



भारत सरकार / GOVERNMENT OF INDIA
पत्तन, पोत परिवहन और जलमार्ग मंत्रालय
MINISTRY OF PORTS, SHIPPING AND WATERWAYS

नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

75
आज़ादी का
अमृत महोत्सव

No.22-38/25/2020-PER-DGS

dated 14th June, 2022

OFFICE ORDER NO. 36 OF 2022

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 Shri Mahesh Yadav, Dy. Director General of Shipping[I/C] 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. Shri Mahesh Yadav shall, inter-alia, be the Head of Personnel Branch [including MPISO and IMU issues], until further orders.

Archana P. Naik
[Archana P. Naik]
Executive Officer [PB][I/C]

To,
Shri Mahesh Yadav
Deputy Director General of Shipping [I/C]

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

Annexure-1

The following administrative and Financial powers in respect of Group B Non-Gazetted and Group C officials 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	TRANSFERS	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	--

19.	ACCEPTANCE OF TRANSACTIONS OF MOVABLE , IMMOVALBE AND VALUABLE PROPERTY	For Group B Non-Gazetted and Group C staff	
ADMINSITRATIVE FUNCTIONS			
20	MAINTENANCE OF DISCIPLINE IN THE OFFICE	For Group B Non-Gazetted and Group C staff	--
21	PROCESSING THE PENSION AND GPF FINAL PAYMENT CASES	For Group B Non-Gazetted and Group C staff	--
22	REDRESSAL OF GRIEVANCES OF STAFF	For Group B Non-Gazetted and Group C staff	--
23	SANCTION OF LEAVE	For Group B Non-Gazetted and Group C staff	--
24	SANCTION OF TA ADVANCE	For Group B Non-Gazetted and Group C staff	--
25	SANCTION OF LTC ADVANCE /LTC CLAIM	For Group B Non-Gazetted and Group C staff	--
26	MAINTENACE OF APARS	For Group B Non-Gazetted and Group C staff	
27	SANCTION OF TA BILL ON RETIREMENT	For Group B Non-Gazetted and Group C staff	
BUDGET AND FINANCE MATTERS			
28	PREPARATION OF BE/RE	For personnel Branch	--
29	SANCTION OF SHORT TERMS ADVANCES	For Group B Non-Gazetted and Group C staff	--
30	SANCTION OF ADVANCES /WITHDRAWAL FROM GPF	For Group B Non-Gazetted and Group C staff	--
31	SANCTION OF CONTINGENT EXPENDITURE	For Group B Non-Gazetted and Group C staff	--
32	SANCTION OF MEDICAL ADVANCE	For Group B Non-Gazetted and Group C staff	--
33	SANCTION OF TUITION FEE	For Group B Non-Gazetted and Group C staff	--
34	FINAL PAYMENT ON RETIREMENT/DEATH ETC	For Group B Non-Gazetted and Group C staff	--
35	SANCTION OF ENCASHMENT OF LEAVE SALARY	For Group B Non-Gazetted and Group C staff	
