

COCHIN PORT AUTHORITY

Administrative Office,
Cochin – 682 009.

No.DCM/17/2022-S

Dated: 11 -07- 2023

ORDER

The work distribution related to Civil Engineering Department shall be as follows:-

Name & Designation of Office Head: Smt. Rema. E, Chief Engineer

Sl. No.	Name & Designation of Reporting Officer	Name & Designation of Assistants	Responsibilities Assigned
01.	Sri. K. Joji Paul, Dy. CE	Sri. T.P. Thadevus, SE (i/c)	Goa Project, ISO
		Sri. Jithu Johny Sr. Consultant in CoPA Office	
		Sr. Consultants – 3 nos. at Goa Site: Sri. Harikrishnan M.S Sri. Arun Surendran Sri. Imran Jaleel	Goa Project
		Sri. M.V. Johny SE (i/c)	Arbitrations – MULT, ICG, Gol
		Smt. N. Anjana, EE (i/c)	
		CAPIO, Grievance Officer	
02.	Sri. A.G. Sathyan SE / Dy. CE i/c	Sri. K. Babu EE(i/c)	Maintenance including Water Supply & Sanitary and Horticulture
		Sri. S. Santhosh kumar, AEE (i/c)	CFH site & Mtnce.
		Sri. V.P. Jose AE	CFH site.
		Sri. Uthaman C K AE / Sri Pavithran Kuniyil (AEE-Contract)	Civil Mtnce.
		Sri. V. Sureshkumar AE	Ro-Ro & Mtnce.
		Sri. A.B Binoy JE Gr. I	CFH & Ro-Ro
		Smt. Tincy C K Jr. Consultant	CFH & Ro-Ro
		Sri K. Anandan, JE Gr. I	Civil Mtnce.
		Sri. K.K. Gopakumar JE Gr.I	Civil Mtnce.
		Sri. A Manoj JE Gr.I	Civil Mtnce.
		Sri. V.K. Pramod Sr. DCA II	Establishment & Qtrs. Allotment
03.	Smt. Siny Mathew, SE	Sri. M.P. Eldhose EE (i/c)	Capital & Mtnce. Dredging Correspondence with Ministry
		Sri. Rajesh Babu P.M., AEE (i/c)	Planning, All Deposit Works incl. Design of Naval Jetty
		Sri. Praveen K. Jacob, AEE (i/c)	SEZ, PPP & Env't. Works

		Sri. Siji C. Mathew, AE	Planning & All Design works except Naval Jetty
		Sri. Prasanth T S, JE Gr. I	Dredging, Correspondence with Ministry
		Design Consultants – 2 Nos. Smt. Ann Mary Baby Sri Basil Mathew	All design related & other office works assigned
		Sri. Arun Suresh, Sr. Consultant	Assisting in all office Works
		Jr. Consultant – 3 Nos. Sri. Addison Paulose & 2 Nos Jr. Consultants being engaged	Dredged sand sale
04.	Sri. T.P. Thadevus, SE (i/c)	Smt. A . Sheeja, EE (i/c)	Lakshadweep Development Projects (Planning, Design & Execution)
		Smt. Arya Venugopal, Sr. Consultant	Lakshadweep Development Projects (Planning, Design & Execution) AND Routine AHW & LHW Works (directly reporting to CE for this work only)
05.	Sri. M.V. Johny, SE (i/c)	Smt. N. Anjana, EE (i/c)	Navy project Arbitrations – MULT, ICG, Gol ICG New Project & NTRO works (both awaiting client approval)
		Smt. Akshara K S, Jr. Consultant	Office
		Sri. Muhammed Musammil Sr. Consultant	At Navy site
		Sri. Naveen Murali Jr. Consultant	
		Sri. Sachu R Jr. Consultant	
		Sri. Abhidersh T Jr. Consultant	
		Sri. Abhijith Santhosh Jr. Consultant	
		Sri. Anandhu Jr. Consultant	

The above mentioned officers and employees shall keep proper record of the tasks assigned to them and shall apprise Chief Engineer of all important matters from time to time.


DEPUTY CHAIRPERSON

Copy to:

All Heads of Departments, CoPA
The Chief Vigilance Officer, CoPA
The Concerned Officers
The PS to Chairperson/PS to Dy. Chairperson/PA to Secretary, CoPA

Allocation of Ministerial Staff in the Chief Engineer's Office

1. Shri V K Promod, Sr Dy Chief Accountant II

Overall in charge of Works Section and Establishment Section, CE's Office
Nodal officer for processing of APARs pertaining to Civil Engineering Department

2. Smt R. Sreerakha, PA to CE

1. Disciplinary proceedings
2. Monthly statement of Disciplinary proceedings
3. Processing of ACRs related to officers

3. Ransom George, Manager

1. Preparation of Medical Reimbursement claim
2. Checking of bills of contractor's payment of all works under Dy.CE I, Dy. CE II, SE(CM) & SE(Dredg.) divisions
3. Checking and receipt for releasing EMD,PG, and RM
4. Acceptance of tools and plants of Civil Department
5. Checking of Imprest recoupment bills,
6. Checking of all contingent bills towards Arbitrations&Consultancy Services, Refreshments charges bills of CE and all divisions
7. Water charges bills
8. Printing and issuing of MBKs.
9. Checking all files connected with allotment of quarters
10. Preparation of all Advertisement charges bills of all divisions
11. Stamp account (works&Estt)
12. DDFS uploading (in connection of own allocation)
13. Any other works entrusted by the Superiors

4. Sri Roby Augustine, Manager

1. Preparation and processing of all contract bills of SE(CM)division [Three subdivisions]
2. Preparation of statement on pendingcontractorsbills on1st and 15th of every month
3. Submission of half yearly and annual returns required under Factories Act.
4. Issue of MBKs and receipt of MBKs.
5. Work in connection with Renewal of Factories License for water supply installation
6. All works related to Mahindra jeep and Auto rickshaw of Civil Department
7. Preparation of Recoupment of Imprest bills of SE (CM)

8. DDFS uploading (in connection of own allocation)
9. Any other works entrusted by the Superiors.

5. Smt K P Laiju, Manager

1. Establishment matters related to Class III & IV (Technical/Workman/Ministerial)
- 2 Attendance regularization
- 3 Festival advance, Memento, Scholarship, Tuition Fees
- 4 Preparing Overtime / Holiday wages, Extra remuneration
- 5 Clearance of “Z” time in SAP
- 6 Accident report
- 7 E.L. Encashment
- 8 Income Tax Declaration File.
- 9 Miscellaneous and circular file.
- 10 Leave of Contract employees
- 11 HBA Interest
- 12 Preparing and Issuance of Uniforms, Shoes and helmets
- 13 Preparing bills of stitching charge
- 14 Telephone Bills (Vodafone, Idea and BSNL)
- 15 DDFS uploading (in connection of own allocation)
- 16 Any other works entrusted by the Superiors

6. Shri Krishnakumar K.N ,Sr. Accountant - Section C1 & C2

1. All establishment matters - drafting, noting, correspondences etc.
2. Establishment/pay roll matters in respect of Class- I & II Officers.
3. Training of port employees
4. Taxi hire bill.
5. Miscellaneous works
6. Special Casual Leave
7. Contract of manpower supply – M/s. IR class
8. Veracity (Certificate issued by various University)
9. Verification of scrutiny of Basic information of APARs
10. Keeping and maintain of Service books (old/S/Books)
11. Audit query replays (Estt. related)
12. DDFS uploading (in connection of own allocation)
- 13.** Any other works entrusted by the Superiors

7. Shri Bright Antony Hormis, Sr. Accountant - Section C-5&6

1. All works connected with of contract employees
2. FR 56(j), SVRS
3. TA/DA bills
4. Issuance of Retirement Notice&Preparation of Pension Claims
5. Works related to Apprenticeship Training &Unpaid Training
6. Issue of Salary Certificate&NOC
7. Safe Custody and release of Certificate (Title Deed)
8. Purchase of News Paper and Calendar and its bills Cartridge Bills
9. Moveable and Immovable property
10. Quarterly Hindi Statement, Hindi cash Award/Scholarship
11. Purchase and issuance of Stationary items
12. Vigilance clearance
13. DDFS uploading (in connection of own allocation)
14. Any other works entrusted by the Superiors

8. Sri B.N.BIJU, Accountant

1. Preparation of RA Bills&Advance bills and Maintaining and updating of Bank Guarantees related to all Works under Dy. CE I, Dy. CE II & SE(Dredge.)
2. Preparation of Contingent bills.
3. Manpower Position KPMG
4. Union Matters
5. Trade Test
6. Preparation of RTI matters and RTI Appeals,RTI online uploading
7. Action taken Report for Regular Mechanism
8. SC/ST related matters- Progress report andATR(Quarterly)
9. Grievance Report
10. National Commission Reports (SC,ST &OBC)
11. Preparing weekly reports pertaining to Civil Engineering Dept.
12. Land Acquisition connected files pertaining to SE(Techl) division
13. Preparation of Contingent bills reg. Consultancy services
14. DDFS uploading (in connection of own allocation)
15. Any other works entrusted by the Superiors

9. Shri P V Thomas, Accountant Section C – 4

1. Allotment of Quarters of CPT employees/CISF/Other Govt. Organization/Private sector working in W/Island Area.
2. Allotment of Quarters of Contract employees working in CoPT

3. Preparation of monthly billing of quarters
4. Releasing of Security Deposit at the time of vacating the quarters
5. Tree cutting surrounding quarter's area/Island.
6. Preparation and consolidation of TB Seals and Stamps
7. DDFS uploading (in connection of own allocation)
8. Any other works entrusted by the Superiors

Suptdg. Engineer (CM.)