

DIRECTORATE GENERAL OF SHIPPING, MUMBAI
[PERSONNEL BRANCH]

No. 22-22011/1/2020-PER-DGS

Date 24.01.2024

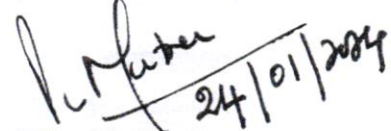
OFFICE ORDER NO. 15 / 2024

The Competent Authority has ordered the time period wise assistance and work allocation at the DG (Shipping) Secretariat by the officials with immediate effect and until further orders:

Sr. No.	Name of Official	Designated in DG Secretariat
1.	Shri Kolla Siva Rama Krishna, Upper Division Clerk	Executive Assistant 1
2.	Shri Durgesh Sharma, Upper Division Clerk	Executive Assistant 2
3.	Shri Avinash A. Gaidhankar, Upper Division Clerk	Executive Assistant 3
4.	Shri Harshad Gupta, Lower Division Clerk	Executive Assistant 4
5.	Shri Naresh Kumar Shankar, Upper Division Clerk	Executive Assistant 5

2. The above officials have been deployed on a time-period/date wise roster for work allocation in Director General (Shipping) Secretariat in addition to their existing duties attached to the respective Branches.

3. The above officials shall undertake specific works as allocated as per the week day and time schedule as Annexure-I with immediate effect.


24/01/2024

[PL. Muthu]
Executive Officer (Pers.)

Encl.: As above

To,

1. Shri Kolla Siva Rama Krishna, UDC, DGS, Mumbai.
2. Shri Durgesh Sharma, UDC, DGS, Mumbai.
3. Shri Avinash A. Gaidhankar, UDC, DGS, Mumbai.
4. Shri Harshad Gupta, LDC, DGS, Mumbai.
5. Shri Naresh K. Shankar, UDC, DGS, Mumbai.

Copy forwarded for information to:

1. The Secretary to the Govt. of India, Ministry of Ports, Shipping and Waterways (Kind Attn: Shri G. Ananthanarayanan, Under Secretary), Transport Bhavan, 1, Parliament Street, New Delhi – 110001.
2. Sr. PS to DG(S)/Addl. DG(S).
3. Sr. PS to CS /NA (i/c)/ Dy. CSS
4. The Principal Officer MMD Kolkata/Kochi & P.O.(i/c) MMD, Mumbai, Kandla, Chennai.
5. All Allied Offices of the Directorate General of Shipping, Gol.
6. The Pay & Account Office (Shipping), Mumbai/Kolkata.
7. F&A Branch, DGS, Mumbai.
8. Vigilance Branch, DGS, Mumbai.
9. Computer Cell, DGS, Mumbai for uploading on website.
10. Office Order file, DGS, Mumbai.

(PTO)

Annexure-I

Sr. No.	Session →	Forenoon (09:30 – 13:30 hrs.)	Afternoon (13:30 – 18:00 hrs.)
	Weekday		
1.	Monday	Executive Assistant 1	Executive Assistant 2
2.	Tuesday	Executive Assistant 3	Executive Assistant 4
3.	Wednesday	Executive Assistant 5	Executive Assistant 1
4.	Thursday	Executive Assistant 2	Executive Assistant 3
5.	Friday	Executive Assistant 4	Executive Assistant 5

Note: The officials as Executive Assistant in DG (Shipping) shall be available at DG (Shipping) Secretariat only as per the time wise Roster and will report at times other than Roster only if specifically, directed. The ordinary works allocated outside DG (Shipping) Secretariat shall be ensured to be addressed by the said officials. Each official is working in DG (Shipping) Secretariat for only effectively one working day per week.
