



भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

बिटा बिल्डिंग 9, वी मंजिल / Beta Building, 9th floor

आई थिंक टेक्नो कैंपस / I-Think Techno Campus

कांजूर मार्ग पूर्व / (Kanjur Marg (East)

मुंबई / MUMBAI-400 042

टेलीफोन 3/2/1/25752040-022 :

फैक्स 35/25752029-022 :

ई-मेल: dgship-dgs@nic.in

वेब साइट:

www.dgshipping.gov.in

Tele: 022-25752040/1/2/3

Fax: 022-25752029/35

E-mail : dgship-dgs@nic.in

Web: www.dgshipping.gov.in

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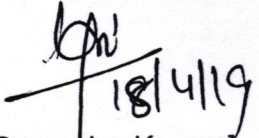
No.PB-32(2)/2007

dated 16th April, 2019

OFFICE ORDER NO.58 OF 2019

The Director General of Shipping and Additional Secretary to the Government of India, in exercise of the powers conferred on him under rule 14 of Delegation of Financial Powers Rules, 1978, declares Dr. P.K. Raut, Dy. Director General of Shipping as “**Head of Office**” of the Directorate General of Shipping and to act as Controlling Officer for the purpose of establishment & administrative matters with respect to Group B [Non-Gazetted] and Group C officials of the Directorate. The details of powers delegated to the ‘Head of Office’ by the ‘Head of Department’ are detailed in **Annexure-1**, attached with this office order.

2. Dr. P. K. Raut, shall, inter-alia, be the Head of Personnel Branch [including MPSO and IMU issues], Coastal Branch and Multimodal Transport Operator Branch until further orders.


[Surendra Kumar]

Assistant Director General of Shipping

To,
Dr. P.K. Raut,
Deputy Director General of Shipping

Copy to :

1. All Branches of the D.G. Shipping
2. Sr.PS to DG
3. File No.PB-TRO(1)/2010
4. Computer Cell with a request to upload the said office order on the DGS website.
5. Office Order file
6. Guard file

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Annexure-1

The following administrative and financial powers has been delegated by the Head of Department to the Head of Office :

Sr.No.	Duties and functions	Administrative powers	Financial powers
ESTABLISHMENT MATTERS :			
1.	RECRUITMENT OF STAFF	For Group B Non-Gazetted and Group C staff	--
2.	ASSESSMENT OF VACANCIES	For Group B Non-Gazetted and Group C staff	--
3	INTIMATION OF VACANCIES TO SSC/UPSC	For Group B Non-Gazetted and Group C staff	--
4.	RECEIVING OF DOSSIERS FROM THE SSC/UPSC OF THE CANDIDATES	For Group B Non-Gazetted and Group C staff	--
5	SENDING OFFER OF APPOINTMENT	For Group B Non-Gazetted and Group C staff	--
6	GETTING MEDICAL EXAMINATION	For Group B Non-Gazetted and Group C staff	--
7	GETTING CHARACTER AND ANTECEDENTS VERIFIED	For Group B Non-Gazetted and Group C staff	--
8	JOINING OF CANDIDATES	For Group B Non-Gazetted and Group C staff	--
9	POSTING ORDER	For Group B Non-Gazetted and Group C staff	--
10	OPENING OF SERVICE BOOK & ATTESTATION OF ENTRIES	For Group B Non-Gazetted and Group C staff	--
11	OBTAINING OATH OF AFFIRMATION TO CONSTITUTION ON FIRST APPOINTMENT	For Group B Non-Gazetted and Group C staff	--
12	DECLARATION OF HOME TOWN	For Group B Non-Gazetted and Group C staff	--
13	DECLARATION OF FAMILY DETAILS	For Group B Non-Gazetted and Group C staff	--
14	NOMINATIONS WHERE REQUIRED	For Group B Non-Gazetted and Group C staff	--
15	PROMOTION OF STAFF	For Group B Non-Gazetted and Group C staff	--
16	MACP/ PAY FIXATION	For Group B Non-Gazetted and Group C staff	--
17	TRANSFER	For Group B Non-Gazetted and Group C staff	--
18	FORWARDING OF APPLICATION FOR DEPUTATION/SSC-UPSC	For Group B Non-Gazetted and Group C staff	--
ADMINISTRATIVE FUNCTIONS			
19	MAINTENANCE OF DISCIPLINE IN THE OFFICE	For Group B Non-Gazetted and Group C staff	--

20	PROCESSING THE PENSION AND GPF FINAL PAYMENT CASES	For Group B Non-Gazetted and Group C staff	--
21	REDRESSAL OF GRIEVANCES OF STAFF	For Group B Non-Gazetted and Group C staff	--
22	SANCTION OF LEAVE	For Group B Non-Gazetted and Group C staff	--
23	SANCTION OF TA	For Group B Non-Gazetted and Group C staff	--
24	SANCTION OF LTC	For Group B Non-Gazetted and Group C staff	--
25	MAINTENANCE OF APARS		
BUDGET AND FINANCE MATTERS			
26	PREPARATION OF BE/RE	For personnel Branch	--
27	SANCTION OF SHORT TERMS ADVANCES	For Group B Non-Gazetted and Group C staff	--
28	SANCTION OF ADVANCES /WITHDRAWAL FROM GPF	For Group B Non-Gazetted and Group C staff	--
29	SANCTION OF CONTINGENT EXPENDITURE	For Group B Non-Gazetted and Group C staff	--
30	SANCTION OF MEDICAL ADVANCE	For Group B Non-Gazetted and Group C staff	--
31	SANCTION OF TUITION FEE	For Group B Non-Gazetted and Group C staff	--
32	FINAL PAYMENT ON RETIREMENT/DEATH ETC	For Group B Non-Gazetted and Group C staff	--
