

## **RESPONSIBILITY**

### **TRAFFIC MANAGER**

- Assisting the Chairman and Dy.Chairman in steering the Organisation.
- Implementing Acts, Rules & Regulations issued by the Government and the Orders & Regulations issued by the Board of Trustees and the Chairman from time to time related to Traffic Department.
- Responsible for proper allotment of berths.
- Ensuring proper documentation for Import and Export of cargo
- Ensuring arrangements for embarkation and disembarkation of passengers.
- Allotment of covered and open spaces under Traffic department.
- Marketing the port's services and enhancing the market share of the Port
- Arranging cargo handling operations.
- Allotment of gangs for cargo handling and stuffing/destuffing of containers.
- Arranging custody and release of cargo and containers.
- Effective implementation and maintenance of Quality System in all areas for user control

### **Sr. DEPUTY TRAFFIC MANAGER**

- He is responsible to the Traffic Manager and shall assist the Traffic Manager in all traffic operations and shall be in overall charge of Operational and Commercial divisions.
- He shall assist the Traffic Manager in disposing of all matters relating to Operational, Commercial as well as Administrative side.
- He shall be in charge of the staff of the Traffic Manager's Office
- He shall attend to the grant of regular leave without substitute to staff under his charges, as per rules in force.
- He shall coordinate activities to ensure timely disposal of unclaimed cargo, listing cargo for sale tender/auction of uncleared cargo including liaising with Customs.
- He shall attend to any other work assigned to him by TM from time to time, within the stipulated period.
- Marketing the port's services and enhancing the market share of the Port

## **DEPUTY TRAFFIC MANAGER (OPERATION)**

- He reports to the Sr.Dy.Traffic Manager and shall assist the Sr.Dy.Traffic Manager in all traffic operations.
- He shall make surprise checks and see that no landing and shipment is allowed during the recesshours without permission.
- He shall appraise the Traffic Manager of the position of sheds and wharves and see that immediate steps are taken to relieve any congestion by removing, etc., of cargoes to overflow sheds.
- He shall see that goods left uncleared after the expiry of free period are periodically moved to overflow sheds or other open areas as the case may be to accommodate fresh arrival and arrange for their storage.
- He shall frequently inspect the quays and sheds and see that no avoidable delays occur in the course of loading and unloading operations and that the ships complete their work expeditiously at berths. He shall bring to the Traffic Manager's notice immediately, the turn-round of vessels.
- He shall see that the quays and wharves are kept tidy.
- He shall see that cargoes are handled and stacked in an orderly manner to facilitate proper accounting and delivery to the owners of goods.
- He shall see that proper precautions are taken as laid down under the rules and regulations in force from time to time relating to landing, storage, stacking, etc. of dangerous goods and explosives.
- He shall maintain discipline and efficiency among the executive staff connected with the loading and unloading operations.
- He shall make surprise checks frequently on tally of cargo and delivery.
- He shall ensure that the check measurements/weightments done by the supervisory staff in the section are done properly.
- He shall visit the places of accidents to any equipment working on shipping side and report promptly according to prevailing orders.
- He shall check the godowns once in a month and ensure that the accounts are kept properly.
  
- He shall ensure that all the audit queries and para are promptly replied and by any means within 10 days of its receipt.
- He shall ensure that the reports of theft of cargo or Trust's property pertaining to the Traffic Department are made without delay to police, etc.

- He shall countercheck all Tools and Plants on the Registers of the various Divisional Officers and Section offices in the Shipping side, once a year.
- He shall be in charge of receipt and issue of stationery and stores from the General Stores to the various sections of the Traffic Department.
- He shall ensure that stationery and stores are consumed economically and that the indents are reasonable. He shall also countercheck the stores and stationery with the Stock Register in various Divisional Offices and Section Offices on the shipping side, once a year.
- He shall supervise the work of all documentation.
- He shall scrutinise all claims.
- He shall make surprise checks of lock-fasts with a view to test-check items found in godown with Stock Register to ensure correctness.
- He shall attend to all correspondence relating to accounting of cargo.
- He shall scrutinise the claims made on the Trust related to cargo and take action to repudiate or settle the same as admissible under the rules.
- He shall assist the Sr.Dy.Traffic Manager to ensure timely disposal of unclaimed cargo.
- He shall liaison with Customs for cargo related activities of import/export cargo.
- He shall ensure the correct cargo / vessel related data is made available to FA&CAO for recovery of Port charges.
- He shall inspect the plots/godowns given on rent and also issue permits in time. Whenever plots/godown spaces fall vacant, he shall make correct advice to Traffic Manager/Sr.Dy.Traffic Manager for allotment.
- He shall attend to any other work assigned to him by TM/Sr.DTM from time to time, within the stipulated period.

#### **DEPUTY TRAFFIC MANAGER (COMMERCIAL)**

- Interacting with customers of the port for getting first hand customer opinion or for conveying trade related information.
- Organizing interactive Business Meets at various trade centres for trade promotion when required.
- Collecting market data and trade information as required.
- Coordinating Business promotion activities at trade exhibitions or trade fairs as directed.
- Preparing market study reports for information of higher authorities as directed.

- Addressing customer complaints or queries received either directly or by forwarding to appropriate authority.
- Collecting Market information like cargo diversion from the port etc., as required and suggest corrective action.
- Hold meetings with the customers as required to assess their requirements and report to TM/Sr.DTM.
- Convey information on port facilities to various cargo directories and business portals providing free listing as required.
- Convey relevant information to other departments of the port as well as units like ICTT.
- Put up various correspondence, reports and documents both internal & external as directed.
- Prepare and maintain data bank on trade related information.
- He shall attend to any other work allotted to him by TM/ Sr.DTM from time to time.

#### **SR. ASSISTANT TRAFFIC MANAGERS & ASSISTANT TRAFFIC MANAGERS Gr.1**

The **Sr. Assistant Traffic Managers** and **Assistant Traffic Managers-Gr.1** shall directly be in charge of the following sections or specific functions of the Traffic Department.

1. Traffic Manager's Office
2. Porterage Division
3. Dock Labour Division
4. Establishment & Operation Division
5. Container Freight Station
6. Ernakulam Wharf
7. Mattancherry Wharf

#### **SR. ASSISTANT TRAFFIC MANAGER ( TRAFFIC MANAGER'S OFFICE)**

- Assisting the Traffic Manager and Sr. Dy.Traffic Manager in preparing all the required information for the berthing, unberthing and shifting operations of the vessels.
- Assisting the Traffic Manager in conducting berthing meeting every day.
- It is the duty of the Sr.ATM(TMs Office)to give timely instructions to the Wharf Superintendents regarding any deviation in berthing/unberthing.
- He shall be responsible for preparing the daily berthing meeting proceedings and updating the website on all working days.

- It is also the duty of Sr.ATM to take special care in maintaining the required chainage in Wharf to avoid unnecessary shifting of vessels. He should anticipate the allotment of the next vessel in terms of length, draught and the nature of cargo.
- He shall also assist the Traffic Manager in making correspondence regarding handling of cargo, vessel and equipment.
- He is responsible for collection and compilation of all data and statistics related to cargo, containers and ship operations at the port and for commercial matters pertaining to Traffic operation.
- He shall be in charge of ERP system for cargo/container tracking and liaison with Sr. Dy. Director (EDP) for its smooth functioning.
- He shall attend to all operational/ commercial matters in TM's office and coordinate with Sr.ATM (E&O) and assist Sr.DTM in this regard.
- He shall attend to the work related to issue of wharf entry permit as per laid down procedures and after ascertaining the genuineness of the applicant.
- He shall assist TM in holding regular interactive meeting with CHAs, Steamer agents , Stevedores and their associations and in this respect.
- He shall also attend to any other work assigned to him by TM/Sr.DTM.

**OFFICER IN-CHARGE (PORTERAGE) / ADMINISTRATIVE OFFICER (DOCK LABOUR DIVISION)**

- He is responsible to the Traffic Manager and shall assist the Traffic Manager/Sr.DTM in the proper functioning of the Porterage and Dock Labour Division of the Traffic Department.
- He shall watch the progress of ship's work by obtaining the necessary particulars in advance.
- He shall inspect the points of loading or unloading and see that goods are removed expeditiously from the landing point and stacked properly at the sheds or other stacking areas.
- He shall see that adequate precautions are taken wherever necessary by the Trust to avoid damage to cargo handled by the labour.
- He shall have proper control over the labour force and inculcate discipline among them.
- He shall see that adequate strength of departmental labour is maintained always to meet any peak requirements of Traffic Department.
- He shall see that the Trust's labour gets leave, LTC and other privileges sanctioned from time to time, as per laid down procedure.

- He shall see that the piece rate and other wages are paid as laid down under the piece rate scheme.
- He shall closely watch the labour problems at the Port and conduct meeting with unions' representatives to discuss the matter relating to the grievance of labour in the working of Piece Rate Scheme.
- He shall attend to the grant of regular leave (including hospital leave) without substitute to the Class III & IV employees under his charge and borne on the Schedule of Staff and in the case of employees borne on the Schedule of Artisans and Labours and Shore Labour, including casual and other leave according to eligibility.
- He shall be in charge of the executive staff as well as the non-executive staff connected with the Porterage Division and shall also assist in the disposal of all important allied matters.
- He shall ensure proper maintenance of the muster for staff working in all shifts and ensure to allocate proper responsibility.
- He shall check frequently that the mazdoors engaged on time rates are utilised fully.
- He shall ensure that the date for the recovery of all charges towards idle time paid to labour under the Piece Rate scheme, etc., supplied are sent without delay.
- He shall generally ensure that safety precautions under the statutes of Dock Safety, in so far as they relate to work on shore are complied with.
- He shall draw and distribute the salary etc. to the employees working in his division.
- He shall attend to the grant of compensation in case of accidents under Workmen's Compensation Act.
- He shall take all measures and precautions to ensure proper and efficient working of Porterage Division.
- He shall attend to any other work allotted to him by TM/Sr.DTM from time to time.

#### **SR. ASSISTANT TRAFFIC MANAGER (ESTABLISHMENT & OPERATION)**

- He is responsible to the Traffic Manager and shall assist the Traffic Manager/Sr.DTM in traffic operations.
- He shall draw and disburse salary etc. of the employees of the Wharf Establishment.
- He shall attend to the grant of regular leave without substitute to the wharf staff under his charge as per rules in force.

- He shall arrange over-time work when required by the trade and posting of the staff will be done economically. In this connection, he shall follow the instructions issued by Chairman and/or the Traffic Manager and shall send statement of overtime amount paid to the staff.
- He shall attend to all complaints from the staff and dispose of them in consultation, if necessary, with the Traffic Manager.
- He shall make surprise checks and see that no landing/shipping is allowed during the recess hours without permission.
- He shall frequently inspect the quays and sheds and see that no avoidable delay is occurring in the case of loading/unloading operations and the ships complete their work expeditiously at the berth.
- He shall bring to the notice of the Traffic Manager immediately the turnaround of the ship.
- He shall see that the cargo are handled and stacked in an orderly manner to facilitate proper accounting and delivery to the owners of goods.
- He shall see that proper precautions are taken as laid down under the rules and regulations in force from time to time relating to landing, storage, stacking, etc. of dangerous goods and explosives.
- He shall maintain discipline and efficiency among the Wharf Staff.
- He shall make surprise checks frequently of Tally and Delivery of cargo.
- He shall ensure that the stationery and stores are consumed economically and the indents are reasonable.
- He shall also counter-check stores and stationery with the stock register at least once in a year.
- He shall attend to any other work of the department when asked to do so.
- He shall supervise the work of all documentation.
- He shall attend to all correspondence relating to accounting of cargo.
- He shall scrutinize all claims.
- He shall ensure the correct cargo / vessel related data is made available to FA&CAO for recovery of Port charges.
- He shall also attend any other work assigned to him by TM/ Sr. DTM from time to time within the stipulated time.
- He shall attend to audit queries & paras and ensure that correct replies are issued promptly by within 10 days from the date of its receipt in the TM's office.

## **ASSISTANT TRAFFIC MANAGER-GR.1 (CONTAINER FREIGHT STATION)**

The ***Asst. Traffic Manager-Gr.1*** is the overall in charge of the Container Freight Station and is responsible for the following.

- To ensure that export cargo are received at the CFS as per the Port procedure and handled systematically with proper accounting.
- To ensure recovery of all Port charges for handling of cargo and containers accurately in time, by FA&CAO.
- To take timely action for the settlement of refund claim of the users.
- To attend to complaints and grievances of the users and ensure satisfactory service to them.
- To furnish all statistics and data relating to the work at the CFS and maintain necessary registers and documents for the purpose.
- To arrange for the receipt and storage of Import and Export cargo as per plan and layout to avoid congestion in the CFS.
- To see that containers for stuffing and de stuffing are placed in the CFS in a systematic manner and also to see that they are immediately removed after work; especially the stuffed containers to the shipside stack for loading in export vessel.
- To see that all security and safety regulations are strictly followed in the CFS operations.
- To ensure that stuffing and de-stuffing operations of containers are carried out without delay and to ensure availability of gangs for the purpose.
- To take steps to avoid pilferage at the CFS and report cases for investigation.
- To arrange strict checking of cargo and containers at the CFS gate.
- To see that dangerous/hazardous/pilferable goods are stacked as per the guidelines for handling such goods.
- He shall see that the cargoes are earmarked strictly after sixty days of the L.D.D for the purpose of final disposal under Major Port Trusts Act 1963.
- To maintain upto date list of all 'over two months' cargo in the CFS and take action for the disposal/auction by liaising with WS(A&D) and Sr.DTM.
- He shall take necessary action to avoid undue delay in the working of gang and if found necessary, bring to the notice of Traffic Manager/ Sr. DTM / Sr. ATM.



- He shall ensure the correct cargo / vessel related data is made available to FA&CAO for recovery of Port charges.
- Any other work assigned to him by TM/ Sr.DTM from time to time.

#### **ASSISTANT TRAFFIC MANAGER-GR.1 (EW and MW )**

- He shall be over-all in charge of the Ernakulam and Mattancherry wharves and exercise supervision over all the staff there. He shall also hold the charge of the Traffic Operations at the Oil Tanker Berths.
- He shall conduct pre-arrival vessel planning meeting with the respective Steamer Agents, Stevedore/Clearing Agents, and Transporters etc. and prepare a proper vessel operation/storage plan for import/export cargo before the ETA (Expected Time of Arrival) of the vessel at the berth.
- He shall ensure that the required resources are correctly assessed and allotted to the sheds/berths for the vessels to work at their optimum capacity. They shall ensure that tally operations are undertaken wherever required.
- He shall oversee the posting of the staff and ensure that overtime posting of staff is controlled towards restricting the overtime expenses to the barest minimum in accordance with the operational requirements.
- He shall closely monitor the vessel operations and liaise with all concerned to eliminate/reduce idle time and improve vessel productivity and Turnaround Time. After the sailing of the vessel, the working should be analyzed for reasons for delays/stoppages etc, if any to avoid recurrence.
- He shall ensure that the transfer of cargo from the quay to the storage point and vice-versa is carried out efficiently.
- He shall liaise with the licensees of space at the wharf and ensure that the space occupied is as per allotment. They shall also ensure the renewal/vacation of the space allotted by the due date and shall see that the space is utilized optimally. Care should be taken to ensure that the cargo is stored two feet away from the shed walls and do not spill out in to the aisle-ways. All valuable cargo shall be ensured special care in storage.
- He shall ensure that cargo is delivered to the rightful owner as per the marks and numbers on the packages and the Bills of Entry, on completion of requisite Customs and Port formalities.
- He shall ensure that the trucks/vehicles brought for unloading/loading of cargo are parked in a proper way without disruption to movement of men/equipment.
- He shall liaise with Dy.Commandant, CISF and ensure that adequate numbers of security personnel are posted at the sheds/warehouses to avoid pilferage.

- He shall ensure timely disposal of uncleared cargo in coordination with WS(A&D) and Sr.DTM.
- He shall ensure that proper records are maintained for import and export cargo through regular inspection of documents and registers.
- He shall liaise towards the effective implementation of ERP at the ground level and attend to the issues related thereof.
- He shall ensure cordial relations with the Steamer Agents, Stevedores, CHAs, Exporters, Importers, Surveyors, Transporters, etc. towards the smooth conduct of cargo handling activities.
- He shall attend to the trade and issue necessary permission for the supply of bunkers to ships, supply of fresh water to ships, supply of ship stores, and removal of garbage from the ship on verification of the required documents and the requirements of the shipping agents in conformance with the procedures in vogue.
- He shall ensure that the sheds/warehouses, wharves, open areas are kept neat and tidy.
- He shall ensure that the cargo is neatly stacked; the aisles are clear of cargo, and any obstructions. They shall ensure that shed space is properly marked so that there is no cargo spillage and that the cargo is easily located. They shall ensure that the wharf and the adjoining areas are cleaned immediately after the departure of the vessel to facilitate easy working of the vessel following.
- He shall ensure that the First Aid Box contains all the listed items. It should also be ensured that Stretchers and Fire Fighting equipment are readily available.
- He shall ensure that any damage to port property is immediately identified and the reasons properly attributed towards fixing responsibility, and for recovery of damages.
- He shall liaise with the sections and subsections of Chief Engineer/Chief Mechanical Engineer for maintenance of infrastructure facilities like wharves, sheds, shore cranes, crane track etc.
- He shall ensure that correct cargo / vessel related data is made available to FA&CAO for recovery of Port charges.
- Any other work assigned to them by TM/ Sr.DTM from time to time.

## **WHARF SUPERINTENDENT**

- 1. WHARF SUPERINTENDENTS (GENERAL), MW & EW WHARVES**
- 2. WHARF SUPERINTENDENTS (CONTROL ROOM/SHIFT DUTY-EW/MW)**
- 3. WHARF SUPERINTENDENTS(CFS-GENERAL)**
- 4. WHARF SUPERINTENDENTS(OTJ)**
- 5. WHARF SUPERINTENDENTS (CFS-SHIFT DUTY)**

## **6. WHARF SUPERINTENDENT (AUCTION AND DOCUMENTATION)**

### **1. WHARF SUPERINTENDENT (GENERAL), MW & EW WHARVES**

- Responsible for smooth conduct of traffic operation in wharves and areas under each of them.
- They shall report to the Pilot onboard the ship of any incident happening at the time of berthing / unberthing.
- They shall plan and co-ordinate the cargo operation in the wharves.
- They shall ensure that the required resources are correctly assessed and allotted to the sheds/berths for the vessels to work at their optimum capacity. They shall ensure that tally operations are undertaken wherever required.
- They shall ensure the remittance of port charges such as wharfage, demurrage etc before delivery/export of cargo.
- They shall ensure that cargo is delivered to the rightful owner as per the marks and numbers on the packages and the Bills of Entry, on completion of requisite Customs and Port formalities.
- They shall make daily arrangements for hooks, gangs and equipments for each shift in consultation with the ATM-Gr.1s.
- They shall oversee the posting of the staff and ensure that overtime posting of staff is controlled towards restricting the overtime expenses to the barest minimum in accordance with the operational requirements.
- They shall closely monitor the vessel operations and liaise with all concerned to eliminate/reduce idle time and improve vessel productivity and Turn Round Time. After the sailing of the vessel, the working should be analyzed for reasons for delays/stoppages etc, if any to avoid recurrence.
- They shall ensure that the transfer of cargo from the quay to the storage point and vice-versa is carried out efficiently.
- They shall carryout handing over/ taking over of space leased out by Port in areas under their charge with proper measurement and remarks. They shall liaise with the licensees of space at the wharf and ensure that the space occupied is as per allotment. They shall also ensure the renewal/vacation of the space allotted by the due date, and shall see that the space is utilized optimally. Care should be taken to ensure that the cargo is stored properly at the shed/ stacking areas as per their nature. All valuable cargo shall be ensured special care in storage.
- They shall ensure that the trucks/vehicles brought for unloading/loading of cargo are parked in a proper way without disruption to movement of men/equipments.

- They shall ensure timely disposal of over two months cargo in coordination with WS(A&D), ATM-Gr.1 and Sr. DTM.
- They shall ensure that proper records are maintained for import and export cargo through regular inspection of documents and registers.
- They shall liaise towards the effective implementation of ERP at the ground level and attend to the issues related thereof.
- They shall ensure cordial relations with the Steamer Agents, Stevedores, CHAs, Exporters, Importers, Surveyors, Transporters, etc. towards the smooth conduct of cargo handling activities.
- They shall check certificates of all stevedoring gears used for cargo operation.
- They shall ensure that the cargo handling workers use PPEs.
- They shall ensure that the First Aid Box contains all the listed items. It should also be ensured that Stretchers and Fire Fighting equipments are readily available.
- They shall liaise with the sections and subsections of Chief Engineer/Chief Mechanical Engineer for maintenance of infrastructure facilities like wharves, sheds, shore cranes, crane track etc.
- Application for regular leave and for advances from employees under their charge is recommended and forwarded to Sr.ATM(E&O) through ATM-Gr.1.
- They shall convene the joint enquiry in respect of damages happened to Port Property and fix responsibility, prepare the enquiry report and forward the same in time.
- They shall attend any other work allotted to them by Sr.ATM(E&O)/ ATM-Gr.1 (MW/EW) from time to time.

## **2. WHARF SUPERINTENDENT (CONTROL ROOM/SHIFT DUTY-EW/MW)**

- Prepare berthing plan, issue notice to other section, arrange placing of boards, positioning of wharf cranes and ensure that ships are berthed / unberthed as per plan.
- Prepare the Wharf Superintendent's daily diary.
- Compile hook requisitions received from Stevedores/CFS/ and put up to the concerned officials.
- Prepare indent for Hooks/Gangs and equipment requirements and submit to Dock Labour Division, Electric Crane section, IC Engines section and Porterage section.
- Arranging to provide Ports equipments on hire to private parties.

- Monitor and Control Shipping operations, observe time to time progress and inform the superiors so as to facilitate the quick turn round of vessels.
- They shall ensure that the cargo handling workers use PPEs.
- In the absence of General Wharf Superintendent, attend to his works.
- They shall be in charge of entire wharf during night shift duty.
- They shall ensure that proper records are maintained for import and export cargo through regular inspection of documents and registers.
- They shall liaise towards the effective implementation of ERP at the ground level and attend to the issues related thereof.
- They shall ensure cordial relations with the Steamer Agents, Stevedores, CHAs, Exporters, Importers, Surveyors, Transporters, etc. towards the smooth conduct of cargo handling activities.
- They shall ensure that the First Aid Box contains all the listed items. It should also be ensured that Stretchers and Fire Fighting equipments are readily available.
- They shall liaise with the sections and subsections of Chief Engineer/Chief Mechanical Engineer for maintenance of infrastructure facilities like wharves, sheds, shore cranes, crane track etc.
- Prepares FIR and spot enquiry report in case of accidents and loss / theft of Port property occurred in Wharf.
- They shall attend to any other work allotted to them by Sr.ATM(E&O)/ ATM-Gr.1 (MW/EW) from time to time.

### **3. WHARF SUPERINTENDENT (CFS GENERAL)**

- He will be in-charge of staff matters (Establishment)
- He shall ensure that the staff maintain discipline, punctuality and shall monitor the staff movement register, attendance register, and leave register.
- He shall see the correspondence regarding complaints of customers, refund claims and other matters.
- He will be responsible for collection of stationery from stores division and maintain stock register and T&P register.
- He will be in-charge of Lock Fast rooms and maintaining of the registers regarding cargo kept and removed.
- He shall ensure that the documents are sent within the stipulated time.

- He shall give guidance in the sections to maintain records according to the format of ISO Quality Manual.
- He shall send the reports, accident reports according to the Dock Safety Rules to all concerned.
- They shall ensure that the cargo handling workers use PPEs.
- He shall arrange for the receipt and storage of Import and Export cargo as per plan and layout to avoid congestion in the CFS.
- He shall see that containers for stuffing and de stuffing are placed in the CFS in a systematic manner and also to see that they are immediately removed after work; especially the stuffed containers to the shipside stack for loading in export vessel.
- He shall see that all security and safety regulations are strictly followed in the CFS operations.
- He shall ensure that stuffing and de-stuffing operations of containers are carried out without delay and to ensure availability of gangs for the purpose.
- He shall take steps to avoid pilferage at the CFS and report cases for investigation. He shall assist the Asst. Traffic Manager-Gr.1 for the smooth functioning of the CFS on daily work.
- They shall attend any other work allotted to them by Sr.ATM(E&O)/ ATM-Gr.1 (CFS) from time to time.

#### **4. WHARF SUPERINTENDENT (OTJ)**

- He will be in-charge of staff matters (Establishment)
- He shall ensure that the staff maintain discipline, punctuality and shall monitor the staff movement register, attendance register, and leave register.
- He shall see the correspondence regarding complaints of customers, refund claims and other matters.
- He will be responsible for collection of stationery from stores division and maintain stock register and T&P register.
- He shall ensure that the documents are sent within the stipulated time.
- He shall assist the Asst. Traffic Manager-Gr.1 for the smooth functioning of the OTJ daily work.
- He shall give guidance in the sections to maintain records according to the format of ISO Quality Manual.
- He shall send the reports, accident reports according to the Dock Safety Rules to all concerned.

- He shall attend any other work allotted to him by Sr.ATM(E&O)/ ATM-Gr.1 from time to time

#### **5. WHARF SUPERINTENDENT (CFS - SHIFT DUTY)**

- He will be the in-charge of the shift.
- He shall allocate the work to gangs according to the guidance.
- He shall ensure that the gangs work efficiently to avoid unnecessary delays.
- They shall ensure that the cargo handling workers use PPEs.
- He shall see that cargoes are stacked in the shed properly and released for stuffing accurately according to document and stacking of import cargo properly in identifiable manner and their proper tallying with actual remarks.
- He shall report the concerned, regarding the work and requirement of gangs on completion of shift.
- He shall ensure that the doors are locked safely after completion of the shift.
- Ensure all safety precautions are taken while working by all concerned.
- Ensure safe & damage free handling of cargo.
- They shall attend any other work allotted to them by Sr.ATM(E&O)/ ATM-Gr.1 (MW/EW) from time to time.

#### **6. WHARF SUPERINTENDENT (AUCTION AND DOCUMENTATION)**

- He shall maintain record of long standing and uncleared cargo.
- Identification of cargo for auction and sending sale notices to the concerned parties.
- He shall liaise with Customs for arranging sale of cargo.
- He shall identify and deliver the cargo sold in Auction sale to the buyer and observe all formalities while doing so.
- He shall liaise with Customs and other statutory bodies for destruction of cargo that has become unfit for use.
- He shall organise destruction process, after completion of necessary formalities.