

At: 14/8/15

**Every day :**

- 1 Regular doc distribution
- 2 Mails checking every day with Mgr (OPS) at 11.00hrs and 16.00hrs
- 3 Connecting lines
- 4 Report to GM(O) works which are assigned
- 5 Tour proposals preparations
- 6 Tour bill preparation
- 7 Preparing skeleton of Tour report
- 8 addressing duty slip
- 9 tracking CRs of Ops/Floating employees
- 10 Sending mails and communicating with ops and floating staff
- 11 Checking availability and arranging for Air/train tickets
- 12 Arranging car /Hotel at place of tour /transport /
- 13 Preparing Minutes of Meeting
- 14 Tracking and send of Voyage Orders
- 15 Remind GM(OPS) about Leave Approvals.
- 16 Remind GM(OPS) about his Leaves if availed any.
- 17 Appraise GM(OPS) in advance if you want to avail leave.

**FRIDAY**

- 1 To prepare and update revenue statement bills
- 2 To chk and update all files As per List of Files

**As And When**

1	Voyage orders of Vess	Mail need to be circulated to concern after showing the draft mail to Mgr (OPS) ,along with To and CC addresses.
2	CMD PRM	Notes to be taken from GM(O) and Correctd draft to be put up to GM(OPS) with in Half an hour. Once fair Copy of minutes is circulated collect a copy and putup to GM(O) and Later circulate to JGM(O)'s and DGM(O)'s. File oc copy in GM(O) file.
3	Agreements copies	As and when you come across any agreement copies or LOI,LOA or work Order Scan a Copy and save in Agreements Folder If you miss any copy collect from concerned coast or Marketing Dept.
4	Circulars / Office order	File a copy of each when every you come across.
5	Internal , External Meeting Schedule,Tender opening and Interview schedules	Update all the information on board as and when you come across and appraise GM(O)
6	ISM Mails and Audit mails ,Mails from MR and DP	Consult with Mgr(OPS) SVK and then print
7	Monthly SPI ,RMR,SMR received from Material dept	Download and hand over to concerned officer
8	Tour Proposal	After receiving Approved tour proposal from CMD inform sir. Arrange Taxi (for both Pick up and Drop) at VSKP Arrange Accomodation and Transport at the place where sir will be on Tour by circulating mail to concern PO Co-ordinate with GM(O) and respective PM 's or PICS and keep updating sir time to time . Incharge arrangement mail to be circulated. Check whether advance is deposited or not , update account book and tour track Excel sheet.
9	Tour Claim	Note well before if any cancellations are done or any change of date is there Prepare bill carefully without missing any of the above.check if any others to be claimed or any other approval need to be taken update sir on the above and insist to incorporate it in tour report. Show to Mgr(OPS) before putup to GM(O) After signature send to finance Check whether Balance to be remitted to Corporation or Self ,update account book and tour track Excel Sheet. Update sir time to time once bill gets settled. File oc in tour bills file.
10	OT	Satish OT to be filed with in two Days after receiving his attendance put up to Mgr (OPS) SVK.

### First week of every month

1. Board Updation ( details of dredging days /quantity dredged)	Data to be collected from Venkat Rao Sir and to be updated by 05 or 06 th of every Month
	Phone numbers of dredgers to be checked in DURS and Recheck with FS dept.
	Place of dredgers to be tracked according to the voyage order and Tentative craft programme before updating reconform from DUR of OPS dept.
2. Credit Card bill payment	Every month remind GM(OPS) regarding Credit card payment on 5th and 27 th of same Month.
3. PRM meeting to be scheduled and conducted (OPS DEPT) : Every month once	First Collect the data which is to be given to GM(OPS) before INTERNAL PRM 1.Update Service contracts 2.Logistics details of all projects3.Previous PRM Minutes
	Prepare PRM agenda with consultation with MGROPS(SVK) and then put up to GM(OPS) Latter after Signature the agend to be circulated to all the concern for Signature and information .After informing and taking signature copy to be filed in PRM file and CC's To be distributed accordingly.
	PRM minutes to be drafted with in a day or two after PRM Scheduled and to be circulated to concerned after GMOs Signature
4.Submission of travel details to cover insurance	Every month First week submiited all the tour details performed by GM(O) to insurance dept.
5.Vigilance reports to be submitted	Every month first week Vigilance reports to be submmited to Vigilance dept.by following up with the concern officer whom ever is doing it
6. Impreset things to be cleared by first week bills to be settled	Impreset pertaing to HOD OPS to be put up by 1st Week of Every Month
7.Tentative Craft Programmes to be circulated	Every month First week Tentative Craft Programmes to be circulated ,if not done by 1st week follow up with the concern officer..
	Check all the Email IDS thoroughly prior circulating Email.If could not send to any one concern by email.Make sure that Hard copy is dispatched

### Last week of every month

1. Send reminders to all pos to send Vigilance reports /Quaterly vigilance reports.	Every Quarter end send reminders to PO for Sending Quaterly vigilance reports and follow up till received
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### YEARLY ONCE:

1.To give saving paticulars to fin dept.	Every Year in April file saving particular returns with out fail. Remind GM(OPS) from March end reg this.
2. Property Returns	File every year Jan end or Feb End.



**NOTE :**

1. Check all the Email IDS thoroughly prior circulating any Email from GM(OPS). If could not send to any one concern by email. Make sure that Hard copy is dispatched
2. After consulting with GM(OPS) Whether to Circulate or not then only circulate a mail. During emergency if GM(O) is out of Reach take advise of Mgr (OPS) SVK.
3. Before receiving any doc if there is any doubt whether to receive or not consult Mgr(OPS)SVK.
4. Make a track of all the files which every are been routed through GM(OPS).
5. Before putup any file or IOM or any writeup from your side to GM(O) first get if approved from Mgr(OPS) and then putup.

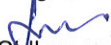
**DOS and DONTs:**

1. First and fore most before doing any thing kindly consult with GM(O) whether to Proceed further or not.
2. Later after getting green signal before doing or proceeding further take advise of Mgr(OPS) SVK for any work /or regarding Mail Circulation
3. Get Clarity on the above subject and then proceed. Any ambigiutive ask again and then proceed.
4. Maintain highy confidentiality regarding any matters pertaining of GM(O). Dont ever disclose any thing if anv one tries to get anv tpe of information req GM(OPS) Plans.
5. Regarding Mail Printing Consult with Mgr(OPS) SVK Every Day Show Mails @11 AM and 4PM. If Mgr(OPS) (SVK) is on Tour or on Leave seek sirs advise either by Calling or by forwarding the mail.
6. While GM(OPS) is on OT or OL Keep his cabin Closed .If any Confidential Covers are received in GM(OPS) absence keep them in lock and Key later once sir comes putup.
7. Regarding FS matter in GM(O)'s absence consult JGM(FS) Dr P.K.Sethi for any clarifications.


**HR -WORKS:**

1. Stationary requirements of GM(OPS).
2. Visiting Cards printing.
3. General Services requirement of GM(OPS) .
4. Administration activities of GM(OPS)
5. While GM(OPS) is leaving on tour remind sir about carrying pendrive, Visiting cards, Important papers and Coordinate and approse GM(O) every day when GM(O) is on tour.
6. Circulars and other important minutes to be filed, accordingly.
7. Boarding passes to be scanned and Flying Returns to be claimed.

Handing Over By

  
D. Sidhya sree  
Asst(OPS)  
S-044

Taking over By

  
V. Suseela  
Asst (OPS)  
S-055

cc: To GM(ops) for kind information .  
cc: To Mgr(ops) (contracts) for information .