related Charges" received from the bankers that the payment by the concerned party has been made as per the assessment made in the application-cum-self assessment form referred in para 10 above.
12. He shall ensure that everyday a list of vessels in respect of which the advance deposits have been received is submitted well in time to the Harbour Master; Sr. Dock Master, Indira Dock; Dock Master, Jawahar Dweep; Dock Master, Control Station so as to obviate and avoid booking of a vessel without the payment of requisite advance deposit charges and/or by default.

13. He shall ensure collection and compilation of statistical information regarding the shipping movements viz. arrival, departure, shifting, transportation, cold moves, towing and any other movements based on the arrival/departure/transportation reports of the vessels and forward to the Director, Planning & Research Cell, a statement of shipping analysis in the prescribed format fortnightly in respect of each vessels.
14. He shall ensure that the exact position of the tankers arriving/berthing/departing at from the Jawahar Dweep and Pir Pau is forwarded to the Director, Planning & Research Cell, every seventh day commencing from the first day of that month.
15. He shall ensure that the statement containing the information regarding the cargo loaded/discharged by each vessel at their respective berths at Jawahar Dweep and/or Pir Pau and the quantity and type of the cargo loaded/discharged by each vessel is compiled and forwarded in a specific format to the Director, Planning & Research Cell, every fortnightly commencing first of each month.
16. He shall ensure that a list of all vessels alongwith their names entering/leaving (arriving/departing) Mumbai Port excluding rigs, supply vessels, fishing trawlers, barges, tugs, Indian/Foreign warships, dredgers etc. is forwarded in a specific format to the Director, Planning & Research Cell for onward transmission to the Indian Ports Association (IPA). He shall also ensure that each vessel shall be allotted the IPA Sl. No. as per the format maintained in the Statistical section.
17. He shall ensure that an information as to the vessels arriving from sea to stream and departing from stream to sea without proceeding to any particular berth together with the total hours of their stay in the Mumbai Port Limits is forwarded on a specific proforma to the Director, Planning & Research Cell during each calender month before the tenth day of next month.
18. He shall ensure that a summary of the vessels engaged in Foreign trade and vessels engaged in Coastal trade, both, above and below 3500 GRT arriving and departing in the Port of Mumbai is forwarded every month to the Secretary's office in response to the Secretary's endorsement No.T/DT-TA/2236, 1260, 1559 dated 18.2.69, 23.2.74 and 15.3.79 respectively.
19. He shall ensure that a statement showing the number and gross tonnage of vessels (other than Indian Naval Warships, Foreign Warships, Ferry Streamers and vessels below 200NRT plying on Konkan coast.) which entered the Mumbai Port each month is forwarded to the Secretary's Department with a copy to the Financial Advisor and Chief Accounts Officer by the tenth of the succeeding month. He shall further ensure that a similar report for each financial year is also forwarded to the Secretary with copy to the Financial Advisor & Chief Accounts Officer)
20. He shall ensure that the Performance Indicators for each month received from Sr. Dock Master, Indira Dock, Dock Master Jawahar Dweep are analysed and a consolidated report in prescribed format as to indicate the number of jobs performed by harbour/dock tugs at respective docks together with the number of ships, their GRT and BRT and the performance showing the depth of water at various berth is forwarded to the Financial Advisor & Chief Accounts Officer.
21. He shall ensure that the Performance Information of the Dy . Conservator' Department with respect to each ship berthed everyday at Indira Dock, Prince's Docks, Victoria docks Harbour Walls, Jawahar Dweep and Pir Pau showing the time taken by the vessel from their arrival to the

BFL till such time the vessel is finally berthed is forwarded in a specified proforma to Director, Planning Research Cell.

22. He shall ensure that the Administration Report and Departmental Report for each financial year showing the following statement are prepared and compiled and made ready for onward transaction to the Financial Advisor and Chief Accounts Officer.
- i. Statement showing the number and size of ships called at Port of Mumbai during the financial year.
  - ii. Statement showing the number and tonnage of vessels that entered the Port of Mumbai during the financial year.
  - iii. Statement showing the break-up of tankers entering/leaving Mumbai Port during the financial year.
  - iv. Statement showing flagwise break-up of vessels (Annual Nationality Statement) which entered Port during the financial year.
  - v. Statement showing the largest tankers which entered at Indira Dock, Prince's Dock, Victoria Dock, Harbour Walls, Jawahar Dweep & Pir pau during the financial year.
  - vi. Statement showing the vessels of draft of 31 ft. (9.4 m) and above which entered Indira Dock during the financial year.
  - vii. Statement showing the number of vessels (excluding the ferry streamers ) which entered the docks and proceeded alongside Indira Docks, Prince's Docks, Victoria Docks, Harbour Walls, Jawahar Dweep and Pir Pau.
  - viii. Statement indicating number of passenger vessels – viz. foreign going, coastal and sailing which arrived at and departed from Mumbai Port and showing the number of passengers carried on onward passage and together with the details as to the route taken up by each vessel on her passage from previous port of call to Mumbai and from Mumbai to her port of destination.
  - ix. Statement showing break-up of Pilotage Acts according to their types and average time taken for the Act for that financial year.
  - x. Statement showing number of Pilotage Acts preformed by Pilots, average number of Pilots on duty and the average number of Pilotage Acts performed during the financial year.
  - xi. A monthwise Statement showing number of Pilotage Acts performed by Pilots, average no. of Pilots on duty in each month and average number of Pilotage Acts per Pilot, in each month, during the financial year.
  - xii. Statement showing the lengthwise (BP) analysis of vessels that entered the docks during the financial year.

23. He shall ensure that each and every statistical data as required by the Director, Planning and Research Cell, Financial Advisor and Chief Accounts Officer, Ministry of Surface Transport and any other higher authority is promptly prepared and made available as and when required and as and how required by the concerned department.
24. He shall ensure that on receipt of the final departure report of a vessel including cargo vessels, oil tankers, Indian Warships, Foreign Warships, barges, tugs, supply vessels, passenger vessels, sailing vessels, lash barges, lash ships and such other types of vessels, entering and finally leaving Mumbai Port, the particulars in respect of such vessels as to her previous port of call, type of cargo, next port of call, tonnage, draft, her berth at which she was docked while in Mumbai, name of the Agent of the vessel, her gross and net tonnage, her trade (viz. foreign and coastal) are entered in a form known as Tonnage Paper (No. P 105F/OUTER) and other charges in respect of each movement of vessel viz. arrival/transportation/departure are levied on that vessel in accordance with the existing tariff and current exchange rate and calculate a consolidated amount for the vessel's entire stay in the Mumbai Port and issue to the concerned agent/owner of the vessel a final bill indicating refund/shortfall, if any. (Before arriving at the consolidated figure of the Bill of the vessel, he shall confirm the ship's GRT and NRT from the Ship's Certificate of Registry. In event of doubt, the Lloyd's Register of Ships is to be referred.)
25. He shall ensure that the necessary refund voucher, when necessary, is issued to the party well in time.
26. He shall ensure that all Bills in respect of all vessels entering Mumbai Port are punctiliously entered into the Register known as Render Register together with the following particulars.
  - i. Bill Number
  - ii. Name of vessel
  - iii. Name of Party
  - iv. Amount of the Bill
  - v. Port dues levied on the vessel
  - vi. Composite charges levied on the vessel
  - vii. Rebate, if any, given to the vessel
  - viii. Mooring fees levied on the vessel
  - ix. Anchorage charges levied on the vessel
  - x. Water charges levied on the vessel
  - xi. License fees levied on the passenger vessel
  - xii. Miscellaneous charges, if any, levied on the vessel
  - xiii. Amount deposited by the concerned party

- xiv. Actual charges levied on the vessel
  - xv. Amount owing to the/from the owner/agent.
27. He shall ensure that the Render Register is meticulously maintained so as to give at a glance the Position at all times of any particular vessel entering or leaving the Mumbai Harbour.
28. He shall ensure that following registers are maintained and kept upto date at all times:-
- a) Sundry Debtor Register : To indicate the total amount ( inclusive of interest thereof ) outstanding against the party.
  - b) Sundry Debtor Register (Interest): To indicate only the amount of interest outstanding against the party.
29. He shall ensure that monthly statement in respect of following are prepared at the end of each Calendar month and forwarded to the Financial Advisor & Chief Accounts Officer by the fifth working day of the succeeding month.
- a) Bills collected during each month including interest thereof.
  - b) Bills rendered during the month.
  - c) Statement showing the position of outstanding bills as at the end of the month.
  - d) Statement showing the analytical details of outstanding bills as follows :-
    - 1) Outstanding for less than one year
    - 2) Outstanding for more than one year and less than two years
    - 3) Outstanding for more than two years and less than three years
    - 4) Outstanding for more than three years.
30. He shall ensure that any other statement as and when required by the Accounts Department is prepared promptly and made readily available in desired format required by the Financial Advisor and Chief Accounts Officer.
31. He shall ensure that periodical reminders are sent to the parties as to the outstanding amount insisting prompt payment thereof.
32. He shall refer all disputed bills alongwith his comments/ recommendation as to the settlement of the bills to the Deputy Conservator for his approval.
33. He shall ensure that a Register known as “Refund Register” is maintained and entries as to the refund of each owner/user/agent of the company are entered alphabetically in the Register. Such Register shall be serially numbered commencing form the first day of the financial year.

34. He shall ensure that a direct watch on all outstanding payments from the owners/users' of the Port is taken in consultation with the Harbour Master.
35. He shall issue 'No Demand Certificate' to the concerned authority, if and when required, only after confirming that there is no outstanding amount against the vessel/agent/user.
36. He shall grant casual leave to Class III and Class IV staff and recommend all other types of leave in respect of Class III and Class IV staff to the Harbour Master.
37. He shall maintain Secret/ Confidential files and ensure safe custody of the same.
38. A consolidated list of the statements/return required to be submitted by the Operation Service Centre to various authorities is appended below, The Administrative Officer, In-charge, Bills Section shall ensure that these statements/returns are submitted to the authority with the periodicity and by date mentioned against each.

<i>Statements</i>	<i>Subject</i>	<i>To Whom Forwarded</i>
Fortnightly Statement Monthly Statements	Ship Cards Arrival Report	Director P & R The Resident Audit Officer, (OSC)
	Performance Indicator	1) F.A.&C.A.O.(Audit Section)
		2) Director P & R
		3) The Resident Audit Officer, (OSC)
		4) Asstt. Supdt., 'C' Section
	Traffic Handle Report	1) The Secretary
	Monitoring Report	1) The Deputy Conservator
Pilot Diary Pilot Acts	1) The Deputy Conservator 2) The Resident Audit Officer, (OSC)	
1) Yearly Statement	1) Nationality statement for the financial year.	1) The Jr. Accounts Officer, Revenue Audit

Statements required for Administrative Reports forwarded to F.A. & C.A.O. through the Deputy Conservator and to the Director P & R. (Annually).

- 1) Annual Nationality statement.
- 2) Marine vessel list.
- 3) Arrival summary for the vessels.
- 4) Vessel that entered Indira Dock having 31 feet draft (9.45 mtrs)
- 5) The largest Tanker that berthed in dock and largest vessel that entered the three docks.
- 6) Lengthwise analysis of vessels, which entered the docks.

- 7) Statement showing No. of vessels entered in docks and alongside Harbour walls.
- 8) Tanker break-up statement.
- 9) Departure summary for the vessels.
- 10) Statement showing vessel's breakup as per tonnages, class of vessels and No. of vessels.
- 11) Statement showing the No. of passenger vessel arrived.
- 12) Statement showing the No. of passengers carried and departed.
- 13) Statement showing total No. of pilotage acts, average No. of Pilots on duty and average No. of pilotage acts performed by each pilot during the year as compared to previous two years.
- 14) Statement showing month wise break up of No. of pilotage acts performed, average No. of Pilots on duty and average No. of pilotage acts performed.
- 15) Analysis of sundry debtor ledger's position for the year.
- 16) Departmental Report for the year.

39. He shall carry out any such other duties, functions, responsibilities as may be delegated to him from time to time by the Deputy Conservator/ Harbour Master.

#### **19. STORES OFFICER, CENTRAL STORES DEPOT.**

Of the four Administrative Officers, one Officer so posted by the written Departmental Order from the Deputy Conservator shall be designated as Stores Officer. He shall operate from the Central Stores Depot, Indira Dock. He shall be responsible, accountable and answerable to the Deputy Conservator through the Harbour Master for the smooth, efficient and effective functioning of the Central Stores Depot and he shall perform the following duties.

- i. To ensure centrally indenting of all consumables, durable, consumable durable and semi-durable items of stores, except office stationary stores required for the use of and consumption by the crafts, tugs, launches, floating cranes and vessels, etc. of all flotilla units such as Lighthouses, Port Signal Stations, Fire Station, Control Station, Shipping Assistants etc. under the control of the Port Department.
- ii. To ensure that a continuous follow-up action is taken from the time the stores are centrally indented till such time they are received by the Central Stores Depot.
- iii. To ensure a central inventory control of all consumable, non-consumable. Durable, semi-durable items, except office stationary as mentioned in (i) above.
- iv. To ensure that all items mentioned in (i) and (iii) are promptly received and stowed in a safe and proper manner.
- v. To ensure that issuing of all stores is strictly carried out as per the laid down procedures.
- vi. To ensure proper accounting of all stores, equipments and materials received and issued by the Central Stores Depot.
- vii. To ensure that adequate fuelling arrangements are made, as and when required, for the fuelling of dock tugs, harbour tugs, boats, launches, floating cranes, crafts and other water borne vessels under the jurisdiction of the Harbour Master (Harbour Flotilla).

- viii. To ensure proper arrangements for storage and stowage of rations, kerosene, fuel oil and other consumable and durable items of stores required for the Lighthouses and also to ensure the transportation of such stores to and from the respective Lighthouses as and when required.
- ix. To ensure that all items of critical stores required for the operational use are well stocked at all times and that there is no shortage of any critical stores and that the operational efficiency of the Port Department is not hampered due to non-availability of stores at any time.
- x. To review inventories of stores from time to time.
- xi. To ensure that checks of stores items are periodically carried out.
- xii. To ensure that a Dead Stock Register is maintained.
- xiii. To ensure that the stores, equipments and materials received from vessels under survey are kept under proper custody during the period of the survey of the vessel.
- xiv. To ensure supply of linen, stationery, petrol, fuel oil, etc. to harbour tugs and dock tugs as and when required.
- xv. To ensure that all Ledgers, Books of Accounts, Inventories and records pertaining to the stores and equipments are properly maintained.
- xvi. To ensure and supervise timely disposal of the scrap.
- xvii. To ensure that all urgent requirements of the craft under survey are attended to and that any demand for the stores or other items viz. fire extinguishers, including refills, fuel oil, lubricating oil and such other items of stores are promptly supplied to the vessels under survey so as not to hamper the survey of the vessel.
- xviii. To ensure that all stores, material, equipment, etc. are expeditiously transported to and from the Central Stores Depot as and when required.
- xix. To attend to all administrative work etc. in connection with the Central Stores Depot.
- xx. To be responsible and accountable for smooth, effective and the efficient administration, discipline and morale of the staff attached to the Central Stores Depot.
- xxi. To lay down, in writing, specific Departmental Order defining in elaborate details, the functions, responsibilities, duties and accountability of each employee posted in the Central Stores Depot.
- xxii. To lay down, in writing, detailed procedure for indenting, demanding, receiving, surveying, disposing, stowing, storing and accounting of each and every type of store dealt with by the Central Stores Depot.
- xxiii. To lay down, in writing, and in elaborate details, the procedure to be adopted and followed by each employee posted at Central Stores Depot while discharging his/her duties, functions and responsibilities.

- xxiv. To ensure that all relevant rules, regulations, orders, instructions, legislations, etc. on the issues, matters and subjects which are dealt by the Central Stores Depot are readily available and accessible to the concerned employee of the Central Stores Depot, if and when required.
- xxv. To initiate Annual Confidential Report of the posted in the Central Stores Depot.
- xxvi. To grant casual report to and recommend all other types of leave in respect of Class III and Class IV employees posted in the Central Stores Depot.
- xxvii. To ensure effective and optimum utilization of the manpower and resources placed under his control and at the disposal of Central Stores Depot.
- xxviii. To examine and settle all audit objections and to reply to all the audit queries raised by the audit staff.
- xxix. To envisage and plan short term and long term requirements of the centralized stores of the Port Department in the persperx of the developing trend, technology and environment.
- xxx. To sign for and on behalf of the Deputy Conservator/ Harbour Master correspondences of routine nature.
- xxxi. To liaise and co-ordinate with outside authorities for e.g. Indian oil Corporation etc
- xxxii. . To keep Deputy Conservator/Harbour Master informed as to the trend
- xxxiii. To advise/suggest to the Harbour Master/Deputy Conservator as to the disposal of the items/stores which are obsolete and not generally required and other items of no/low demand/consumption
- xxxiv. To carry out such other duties/functions/ responsibilities as may be delegated/entrusted to him from time to time by the Deputy Conservator/Harbour Master.

## **20. PORT SAFETY AND FIRE OFFICER**

The Port Safety & Fire Officer shall be overall In-charge of the Fire Services. He shall be responsible to the Deputy Conservator through Harbour Master for efficient and smooth functioning, administration and discipline of the fire fighting department of the Port Department. In discharge of his responsibilities, he shall carry out following orders:-

- a) To advise the Docks Department regarding the handling of hazardous cargo and goods whenever required.
- b) To carry out periodical inspection of the auxiliary fire fighting equipment installed on board the Port Trust crafts and vessels and to ensure that all such fire fighting equipments is maintained in good and operational condition at all times.
- c) To instruct and train the crew of the vessel/craft on which the fire fighting equipment is fitted regarding the handling of the fire fighting equipment.

- d) To ensure periodical fire drills on board such crafts (mentioned at 'c' above) are carried out.
- e) To inspect the Fire Stations periodically and to ensure that such stations are maintained in highest standard of operational and administrative efficiency.
- f) To attend all Fire Fighting emergencies and assist the local Fire Fighting staffs.
- g) To advise the Deputy Conservator/ Harbour Master regarding any improvement required to be carried out in Fire Fighting Department of the Port Department keeping in view the latest trends in technology and environment.
- h) To maintain for and on behalf of the Deputy Conservator petty Imprest Cash Account of the Post Department for expeditious repairs to costly equipments of Flotilla vehicles and purchase of items in emergency in accordance with the financial powers vested upon him from time to time.
- i) To carry out any such duties as may be entrusted to him from time to time by the Deputy Conservator.

**21. ASST. PORT SAFETY AND FIRE OFFICER**

He is the second officer in order of seniority of the Mumbai Port Fire Services specially stationed at Jawahar Dweep because of vulnerability of that island to fire due to the Marine Oil Terminals.

He is jointly responsible to the Port Safety & Fire Officer and Dock Master, In-charge, Jawahar Dweep for smooth and efficient functioning of the services of the Fire Fighting Department at Jawahar Dweep, Pir Pau and Trombay fire Station, administration and discipline of the services of the Fire Fighting staff stationed at Jawahar Dweep and Pir Pau. He is also incharge of the Fire Fighting at Pir pau Oil pier and Trombay Manifold.

In exercise of his duties and responsibilities, he shall carry out the following duties:-

- a) To assist the Port Safety and Fire Officer in carrying out periodical inspection of the Fire Station installed at Jawahar Dweep and other fire stations under his jurisdiction and also periodical inspection of the Fire Fighting
- b) To maintain 'Dead Stock Register' and to submit it periodically for the perusal and scrutiny of the Deputy Conservator.
- c) To ensure that the Fire Fighting machinery staff at Jawahar Dweep is in operational readiness at all times.
- d) To carry out any other duties as may be assigned by the Port Safety & fire Officer and, Dock Master, In-charge, Jawahar Dweep in connection with the Fire services and safety of Jawahar Dweep.

# **Information Manual**

## **Marine Department**

### **CHAPTER-9 (Manual-8)**

#### **Procedure followed in Decision Making Process**

<b>Sr. No</b>	<b>Type of Matter</b>	<b>Procedure/Criteria/ Rules to arrive at a particular decision</b>	<b>Different levels through which a decision process moves</b>	<b>Arrangements made to communicate the decision to the public</b>	<b>Officers at various level where opinions are sought for the decision making process</b>	<b>Final authority that vets the decision</b>
1	All policy decisions pertaining to this department	Procedure followed on the basis of powers delegated by relevant acts, rules, regulations etc. in force.	Dealing staff of policy/establishment section → Administrative Officer → Deputy Conservator.			Deputy Conservator
2	Arrest of vessels, removal of wreck	-do-	Dealing staff of correspondence section → supervisory staff → Deputy Conservator			Deputy Conservator
3	Shipping Accidents	-do-	Senior Dock Master, Indira Dock → Administrative Officer → Harbour Master/ Deputy Conservator			Harbour Master/ Deputy Conservator
4	Beaching of vessels	-do-	Dealing staff of correspondence section → Asstt. Harbour Master → Harbour Master/ Deputy Conservator			Harbour Master/ Deputy Conservator
5	Disposal of floating crafts	-do-	Chief Mechanical Engineer → Disposal committee → Deputy Conservator		Chief Mechanical Engineer	Harbour Master/ Deputy Conservator
6	Issue of Harbour Craft License	-do-	Dealing staff of Correspondence section → Asstt. Commissioner (Port) → Deputy Conservator			Deputy Conservator
7	Issue of Pass Pilot License	-do-	Dealing staff of Correspondence section → Asstt. Harbour Master → Harbour Master/ Deputy Conservator			Harbour Master/ Deputy Conservator
8	Reply to DO Letters, VIP references, Chairman, Dy. Chairman's window	-do-	Administrative Officer/P.A. to Deputy Conservator → Harbour Master/ Deputy Conservator			Harbour Master/ Deputy Conservator
9	Union Matters	-do-	Dealing staff of policy section → Administrative Officer → Harbour Master/ Deputy Conservator			Harbour Master/ Deputy Conservator
10	Manning of crafts/ units, appointments of class III and IV employees	-do-	Dealing staff of Policy section → Administrative Officer → Harbour Master/ Deputy Conservator			Harbour Master/ Deputy Conservator

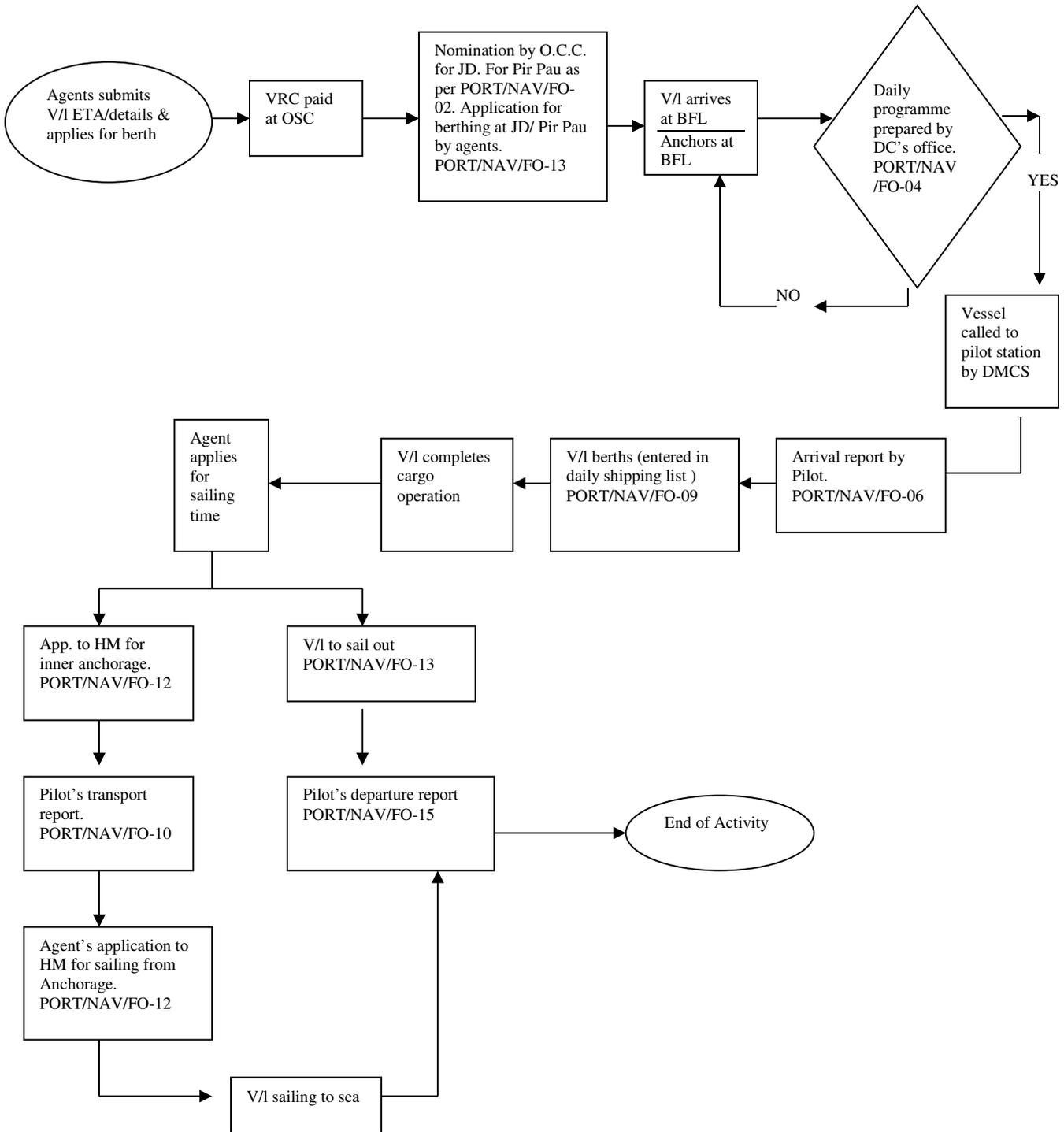
11	Issue of chagesheets and disciplinary action for class III and IV employees	-do-	Dealing staff of Policy Section→Administrative Officer→ Deputy Conservator			Deputy Conservator
12	Vessel related billing, disputes/ refund	-do-	Dealing staff of Billing Section→Administrative Officer→Harbour Master/ Deputy Conservator			Harbour Master/Deputy Conservator
13	Pollution penalty charges	-do-	Dealing staff of Pollution Control Cell→Deputy Conservator			Deputy Conservator
14	Disposal of stores and other items	-do-	Dealing staff of Stores Section →Stores Officer→Harbour Master/ Deputy Conservator			Harbour Master/Deputy Conservator
15	Purchase of various items	-do-	Dealing staff of Stores Section→Administrative Officer/Stores Officer→Sr. Dock Master→Harbour Master/ Deputy Conservator			Senior Dock Master/Harbour Master/Deputy Conservator

**RESPONSIBILITY AUTHORITY MATRIX FOR SHIPPING MOVEMENTS**

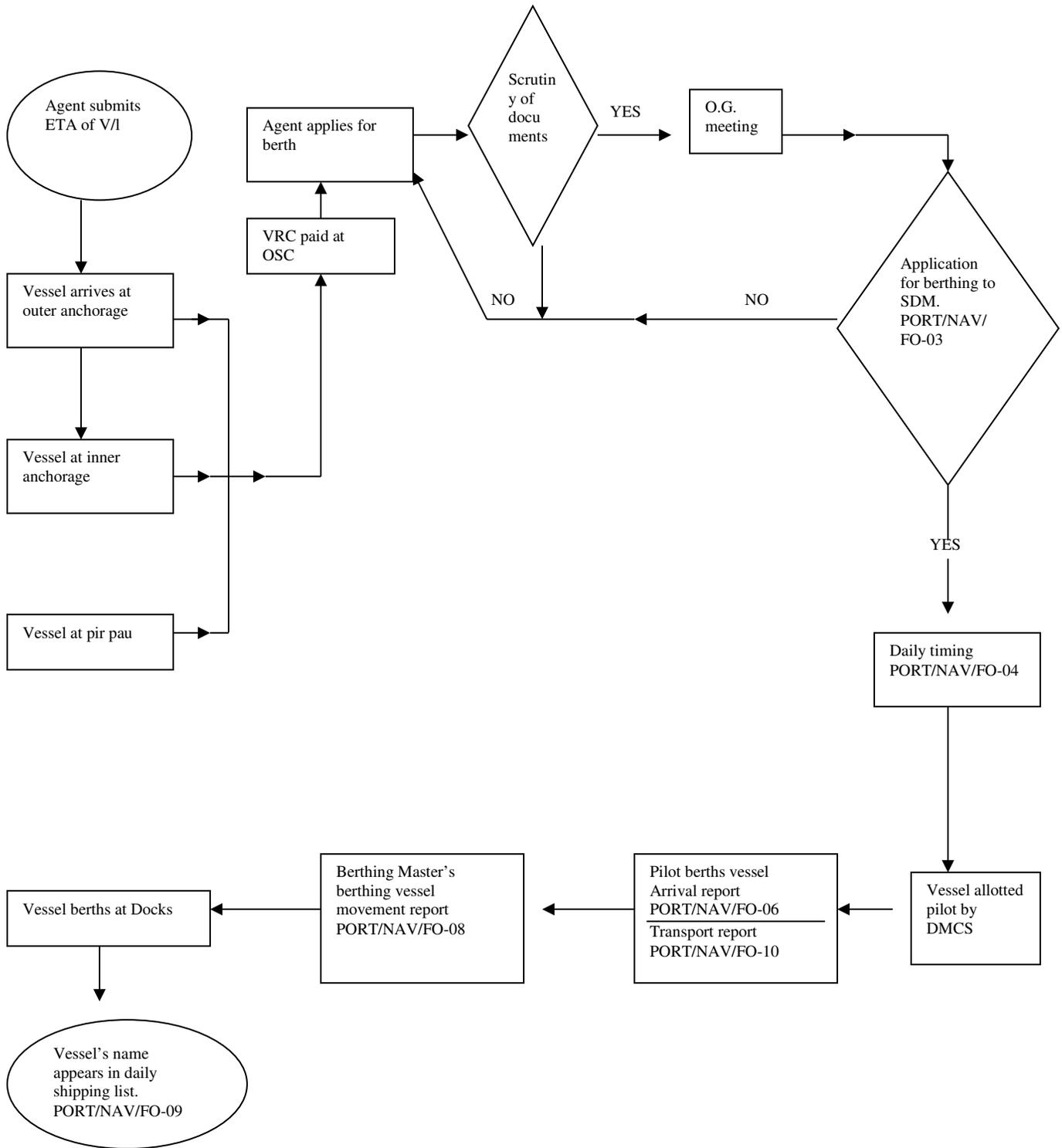
<i>Sr. No.</i>		<i>DC</i>	<i>HM</i>	<i>SDM</i>	<i>DM JD</i>	<i>D M CS</i>	<i>DM ID P&amp;V</i>	<i>AH M</i>	<i>PIL OT</i>	<i>BM</i>
1.	Application to HM for stream berth(anchorage)	R	A					C		
2.	Pir Pau cum Jawahar Dweep user's meeting minutes	R			A					
3.	App. for berth at ID & P&V	R		A			C			
4.	Daily timing	R	A					C		
5.	Daily arrival report from the VTS	R				A			C	
6.	Arrival Report	R				A			C	
7.	Anchoring cert.	R	A						C	
8.	Movement report	R		A						C
9.	Daily shipping list	R	A					C		
10	Transport report	R				A			C	
11	Daily arrival & docking report from the VTSS	R				A		C		
12	App. for sailing from stream berth (anchorage)	R	A					C		
13	App. for sailing from JD & PP	R			A				C	
14	App. for sailing from ID & P&V	R		A			C			
15	Departure report	R				A			C	
16	Daily departure report from the VTS	R				A			C	
17	Log book (Control Station)	R				A			C	
18	Arrival register by VTS	R				A			C	
19	Departure register by VTS	R				A			C	
20	Message received by VTS	R				A			C	

**R** - **Responsible**  
**A** - **Authorised**  
**C** - **Can Sign**

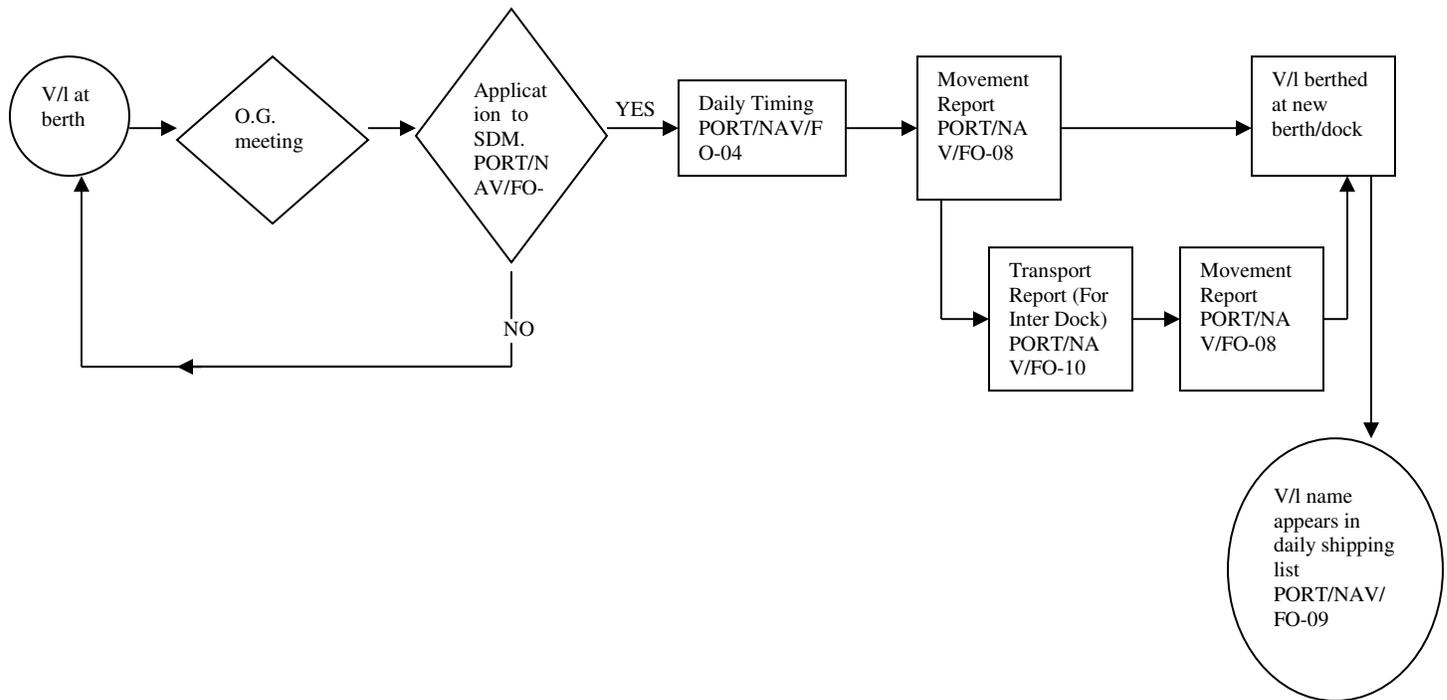
## PROCESS CHART FOR VESSEL CALLING AT J.D./PIR PAU



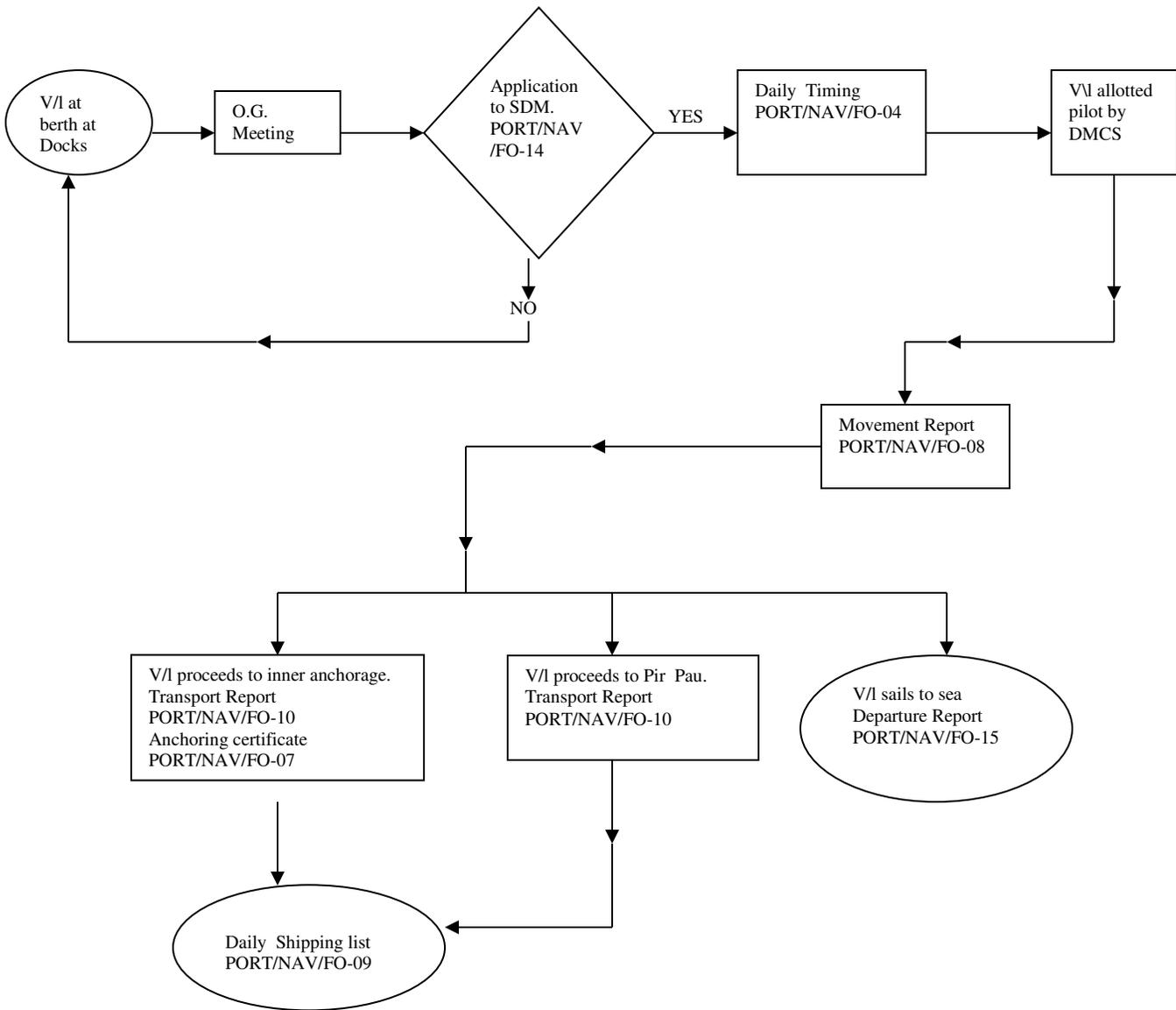
## PROCESS CHART FOR VESSEL BERTHING AT DOCKS



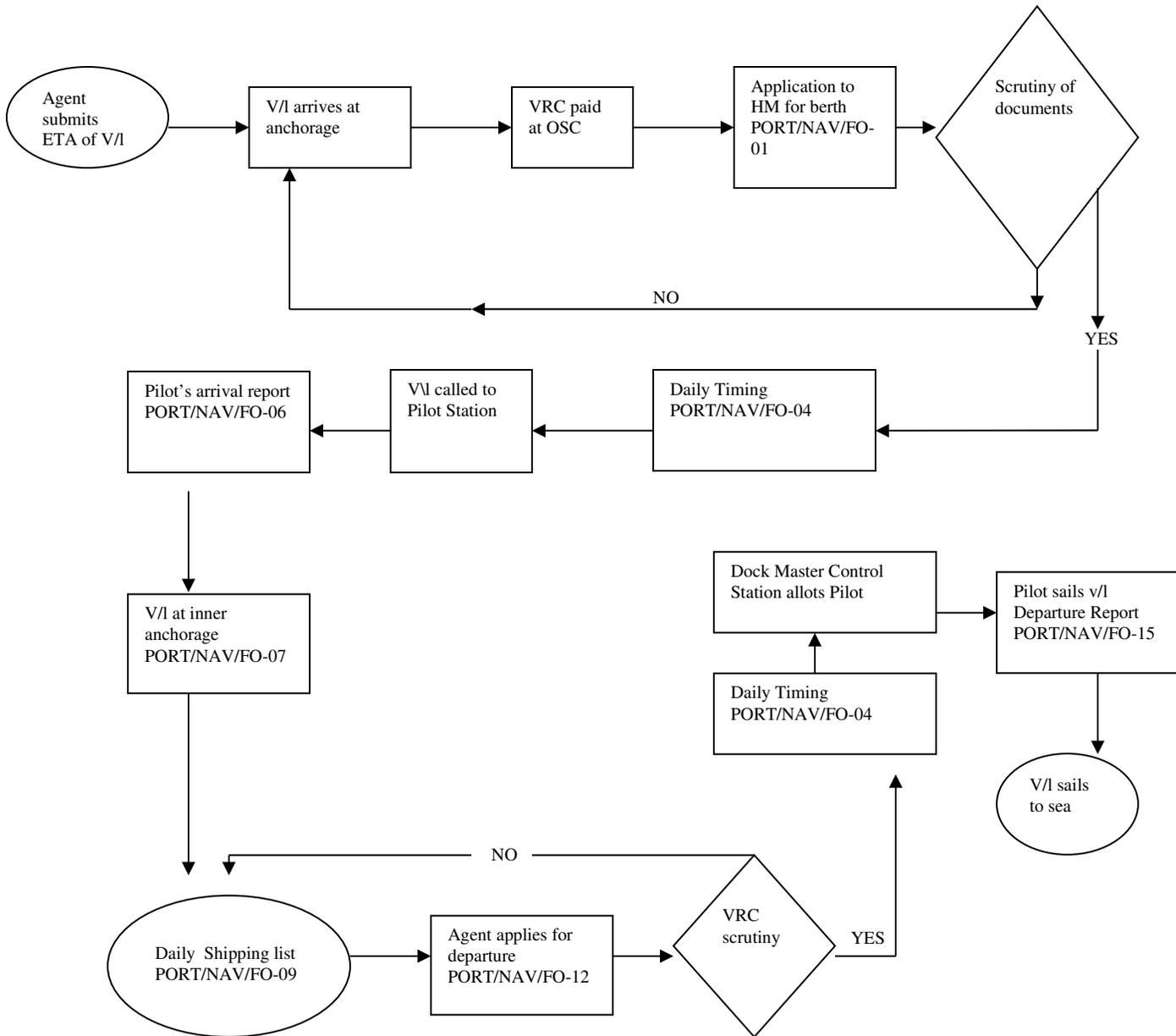
## PROCESS CHART FOR INTERNAL & INTER DOCK SHIFTING



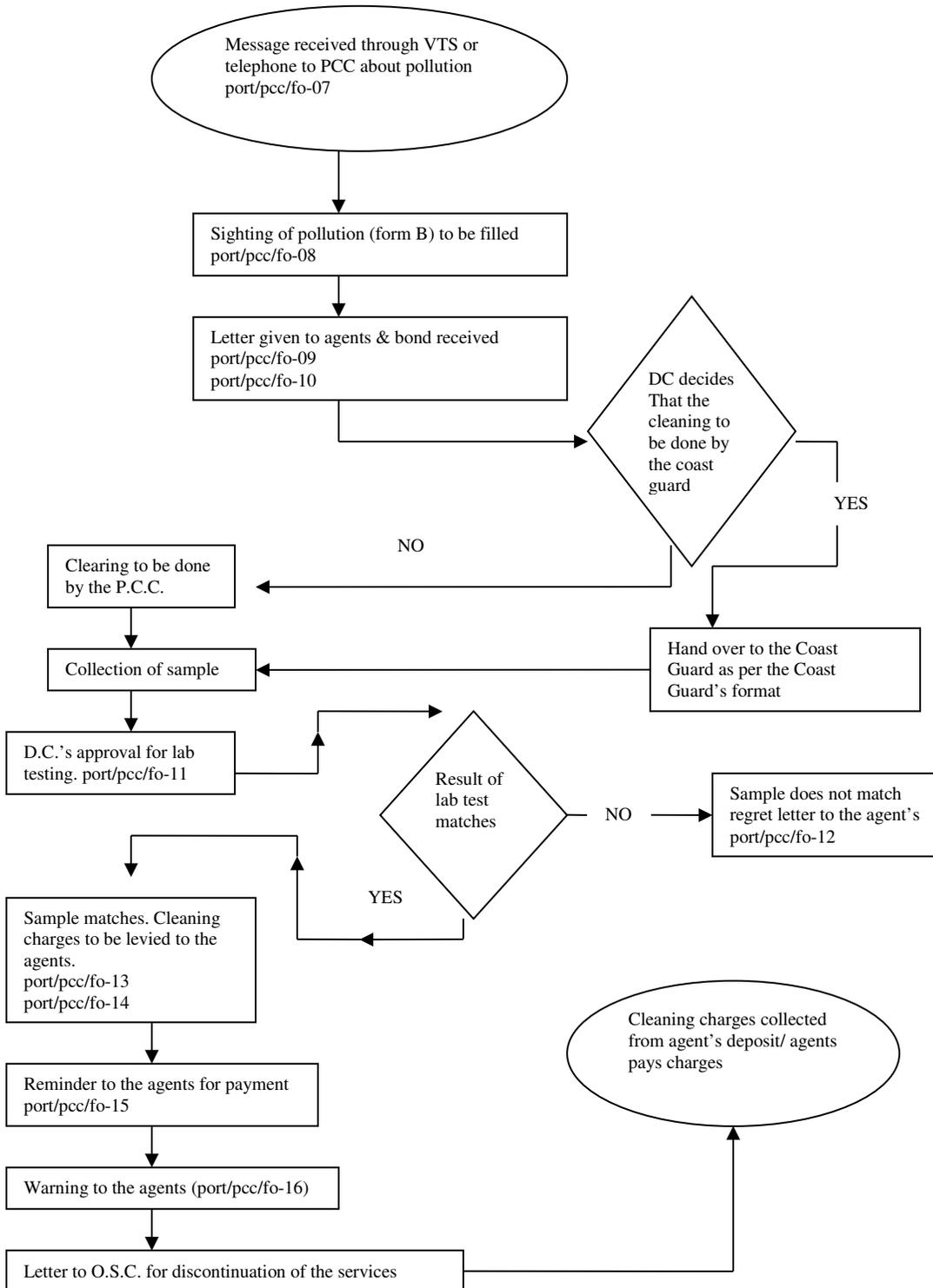
**PROCESS CHART FOR VESSEL SAILING FROM DOCKS**



**PROCESS CHART FOR VESSEL CALLING AT INNER ANCHORAGE**



## PROCESS CHART IN CASE OF OIL POLLUTION



**PILOTAGE REQUEST**

Kindly arrange Pilot to Berth/Unberth/Shift the following vessel from \_\_\_\_\_ to \_\_\_\_\_.

On Date : \_\_\_\_\_ At : \_\_\_\_\_ hours.

Name of the Vessel: \_\_\_\_\_

Type of vessel: \_\_\_\_\_

Flag: \_\_\_\_\_ Call Sign: \_\_\_\_\_ Year of Built: \_\_\_\_\_

Agent: \_\_\_\_\_

LOA: \_\_\_\_\_ Beam: \_\_\_\_\_ Draft: \_\_\_\_\_

GRT: \_\_\_\_\_ Present Displacement: \_\_\_\_\_

Departure Displacement: \_\_\_\_\_

(Required if loading))

Name of cargo to be Loaded/Discharged: \_\_\_\_\_ Quantity: \_\_\_\_\_

Last Port of call: \_\_\_\_\_ Next Port of call : \_\_\_\_\_

VCN No.: \_\_\_\_\_ VRC No.: \_\_\_\_\_

OPC – Paid / Not paid Receipt No.: \_\_\_\_\_

P & I Club: \_\_\_\_\_

In the case of the /our vessel discharging or spilling /accidentally or otherwise oil, oily water or causing chemical pollution anywhere in the water of the port or throwing garbage or rubbish anywhere within port limits without permission. We undertake to pay clearing charges upto Rs.75,000/- per act for oil / chemical pollution and upto Rs.40,000/- per act for cargo / garbage / rubbish pollution. The decision of the Deputy Conservator in regard to the payment of the cleaning charges will be final and binding on us. In the event of an offence of major nature, the board may take criminal proceeding as provided in the Merchant Shipping Act 1963.

Yours faithfully

As Agents.

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Time Allotted: \_\_\_\_\_

Date : \_\_\_\_\_

DOCK MASTER  
JAWAHAR DWEEP & PIR PAU