

CHAPTER -3 (Manual -2)

Powers and Duties of officers and employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designation		CHAIRMAN
Powers	<i>Administrative</i>	The Chairman, Shall preside over all the meeting of the Board and to formulate the policy guidelines for the proper functioning of the Company.
	<i>Financial</i>	Nil.
	<i>Others</i>	Nil.
Duties		Reporting to the Govt. of Puducherry / He shall oversee that the Company is functioning under overall policy guidelines formulated by the Board.

Designation		MANAGING DIRECTOR / JOINT MANAGING DIRECTOR
Powers	Administrative	1). The Managing Director / JMD appointed shall be Chief Executive Officer of the company for the conduct and management of the business of the company subject to the control and supervision of the Board of Directors of the Company. They have full powers vested by the Board.
	Financial	Full Powers
	Others	
Duties		Shall act as per the policy formulated by the Board . Responsible to carry out the guidelines of the Board / Government.

Designation		COMPANY SECRETARY
Powers	<i>Administrative</i>	In charge of, Secretarial, Finance & Accounts, Personnel and Administrative functions;
	<i>Financial</i>	Bank Accounts operation without limit jointly with the Managing Director, and upto 10 lakh rupees jointly with the General Manager /Deputy General Manager.
	<i>Others</i>	
Duties		Reporting to the Managing Director.

Designation		GENERAL MANAGER (WORKS)
Powers	<i>Administrative</i>	Overall in charge of the Production and Sales operations of the company.
	<i>Financial</i>	Bank Accounts operation without limit jointly with the Managing Director, and upto 10 lakh rupees jointly with the Company Secretary.
	<i>Others</i>	Nil
Duties		Reporting to the Managing Director.

Designation		DEPUTY GENERAL MANAGER (Sales & Electricals)
Powers	<i>Administrative</i>	Sales, Electrical and EDP Sections in charge.
	<i>Financial</i>	Bank Accounts operation above 10 lakh rupees jointly with the Company Secretary and upto 10 lakh rupees jointly with the General Manager.
	<i>Others</i>	Nil
Duties		To report to the General Manager.

Designation		MANAGER (Materials & Operations)
Powers	<i>Administrative</i>	Production, Stores and Laboratory Sections in charge.
	<i>Financial</i>	Nil.
	<i>Others</i>	Stores Accounting and QC Laboratory in charge.
Duties		Reporting to the General Manager

Designation		MANAGER (Civil)
Powers	<i>Administrative</i>	To carry out all necessary civil works of Revenue and Capital nature.
	<i>Financial</i>	Nil.
	<i>Others</i>	Lawn and Gardening in charge.
Duties		To report to the Factory Manager.

Designation		MANAGER / DY. MANAGER <i>(Finance & Administration)</i>
Powers	<i>Administrative</i>	As delegated by the Company Secretary from time to time. Section in charge of Finance & Accounts section.
	<i>Financial</i>	Nil.
	<i>Others</i>	Nil.
Duties		Reporting to the Company Secretary.

Designation		PERSONAL ASSISTANT TO MANAGING DIRECTOR
Powers	<i>Administrative</i>	To assist the Managing Director especially in Secretarial works
	<i>Financial</i>	Nil.
	<i>Others</i>	Nil.
Duties		Reporting to the Managing Director.

Designation		PRODUCTION SUPERINTENDANT
Powers	<i>Administrative</i>	As delegated by Managers
	<i>Financial</i>	Nil.
	<i>Others</i>	Outdoor duty for analysing the RS for procurement.
Duties		To report to the Manager.(M&O)

Designation		SUPERVISORS
Powers	<i>Administrative</i>	As delegated by the Manager concerned.
	<i>Financial</i>	Nil.
	<i>Others</i>	Nil.
Duties		Reporting to the Manager(M&O)

Designation		LABORATORY CHEMISTS
Powers	<i>Administrative</i>	As delegated by Managers
	<i>Financial</i>	Nil.
	<i>Others</i>	Nil.
Duties		To report to the concerned Manager.

Designation		TECHNICIANS, SENIOR OPERATORS, JUNIOR OPERATORS
Powers	<i>Administrative</i>	As per delegation and allotment of works by Managers.
	<i>Financial</i>	Nil.
	<i>Others</i>	Nil.
Duties		Reporting to the concerned Supervisors / Production Superintendent.

Designation		DATA PROCESSING ASSISTANT
Powers	<i>Administrative</i>	Data processing
	<i>Financial</i>	Nil.
	<i>Others</i>	Nil.
Duties		To report to the Company Secretary and Manager (E) on EDP matters.

Designation		ASSISTANTS, UPPER/LOWER DIVISION CLERKS, PEONS
Powers	<i>Administrative</i>	As per the delegation of powers and allotment of works in various Sections like Sales, Stores, Personnel & Administration, Finance & Accounts, etc.
	<i>Financial</i>	Nil.
	<i>Others</i>	Nil.
Duties		To report to the concerned Manager, Dy. Manager concerned.

Designation		DATA ENTRY OPERATOR
Powers	<i>Administrative</i>	Data Entry work at EDP Section as utility service center For various Sections retrieving and processing the data, etc
	<i>Financial</i>	Nil.
	<i>Others</i>	Nil.
Duties		Reporting to the Data Processing Assistant / Manager (E).