**The Civil Engineering Department of Visakhapatnam Port Trust is responsible for creation and maintenance of assets of Civil Engineering nature from the inception of the port and the same is a continuous process in the developmental activity of the port.**

1. **FUNCTIONS OF THE DEPARTMENT:**

Civil Engineering Department is primarily responsible for creation and maintenance of assets of Civil Engineering nature for the port.

**1.** Construction of Infrastructure such as:

* Berths
* Shore protection
* Break waters.
* Capital dredging
* Roads and Pavements
* Hard surfacing of cargo stacking areas
* Railway lines, crane tracks etc.,
* Bridges and culverts
* Drainage works
* Office buildings, ware-houses, sheds
* Conveyor supporting structures, Surge bins, Junction houses
* Quarters for port Officers and employees
* Hospital and dispensary buildings
* Water tanks both overhead and underground/ground
* Water supply lines, pump houses,
* Sanitary works
* Sewage treatment plant
* Foundation for Mechanical and Electrical equipments/machinery

2. Up gradation and maintenance of the above Infrastructure

3. Environmental works and monitoring of environment

4. Estate Management

**II. JURISDICTION:**

 **The Port Area which includes**:

 **1. Inner Harbour:**

Harbour basin, channels, water front structures (berths), transit sheds, Dry Dock stacking areas, roads, crane and railway tracks, operational buildings, drainage system etc.

 **2. Outer Harbour:**

Breakwaters, harbour basin, berths, stacking areas, surge bin, transfer and junction houses, Power sub-station, operational buildings, Ware Houses, railway and crane tracks, civil structures supporting conveyors, shore protection works etc.

 **3. Fisheries Harbour:**

Jetties, harbour basin, paved areas, Slip way Complex, Dry Dock, approach roads, sheds, drainage system, etc.

 **4.** **Port areas in:**

K-colony, Maharanipeta, Harbour park, Salagramapuram, Malkapuram: Residential buildings (quarters, site offices, guest houses, dispensaries, roads and culverts, water tanks, sidings etc.) and stacking areas, etc.,

**5. Western sector:** Roads, Bridges, railway lines, sidings, stacking areas, etc.

1. **Guest house at ARAKU**

**7.** **Trade Promotion Office & Guest House at Hyderabad**

 **III. ACTIVITIES ASSOCIATED:**

**A. Works Contracts**

 The following activities are associated with the above functions:

1. Site survey
2. Preparation of preliminary drawings and preliminary estimates
3. Obtaining in-principle sanction of the competent authority
4. Preparation of detailed drawings, detailed estimates and obtainingsanction of Competent Authority
5. Preparation of bid documents
6. Invitation of bids and processing for determining the successful bidder and obtaining        sanction of competent authority for awarding the work to the successful bidder
7. Awarding the work
8. Procurement of materials to be issued by the department
9. Contract management including obtaining and renewing BGs and processing bills  for payment,
10. Processing of extra and substituted items and excess quantities
11. Examining claims and counter claims
12. Dispute Resolution and Arbitration
13. Preparation of ‘Completion Reports’, Completion drawings, and ‘Assets Register’

**B. Consultancy Contracts/Agreements**

 Availing the services of IITs/AU and other agencies for Design Consultancy

**C. PPP projects:** Civil Engineering department is the Nodal agency for implementation of the PPP projects under taken by VPT and to monitoring the progress and completion with assistance of Independent Engineer.

However PPP Projects related to ‘Mechanisation of existing berths’ is the responsibility of Mechanical and Electrical Engineering Department.

**D.**  **Deposit Works:** The works to be taken up by VPT on behalf of other Govt. organizations in the Port area.

**E.** **Mutually Beneficial Schemes under 51% tax Payable to GVMC:** The works accepted by VPT & GVMC shall be taken up with funds available under 51% taxes payable by VPT to GVMC.

1. **MAINTENANCE CONTRACTS:**

Maintenance contracts are awarded zone-wise for better control.

The following is the present zone-wise classification:

|  |  |  |
| --- | --- | --- |
| **S.No.** | **Name of the Zone** | **Areas covered** |
| 1. | A- Zone | Out Side Dock Area  |
| 2. | A1- Zone | Dock Area |
| 3. | B&C – Zone(East Zone) | Drains, Main Roads, Operational Roads |
| 4. | D - Zone | All Quarters |
| 5. | MW - Zone | Marine works  |
| 6. | MMF- Zone | Marine Fixtures |
| 7. | Railway- Zone | R&D yardOHC  Signaling &TelecommunicationsWestern Sector |
| 8. | West - Zone | Drains, Main Roads, Operational Roads |
| 9. | Periodical Maintenance | Painting works Covering A, A1 and D zones |
| 10. | Environment Maintenance Works | Road Sweeping, Removal of Floating Materials from Geddas, Plantation etc. |

1. **Periodical Inspection of Structures and Health Monitoring:**

 Structures to be monitored:

* 1. Bridges
	2. Marine Structures (Berths, Jetties etc.)
	3. Break waters

 Agencies:

* SERC, Chennai
* Andhra University
* IIT, Madras
* CWPRS
* Others as needed

**IV. ORGANISATION OF DEPARTMENT**

**A. HEAD OF THE DEPARTMENT:**

 “Chief Engineer” is the Head of the Department

**B. DY. C.E.s, S.E.s, E.E.s and Other Officers:**

Dy. Chief Engineers : 3 Nos.

Superintending Engineers : 6 Nos.

Executive Engineers : 9 Nos.

Asst. Executive Engineers : 12 Nos.

Asst. Engineers : 29 Nos

The Organization structure may be seen at **Annexure 1**

**C. Junior Engineers:**

J.E. I : 5 Nos.

J.E. III : 52 Nos.

J.E (Civil) : 20 Nos.

J.E (Drg.) : 10 Nos.

 **D. Maintenance/Site offices:**

The Maintenance sub-divisional offices are located in the following areas to look after both construction and maintenance works

1. **Near Dock area** – For Dock Area Maintenance
2. **Ore handling complex** – For Water Supply Maintenance
3. **A.O. B.** – For all NRB Maintenance
4. **Harbour Park** – For Officers’ Quarters Maintenance
5. **Salagramapuram** – For all RB and NRB maintenance
6. **OR-II** – For Maintenance of Marine Works of VOH and FH
7. **Western Sector** – For maintenance of Civil and Railway
8. **R & D Yard** – For maintenance of Civil and Railway

**E. Drawing office:**

The Drawing office is located in the A.O.B. to prepare layout, general arrangement and reinforcement drawings, estimates, bid documents for major works and preparation of Schedule of Rates. In case of maintenance works and minor works from the field, the proposals and estimates are made at respective site offices and sent to the Drawing Office for scrutiny.

**F. Office Administration**: Dy. Chief Engineer nominated for the purpose will be responsible for the Office Administration including Establishment matters. He will be assisted by Dy. Secretary / Asst. Secretary/ Personal Officer and the Office Staff.