MORMUGAO PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT

Ref. No. GAD/PC-B/3(1)/2019/582 Date: 23/05/2019

OFFICE ORDER NO. 12/2019

Sub: Re-constitution of Women Cell of Mormugao Port Trust.

In supersession of Office Order No. 504 issued under ref. no. GAD/PC-B/3(1)/2013/H-2448 dated 17.01.2013, the Women Cell of Mormugao Port Trust has been re-constituted as under:-

1. Smt. Vidhya Sawant, Sr.P.S. to Chairman General Administration Dept. .... Chairperson
2. Dr. (Smt.) Hema Mayekar, Medical Officer, Medical Department. .... Member Secretary

**Executive Members**
4. Smt. Meghna Amrujkar, Head Clerk
5. Smt. Severina Luis, Accountant
7. Smt. Rajashree Dharne, Sel. Gr. Clerk

**Representative of (Dept.)**
Civil Engg. Dept.
Traffic Dept.
Finance Dept.
Marine Dept.
Vigilance Dept.

2. The Women Cell shall take up the following development activities:-

i) Promote the all round development of women Port employees.

ii) Organise short programmes to educate them about their rights and role in society.

iii) Organise training programmes to improve their skills in managing time and improve efficiency through measures including better health care for themselves and their families.

iv) To ensure that the essential amenities such as toilets etc. are provided for the women employees at workplace.

v) It should also cover the families of female as well as male employees and in particular the women and girls dependent on them.

vi) It shall not normally take up complaints regarding administrative and service matters and it should be left to the official mechanism provided for the purpose under the relevant rules.

3. The Chairperson of the Cell shall convene the meetings regularly and at least once in three months. The meeting may be conducted in the Conference Room of General Administration Department or at any place as per the convenience of Chairperson in A.O. Building of Mormugao Port Trust.
4. The tenure of the Committee shall be of two years from the date of issue of this Office Order. In case any member of cell is transferred to other department, she shall cease to be a member of the Women Cell and the concerned HOD may nominate another woman employee as a representative of the Department.

5. This issues with the approval of the Competent Authority.

(S.P. Mohan Kumar)
Secretary (i/c)

To,
1) Smt. Vidhya Sawant, Sr. P.S. to Chairman Gen. Admn. Dept. ... Thro' Secretary/MPT

2) Dr. (Smt.) Hema Mayekar, Medical Officer, Medical Department. ... Thro' CMO/MPT

3) Ms. J. P. U. Radhika, Asst. Architect Engg. Civil Dept. ... Thro' CE/MPT

4) Smt. Meghna Amrujkar, Head Clerk Traffic Department. ... Thro' TM/MPT

5) Smt. Severina Luis, Accountant Finance Dept. ... Thro' FA & CAO/MPT

6) Smt. Judith Furtado, Sr. Steno Gr. I Marine Dept. ... Thro' DC/MPT


8) Smt. Jeevan Naik, Sel. Gr. Clerk Vigilance Dept. ... Thro' CVO/MPT

c.c. to: 1. Chairman's table ... for information.
2. Dy. Chairman's table ... for information.
3. All HODs./MPT ... for wide publicity among the staff.
4. Asst. Director (EDP) .. To upload the Office Order on MPT Website
5. The President, M.P.T. Officers' Association.
6. The President, Goa Port & Dock Employees' Union.
7. The President, Mormugao Port & Railway Workers' Union.
8. All sections of GAD
9. Notice Board of GAD