

NATIONAL SHIPPING BOARD, NEW DELHI

File No. NSB-11/10/2025-NSB

Date: 23/09/2025

OFFICE ORDER No. 01 of 2025

Subject: Assignment of Work and Responsibilities among NSB Staff-reg.

In order to ensure efficient functioning of the National Shipping Board (NSB) Secretariat, in addition to the responsibilities assigned by D.G Shipping Mumbai following additional responsibilities are hereby assigned to the following staff with immediate effect. All staff are directed to take charge of their respective areas of work and execute their duties diligently with immediate effect.

A. Mr. Krishnakant Sharma, LDC cum Executive Assistant

Assigned Branches:

- **NSB Secretariat**
- **Coordination Branch**

Roles and Responsibilities:

- Matters related to NSB meetings & Board Members.
- Preparation of Minutes of the Meetings of NSB in coordination with Shri PL Muthu and Ms. Shriya Khelurkar
- Act as primary point of contact for the Chairperson, NSB and coordinate official engagements.
- Prepare and dispatch agenda, notices of NSB meetings.
- Follow up on actionable points from NSB meetings with concerned stakeholders.
- Handle logistics and hospitality for visiting dignitaries and board members.
- Coordinate with the DG Shipping on matters relating to the functioning of the NSB Secretariat.
- Facilitate inter-departmental coordination among NSB staff for smooth execution of assigned work.
- Assist in content preparation and coordination for the NSB website and RTI responses.
- Ensure confidentiality and smooth workflow in handling sensitive and high-level files.
- Maintain records, track file movements, and assist in digitization efforts as applicable.
- To act as P.S to Chairperson, NSB

B. Mr. Keshav Raj Thapa, DEO cum Executive Assistant

Assigned Branches:

- **Housekeeping (General Section)**
- **IT (Information Technology)**

Roles and Responsibilities:

- Supervision of daily cleaning, maintenance, and sanitation of office premises.
- Coordination with housekeeping staff and vendors for smooth upkeep of office space.
- Maintenance of office equipment such as air conditioners, fans, lighting, etc.
- Maintenance of vehicles and supervision of drivers.

- सुदीप शर्मा
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- Maintenance of stationary (distribution and keeping record) and printing of letter head, visiting cards, stamps and identity cards etc.
- Oversee availability and timely replenishment of office utilities (drinking water, hygiene items, etc.).
- Ensure functionality of IT infrastructure including computers, printers, scanners, routers, etc.
- Coordinate AMC (Annual Maintenance Contract) services for IT systems.
- Support virtual and hybrid meetings technically (video conferencing setup, audio-visual equipment).
- Maintain inventory of IT assets and ensure timely updates/security patches.

C. Mr. Faijal Khan, DEO cum Executive Assistant

Assigned Branches:

- **Establishment (Personnel and Administration)**
- **Public Relations (Media and Publicity)**

Roles and Responsibilities:

- Maintain personal files and service records of staff working under NSB.
- Handle leave records, posting, deputation, biometric and physical register attendance, and joining formalities.
- Manage inward/outward diary, dak receipt, and file movement with the support of MTS.
- Draft official letters, memoranda, office orders, and administrative circulars.
- Act as liaison with Ministry and attached offices for establishment-related matters.
- Develop and manage NSB's media presence (press releases, event coverage, social media content).
- Handle official documentation of NSB activities, photography, and media coordination for meetings/functions.

D. Mr. Pushpendra Singh, DEO cum Executive Assistant

Assigned Branch:

- **Finance & Accounts (F&A)**

Roles and Responsibilities:

- Prepare and scrutinize bills related to salary, TA/DA, telephone, procurement, and other expenditures.
- Maintain budgetary control register and utilization certificates.
- Process vendor payments and ensure timely submission to the Pay & Accounts Office.
- Prepare monthly and quarterly financial reports and expenditure statements.
- Maintain cash book, expenditure register, and file related vouchers/receipts systematically.
- Assist in preparation of financial proposals for enhanced fund requirements.
- Maintain records of GFR-compliant purchases and ensure adherence to financial rules

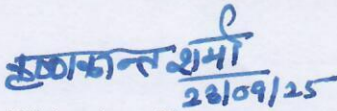
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2. For the above work assignment, following **link** arrangement will come into force with immediate effect:

Name of the officers	Link 1	Link 2	Link 3
Krishnakant Sharma	Keshav Raj Thapa	Faijal khan	Pushpendra Singh
Keshav Raj Thapa	Faijal khan	Pushpendra Singh	Krishnakant Sharma
Faijal khan	Pushpendra Singh	Krishnakant Sharma	Keshav Raj Thapa
Pushpendra Singh	Krishnakant Sharma	Keshav Raj Thapa	Faijal khan

3. All staff are advised to execute their duties with immediate effect and maintain the highest standards of professionalism. Any issue requiring further clarification may be brought to the notice of the undersigned.

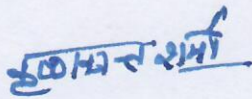
4. This issues with the approval of the Chairperson, NSB.


23/09/25

Krishnakant Sharma,
Executive Assistant

Copy to,

1. D.G shipping Mumbai for information
2. Capt. Nitin Mukesh, Secretary, NSB & Dy. N.A. O/o DGS, Mumbai
3. All staff of National Shipping Board, New Delhi as above



Krishnakant Sharma,
Executive Assistant