

ii) **The Powers and duties of its officers and employees;**

The Corporation is headed by the Managing Director who is appointed by the State Govt./Board of Directors. The Board of Directors has delegated the powers to the Managing Director and to some of the officers of the Corporation to perform their duties.

[A] DELEGATION OF POWERS**SECTION I: ADMINISTRATION:**

<u>Sr.No.</u>	<u>ITEM/PARTICULARS</u>	<u>POWERS DELEGATED TO (OFFICERS)</u>	<u>POWERS</u>	<u>REMARKS</u>
1.	Direct recruitment through open ad/Employment Exchange	Managing Director	Full Powers in respect of all posts on the recommendations of Selection Committee (s) except Company Secretary who shall be appointed by the Board of Directors as per Articles of Association of the Corporation	
2.	Departmental Promotions	Managing Director	Full powers excepting Company Secretary on the recommendations of DPC duly constituted by the Managing Director.	
3.	Confirmation of Employees	Managing Director	Full powers except Company Secretary on the recommendations of DPC duly constituted by Managing Director.	
4.	Powers to pay TA bills of non-official Directors of Board (including the Chairman) & non-officials Members of Committee (s)	Managing Director	Full Power under rules.	
5.	Sanction of TA in favour of Experts, Consultants etc.	Managing Director	Full powers.	
6.	Declare an officer as controlling officers for TA items etc.	Managing Director	Full powers.	
7.	Grant of permission to join duty or hand-over charge at a place other than the H.Q.	Managing Director	Full powers.	
8.	Powers to suspend, punish, terminate, remove, retrench or	Managing Director	Full powers in respect of all categories of posts excepting Company	

	dismiss and accept resignation of any employee		Secretary in whose case the powers will vest with the Board of Directors.	
9.	Grant of additional remuneration not exceeding 20% of pay to employees for additional duties of temporary nature for a period not less than 30 days	-	Powers would vest with Board of Directors.	
10.	Power to permit person crossing efficiency bar/ proficiency increments in time scale of pay.	Managing Director	Full powers.	
11.	Grant of advance to employees for purchase of conveyance:	Managing Director	Full powers subject to budget provision. Release order shall be issued by the Personnel Division.	
12.	Sanction/release of House Building advance/Plot advance:	Managing Director	Full powers subject to budget provision. Release order shall be issued by the Personnel Division.	
13.	Powers to reimburse medical expenses in relaxation of rules:	Managing Director	Full powers on merit of the case.	
14.	Payment to employees arising out of statutory enactments	Managing Director	Full powers.	
15.	Powers to grant advance of pay and fix instalment of recovery:	Managing Director (ii)Sr.M(Admn./ Mgr. (Admn.))	Full powers in respect of officers above the rank of Managers. (ii)Full powers in respect of other employees.	
16.	Power to grant gratuity to employees:	Managing Director	Full powers.	
17.	Power of acceptance of honoraria/fees by the employees:	Managing Director	Full powers subject to State Govt. instructions.	
18.	Payment of arbitration fees:	Managing Director	Full powers.	
19.	Sanction of Casual Leave	(i)Managing Director (ii)H.O.Ds.	In respect of Heads of Divisions. In respect of employees working under them.	
20.	Sanction of Earned/ commuted/half pay/ extra-ordinary leave:	(I)Managing Director (ii) Sr.Mgr.(Admn.)	In respect of H.O.Ds. In respect of other officers and employees.	
21.	Grant of Festival & Warm clothing advances:	.Mgr.(Admn.)	In respect of eligible employees.	
22.	Clearance of probation period of employees	Managing Director	Full powers.	

23.	Execution of documents by the employees in respect of House Building/plot/vehicle advances:	Sr. Manager (Admn.)	Full powers.	
24.	Sanction of L.T.C./H.T.C.	(i)Managing Director (ii)Sr.M(Admn.)	Full powers in respect of officers above the rank of Managers. Full powers in respect of other employees.	

SECTION-II: WORKS, CONTRACTS, TENDERS, PAYMENTS/ADJUSTMENTS RELATING TO WORKS:

Sr.No.	ITEM /PARTICULARS	POWERS DELEGATED TO (OFFICERS)	POWERS	REMARKS
1.	To accord technical sanction sanction to the detailed estimates:	(i)Managing Director (ii) S.E. (iii) E.E.	Full powers Upto Rs.15 lakhs Upto Rs.2 lakhs	Subject to receipt of administrative approval and expenditure sanction of the competent authority.
2.	(i)Calling of quotations for execution of works. (ii) Approval of quotations in respect of works to be executed	(i)Managing Director (ii) S.E. (ii) E.E. (i)Managing Director (ii) S.E. (iii) E.E.	Full powers Upto Rs.1.00 lac Upto Rs.0.50 lakhs Full powers Upto Rs.1.00 lacs Upto Rs.0.50 lacs	Subject to the condition that the rates are lowest market rates and further within the justification & there is no splitting of work & within the provision exists in the sanction estimate. Subject to the condition that the agreement is drawn on PWD Form No.11 'A' /agreement form PWD 7 & 8 adopted by the HPSIDC.Ltd. & subject to the condition as mentioned at 2(I) above.
3.	Calling of tenders for execution of work	(i)Managing Director (ii) S.E. (iii) E.E.	Full powers. Upto Rs.15 lacs Upto Rs.2 lacs	Subject to the condition that the estimate is technically sanctioned by the competent authority.

4.	Publication of tender notices in the press relating to works:	(i)Managing Director (ii) S.E. (iii)E.E.	Full powers Upto Rs.15 lacs Upto Rs.2 lacs	Tender notice for works costing more than Rs.1.00 lakh is to be got published in press for wide publicity.
5.	Acceptance of lowest tender:	(i)Managing Director (ii) S.E. (iii) E.E.	Full powers. Upto Rs.10 lakhs Upto Rs.1.00 lakh	Subject to the condition that formalities as laid down in at Sr.No.1,3&4 have been followed. Further the rates being lowest market rates/ justification, no splitting of work is involved and the tendered amount does not exceed corresponding provision in the sanctioned estimate.
6.	Acceptance of tenders when limited tenders/open tenders are invited and more than one valid tender is received:	Managing Director	Full Powers.	
7.	Acceptance of tenders other than the lowest:	Managing Director	Full powers	Reasons for ignoring the lowest to be recorded in writing.
8.	Acceptance of single tender by negotiations after inviting tenders for reasons to be recorded in writing:	Managing Director	Full powers.	
9.	Award of work without calling for quotations for reasons to be recorded in writing:	(i)Managing Director	Upto Rs.0.50 lacs in individual cases:	
10.	To sign agreements after the tenders are approved by the competent authority:	(i)Managing Director (ii)E.E.	Full powers. Full powers.	
11.	Amendment of contracts and acceptance of excess/ extra/substituted items:	(i)Managing Director (ii) S.E.	Full powers. Upto 30% of the awarded amount	Provided the amount of the work does not exceed the corresponding provision in the estimate. E.E.upto 10% of the awarded amount or Rs.40,000/- which ever is less only in respect of schedule rate items, & further provided the amount does not exceed the corresponding provision in the estimate.

12.	Grant of extension of time beyond the period stipulated for execution of contract.	(i)Managing Director (ii) S.E. (iii)E.E.	Full powers Full powers Upto 50% of the time period stipulated for works for which tenders are accepted by E.E.	Reasons shall be recorded in writing and schedule of delay shall be prepared.
13.	Power to sanction re-appropriation of expenditure from one head to other relating to construction work:	(i)Managing Director (ii) S.E.	Full powers. Upto 20% of the awarded amount	Provided the amount of work done after re-appropriation does not exceed the corresponding amount in the sanctioned estimates.
14.	Power to approve hiring charges of transportation	(i)Managing Director (ii) S.E. (iii) E.E.	Full powers. Upto Rs.0.20 lakh p.m. Upto Rs.0.10 lakh p.m.	Provided prior approval of S.E. has been obtained.
15.	Power to award contracts for transportation, loading, unloading etc.	Managing Director (ii)S.E. (iii)E.E.	Full powers Full powers For transportation of cement within the division on account of unavoidable circumstances to be recorded in writing upto Rs.10,000/- in a year.	
16.	Power to order to construct/demolish a temporary structure at work site:	(i)Managing Director (ii)S.E.	Full powers. Upto Rs0.20 lakh	Provided after incurring this expenditure, the total value of work done does not exceed the total sanctioned amount of the work.
17.	(i)Power to forfeit Earnest Money, security deposits and other money paid by the contractors. (ii)Power to release security amount to the contractors	Managing Director M.D. F.A.	Full powers. Full powers Upto Rs.0.05 lac subject to completion of work	

			& expiry of the liability period.	
18.	To sanction purchases of material, petty purchases to be used on works for which estimates have already been sanctioned by the competent authority	(i) Managing Director (ii) S.E. (iii) E.E. (iv) A.E. (v) J.E.	Full powers. Rs.0.15 lakh per item subject to Rs.1.00 lakh p.m. for deposit work. Upto Rs.0.25 lakh p.m. for each site in case of contractual work taken up by the Corporation. Rs.1000- per item subject to Rs.10,000/- p.m. Rs.500/- per item subject to Rs.5000/- p.m. Rs.100/- per item subject to Rs.1000/- P.M.	
19.	To purchase steel, cement, GMS pipe, PGI/CGI sheets and other items including transportation of material and loading, unloading etc. from the supplier on Rate Contract approved by the Govt. of H.P. or from a Govt. organisation as per specific orders of the Govt. of H.P. issued from time to time.	(i) Managing Director (ii) F.A. (iii) Sr.M(F&A)	Full powers. Upto Rs.2 lacs Upto Rs.1 lakh	Provided the justification is approved by the S.E.
20.	To release adhoc payment against bills of the contractor and secured advance against materials at the site	Managing Director	Full powers	
21.	To pass the bills for the works for which the work orders have been issued:	Managing Director (ii) F.A. (iii) Sr.M(F&A)	Full powers. Net payment not exceeding Rs.2.00 lacs to the contractors on the recommendations of S.E. Net payment not exceeding Rs.1.00 lakh to the	

			contractors on the recommendations of S.E. Net payment not exceeding Rs.0.75 lacs to the contractors on the recommendations of E.E.	Subject to approval of extra/ substituted items & deviation in quantity is obtained from S.E.
22	Transfer of imprest amount for the works sanctioned by competent authority and recommended by S.E. E.E.(Hqrs) in the absence of S.E. A.E, (Hqrs) in the absence of both the S.E. & E.E.(Hqrs.)	(i)Managing Director (ii)F.A. (iii)Sr.M(F&A)	Full powers Upto Rs.4 lacs Upto Rs.2 lacs	
23.	Adjustment of imprest accounts rendered by A.Es/ Site Engineers duly approved by the S.E. E.E. (H.Q.) in the absence of S.E. and A.E. (H.Q.) in the absence of both	(i)Managing Director (ii) F.A. (iii)Sr.M(F&A)	Full powers. Upto Rs.4 lacs (iii) Upto Rs.2lacs	
24.	Additions,alterations in the existing buildings of the Corporation and to make additional accommodation	Managing Director	Full powers	Subject to approval of budget estimates by the Board.

SECTION-III: FINANCIAL POWERS:

	ITEM/ PARTICULARS	POWERS DELEGATED TO (OFFICERS)	POWERS	REMARKS
1.	Sanction of fresh/additional term loan under all schemes of loan portfolio including joint financed/consortium cases:	(i)Managing Director (i) IA & FA (jointly) (additional loan only)	Upto Rs.50.00 lacs per proposal Upto Rs.5 lacs (in the absence of M.D.)	
2.	Sanction of bridge loan against sanctioned term loan to assisted units	Managing Director	Full powers as per the scheme adopted by the Board.	
3.	Disbursement of term loan to the assisted units provided the loan is sanctioned by the Board	Managing Director	Full powers	

	and the refinance sanction received from the IDBI:			
4.	Ceding of 2 nd charge in favour of other financial institutions/banks	(i)Managing Director (ii)FA	Full powers Full powers subject to approval of M.D.	
5.	Adjustment of interest out of term loan disbursement to assisted units	(i)Managing Director (ii)IA/FA	Full powers Full powers	Provided interest due and provided for under the head pre-operatives in the project cost and is covered in means of financing.
6.	Re-payment of refinance and interest thereon in respect of term loan, soft loan and NDI loan:	(i)Managing Director (ii)FA/Sr.M(F&A)	Full powers. Full powers	As per provisions of BPRF duly approved by the Board of Directors/IDBI
7.	Execution of loan/Seed Capital/Bridge Loan/Soft loan/2 nd charge/ pari-passu agreement	(i)Managing Director (ii) F.A.	Full powers. Full powers (Subject to approval of M.D.)	
8.	Disbursement in case of additional/rehabilitation loans	Managing Director	Full powers	In case of sanctioned additional/ rehabilitation loan in anticipation of receipt of sanction of refinance from IDBI by charging 1% higher rate of interest till refinance is sanctioned by the IDBI.
9.	(a)Reschedulement of term loan, seed capital & soft loan etc.	(i)Managing Director (ii) IA & FA (jointly)	Full powers for extension in currency upto 3 years. Full powers within existing currency period.	Subject to IDBI's approval.. -do-

	(b) Deferment/funding of interest: (i) Without waiver of rebate/penal interest. (ii) With waiver of rebate/penal interest	Managing Director Board	Full powers Full powers	
10.	Change in machinery supplier of equipment & interse head adjustment	(i) Managing Director (ii) IA & FA jointly	Full powers. Subject to there being no involvement of additional assistance after head adjustment.	
11.	To file/withdraw cases under Section 138 of the Negotiable Instrument Act/ other criminal cases	(i) Managing Director (ii) FA/Sr.M(Proj.)/ Manager/Dy. Managers	Full powers. Full powers (subject to approval of Managing Director)	
12.	Penal action in case of defaulting units:	(i) Managing Director (ii) F.A.	Full powers. (a) Issue of legal notice. (b) Issue of recall/take over notice after approval of M.D.	
13.	Disposal of assets of taken over units:	Sale Committee	Full powers.	Decision to be placed for information of Board.
14.	Payment of salary, TA, telephone, telex, electricity, water rent, medical bills, G.I.Premium, gratuity premium to LIC, canteen bills, deposit of CPF amount with Trust A/C/ RPFC, Shimla	(i) Managing Director (ii) F.A./Sr.M(F&A)	Full powers. Full powers.	
15.	To incur expenditure on printing & stationery, newspaper, professional books & periodicals, advertisements & publicity, entertainments, ceremonials, Board meeting, Officers' meeting, expenditure etc.	(i) Managing Director (ii) F.A. (iii) Sr.M(Admn.)	Full powers. Upto Rs.5000/- Upto Rs.2000/-	
16.	To incur expenditure on repairs to:- (i) Building (ii) Vehicles (iii) Furniture & fixture, (iv) Office equipment viz. typewriters, intercoms, ferro-printing machine, gestetner, photostate	(i) Managing Director (ii) F.A. (iii) S.E./Sr.M (Admn.)	Full powers Upto Rs.5000/- Upto Rs.2000/-	

	machines etc.(v) survey instruments, (vi) electrical installation etc.			
17.	Powers to negotiate regarding disputed bills:	Managing Director	Full powers	
18.	Powers to sanction re-appropriation of funds:	(i)Managing Director (ii)F.A. (iii)Sr.M(F&A)	Full powers, subject to budget provision. Upto 20% of sanctioned budget. Upto 10% of sanctioned budget.	
19.	To allow an employee to travel by a higher calls than his entitlement & allow higher hotel charges if the circumstances so warrant keeping in view the interest of Corporation	Managing Director	Full powers. Reasons for allowing this concession to be recorded in writing. This concession will be allowed only in cases where employees undertake tour at Company's expenses.	
20.	Ceding of Pari-Passu charge	Managing Director	Full powers.	

SECTION-IV: PURCHASES:

Sr.No.	ITEM /PARTICULARS	POWERS DELEGATED TO (OFFICERS)	POWERS	REMAKRS
1.	Sanction for purchase of: (i)Furniture & Fixture, (ii) office equipments viz. typewriters, intercoms, ferro-printing machine, gestetner machine etc. (iii) Survey instruments, (iv) Electrical installation, (v) Spares & tools and other capital items.	Managing Director F.A. Sr.M (Admn.)	Full powers. Upto Rs.5000/- Upto Rs.2000/-	
2.	Sanction for purchase of materials for building/ additional accommodation:	Managing Director	Full powers.	

SECTION-V: MISCELLANEOUS:

Sr.No.	ITEM /PARTICULARS	POWERS DELEGATED TO (OFFICERS)	POWERS	REMAKRS
1.	Power to condemn articles/ write off losses:	Managing Director	Full powers subject to reporting to Board regarding losses above Rs.1000/-	
2.	Power to sanction demurrage:	Managing Director F.A./Sr.M(Admn.)	Full powers. Upto Rs.500/- in each case.	
3.	Power to fix rent of buildings owned by the Corporation	Managing Director	Full powers	
4.	Power to incur recurring & non-recurring expenditure in each case for misc. purposes not specified in this delegation:	Managing Director	Rs.2000/- recurring and non-recurring in each case.	
5.	Power to sanction losses including bad debts	Managing Director	(i)Not due to theft, fraud & negligence upto Rs.2000/- (ii)Due to theft upto Rs.2000/- subject to enquiry. (iii) Irrecoverable subject to Rs.5000/- p.a.	
6.	To declare stores as surplus/ unserviceable and to fix their reserve price and prescribe the mode of disposal	Managing Director	Upto Rs.10,000/- in single case.	
7.	To dispose off sundry moveable property/stores i.e. waste paper, typewriters etc.	Managing Director	Written down value of the individual case should not exceed Rs.10,000/-	
8.	To file/defend other cases filed by/against the Corporation	(i)M.D. (ii)FA/Sr.M(Proj.) (iii)S.E.	Full powers. Full powrs subject to approval of M.D. Full powers in cases relating to Engg. Wing	

		(iv)Sr.Mgr.(Admn.)/ Mgr. (Admn.)	subject to approval of M.D. Full powers in cases relating to Admn. Deptt. subject to approval of M.D.	
9.	To file/defend cases relating to Engg. Wing	(i)M.D. (ii)S.E./XEN	Full powers. Subject to approval of M.D.	
10.	To file/defend cases relating to personnel/Admn.Wing	(i)M.D. (ii)Sr.M(Admn.)/ Manager(Admn.)	Full powers. Full powers subject to approval of M.D.	
11.	Income Tax cases	(i)M.D. (ii)F.A./Manager	Full powers Full powers subject to approval of M.D.	

Duties of Officers & employees working in respective divisions are also annexed.

[B] DIVISION WISE STAFF LIST

Sr. No.	Name of officer/official	Designation	Nature of Duties
1.	Shri S.P.S. Nair	Private Secretary	Attached with the Managing Director

PROJECT PROMOTION DIVISION

1.	Shri Chetan Sharma	Sr.Manager(P&D/ Admn.)	Brief description of duties: 1. PROJECT PROMOTION: Promotional activities, business & policy planning, publicity, Inter-divisional co-ordination with regard to Board/Advisory,Audit,Sale & Internal committee Meetings. 2. APPRAISAL OF PROJECTS: for sanction of term loans assistance under various term loan
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			<p>schemes for new and existing units and rehabilitation of sick units.</p> <p>3. Desk Officer for BIFR cases.</p> <p>4. Incharge recovery officer for cement units, steel units, food processing & mushroom units and hotel projects.</p> <p>5. Incharge controlling Officer for Administration & Secretarial Sections of the Corporation.</p> <p>6. Convener/coordinator of the in-House Screening Committee(ISC).</p>
2.	Shri R.P. Gautam	Sr.Manager(P-A)	<p>Brief description of duties.</p> <p>1. Appraisal of Term loan cases.</p> <p>2. Sale of Taken over units.</p> <p>3. Recovery of equity</p> <p>4. Deversified/consumer loan to employees of HPSIDC.</p> <p>5. Vehicles.</p> <p>6. BOD/Advisory/NHB/Ministry of Food Industry etc.</p> <p>7. Subsidy case & Grant in aid.</p>
3.	Shri Vinod Kaul	P.A.	Attached with Sr.Manager(P&D/Admn.)
4.	Shri Krishan Chand	Sr. Asstt	Typing work of P&D and P&A Division Filing of records in the files, processing of all the PUCs of both Section, dealing of all the vehicle works i.e. issue of petrol slips, remittance of petrol payments and maintain reports and petrol register and other liaison work as assigned by the officers of P&D and P&A Divisions.
5.	Smt Rita Dogra	P.A	Attached with Sr. Manager (P&D/Admin) and Sr. Manager (P.A)

PROJECT FINANCE & ACCOUNTS DIVISION

1.	Shri R.PJain	Sr. Manager (P&F)	<p><u>To look- after the work as HOD relating to Finance & Accounts Division, (2)Investment Finance Division and</u></p> <p>(1) Brif description of duties as HOD relating to <u>Finance & Accounts Division</u>,</p> <p>(1) Finance and Accounts Deptt.</p> <p>(a)Finalisation of B.P.R.F.</p>
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			<p>(b) Assessment and Appeal cases relating to Income tax and interest tax.</p> <p>© Monitoring of all bank accounts on daily basis and collection account maintained at Baddi on weakly basis.</p> <p>(d) Adhering to the repayment schedule of the current dues of IDBI and SIDBI.</p> <p>(e) Finalisation of accounts.</p> <p>(f) Attend to the works relating to Audit Paras and Audit & Inspection notes.</p> <p>(g) Scrutiny of tender cases of Engg. Division.</p> <p>(h) Misc day to day work.</p>
			<p><u>(2) Brief description of duties: (Investment & Finance Division)</u></p> <p>Supervision of accounts of term loans, seed capital, equity, borrower imprest, IDBI/SIDBI refinance account, dummy accounts of OTS, reschedulement, sale of assets and other project finance related accounts.</p> <ul style="list-style-type: none"> • Issuance of interest notice. • Recalculation of liabilities/amount recoverable on different options for evaluating OTS offers, BIFR cases, reschedulement cases and deferred accounts etc. • Payment and receipt of refinance and interest etc. to IDBI/SIDBI. • Preparation of Business Plan and Resource forecast, quarterly reviews, correspondence with IDBI, projections, reschedulement of refinance proposals. Internal Audit and assistance to Statutory Audit, A.G. Audit for preparation of schedules of Balance Sheet and Profit & Loss Account which also involves asset classification with respect to loan portfolio, essential statement giving analysis of financial parameters as per statutory requirements of IDBI. • Attending Court cases as witness with respect to suit filed cases and preparation of account statement etc. as per Court requirements. • Compilation, storage, retrieval of project wing data and generation of required reports for plan, RBI/SIDBI/IDBI data, projections, Vidhan Sabha and other Central/State Govt. Deptts. • Incharge computerization/

			<p>maintenance and hosting/ upadation of official web site of the Corporation on the internet.</p> <ul style="list-style-type: none"> • Incharge for starting corporate agency business of Insurance Company being started as a diversification activity during Sept. 03. • Monitoring of projects under implementation i.e.inspections, disbursement of term loan and other assistance. • Disbursement, maintenance of accounts, issuance of deduction notices and recovery etc. with respect to House/Consumer Personal/Vehicle loan to the employees of the Corporation as a diversification of activities starting in Sept. 03. <ul style="list-style-type: none"> • All related job with respect to release/maintenance of account/returns etc. with respect to Central Capital Investment Subsidy Scheme & Central Transport Subsidy Scheme launched by Govt. of India for which HPSIDC is a nodal disbursing agency. • Other duties assigned from time to time like team member for taking over assets of the assisted units, Presentations, PUC/AG audit review paras, witness in FIR against promoters for missing assets noticed by Corpn., after take over, joint inspection in recovery cases etc. <p>Channel of Supervision in discharging above duties. Most of the above jobs are being initially processed by S.r.Asstt.(a/cs), Dy.Manager(F&A), then submitted to Sr.Manager(Proj & Fin), thereafter files are placed before the Financial Adviser for further consideration & recommendations and finally for suitable decision approval of the Managing Director.</p>
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2.	Shri D.K. Jain	Manager(F&A)	<p>Brief description of duties:</p> <ol style="list-style-type: none"> 1. Routine works of Accounts. 2. Finalisation of Accounts. 3. Internal Audit. 4. Income tax. 5. Accounts of Construction work. 6. Association of Audit conducted by Chartered Accountants. 7. Association with A.G. H.P. in connection with Annual accounts. 8. Association with A.G. H.P. in connection with audit of proprietary & Review. <p>(9) Looking after Engineering Wing accounts work, just like, reprocessing of tenders of work contracts, Processing of Contractor bills of different site, i.e. Baddi Division, Growth Centres, ASIDE works, & of other departments and maintaining work registers as per estimate/expenditure Income tax, sales tax registers, security bills processing.</p> <p>(10) ii) Finalisation of Engineering Wing accounts, Balance sheet work, Budget estimate work, Associates with A.G. & CA auditors during audit And other misc. Work as directed by the Sr Manager (F&A)</p> <p>(11) Preparation of Contractor Income tax & sales tax certificates every month & submitting their returns accordingly.</p> <p>(12) Re checking of Imprest of sites under Baddi Division.</p> <p>(13) Issuance of work wise expenditure information as deposit works to Electing for utilization.</p>
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3.	Shri Santosh Sharma	Dy.Manager(F&A)	<p>Brief description of duties:</p> <ul style="list-style-type: none"> a) Desk officer for dealing of disbursement of all types of assistance like term loan, equity and personal/consumer loan, House loan etc. b) Cases pertaining to Central Capital Investment subsidy. Interest subsidy and transport subsidy from State Govt./Central Govt. c) Maintenance of all accounts pertaining to project Wing. d) Preparation of all data/statement required for finalization of Balance Sheet of the Corporation. e) Co ordinate/Assistance in work pertaining to Statutory Audit, AG Audit and Vidhan Sabha Questions. f) Any other work assigned from time to time.
4.	Shri Hoshiar Singh	Dy.Manager(Accounts)	<p>Brief description of duties:</p> <ul style="list-style-type: none"> 1. Writing of cash book of HP MIDC CPF Trust & posting in ledger. 2. Preparation of slips of CPF Trust to the Members of the Trust. 3. Preparation of Minutes/ proceedings of CPF Trust. 4. Audit of CPF Trust. 5. Payment of CPF Trust. 6. Depositing of pension fund in SBI alongwith channel. 7. Preparation of appendix "A" and 7 FPF of RPFC. 8. Preparation of salary of Head Office employees. 9. Preparation of journal vouchers of salary. 10. Maintenance of CPF register of Members. 11. Posting of CPF loan register. 12. Writing of leave encashment or cash book/

			<p>ledgers.</p> <ol style="list-style-type: none"> 13. Issuing of letters to LIC for payment of leave encashment. 14. Writing of Group gratuity cash book/ ledgers. 15. Issuing of letters to LIC for payment of gratuity. 16. Maintenance of Bonds ledger and keeping securities in proper. 17. Maintenance of vouchers of CPF Trust. 18. Sending claims to RPFC regarding pension of members. 19. Passing of TA bills of Head Office employees. 20. Passing of TA bills of Board of Directors and payment thereof. 21. Checking of personal files of employees. 22. Preparation of arrears bills of employees. 23. Depositing of TDS of employees. 24. Preparation of Form No 16 to the employees. 25. Filing of annual return of the employees. 26. Checking of water/electricity/telephone bills. 27. Duties with the AG Auditors/ statutory auditors. 28. Checking of Administration Files. 29. Payment of CPF to the Govt. 30. Preparation of closing list on every financial year. 31 Dealing of Contractors' files of civil works at Dharamshala site as well as Corporations/ Boards/ Health/Sericulture, Head Office Deduction of TDS/sales tax of Contractors.etc 32 Preparation of Form No 16/ Sales Tax of contractors. 9. Preparation of monthly/annual return of the Contractors. 10. Depositing of monthly Challan of TDS/sales tax. 11. Filing of annual return to RPFC of pension. 12. Depositing of monthly Group Insurance. 13. Depositing of monthly insurance of employees from salary. 14. Depositing of monthly CPF of Members. 15. Preparation of work register/TDS/sales tax register of Contractors. 16. Maintenance of TDS register of employees monthly. 17. Dealing of DA Files. 18. Writing of CPF register of HP GIC Ltd. 19. Checking of medical bills of employees. 20. Checking of Petrol/ vehicles running bills.
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			21. Checking of Canteen file. 22. Maintenance of income register of employees every month. Other misc works as per the instructions of FA/Manager (F&A).
5.	Shri Om Prakash	P.S.	Attached with Sr Manager (Project/Finance).
6.	Smt Raksha Justa	Sr Scale Stenographer	Attached with Sr. Manager Project/Finance.
7.	Shri Inder Singh	Sr Assistant (Accounts)	To handle cash and maintaining cash book, bank accounts and its reconciliation with banks.
8.	Shri Ashok Sharma	Sr Assistant (Accounts)	To check the Imprest of all sites, preparation of general vouchers of Imprest writing of general ledger, preparation of Party ledger like EM, security, retention work sundry party etc., posting of general voucher and cash book in general ledger and other works assigned by Manager (F&A).
9.	Smt Santosh Sharma	Sr Assistant (Accounts)	Writing of day book alongwith preparation of voucher, maintainance of general ledger, Brouzers, Imp account and personal loan ledger, dealing of files of IFD/ Legal Section, letters of IFD received and sent to despatch work of IFD Branch. Any other work assigned by Sr Manager Project and Manager (Legal).
10.	Smt. Kiran Dewan	Jr.Assistant	Brief summary of the duties: 1. Maintenance and writing of journal books . 2. Maintenance of General Ledger 3. Maintenance of following subsidiary ledgers:- a) Advance Control Account Ledger. b) Sundry Party General Ledger. 4. Preparation of Trial Balance 5. Ledger. 6. Vetting of files. 7. Checking of Medical bills in the absence of Shri Rahul Verma. 8. Audit Work. 9. Writing of CPF Minutes. TDS Work.
11.	Shri Rahul Verma	Jr. Asstt	Brief summary of the duties: 1. 1. Maintenance of all files i.e. Bank files,AG files, Audit files, A/Cs files and miscellaneous files . 2. Maintenance of petrol files. 3. Payment of meeting bills, etc.

			<p>4. Preparation of medical bill vouchers.</p> <p>5. Maintenance of telephone files.</p> <p>6. Maintenance of vehicle repairing files.</p> <p>7. Checking of Canteen files.</p> <p>8. Duty with the auditors.</p> <p>9. Issuance of stationery from store-keeper.</p> <p>10. Preparation of Income tax forms(Advertisement and Canteen Contractor).</p> <p>11. Checking of newspaper and advertising files.</p> <p>12. Deducting income tax at source from the bills of contractors and professionals .</p> <p>Any other work assigned by superiors from time to time.</p>

LEGAL DIVISION

1.	Shri P K Bali	Sr.Manager (Project/Legal)	<p>Brief description of duties</p> <p>1. Handling of Court cases Pertaining to Corporation.</p> <p>2. Legal assistance in all matters Concerning legal aspects.</p> <p>3. Vetting and execution of various legal documents.</p> <p>4. Safe custody of loan documents.</p> <p>5. Liaison with Legal Adviser and other Counsels of the Corporation.</p> <p>Supervision of work of Dy Manager assisting in legal matters/ cases.</p>
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2.	Shri Ashok Gupta	Dy Manager (Legal)	<p>Brief Description of Duties:</p> <ol style="list-style-type: none"> 1. Court cases relating to employees (HPAT). 2. Court cases relating to Engineering Deptt:- <ol style="list-style-type: none"> i) Arbitration cases of plots. ii) Against Contractors. 3. Cases under Section-138 of Negotiable Instrument Act i.e. dis-honouring of cheques. 4. BIFR cases. 5. Cases under liquidation i.e. before Official Liquidator at Delhi and Chandigarh. 6. To assist Sr Manager (P&D) in sale of assets of assisted units. 7. To assist Sr Manager (P&D) in his duties such as work relating to Projects at daily dak etc. 8. Any other work assigned from time to time.
3.	Shri Brij Lal	Sr. Asstt	<p><i>Attached with Sr. Manager (Project-Legal) & also with Manager (Admin.)</i></p> <p>Brief description of duties</p> <ol style="list-style-type: none"> 1. Maintenance of Court case files. 2. Deals all correspondence with the Advocates and follow-up the cases pending in the Courts. 3. File the documents in the various Courts from time to time as and when required by the Courts. 4. Put-up all the incoming Dak/ complaints, reply filed by the defendants/ applicants to the Manager Project (Legal). 5. Liaison with Legal Advisor and other Advocates of the Corporation. 6. Assist to Sr. Manager (Legal) in all official work pertaining to the Court.
4.	Shri Ram Pal	Jr. Asstt	
5	Shri Suna Ram	Jr Asstt.	<p>Brief description of duties</p> <ol style="list-style-type: none"> 7. Maintenance of Court case files. 8. Deals all correspondence with the Advocates and

			<p>follow-up the cases pending in the Courts.</p> <p>9. File the documents in the various Courts from time to time as and when required by the Courts.</p> <p>10. Put-up all the incoming Dak/ complaints, reply filed by the defendants/ applicants to the Manager Project (Legal).</p> <p>11. Liaison with Legal Advisor and other Advocates of the Corporation.</p> <p><i>Assist to Sr. Manager (Legal) in all official work pertaining to the Court</i></p>
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ADMN. DIVISION**(Headed by Sr.M(P&D))**

1.	Shri S K Sharma	Manager (Admn.)	<p>Brief description of duties:</p> <p>1. Looking-after the entire works of Secretarial Wing viz: Board/ Advisory/ Shareholders/ Sale Sub Committee/ Audit Committee meetings, filing of statutory returns including Corporation's Annual Return with ROC, Jalandhar City and Others Statutory Compliances.</p> <p>2. Maintenance of Secretarial Statutory registers.</p>
			<p>3. Looking after the work of Admin Division relating to service matters and Admin matters such as recruitment, promotion, transfer, disciplinary cases etc. and timely payment of insurance premium, raising of rent bills and receipt of payments, timely payments of all bills viz : Telephone, Electricity, advertisement, FAX, EPABX system, MC taxes etc. etc. Office Canteen functioning and stocks/ store functioning.</p> <p>4. Looking after the correspondences with Official Liquidator, HWM and HWP and with other Deptts/ Govt offices.</p> <p>5. Signing of all cheques and other documents as joint signatory.</p> <p>6. Secretary to Audit Committee.</p> <p>7. Co-ordination Officer for Assembly and Lok</p>

			Sabha matters. 8. Principal Fire Officer.
2.	Shri D.R. Thakur	Dy Manager (Admn.)	<ol style="list-style-type: none"> 1. Maintenance of ACRs . 2. Checking / signing of all service record entries in the Service Book of employees submitted by the dealing Assistant. 3. Submission of all establishment files put up by dealing Assistants after proper scrutiny. 4. Maintenance & issue of canteen coupons at the end of each month to every employee of the Corporation. 5. Checking of all bills & entries of requisition slips of store items made by the Jr.Assistant(Stores) in the Store & Stock register. 6. Ensure physical verification in the month of March every year. 7. Ensure auction of unserviceable material including Newspapers in the month of May/June every year. 8. Ensure appointment of fire officers in the last week of October every year. 9. Any other work assigned from time to time.
3.	Shri Brij Lal Sharma	Sr. Asstt. (Genl.)	<ol style="list-style-type: none"> 1. Dealing of all establishment matters including court cases. 2. Maintenance of Establishment register. 3. Maintenance of Roster register. 4. Up-to-date service record entries in service books. 5. Any other work assigned from time to time.
4.	Mrs. Roshani Sharma	P.A	Board of Directors/Advisory/Audit/Sale Sub-Committee meeting record & Library.
5.	Shri S.R. Kaloti	Sr.Scale Stenographer	Attached with (Attached with Sr. Manager Project-Legal)
6.	Smt Veena		1. Reception & Diary work.
7.	Shri Kirpa Ram	Jr.Assistant(Stores)	<ol style="list-style-type: none"> 1. Processing of all cases relating to store & purchase thereof. 2. Processing of all bills of store & stock items for payment. 3. Processing of physical verification file in the month of February every year. 4. Processing of auction file in the month of May every year. 5. Processing of file relating to appointment of Fire

			Officers in the last week of October every year. 6. Maintenance of Store register. 7. Typing work of his seat. 8. Processing of telephone bill, Electric Bills, News paper bill, Water bills. 9. Dispatch work in the absence of dispatcher 10. Any other work assigned from time to time.
8.	Shri Jaswant Singh	Jr. Assistant	1. Processing of all establishment matters. 2. Maintenance of HBA documents. 3. Court cases of establishment/Admn. matters 4. Processing of rent bills, canteen bills, release of advertisements, processing of advertisement bills, Processing of M.C. tax bills. 5. Processing of cases relating to various Insurances viz: Group Insurance, Personal Accident, transit in cash, building insurance, stock & store insurance etc. etc. 6. Maintenance of advertisement register. 7. Maintenance of rent & Insurance register. 8. Typing work of establishment matters. 9. Any other work assigned from time to time.
9.	Smt. Anju Wala	Jr. Assistant	1. Dispatch work. 2. Diary work in the absence
10.	Shri Ram Bhagat	G. Operator	Photostat work.
11.	Shri Mohan Lal	Record Keeper	Maintenance of record.
12.	Shri Kanu Ram	Daftri	winding work.

ENGINEERING WING

1.	Shri S.C. Sharma	Current duty charge of Superintending Engineer	Brief description of duties: Administrative and technical control of Engineering Deptt. including Civil Division, Baddi/Dharamshala.
2.	Shri Anilesh Kumar Sharma	Sr.P.S./OSD	1. Looking after the entire work of auctions, transfer, AMC, WC in respect of HPSIDC Industrial Area, Baddi. 2. Acquisition of land for development of new Industrial Area in the State. Dealing with entire revenue authorities with regard to acquisition of land.
3.	Shri Vijay Sharma	Assistant Engineer	Looking after the works of Engg. wing at Head Quarter and processing of estimates, calling & processing of tenders, processing of imprest accounts, day to day correspondence, progress report submission of G.O.I. & H.P. for Centre sponsored project etc. tenders field works of Shimla, Solan

			Distt.
4.	Shri B.S. Bali	Sr.Architect	<p>Brief description of duties</p> <p>Planning of Industrial Areas, Estates and Designing of various types of Buildings and getting the working detailed drawings prepared till completion of the projects and supervision of the Buildings during progress of work.</p>
5.	Shri Muni Lal Chauhan	H.D.M.	<p>Checking of estimates, working estimate IDNIT preparation of tender documents presuing/checking of tenders , bills and other correspondence related to Engineering Wing.</p>
6.	Shri Raj Kumar	Junior Engineer(Elect.)	<p>Preparation of estimates, execution of electrical works and other duties given by the superiors/officers.</p>
7.	Shri Ashok Sharma	Sr.Assistant (Accounts)	<ol style="list-style-type: none"> 1. All correspondence regarding works, contracts, arbitration cases. 2. Reply to audit paras . 3. Preparation of utilisation certificates in respect of deposit works of Director of Industries. 4. Correspondence relating to release of funds with the Industries Department. 5. Maintenance of agreement registers. 6. Establishment of Engineering Wing(including daily wages). 7. Procurement of materials.
8.	Shri Amar Pal Bhardwaj	Sr.Assistant (Accounts)	<ol style="list-style-type: none"> 1. Dealing & maintenance of approx.300 files pertaining to plots in SFS, Baddi 2. Maintenance of individual accounts pertaining to current plot holders as well as old accounts pertaining to SFS, Baddi. 3. Maintenance of petty cash book in respect of receipts under various head pertaining to SFS accounts i.e. principal, interest, annual maintenance charges, administrative charges, processing fee & extension charges etc. 4. Complete details of plots in the Computer together with timely follow-up of all cases of SFS. 5. Timely notices/reminders for completion of project and payment of extension charges etc. 6. Tour diaries/T.A. bills and other general works of SE. 7. Dealing, maintenance & follow-up of land cases.

			8. Dealing & maintenance of office records and files pertaining to the office of SE.
9.	Shri Naresh Kumar	Supervisor	Preparation & Planning of Drawing work for Industrial Area, Building work.
10.	Shri Narian Singh	Jr. D/Man	Drawing work of Engineering Wing.
11.	Shri Vijay Singh Mehta	Jr.Sclar Steno	Typing work of Engg.Division.

SUB DIVISION INDUSTRIAL AREA BADDI

1.	Shri Ravi Gaddi	Executive Engineer(Civil)	Overall control of the Baddi Division including technical check up of the work & supply of detailed design & drawings to the contractor & financial & physical control of works.
2.	Shri Suresh Kumar Trikha	Assistant Engineer Indl.Area, Baddi.	To inspect the works, checking of bills and estimates and other day to day works of Sub-Division as well as in Divisions.
3.	Shri Mela Ram Kanwar	Assistant Engineer Indl.Area , Baddi.	Supervision and inspection of works, financial and Physical control of works, submission of estimates of works, & Technical check up of works bills, expediting the cases of land acquisition, raising the AMC and water bills, execution of sale deed of plots of SFS, watch & ward activities of taken over units, attending the court cases & all the related correspondence pertaining to sub-Division Baddi.
4.	Shri Parksah Chand	Jr.Engineer Indl.Area, Baddi.	All the works pertaining to Baddi and Parwanoo Site and performing the duties and responsibility assigned by officers.
5.	Shri Mohinder Singh	Jr.Engineer(Elect.) Indl.Area, Baddi.	Preparation of design, Estimates, DNITS, bills etc. & supervision of Elect./WSS(Pumping Machine) works complete office & Accounts work on the o/o the E.E.(E).
6.	Shri Rajinder Sood	Dy Manager.(Accounts) Indl.Area, Baddi.	To maintain the accounts of Division office, checking of contractors bill & estimates, Raising the AMC Bills & receiving & maintaining the collection A/c of AMC W.C. & other general works of Division office Baddi.
7.	Shri D.R. Chauhan	Addl.Asstt.Engineer Indl.Area, Kala Amb.	Site inspection and preparation . of estimates /Site imprest .

DIVISION OFFICE DHARAMSHALA

1.	Shri Satish Sharma	Executive Engineer	Brief description of duties: <i>Execution of Civil works under the Jurisdiction & finalization of estimate/DNIT/Const. agreement & General Administration of D/Shala Division office.</i>
2.	Shri Roshan Lal Sharma	Assistant Engineer Indl.Area, Mandi (Mandi Sub-Division)	Execution of various Civil Works, taking work from other Departments, General correspondence, estimation, billing & other works assigned by the superiors.
3.	Shri Sadhu Singh	.Assistant Engineer I.A Mehatpur	Inspection of on going works, preparing the estimates, test check of bills, preparing and submitting & sub-mission of account under the sub-division, attend the meeting with G.M's of Department of Industries regarding works and collecting funds.
4.	Shri Gargesh Kumar	Asstt Engineer Dharamshala (on Contract)	Inspection of on going works, preparing the estimates, test check of bills, preparing and submitting & sub-mission of account under the sub-division, attend the meeting with G.M's of Department of Industries regarding works and collecting funds.
5.	Shri Viney Thakur	Junior Engineer	To look after various works of Bilaspur Site of Sub-Div.Mandi.
6.	Shri Onkar Singh	Addl. Asstt. Engineer Indl.Area,Gagret/	Surveying, estimating and execution of works of one with time complete.aintenance of work/prepared

		Mehatpur	Contractors bills Industrial Area Tahaliwala, Mehatpur. Fisheries Department under Pongdam, prepared estimates & accounts work of Ind.Area Gagret and Ind.Area Sansarpur Terrace.
7.	Shri Hem Chand	Junior Engineer Indl.Area,Mandi	Preparing estimating costing, surveying levelling, contractors bills, stock maintenance etc.
8.	Shri Surinder Kumar	Junior Engineer Indl.Area, Bilaspur	To look after various works of Dharamsala Sub-Div.
9.	Shri Mehar Chand Gupta	Indl.Area, Mandi	Keeping cash maintenance of accounts, keeping fills and other office records in proper position with reference and typing of a official correspondence etc. of Sub-Div. Mandi.
8.	Shri Gian Chand	Sr Assistant Indl.Area,Dharamshala.	To maintain the accounts Div.Office, checked the imprest A/C sub-Div. under Div.office D/Sala prepare the salary of work-charged staff maintain the cash book, ledger ,file/record in Div.office, attend the typing work/computer etc.