

II. Powers and Duties of Officers and Employees:

a) Powers of the Officers and Employees:

Powers of Managing Director.

Sr. No	Particulars	Extent to which Powers delegated
1.	General Powers	(i) To conduct the management of the whole of the affairs of the Corporation subject to the superintendence, control all directions of the Board of Directors of the Corporation. (ii) To place before the Board specific proposals vis-à-vis activities of the corporation in pursuance of item Memorandum and Articles of Association from time to time. (iii) To sign and execute all contracts, agreements in connection with the business of the Corporation and to institute, conduct, defend, compound or abandon any legal proceedings by or against the Company or its officers or otherwise concerning the affairs of the Company. (iv) To sign and execute all contracts, agreements in connection with the business of the Corporation and to institute, conduct, defend, compound or abandon any legal proceedings by or against the Company or its officers or otherwise concerning the affairs of the Company. (v) To look after the affairs of the Corporation under the overall supervision of the Board of Directors. (vi) To organize the business of the corporation within the objective enumerated in the memorandum and, Articles of Association. (vii) Planning and placing of indents for iron and steel on behalf of the Corporation Note: The Managing Director may be empowered to delegated the powers to the Secretary or any officer of the Corporation subject to his control and supervision.
2.	Administrative Powers	(i) To frame “employees Service Bye Laws” and “Financial General regulations” of the company and place these therefore the Board for approval. (ii) To look after the technical/administrative and ministerial staff. (iii) To function as controlling Officer of the employees of the Corporation and to sanction all type of leave, draw salaries, TA Bills etc. of all types of employees of the Corporation. (iv) To be the appointing authority for all employees of the Corporation.
3.	Financial Powers.	i) To sanction expenditure upto Rs.7500/- on “Entertainment” on any occasion. ii) Revised in 91 st meeting of Board of Directors. To invest funds upto Rs. 50,000/- for trading purposes at one occasion such as for making investments in doziness of the Company in

		<p>shape of working capital, purchase of raw material, machinery, construction of sheds, buildings etc. after observing all codal formalities</p> <p>iii) To exercise financial powers for sanctioning the expenditure upto Rs. 10,000 in any one occasion under any lead of accounts excepting under "Entertainment" Head.</p> <p>Note: The Managing Director may be empowered to delegate the powers to the Secretary or any other officer of the Corporation, subject to his control and supervision.</p> <p>iv) To raise loans against the fixed deposits of the Corporation for its business.</p> <p>v) To invest funds in the business of the Corporation to the extent ceiling fixed by the Board of Directors.</p> <p>vi) To operate accounts of the Corporation, with its bankers and to honour cheques bills of exchange and-preliminary notes drawn accepted or made on behalf of the and to act on any instruction given relating to the accounts whether the same be overdrawn or not relating to the transactions of the Corporation.</p> <p>Note: The purchase involving a total expenditure of more than Rs. 1,000/- in one instance will not effected by Managing Director unless tenders/quotations thereof have been called for from atleast two firm of repute.</p>
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Date of Meeting	Item No	Page of Board of Directors Minutes Book	Nature of powers
1-7-1974	11	7	Authorization to sign share certificate.
08.09.74	12	6	To approve the appointment of part-time legal Advisor and his remunerations.
27.01.75	11	36	Under article 133 of Articles of Association of the Managing Director was delegated powers to; <ul style="list-style-type: none"> Invest upto three lac for trading purposes at anyone occasions. To exercise financial powers for sanctioning the expenditure upto rupees three lac on any occasion under any head of account excepting entertainments in case the schemes/projects which have not been approved by the BOD. In case the scheme/projects have been approved by the BOD, the MD shall have the full powers to incur the expenditure on schemes/projects to the extent these have been approved.(Revised in 93rd meeting held on 26.6.95)
22.04.75 22.08.75	4.13 9	68 89	Opening of bank account with any one bank and authorize the Branch Managers to operate these accounts.
22.08.75 21.12.81	13 11	91 66 Vol.2	The Managing Director was authorized to raise loan from the financial institutions within the borrowing limit i.e. 50 lacs as per provision of the Article 77 of memorandum of Article and Articles of Association of the Corporation authorized to execute loan documents with the limit.
15.01.76	9	118	Managing Director was authorized to nominate Board of trustees for the administration of CPF
25.06.76 28.11.88	19 62	152 250	MD was authorized to authorize any officer to file documents in the court and further empowers them to engage advocates to defend that case in the court.
30.11.76	3.6	176	Authorized to take all necessary steps in promoting and accelerating exports.
30.11.76	3	187	Authorized to operate letter of credit in favour of the Corporation and to carry out the necessary adjustments in R/O export incentives.
30.11.76	4	180	Authorized to appoint apprentices.
28.02.77	4.2	198	The MD was authorized to allow sales on credit to distributors and whole sellers on usual terms of trade.
31.5.77	4.3	213	MD was authorized to start sale campaign in dependant of sole selling agents at Delhi.
06.10.78	3 (iii)	296	Authorized to raise call ceiling for the residential telephones for peak season from June to Nov. every year.
31.3.79	7	329	Authorized to remove minutes book of BOD's meeting outside Registered Office.
17.7.79	3	332	Authorized to fix quantum of daily allowance to the touring officers/staff in a limited area.
18.10.79	7	353	Empowered to allow actual boarding lodging and conveyance expenses by involving Corporations rules as approved by the BOD in the meeting held on 11.09.1979 both for officers, staff and MD himself.
20.06.80	9	40 Vol. 2	Authorized to raise term loan of Rs. 150 lacs other than the term loan availed for exercising various components under

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			world bank scheme for the 1981-82.
07.04.82	7	78 Vol. (III)	Authorized to approve the grant of house rent allowance HPMC Officers outside HP as and when the said ceiling is raised by the Food corporation of India.
30.10.82	3	102 (ii)	Authorized to execute the agreement with registered exporters for advance licenses.

The above powers are in addition to the powers laid down in the Companies Act and delegated by Board of Directors in specific cases from time to time.

Powers of General Manager.

(Delegated as per resolution 7 & 11 passed in the meeting of the Board of Directors dated 1.7.74 and 27.1.75 read with bye- law of hpmc Employees Service by laws.)

Sr. No.	Nature of powers	Extent of power delegated
I	Financial power	
i.	Non- recurring expenditure	Rs. 5,000/- in each
II.	Recurring expenditure	
1.	For items other than books, Maps, Newspapers, Periodicals and those specified below	Rs. 50,000/- per annum and Rs. 5,000/- on each occasion
2	Carriage and cargage/ transport,	Full powers
3	Postage for bonafide official use for head office.	Full powers
4	Purchase of printing of forms and stationary articles.	Rs. 5,000/- in each case and upto Rs. 50,000/- per annum.
5	Electricity and water expenses of office	Full powers
6	To sanction medical reimbursement claims of staff	Full powers as per their admissibility and after the are duly verified by the authorized medical attendant.
7	To sanction festival advance to employees to whom it is admissible	Full powers
8	Entertainment	Up to Rs. 500/- on each occasion subject to a maximum of Rs. 1000/- per month.
9	Telephone charges (except) installation of new telephones	Full powers
10	Approval of tour programmes and to act as Controlling Officer for the purpose of TA	To approve the tour programmes of all employees working under him except RMs/ Branch Managers Delhi. Mumbai, Madras, Calcutta, Shimla, Kullu and Plant Managers
11	Books and periodical	Rs. 10,000/- per annum and Rs. 500/- at a time
12	To pass regular pay bills/ arrear bill of pay and allowances/ traveling allowance bills and contingent bills	Full powers
13	Maintenance of vehicles	Full powers
14	Labour charges	Upto Rs. 500/- on one occasion , maximum of Rs. 7,500/- per annum
15	Annual increment to staff	Full powers unless with held in case of all employees except Divisional heads and officers in the scale maximum of which is Rs. 3000/- and above.
16	Signing of cheques	Each cheque will be signed by any of two officers [posted at head office viz. General Manager Accounts officer/ official authorized by the Managing Director
17	Liveries	Full powers for regular employees subject to the fixed norms.
18	Hot and cold weather charges	Full powers in accordance with permissible scale.
19	Release of retirement dues	Full powers after the retirement/ resignation accepted by the competent authority.
20	Repair and maintenance of plant & machinery	Rs. 10,000/- in each case.
21	Repair and maintenance of buildings	Rs. 10,000/- in each case.
III	General and administrative powers.	
1	Issuing of appointment officers, regular	In case of appointments once approved by the

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	appointment orders and retirement orders	managing Director on file.
2	Signing of legal documents/ agreements on behalf of the corporation	As per Board resolution and authorization of the Managing Director.
3	Casual leave	Full powers to sanction casual leave of the staff working at head office and in respect of Branch managers
4	Earned leave/ half pay leave	Full power in respect of the staff working under him except RM,s/ BM.s Delhi, Mumbai, Chennai, Kolkatta, Shimla, Kullu and Plant Managers
5	Insurance of hpmc property and stocks	Full powers
6	T.A. advance	Full powers against journey approved by the competent authority and subject to a maximum of 75% on the likely entitlement.
7	Disciplinary powers	(i) Full powers to charge sheet and investigate/ inquire into the charges in respect of the whole establishment working under him in the pay scale minimum of which is less than Rs. 3,000/- (ii) May impose minor penalties on the employees/ officers working under him in the pay scale minimum of which is up to Rs. 3000/- or less, by following procedure as per rules. (iii) Full powers to act as procedure authority to review the orders of imposition of penalties by the officer working under him.
8	To act as Reporting officer for writing confidential reports	In case of Divisional heads RM,s/ BM,s, Plant Managers other officers like APO, PRO, AMO, AO and other staff directly working under him
9	To act as Reviewing officer for confidential reports	In respect of the staff working under him at head office and branches except in case of employees given at Sr. no. 8

THE POWERS OF BRANCH MANAGERS/ REGIONAL MANAGERS, HPMC

Sr. No.	Nature of powers	Branch Managers/ Regional Managers, Delhi, Bombay, Kullu, Shimla, Rohru, Kangra, Rampur	Branch Manager, Incharge, Madras, Kolkatta, Parwanu	Asstt. Marketing Officers/ Incharges, Patlikuhl. Bhunter, Rohru, Gumma, Oddi, Jarol-Tikkar, Chindi, Chailchowk, Rajgarh, Tutupani, Kandrori, Bangalore, CS Parwanu
1	Non recurring expenditure	Rs. 500/- in each case subject to a maximum of Rs. 5000/- per annum.	Rs. 500/- in each case subject to a maximum of Rs. 5000/- per annum.	
2	Recurring (for items other than books, maps, new papers, periodicals and those specified below and factory/cold Storage expenses).	Rs. 5000/- per annum and Rs. 1000/- in each case.	Rs. 2000/- per annum and Rs. 500/- in each case.	
3	Carriage and	Full powers	Full powers	

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	cartage/transport		
4	Postage for bonafied officials use for the branch	Full powers	Full powers
5	Hot and Cold weather charges	Full powers	Full powers
6	Purchase and printing of forms stationary articles.	Rs. 5000/- per annum	Rs. 2,500/- per annum
7	Electricity and water expenses of office/factories.	Full powers	Full powers
8	To sanction medical-reimbursement claims of staff	Full powers except for themselves subject to admissibility under rules.	Bill upto Rs. 100/- if admissible under rules.
9	To pass regular pay bills/arrears bills of pay and allowances and contingent bills.	Full Powers	Full Powers.
10	To sanction festival advance to employees to whom it is admissible	Full powers	Full powers
11	Entertainment	Rs. 1200/- per annum	Rs. 600/- per annum
12	Telephone charges(except installation of new telephones	Full powers within the ceiling fixed by Head office	Full powers within the ceiling fixed by Head office
13	Signing of cheques	Each cheques will be signed by the Branch Managers/ Branch Incharge and Accountant or Assistant Marketing Officer in Marketing Divisions as second signatory.	
14	Maintenance of vehicles	Rs. 1,000/- per month per vehicle per Car/Jeeps and for two wheelers Rs. 300/- per month.	Rs. 1,000/- per month per vehicle per Car/Jeeps and for two wheelers Rs. 300/- per month.
15	Insurance of hpmc property and stocks.	Full powers	Full powers
16	Purchase of consumable stores for factories and Cold Storages.	Full power within the budget ceiling	Full power within the budget ceiling
17	Purchase of cans, cartons, labels and bottles.	For FT Jarol only Rs. 10,000/- per annum	-
18	Advance for potato/pother fruit depositers	For BM Delhi and Bombay Full powers within the frame work of approved policy for the season.	-
19	TTA advance	Full powers against journeys approved by the competent authority and subject to maximum of 75% on the likely entitlement.	Full powers against journeys approved by the competent authority and subject to maximum of 75% on the likely entitlement.
20	Labour charges	Full powers against number of personnel approved by the Head Office at rates prescribed by local authorities of State Government	Full powers against number of personnel approved by the Head Office at rates prescribed by local authorities of State Government.
21	Deposit of scales tax and other taxes	Full powers	Full powers
22	Annual increment to staff.	Full powers unless withheld by H.O. Cases of efficiency bar should be	Full powers unless withheld by H.O. Cases of efficiency bar should be submitted to Head Office

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		submitted to Head Office	
23	Local conveyance charges	Against specific approval	Against specific approval
24	To fix and regulate labour charges for storage, marketing and forwarding operation and to make payment of the bills of labour/ labour contractor.	Full powers after the call of tenders	Full powers after the call of tenders.
25	Storage charges/ warehouse charges	Full powers provided the rates are not less than those charged during the previous year.	
26	Liveries	Full powers for regular employees subject to the norms fixed by Head Office.	
27	Approval of tour programme	For class-IV officials full powers.	For class-IV officials full powers.

Revised Delegation to sanction leave & take disciplinary action delegated on 27/ 28.5.1986

Sr. No	Nature of powers.	Divisional Heads.	Plant Manager, FPP Parwanu/Regional Manager, Delhi & Bombay/ Food-Technologist, FPP Jarol	Sr. Marketing Officer/ Marketing Officer, Shimla, Warehouse Parwanu, Kolkata, Madras, Kullu, Mushroom Dev. Officer, Solan, R.M. Shimla, CSM	Asstt. Marketing Officers/Incharges, Patlikuhl, Bhunter, Rohru, Gumma, Oddi, Jarol-Tikkar, Chindi, Chail -chowk, Rajgarh, Tutupani, Kand-rori, Bangalore and Warehouse, Par-wanu, Kiratpur Sahib.
1	2	3	4	5	6
1	Casual leave	Full power to sanction casual leave of staff working under them at Head office and in respect of Regional Managers/Branch Managers/Plant Managers.	Full power to sanction casual leave of staff working under them	Full power to sanction casual leave of staff working under them	Full power to sanction casual leave of staff working under them
2	Earned/ Half pay leave.	i) Full power in respect of the staff of category B & C working under them at Head office and Officers in Branches except the Branch Managers/ Plant Managers/ Regional Managers and other such officers. ii) only upto 30 days in respect of officers of the rank of Regional Managers/ Branch Managers/	i) Full power in respect of the staff of category B & C working under them. ii) in respect of	i) Full power in respect of the staff of category B & C working under them. ii) in respect of	Upto 15 days in respect of employees of category B & C.

		Plant Managers and other similar staff.	category-A officers working under them upto 30 days.	category-A officers working under them upto 15 days.	
3	Disciplinary Powers	<p>i) Full powers to charge-sheet and investigate/ inquire into the charges in respect of the whole establishment working under them in the pay scale minimum of which is Rs. 1850/- or less.</p> <p>ii) Can impose minor penalties in respect of all the employees working under them in category B & C by following procedure as per rules.</p> <p>iii) may impose minor penalties on the officers working under them in the pay scale maximum of which is Rs.1850/- or less, by following procedure as per rules.</p> <p>iv) Full power to act as appellant authority to review the orders of imposition of penalties by the officers working under them</p>	<p>i) Can charge-sheet and investigate/ inquire into the charges in respect of employees working under them in the pay scale maximum of which is Rs. 1700/- or less.</p> <p>ii) Can impose minor penalties in respect of all the employees working under them in category B & C and officer in the pay scale maximum of which is Rs. 1700/- or less after completing all codal formalities and following procedure as per rules.</p>	<p>i) Can charge-sheet and investigate/ inquire into the charges in respect of employees working under them in the pay scale maximum of which is Rs. 1200/- or less.</p> <p>ii) Can impose minor penalties in respect of all the employees working under them in category B & C and officer in the pay scale maximum of which is Rs. 1200/- or less after completing all codal formalities and following procedure as per rules.</p>	<p>i) Can charge-sheet and investigate/ inquire into the charges in respect of employees working under them in the pay scale maximum of which is Rs. 495/- or less.</p> <p>ii) Can impose minor penalties in respect of all the employees working under them in category covered under para (i) above after completing all codal formalities and following procedure as per rules.</p>

Powers of the Manager (Finance).

Sr. No.	Nature of powers	Extent of power delegated to the Manager (Finance)
1	2	3
I. Financial power		
1	Non-recurring expenditure	Rs. 1,000/- each case.
II. Recurring expenditure.		
1.	For items other than books, Maps, Newspaper, periodicals and those specified below.	Rs. 10,000/- per annum and Res. 2,500/- on each occasion.
2.	Carriage & cartage/ transport.	Rs. 200/- on each occasion and Rs. 5,000/- per annum.
3.	Postage for bonafide official use for Head office	Full powers
4.	Purchase of printing of forms and stationary	Rs. 500/- each case and upto Rs. 10,000/- per

	articles.	annum.
5.	Electricity and water expenses of office.	Full powers.
6.	To sanction medical reimbursement claims of staff	Full powers as per their admissibility and after these are duly verified by the authorized medical attendant.
7	To sanction festival advance to employees to whom it is admissible.	Full power
8.	Entertainment	Upto Rs. 200/- on each occasion subject to a maximum of Rs. 500/- per month.
9.	Telephone charges (Except installation of new telephones)	Full powers.
10.	Approval of tour programmes and to act as Controlling Officer for the purpose of T.A	To approval the tour programmes of all employees working under him at the Head office.
11.	To pass regular pay bills/ arrear bill of pay and allowances/traveling allowance bills and contingent bills.	Full powers
12.	Labour charges.	Upto Rs. 200/- on one occasion, maximum of Rs. 5,000/- per annum.
13.	Signing of cheques	Each cheque will be signed by any of the two officers posted at Head office viz General Manager/ Manager (Fin.) Accounts Officer / Officials authorized by the Managing Director.
14	Hot and Cold weather charges.	Full powers in accordance with permissible scale.
15	Repair and maintenance of building of the Head office.	Rs. 1,000/- in each case.
III. General and administrative powers.		
1	Insurance of hpmc property and stocks.	Full powers.
2	T.A. Advance.	Full powers against journeys approved by the competent authority and subject to a maximum of 75% on the likely entitlement.
3	To act as Reporting Officer for writing Confidential Reports.	In case of all officials/officers working under him at the Head Office.

Powers of Plant Managers:

1. PLANT MANAGER.

The Plant Manager shall be the overall Incharge of the Fruit Processing Plant and will be totally responsible and accountable for all the activities of the plant.

Administrative and financial Powers of the Plant Manager would be as tabulated hereunder:

Sr. No.	Item	Powers
1.	Grant of Casual leave	Full powers in respect of staff working under him.
2.	Grant of earned/half pay leave	Full powers in respect of staff of category B & C working under him. In respect of Category A officers working under him, full powers up-to 15 days.
3.	Disciplinary powers	i) can charge-sheet and investigate/inquire into the charges in respect of employees working under him in the pay scale maximum of which is Rs. 2925/- (Rs. 1200/- unrevised) or less.). ii) can award minor penalty to the employees working under him in the pay scale of maximum of which is Rs. 2925/- (Rs. 1200/-

		unrevised) or less after completing all codal formalities and following procedure as per rules.
4.	Non recurring expenditure	Rs. 500/- in each case subject to a maximum of Rs. 5000/- per annum.
5.	Recurring (for items other than books, maps, newspapers, periodicals and those specified below)	Rs. 5,000/- per annum and Rs. 1,000/- in each case.
6.	Carriage and cartage/ transport.	Full powers.
7.	Postage for bonafied official use for (HO)	Full powers.
8.	Hot & Cold weather charges	Full powers
9	Purchase and printing of forms, stationary articles.	Rs. 5,000/- per annum.
10	Electricity and water expenses of office/ factory.	Full power
11	Sanction of Medical reimbursement claims of staff	Full power subject to admissibility except for themselves.
12.	To pass regular pay bills/arrears bills of pay and allowances/traveling allowances bills and contingent bills.	Full powers
13	To sanction festival advance to employees to whom it is admissible.	Full powers
14	Entertainment	Rs. 1200/ per annum.
15	Telephone charges(except installation of new telephones	Full powers within the ceiling fixed by Hqrs.
16	Signing of cheques	Each cheque will be signed by the Plant Manager and the senior most personnel from accounts posted at the plant.
17	Approval of tour programmes and to act as controlling officer for the purpose of TA	Full powers in respect of Class IV officials.
18	Maintenance of vehicles	Rs. 1000/- p.m. per vehicle for car/jeep and for two wheelers Rs. 300/- p.m.
19	Sanction of Annual increment to officers and staff	Full powers unless. i) withheld by Head office. ii) Cases of crossing efficiency bar should be submitted to Head office.
20	Purchase of consumable for plant	Full powers within the budge ceiling.
21	Insurance of hpmc property and stocks.	Full powers.
22	Liveries.	Full powers subject to the norms fixed by Head Office.
23	T.A. Advance	Full powers against the journey approved by the competent authority subject to a maximum of 75 % of the likely entitlement.

II. PLANT ENGINEER

The Plant Engineer presently posted at FPP Jarol shall look after the maintenance of plant and machinery at both the plants i.e. Parwanu and Jarol.

III. PURCHASE COMMITTEES.

- i) Procurement of items like coal, cartons, crates, bottles, chemicals, enzymes and jars etc. shall be effected through a Committee comprising both the Plant Managers i.e. Parwanu and Jarol, BM Warehouse, Parwanu and senior most personnel from accounts posted at the Fruit Processing Plant, Parwanu after following due prescribed procedure.
- ii) Purchase of spare parts and other items relating to plant and machinery shall be affected through a committee comprising the Technical Manager, Plant Manager concerned, Plant Engineer, Senior most personnel concerned from accounts posted at the Plant concerned.

Powers of Plant Engineers:

Sr. No.	Item	Powers
1	Repair & Maintenance of Plant and Machinery and Electrical Fixtures.	Upto Rs. 500/- at one time on maintenance of Plant and Machinery.
2	Repair and maintenance of Commercial non-commercial Vehicles.	Upto Rs. 500/- on maintenance of Commercial/non Commercial Vehicles per month per vehicle excluding expenditure on petrol/diesel as per norms. The powers will be exercised subject to remarks/conditions laid down in Annexure to Officer Order No. 1-5/75: hpmc-1004-17 dated 22.1.1981.

b) Duties of Officers/Employees of hpmc.

1. Managing Director:

He is overall executive Head of the Corporation. He exercise overall superintendence and control on all officers and staff working in the Corporation in various Region, plants of the Corporation. He is responsible to carry out functions of the Corporation and exercise all powers conferred on him by the Board of Directors and the state Government from time to time to fulfill the objectives.

2. General Manager:

Co-ordination and control of all managerial, administrative, financial, technical, production, procurement & Marketing functions etc. and liaison with the Government and other Institutions under the over all control of Managing Director.

3. Technical Officer (Dy. General Manager (Technical):

Looking after all matters relating to Engineering as Head of Engineering Division viz. repair and maintenance of Plants & Machinery, Packing Grading Houses & Cold Storages (Technical aspects), Technical Advice and Engineering Services, preparation of new projects/schemes, maintenance of record relating to assets of the Corporation, Insurance and fire fighting measures etc.

4. Regional Manager (Dy. General Manager (Marketing):

Looking after all matters relating to Marketing as Head of Marketing Division viz. Fresh Fruit, processed products, dispatches and sales, Cold Storages, Packing Grading Houses and Ware Housing, MIS, Procurement of Inputs & Packing Material, Vidhan Sabha/committee matters, formulation of policies, monitoring and market intelligence etc.

5. Sr. Marketing Officer (RM Hqrs.):

Looking after production of processed products, pricing and sale of processed products etc. at Head office level.

6. Marketing Officer:

To work as Regional Managers in the Region to look after sales/marketing activities and handling of other business activities of the Corporation as Head of the Region. Monitoring and Planning of the marketing and procurement of fruit etc. at Head Office level.

7. Accounts Officer (Manager (Finance):

Looking after all matters relating to Finance and Accounts as Divisional Head viz. Accounts and maintenance of accounts of the Corporation, Budgeting and Taxation, Auditing:- Statutory and AG Audit and PUC matters, CPF Trust, Administration of wage & salary, advances and personal claims, liaison with Banks and Financial Institutions for borrowing and investment, sundry debtors & recoveries and all other matter relating to Finance Division.

8. Asstt. Law Officer (Manager Law):

Working as Head of Legal Division. Handling of all legal cases and monitoring, execution of agreements, legal advice and other cases relating to law Division and also working as Public Information Officer under Right to Information Act and also looking after the correspondence relating to the said Act.

9. **Asstt. Personnel Officer (Manager Personnel):**

General Administration, Personal Management & Man Power Planning, service record, discipline conduct & inquiries and vigilance cases, regulation of wage & salary, all service matters, training and development, welfare, incentive, industrial relations, vehicle and stores(Head office) etc. as Manager (Pers.).

10. **Food Technologist (Plant Manager, Parwanu):**

To work as Production Manager and responsible for smooth operation of Fruit Processing Plant, Parwanu as overall Incharge of the Plant.

11. **Technical Officer:**

Supervision of production and processing of fruits, quality assurance, quality control/check, inspection and testing during production, planning, programming, monitoring of production and quality, final product quality control, Plant sanitation, cleanliness in the plants in addition to the processing activities One Technical officer is working as Plant Manager at FPP, Jabli and One at Jarol plant.

12. **Asstt. Accounts Officer (AO):**

The Accounts Officers are posted in Head office and Regions to supervise and control all accounts and financial matters in the units/regions, preparation of final accounts, budgets, monitoring of sundry debtors and matter related to audit and PUCs.

13. **Plant Engineer:**

There are two Plant Engineer working as in charges of Engineering and Maintenance Divisions each at FPP. Parwanu and Jarol and are responsible for all plant and machinery i.e. Tetrapak, Pulper, Utility segment, electrical ETP/WTP, Pomace Dryer, Apple handling System and its repair etc.

14. **Ref. Engineer:**

Overall Incharge of Ref. Plant/Plant Room, Cold Storages and responsible for repair and maintenance of cold storage and other Ref. Machineries as per their posting in the plants/cold storages.

15. **Asstt. Marketing Officer:**

Asstt. Marketing Officers posted at Head Office are working as Incharge of Production Division, Company Secretary and Publicity Division and Marketing/MIS Division. In the field offices AMOs are acting as Regional Managers/Branch Managers and are responsible for Marketing of processed products, inputs, fresh fruits and to handle other business activities of the Corporation.

16. **Private Secretary:**

Attached as Private Secretary with the Hon'ble Chairman and Managing Director.

17. **Marketing Asstt. (Asstt. Manager (Marketing):**

At Head Office level the Marketing Assistants are responsible to deal with and analyses all matters pertaining to Marketing, Procurement of Fresh Fruits and MIS, Distribution, Monitoring of Supplies of Processed Products and all other matters relating to PP Sales, Institutional Supplies, Export and project planning etc. In field offices they are working as Branch Manager of branch offices to manage and control the business activities relating to the Corporation.

18. **Legal Asstt.:**

Attached with Law Officer to assist him in all legal and arbitration cases and also looking after the work to pursue the claim with Government and institutions and act as Asstt. Information Officer at Head Office.

19. **Sr. Accountant:**

To deal with all matters relating to Accounts, preparation of Annual Accounts, Banking, Cash, CPF, Taxation, timely submission of cases of House Advances, Income Tax cases related to Staff and Company, submission of returns and Tax Audit of the Corporation, AG audit para's, Public undertaking Committee including Vidhan Sabha matters, consolidation of half year and yearly accounts, sundry debtors of all branches, Budget and other matters relating to Accts. Division and passing of bills /claims etc.

20. Jr. Accountant:

Responsible for maintenance of Accounts/Account books, Posting of General Ledger/subsidiaries ledger, monitoring, Trial Balance, sundry creditors, expenses payable, salary and wages, payable statement on monthly basis. Handling of cash and writing of cash book, submission of cash and bank balance payment statement, transfer, Monthly Bank reconciliation, Sundry Creditors and other work relating to Accounts and Finance assigned by the superiors.

21. Personnel Asstt.:

Attached with General Manager/Horticulture Consultant.

22. Sr. Scale Stenographer:

Attached with General Manager and Regional Managers in the Regional Offices.

23. Sr. Asstt:

Assigned work to process and deal with various cases relating to General Administration /Personnel matters ,Inquiries/Vigilance cases, Court cases, Industrial Relations, Committee matters and all other service matters related to pay and allowances/promotions etc. Also assigned jobs to deal with the matters relating to Engineering /Marketing, store etc

24. Clerk/Jr. Asstt:

To put up the correspondence relating to the subject assigned to them and general matters i.e Diary & dispatch, Typing work, handling of EPX, besides store, publicity, advertisement. Tour Diary, Dealing with all correspondence relating to Computer, Computer Operation, Data compilation, Compilation of CPF Data, at Head Office and in the Plants/Region and Branch Offices.

25. Shift Incharge-cum-Quality Control Specialist (ATO):

Supervision of production and processing of fruits, Quality assurance, Quality Control/Check, Inspection, Testing, Planning and Programming and Monitoring of production and Quality, Sampling, Blending at plant level and dealing with the matter relating to production of processed product at Head Office level.

26. Foreman(Processing)

Responsible for supervision of operation of Plant and Production, Processing, Maintenance, general upkeep of the Plant and Machinery and related matters.

27. Plant Operator (Processing)

Operation of the different machines and general upkeep of machinery in his charge. To assist in various processing operations as per requirement. Maintenance of log book etc. and operational record of the machine.

28. Tester:

Quality Inspection, Chemical Analysis of finished / Semi Finished Products and Finished Products. To draw the samples of all inputs at different stages of production. Analysis of samples drawn to maintain record of the samples of the finished products. Ensure general cleanliness and sanitation in the plant.

29. Lab Asstt.:

To assist in inspection, chemical analysis and to draw the samples of inputs, semi finished product at different stages of the production and general cleanliness and sanitation in the plant.

30. Boiler Chargeman:

Supervision and operation of boiler, steam pipelines as well as other indoor/outdoor day to day activities related to boiler and its operation, maintenance and upkeep and water supply.

31. Boiler Attendant/Operations:

Operation/maintenance of boiler for day to day production and to assist in repair work of the Boiler during overhauling period.

32. Ref. Operators:

Operation, maintenance and general upkeep of the plant and machinery in his charge/maintenance of the equipments and assist for the repair and maintenance of the equipments during overhauling /annual maintenance.

33. Foreman Electrical:

Supervision of electrical operations, maintenance of transformers, sub stations, various motors, central control boards, electrical equipments operation and maintenance of proper record to plan/schedule for the repair and maintenance of electrical equipments during overhauling/annual maintenance.

34. Junior Engineer:

Maintenance of Boiler, Refrigeration, Electrical/Instrumentation equipments. Responsible for up keep and maintenance of the machineries under their control and other maintenance work of the plant, electrical work of cold storages and plants.

35. Lab Attendant::

To assist the Lab. Assistant in the Lab. For the cleanliness of the Lab and other day to day work in the Lab. plan

36 Electricians:

Operation & maintenance of the transformers/MCOS Control Board, Motors etc. in shifts during season and to attend the repair and maintenance job of electrical equipments.

37. Forman (Mechanicals):

Supervision of the machinery equipments of processing plant and their proper upkeep and supervision, repair and maintenance of equipments, welding related job, to plan/schedule annual maintenance and overhauling of various equipment and its execution.

38. Mechanist/Mechanic and operator (Mechanical):

Attend the routine repair maintenance jobs during season in shifts and overhauling of Plant and machinery during the lean period assist in repair and maintenance in annual overhauling.

39. Fitter:

Maintenance of the equipment and to attend the regular maintenance/repair job as Fitter in the shifts and overhauling of plant and machinery during the lean period.

40. Seamer Technician:

To check control various machines relating to canning and bottling line during the season repair and maintenance of plant and machinery etc. in his charge and assist in procurement of mechanical spares for the plant etc.

41. Helpers:

To assist in operation of plant and different machines on which they are deployed and in routine maintenance up-keep of plant and machinery, boiler & electrical works pomace drying units, ETP the processing activities and Cold Storages as per their deployment in general/shift duty. In field offices, they are responsible for sale of processed products and inputs as per requirement in the Regions and Branches.

42. Procurement Assistant/Jr. Marketing Asstt:

Looking after the sale supplies/distribution and to handle the store etc, of TSO, Wine, PP Food & other inputs, packing material, procurement of fresh fruits.

43. Drivers:

Attached with light/commercial vehicle's of the corporation at Head office as well as in the Plants/Regional offices.

44 Asstt. Care Taker: Care Taking Work at Head Office.

45 Peons/Chowkidars/Beldars:

Deployed at Head Office, Regions/Plants and Branches to discharge the duties of Peon, security Guards and Night Chowkidars as per requirement. In Plants, they are deployed as Beldar, Factory Workers to assist in various production activities.

- 46. **Sweepers:**
Sweeping work at Head Office, Plants and Regional offices.

- 47 **Fork Lift Operator:**
Attending duties as operators in the plants and Cold Storages.