

अण्डमान तथा निकोबार प्रशासन  
**ANDAMAN AND NICOBAR ADMINISTRATION**  
सचिवालय / **SECRETARIAT**  
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**SHIPPING SECTION, SECRETARIAT.**

**SUO MOTO DISCLOSURE OF INFORMATION UNDER VARIOUS  
HEADINGS LISTED IN SECTION 4(1)(B) OF RIGHT TO  
INFORMATION ACT, 2005**

**INTRODUCTION**

The Shipping Section is the Administrative Branch for the department of Shipping and Port Management Board, which functions under the supervision, guidance and administrative control of the Chief Secretary/Secretary (Shipping) assisted by a Deputy Secretary (Shipping).

The mandate/functions of the Section have been indicated in detail in the Allocation of Business Rules, 2009 and Manual of Office Procedure, 2009.

**CHAPTER – I**

(Section 4(1)(b)(i))

**PARTICULARS OF ORGANIZATION, FUNCTIONS AND  
DUTIES**

The Shipping Section in the Secretariat function as Administrative branch for the Shipping Department and Port Management Board, presently headed by Shri Sheo Pratap Singh (IAS), who function as Administrative Secretary and Shri P N R Pillai, Deputy Secretary as Branch Officer.

The duties assigned to the Section have been explained in the Allocation of Business Rules, 2009 issued vide Admn's order No:2809 dated 28.08.2009, copy of which is available in Administration's web site [www.and.nic.in](http://www.and.nic.in) . Detailed activities of the above departments are also available either in the above web site or *suo-moto* disclosure made by the departments concerned.

All proposals/matters relating to the Port Management Board and Shipping Department, which requires the consideration/approval of the Administrative Secretary and above are processed in the Shipping Section and decision/approval conveyed to the concerned Head of Department.

## **CHAPTER - 2**

(Section 4(1)(b)(ii))

### **POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES**

As Administrative Secretary, Secretary (Shipping) is delegated with the powers of Heads of Department under Rule 13(3) of DFP Rules, 1978 and other powers re-delegated from time to time for administrative convenience.

As Branch Officer for the Shipping Section, Deputy Secretary scrutinize all matters/files being processed in the Section and submit the files to the higher authorities with suitable recommendations for appropriate decision.

The duties and responsibilities of Office Superintendent and other staff are in accordance with the provisions contained in the Manual of Office Procedure issued during 2009, copy of which is available in the web site [www.and.nic.in](http://www.and.nic.in).

## **CHAPTER - 3**

(Section 4(1)(b)(iii))

### **PROCEDURE FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.**

The procedure indicated in the Manual of Office Procedure is followed to deal with all matters/subjects referred to the Shipping Section and all correspondences received from different agencies/organizations in the field.



The proposals/references relating to the activities of the above departments are initially docketed after it is seen by the Secretary (Shipping)/Deputy Secretary (Shipping) as the case may be and examined by the Dealing Assistants with reference to the rules/GOI's instructions under the supervision and guidance of the Office Superintendent, who in turn submit the files/proposals to the Branch Officer.

The above files/proposals after scrutiny by the Deputy Secretary (Shipping) are submitted to the Administrative Secretary with due recommendations for appropriate decision or submission to the authorities competent to take appropriate decision in the matter depending upon the nature of proposals and delegated powers.

#### **CHAPTER - 4**

(Section 4(1)(b)(iv))

#### **NORMS SET FOR THE DISCHARGE OF ITS FUNCTIONS.**

Being an Administrative Branch, Shipping Section can hardly set any norms for discharge of its functions. However, the norms prescribed in the Manual of Office Procedure issued by the Administrative Reform Wing of the Administration are followed.

#### **CHAPTER - 5**

(Section 4(1)(b)(v))

#### **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.**

All Rules and Regulations notified by the Govt of India and some specified Acts/Rules which relates to the activities of the above departments like Merchant Shipping Act, Inland Vessels Act and rules framed there under are used for the proper discharge of the duties assigned to the Section.

## **CHAPTER - 6**

(Section 4(1)(b)(vi))

### **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.**

Shipping Section being one of the Administrative Branch in the Secretariat, Service Books, Personal files etc of the staff working in the Section are maintained by the Personnel Wing/Cash Section. Similarly, Service books and Personal files and other records relating to the employees of the above two departments are maintained by the concerned departments.

However, the following files/records are maintained in the Shipping Section:-

1. Personal files of Group A & B Officers of the above two departments;
2. Correspondence files relating to the various proposals of the departments under its administrative control;
3. Files relating to acquiring/maintenance of vessels, creation of infrastructure, etc etc.

## **CHAPTER - 7**

(Section 4(1)(b)(vii))

### **PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.**

The policies and guidelines for effective management of the above departments are taken at the appropriate level in consultation with the Director General of Shipping, Mumbai/ Ministry of Shipping , Govt of India, New Delhi. However, Member of Parliament and Public Representatives are taken into confidence before finalizing the policies which has some bearing on the common man.



**CHAPTER - 8**  
(Section 4(1)(b)(viii))

**STATEMENT OF BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS IT PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.**

The details of Board members and other Committees prevalent in Port Management Board have already been notified under the Act, which is available in the web site of the Board. The Shipping Department has also notified the available details in the web site of the department. Both these details are available in the web site [www.and.nic.in](http://www.and.nic.in).

Formation of other Boards/Committees is done on case to case basis as and when required depending upon the functional requirements of these departments.

**CHAPTER - 9**

(Section 4(1)(b)(ix))

**A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

Sl No	Name	Designation	Telephone Number
1	2	3	4
<b>OFFICERS</b>			
01	Shri Sheo Pratap Singh	Secretary (Sh)	233345
02	Shri P N R Pillai	Dy Secretary (Sh)	233179
<b>OFFICE STAFF</b>			
01	Shri Suresh Lall	Office Supdt	239045-137
02	Smt Leela B Rao	Asst-in-Charge	-do-
03	Shri Sreedharan	-do-	-do-
04	Smt Maya Rani Sur	-do-	-do-
05	Shri K P Chandi	Higher Grade Clerk	-do-
06	Smt Uma Maheswari	-do-	-do-
07	Shri M Vidya Sekhar Rao	Lower Grade Clerk	-do-
08	Miss Geetawati	-do-	-do-

## **CHAPTER - 15**

(Section 4(1)(b)(xv))

### **PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.**

The details of day to-day activities of the above departments which are concerned with the citizens are available in the web site of the concerned departments. No library or reading room is available in the Secretariat for the citizens.

## **CHAPTER - 16**

(Section 4(1)(b)(xvi))

### **NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

<b>PUBLIC INFORMATION OFFICER</b>		
SHRI P N R PILLAI	Deputy Secretary	Annexe Building, Secretariat, Port Blair
<b>1<sup>ST</sup> APPELLATE AUTHORITY</b>		
SHRI SHEO PRATAP SINGH (IAS)	Secretary (Shipping)	Room No:104 Secretariat, Port Blair.

## **CHAPTER - 17**

(Section 4(1)(b)(xvii))

### **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR.**

The concerned departments update the information/details available in their respective web sites from time to time. The information relating to the activities of the Administrative Section in the Secretariat or changes as and when occurred are also updated.

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