1.2 Power and duties of its officers and employees[Section 4(1) (b)(ii)]

1.2.2 Power and duties of other employees

(**Shri Bharat S. Parab) – Assistant Administrative cum Account Officer**

Office Superintendent should report to Assistant Administrative cum Account Officer

(**Smt. Sangeeta P. Bhatt)- Office Superintendent**

She in-charge of Control Section, Board Section, Court Cases and Cashier. Agenda papers related to the Section for BoT meeting to be provided to the Board Section as and when required.

The following staff members will work under her: -

i) Shri Mahadev Kanade, Junior Asst.
ii) Ms. Priyanka Thakur, Cashier.

(Shri Kaushal Kumar) - Dy. Superintendent-III

He is in-charge of Payment Section - Final Withdrawal, Non-Refundable Withdrawal, RCH, Computer section, Inward / Outward, old Final Withdrawal Correspondence and Inquiry Counter. Agenda papers related to the Section for BoT meeting to be provided to the Board Section as and when required.

The following staff members work under him: -

i) Smt. Shilpa Pereira, Senior Asst.

(Shri Sudershan Chaudhary)- Senior Assistant

He is in-charge of Administration section, e-navik, grievance portal, SPFO web portal grievance work and SPF inspector work.

The following staff members work under him: -

i) Shri Yash Kelaskar, Jr Asst

(Shri Shiv Shankar)- Senior Assistant

He is in-charge of Hindi Section, Unposted and D/N section.

(Smt. Sampa Bhowal)- Senior Assistant

She is in-charge of A-29, Opening balance, Damages, correction cases & attending enquiry of seafarers at Kolkata Liasion Office.

(Shri Avinash David)- Junior Assistant

He looks after the work of investment section and accounts.

(Shri Dinesh Mandhothiya)- Daftary

He is in-charge of Unposted section & MTS work.

In addition to the allotment of above-mentioned work, all the staff members and Deputy Superintendents carry out the duties assigned to them from time to time as and when required by Administrative / Assistant Accounts Officer, Administrative – cum – Accounts Officer and Commissioner.