

Administration Wing is headed by Joint Secretary Administration who is assisted by Deputy Secretary Administration and Under Secretary Administration. They supervise four Sections viz. Establishment, General Administration, Cash and Parliament.

The Establishment Section is entrusted with the service and administrative matters of 299 regular employees of (Group A, B, and C) of the Ministry of Ports, Shipping and Waterways. It implements all administrative orders issued by Department of Personnel & Training, Department of Pension & Pensioners' Welfare, Ministry of Finance, Union Public Service Commission, Central Information Commission, Central Vigilance Commission etc. It also handles the Internal Complaints Committee on sexual harassment, grievances of women employees relating to sexual/ gender based harassment. Under its RTI Cell, Ministry of Ports, Shipping and Waterways has appointed/designated CPIOs & Appellate Authorities in the rank of Under Secretary and Deputy Secretary/Director and equivalent respectively.