

**Annexure 'A'**

The powers and duties of its officers and employees

**Duty Chart of –Managing Director****Administrative power**

1. Overall supervision and control of the staff & working of the Society.
2. To sanction earned & medical leave of the staff.
3. To allow annual increments to expenditure beyond Rs. 500/- and repair
4. To be the disciplinary authority official business. in respect of all employees except Manager and General Manager.
5. To engage staff on contingent and contract basis as per requirement of the society/projects.
6. To transfer and deploy staff.
7. To enroll members and allot shares to them subject to formal ratification in the board.
8. To institute, conduct, defend compromise, Refer to arbitration and claims by or against the society subject to ratification in the next meeting of the board.

**Financial power**

1. To operate all banks accounts of the society along with General Manager.
2. To work as controlling Officer in respect of TA/ DA claims, medical re-imburementclaims.
3. To obtain details and the staff. Sanction contingent of vehicle above Rs. 1000/-.
4. To sanction advance to the staff for imposing major & minor Penalties

**Duty Chart of -Manager Marketing**

1. To try for inclusion of new products and to take desired action for availability of approved items.
2. To do physical verification of goods in showrooms on random basis and to bring the ambiguities
3. To the knowledge of the office.
4. To manage information through website and to take necessary action for marketing.
5. To facilitate showrooms, exhibitions, franchises, dealers to achieve their sales targets.
6. To complete disciplinary proceedings as per orders and to submit reports to superiors.
7. To formulate various projects and liaison with concerned offices.
8. To disseminate the information about the products on basis of sales counters and exhibitions through computer and analyze the information regarding slow and fast moving products.
9. To comply with the orders received from superiors from time to time.

**Duty Chart of Accountant**

1. To prepare all kinds of vouchers and to verify the sales and cash vouchers prepared by clerk and cashier followed by making their entries in cash book
2. To examine all expenditures bills and submit them for approval
3. To initiate action for misutilized amounts
4. To handle court cases under H.P.State Cooperative Act.
5. To plan bank CCL credit limits
6. To issue all cheques relating with all accounts and tally each.
7. To examine Wages bills, exhibitions expenditures, T.A. bills and expenditures related with all ongoing projects and submit for approvals
8. To FDRs and prepare figures about economic condition of the Society
9. To prepare figures related with accounts section for the B.O.D. meetings/ A/G/M.
10. To prepare budget.
11. To manage the activities regarding recoveries from the societies and employees of Apex Society.
12. To check the expenditures incurred on vehicles with the society and to issue share capital.
13. To submit all kinds of vouchers to G.M. for signature.
14. To check the bills pertaining to yarn purchase, finished goods purchase and purchases made during exhibitions.
15. To do other miscellaneous jobs as per orders from superiors.

**Duty Chart of Sales Promotion Assistant**

1. To carry physical verifications of showrooms from time to time, to ensure the fulfillment of goods requirement, to discharge the responsibility of showrooms maintenance/ insurance etc.
2. To manage the inventory and sales proceeds of goods kept on consignment basis from cooperative societies.
3. To ensure the availability of packaging material and stationary etc. with salesmen and keep its record.
4. To arrange for the advertisement after getting it approved from the superiors.
5. To make necessary arrangements for holding the exhibitions and liaison with concerned departments for grants to be sanctioned.
6. To keep record of all sales figures and sales expenditures and report to Manager Marketing in case of any ambiguity.
7. To implement plan regarding mobile van tour program and its sales.

8. To follow the orders given by superiors from time to time.

#### **Duty Chart of Accounts- Clerk**

1. To prepare accounts for sales, goods issuance indents and goods issue and receipts and submit with accountant for making entries in cash ledgers.
2. To complete general/ personals and other accounts of society.
3. To submit the lists of employees/ societies accounts and other related accounts to accountant for perusal.
4. To submit tax return on time.
5. To prepare income/ expenditure details for every month.
6. To prepare salary bill and submit to accountant for examination.
7. To submit E.P.F.AND G.P.F record to accountant for examination.
8. To check and submit for passing various bills such as stipend and rental bills related to various schemes.
9. To produce records for inspection and audit etc.
10. To keep accounts record since 1984-85 under possession.
11. Any other assignments ordered by superiors.

#### **Duty Chart of Junior Assistant-i**

1. To do all assignments related with establishment branch.
2. To do jobs related with B.O.D meetings and A.G.M.s.
3. To do all jobs related with employees service rules and bye laws of the society.
4. To maintain records of member cooperative societies and correspondence for new memberships.
5. To handle employees group insurance work.

#### **Duty Chart of Junior Assistant-ii**

1. To handle cash and its transaction.
2. To do jobs related with establishment branch.
3. To correspond matters regarding technical branch.
4. To maintain office stationary.
5. To keep record of newspapers and coal etc.

6. To maintain records of employees casual leaves.

#### **Duty Chart of weaving Master**

1. To issue yarn material in accordance with the demand for products by marketing section after preparing graphs and designs in consultation with raw material go down Incharge.
2. To technically check the produce from CDC and production plan weavers followed by weighing and making entries in to register and also prepare labour wages bill and forward it to accounts section.
3. To issue products for dry-cleaning after clipping, labeling and beading from clipper.
4. To issue the finished goods received after dry-cleaning to central go down or if need be to exhibitions and showrooms after putting stickers of price.
5. To receive the out rightly purchased goods, check the produce and after labeling and making entry in to register, issue the goods to central go down, exhibitions and showrooms.
6. To technically check the produce received from STEP training centers.
7. To get approved tour programs of trainers.

#### **Duty Chart of Stores Incharge-Raw Material**

1. To issue raw material for production to primary cooperative societies
2. To issue raw material for training centres.
3. To receive finished goods from training centers.
4. To get carpets clipped and prepare labour wages.
5. To prepare salary bills of S.T.E.P.trainers.
6. To open accounts of ST.E.P.trainer's security amounts and release the amount on closure of the centers.
7. To complete the formalities regarding carpet yarn purchase.
8. To issue yarn for weavers under C.D.C. for production.
9. To discharge duties in exhibitions conducted with in and outside the state.
10. To issue finished carpets to showrooms and exhibitions.

#### **Duty Chart of Stores Incharge-Central Go-down**

1. To receive the semi-finished stocks from the semi finished go down under production plan

2. To issue and receive goods to / from all showrooms/ exhibitions.
3. To supervise the products prepared during production plan as per designs and weigh the produce with weaving master on receiving the final products.
4. To receive the goods on consignment basis from various cooperative societies as per requirement from marketing section.
5. To issue the goods for various exhibitions conducted with in and outside the state.
6. To make entries for all the transactions of goods in stock register as above.

#### **Duty Chart of Clipper**

1. To do all jobs related with clipping
2. To stitch labels on the products.
3. To provide graphs and colours schemes for weavers under C.D.C.and production plan.
4. To do the job of shawl beading in case of having no product for labeling.
5. To Xerox the documents and record it in the register and possess the charge of Xerox machine.
6. To inspect technically the produce from cooperative societies in the absence of weaving master.
7. To do other tasks related with technical section and other assignments as and when are ordered by superiors.

#### **Duty Chart of Senior Bunkar Sevika**

1. To complete the formalities regarding resolutions received from the societies under STEP program
2. To complete the formalities regarding appointment of trainers and undertake actions for these appointments.
3. To correspond with the Ministry of HRD regarding STEP project and prepare quarterly and yearly progress reports.
4. To check the tour programs and T.A. bills of trainers deputed in training program of STEP and submit for approvals.
5. To check various expenditures related to training centers and submit for approvals.
6. To visit training centers on regular basis and submit report to the office.

#### **Duty Chart of Sales man & Assistant salesman**

1. To do all activities related with sales of produce by the society.
2. To maintain stock register/indents/vouchers of sales proceeds.
3. To follow any other related jobs as directed by superiors from time to time.