
THE COTTON CORPORATION OF INDIA LTD

INTRODUCTION

In the agro-based economy of the country, cotton production has its unique importance for millions of people. Since independence, our country has achieved significant increase in cotton production. However, a sustained growth in cotton production to match demand and supply and stability in prices continues to be elusive. The country has witnessed volatile fluctuations in supplies, demand and prices over the years.

When India obtained Independence and was partitioned into Pakistan and Indian Union, a major part of the most productive cotton area went over to Pakistan. Indian Union was left with a truncated crop with almost the entire cotton textile industry starved of raw material. Hence the country had to import massive quantities in the range of about 8 to 9 lakh bales per annum upto 70s. Government of India, therefore, initiated measures through the successive Five Year Plans to increase cotton production in the country. These measures included programmes to encourage expansion of acreage under cotton as well as to raise the per acre yields. Although these measures showed increase in yield and production, the same were found wanting in increasing the production to desired levels.

In the beginning of 1970s the following major developments had taken place in the cotton scenario of the country:

- (i) The Cotton Corporation of India was established in 1970;
- (ii) Hybrid seeds had been developed and increased yields had become a reality;
- (iii) Intensive cotton programmes were launched by Government;
- (iv) Indo-Pak hostilities in 1971 led to suspension of cotton supplies to India by USA under PL-480, necessitating intensification of India's efforts to achieve self-sufficiency in cotton.

Above developments have taken the total cotton production in the country, to new heights though it has been fluctuating from year to year. India is now the third largest producer of cotton in the world after China and USA, accounting for about 14% of the world cotton production. It has also got the distinction of having the largest area under cotton cultivation in the world ranging between 8 million to 9 million hectare and constituting about 26% of the world area under cotton cultivation. After setting up of Technology Mission on Cotton by Government of India in February 2000, the country is poised to achieve new records in cotton productions and in fact, the per hectare yield of about 300 kgs for so many years, has jumped to little over 440 kgs in the year 2004-2005. Though this per hectare yield is still lower against

the world average of about 720 kgs, country is expected to make more strides in cotton production in the years to come.

The Cotton Corporation of India Ltd : A brief history

In the 1970s when country was a net importer of cotton and the domestic cotton scenario was riddled with volatile fluctuations in supply, demand and prices, the Agricultural Price Commission in 1969 recommended the setting up of a Committee to prepare a detailed scheme for establishment of a Public Sector Agency, which would be responsible for equitable distribution of cotton among the different constituents of the industry, discipline the prices and would serve as a vehicle for the canalization of all imports of cotton. After acceptance of the Committee recommendations by the Government of India, The Cotton Corporation of India (CCI Ltd) came into existence on 31.7.1970 with its registered office at Mumbai.

The Corporation played a meaningful role in the imports of cotton during the 1970s when the country was deficient in cotton production. In the 1971 hostilities between India and Pakistan, the Corporation was called upon to make purchases of kapas (raw cotton) at a support price to help the cotton farmers of the Border States. Simultaneously, the Corporation had been undertaking commercial operations mainly to meet the cotton requirements of National Textile Corporation mills and other mills under the control of state governments. With the changing cotton scenario in the country, the role and functions of the Corporation also changed from time to time and a definite role was assigned to it under the Textile Policy of 1985 of Government of India, as under :

- (i) To undertake price support operations, whenever the market prices of kapas touch the support prices announced by the Government without any quantitative limit;
- (ii) To undertake commercial operations only at CCI's own risk and
- (iii) To purchase cotton to fulfill the export quotas allotted to it.

As per above mandate, Corporation as a nodal agency of Government of India had to undertake Minimum Support Price operations in the year 1985-86 itself involving purchases of about 12.50 lakh bales and another 4.50 lakh bales in the year 1986-87. Leaving aside the initial years, the Corporation had been a loss making organization upto 1987-1988 and its accumulated losses rose to the level of about 122 crores. After making a in-depth study into the reasons for these losses, Corporation adopted a turn-around strategy in the year 1988 and in the next decade, turned into a profit-making organization. During these profit making years, Corporation had been undertaking domestic operations mostly on commercial basis and apart from meeting the cotton requirements of state run mills, it used to export cotton against the export quotas allotted to it. The main profits of the Corporation came from these exports of cotton while the domestic turnover contributed towards meeting the

administrative expenses, which the Corporation had to incur to maintain the infrastructure for price support operations. During all these years, export sales brought good profits to the Corporation owing to international prices ruling well above the domestic cotton prices.

Beginning with 1990s, the country witnessed a phenomenal growth in the setting up of new textile mills and specially Export Oriented Units (EOUs) leading to a substantial jump in the consumption of cotton in the country. Due to a stiff supply position in the country and in order to help the textile mills procure their raw material on competitive prices, Government of India placed imports of cotton under OGL during the year 1994-1995. However, most of the imports remain restricted to select varieties so as to meet the shortfall in the domestic supply of cotton. The domestic cotton scenario however, underwent a sea change with the international prices coming down lower than the domestic prices during the year 1997-1998. The next few years witnessed large-scale imports of cotton into the country mostly due to low international prices. Such large-scale imports of cotton had an adverse impact on the domestic cotton scenario and turnover and operations of the Corporation were also affected.

After a gap of about 15 years, Corporation was called upon in the year 2001-2002 to undertake Minimum Support Price operations on a large-scale. Again, in the year 2004-05, Corporation had to undertake massive Minimum Support Price operations through purchases of about 140 lakh quintals of kapas in all the cotton growing states. Such massive purchases by the Corporation under Minimum Support Price, has immensely helped the cotton farmers largely/widely. Due to extensive spadework being carried out under the aegis of Technology Mission on Cotton for achieving higher production and productivity of cotton, fundamental changes are taking place in the cotton cultivation and the per hectare yield of about 440 kgs achieved during the year 2004-2005, is likely to improve further leading to still higher production levels in the coming years. The cotton prices are likely to remain under pressure and country may have surplus cotton for exports. There are strong possibilities of kapas prices ruling at Minimum Support Price level in the coming few years and Corporation as a nodal agency of Govt. of India, is keeping itself ever ready to meet the eventualities of Minimum Support Price operations, for price stabilization and to protect the interest of the cotton growers in the country.

2. Structure of the Corporation:

The Corporation is a wholly owned Government of India Company registered under the Companies Act, 1956 and functions under the administrative control of Ministry of Textiles. All its affairs and activities are controlled and directed by its Board of Directors. The Board exercises general supervision over the affairs of the undertakings, meets periodically and give directions and sanctions to the Management. In the case of Cotton Corporation of India, which is wholly owned by the Government

of India in view of the fact that the President of India is the shareholder, the appointment of the Directors and the terms and conditions of appointment are regulated by the President under the articles of association of the Corporation. The nominated Directors normally hold office at the discretion of the Government appointing them. The Directors of the Corporation are appointed by the President and they hold office at the discretion of the President. The Board of Cotton Corporation of India includes the Managing Director, Functional Directors and part time Directors as well as non-official directors. The Articles of Association of the Corporation provide the maximum and minimum of directors, depending upon the activities of the undertaking. As per Article 88 (1) of the Articles of Association of the Corporation, maximum numbers of Directors are 12 and minimum are 4. One Chief Vigilance Officer is appointed by Government of India on deputation. Through various resolutions and decisions of the Board, following functionaries are responsible for day-to-day affairs of the Corporation:

i) Chairman Cum Managing Director:

He functions under the control and supervision of the Board of Directors, enjoys the delegated powers of the Board for day-to-day management and affairs of the Corporation.

ii) Director (Finance):

He heads the Finance and Accounts Division of the Corporation and also various other sections like Secretariat, Internal Audit, Administration, C&F, Estate and supervision over Finance and Accounts activities of all Branch Offices.

iii) Director (Marketing):

He is responsible for organising, supervision and control of all the field operations relating to procurement of kapas and sale of cotton, through the network of Branch Offices including supervision over sections like Purchase, Sales.

iv) Chief Vigilance Officer:

He heads the Vigilance division at Head office and a network of Vigilance Officers posted at various Branch Offices.

The two Directors and Chief Vigilance Officer report directly to the Managing Director of the Corporation.

Apart from various sections at Corporate Office level, the core activities of marketing of cotton are carried out through a network of Branch offices located in various cotton growing states as also in states having cluster of textile mills located there. The Organizational Chart of the Corporation is appended here under:

price support operations, Corporation undertakes commercial operations at its own risk for supplying cotton to National Textile Corporation mills, Unit mills of State Textile Corporations, Cooperative Spinning Mills and Private mills in addition to purchases of kapas contracted for export sales. The role assigned to the Corporation in brief is as under:

- i) To undertake price support operations, whenever the market prices of kapas touch the support prices announced by the Govt. of India, without any quantitative limit;
- ii) To undertake commercial operations only at CCI's own risk; AND
- iii) To purchase cotton to fulfill the export commitments.

The above role for CCI continues in the textile policy of 2000 except that export quotas had since been abolished due to exports being placed under Open General Licence (OGL) from July 2001.

As per the above mandate, Corporation continues to perform its main role of procurement of kapas from cotton farmers and its supply to the textile mills both under private and institutional sectors. The procurement of kapas from cotton farmers is made either under Minimum Support Price operations or on commercial basis as under:

(a) PRICE SUPPORT OPERATIONS

As a nodal agency of Govt. of India, Corporation always keep itself in the state of preparedness to undertake Minimum Support Price operations as and when kapas prices touch the Minimum Support Price level. To this effect, Corporation has developed its own infrastructure sufficient for discharging its role effectively under Minimum Support Price operations. For maintaining this infrastructure, Corporation is annually incurring a cost of more than Rs.30/- crores and not claiming any reimbursement from the Government.

In the event of kapas prices touching the level of minimum support prices, Minimum Support Price operations are undertaken without loss of time so that Corporations intervention in the market helps price stabilization and prevent distress sales by the farmers. However in the past, occasions for price support operations have been very few. In the year 1985-1986 due to record crop production of 107 lakh bales, CCI had purchased 12.51 lakh bales under its Minimum Support Price operations. In the year 1986-1987 also, Corporation was called upon to undertake price support operations in the Northern States where prices have dropped to the support price level and purchased about 4.50 lakh bales. Thereafter, the need and scale of purchases under Minimum Support Price have been few and marginal during the years 1989-90, 1992-93, 1996-97 and 1999-2000. It was after a gap of about 15 years that during the year 2001-2002, Corporation had to intervene in the market immediately after commencement of arrivals and undertake Minimum Support Price operations on

a large scale due to kapas prices touching the Minimum Support Price level in all major varieties except for J-34 variety in Punjab and

Haryana and DCH-32 in Karnataka. Again in the year 2004-05, Corporation had to undertake Minimum Support Price operations in all the cotton growing states in the country, from the beginning of the arrivals itself till the end of the season and purchased more than 27.51 lakh bales by operating as many as 250 procurement centres in various cotton growing states. The scale of Minimum Support Price operations and its intensity in the year 2004-2005 was manifold than earlier Minimum Support Price operations, and it has immensely benefited the cotton growers at large in selling their kapas produce at remunerative prices under Minimum Support Price operations.

(b) COMMERCIAL OPERATIONS

In the absence of Minimum Support Price operations, CCI undertakes viable commercial operations entirely at its own risk for supply of cotton to mills in the domestic market. These commercial operations are basically dovetailed to indents and expected immediate demand from the mills under institutional sector as well as private sector. The main aim of these operations is to meet at least the annual cost of the bare minimum infrastructure maintained by the Corporation for price support operations. In case of commercial purchases, CCI operates in competition with other buyers, including institutional buyers and private trade, by paying competitive prices for its purchase of kapas from the cotton growers. The prices paid by CCI have not only been much higher than the support prices but very much near/at par with the highest prices ruling in the market. Even though commercial operations are undertaken depending upon its economic viability and its percentage share ranging between 5% to 8% of the crop production, yet through its continuous presence in the market yards right from the beginning of the season till end, it is able to give a desired direction to the ruling kapas prices and thereby protect the interest of the cotton growers. Over the years, CCI has been able to generate a good degree of confidence among the cotton farmers to an extent that they invariably insist for the presence of CCI representative in the kapas auctions. Due preference is also given to Cooperatives while making purchases on commercial basis, both in raw cotton and ready bales.

ii) Processing, Storage and Supply of Quality Cotton to the Textile Mills

After purchase of kapas in the market yards, the same is processed in the modern G&P factories and other factories having good infrastructural arrangements for maintaining higher standards of quality. As a policy, Corporation hires modern G&P factories for processing maximum of its kapas stocks. Over the years, Corporation has made a niche for itself, as a dependable supplier of quality cotton to the textile

mills and specially the Export Oriented Units. More than 30% of the kapas stocks are now being processed as contamination free cotton to meet the increasing demand from textile mills. To facilitate the mills cover their lean period cotton requirements, Corporation is extending godown storage facility whereby the contracted quantity of bales are moved for storage inside the godowns situated in mill premises or nearby. This helps the mills to save on lead period as well as working capital because these bales are shifted from upcountry to mills godowns against a deposit of 10% value of the cotton.

All stocks of cotton are offered for sale simultaneous with purchases and without holding back the stocks for speculative selling so that interested buyer mills may plan their coverage programme accordingly. Daily sale quotes are put on website and all supplies are made on uniform sales terms. Through regular supply of quality cotton at most competitive terms as well as personalized after sale service, Corporation has expanded its clientele base to include some of the prestigious textile groups and export oriented units who invariably, now depend on the Corporation to meet their quality cotton requirements.

iii) **Extended Role of the Corporation**

(i) **Implementation agency for Mini Mission III and IV of Technology Mission on Cotton**

With a view to increase production and productivity of cotton and to improve its quality, Government of India, Ministry of Agriculture took the initiative of launching the Technology Mission on Cotton in February 2000 with four Mini Missions viz. I, II, III and IV, in association with the Ministry of Textiles. The Technology Mission on Cotton envisages development of all aspects of cotton from research to production, marketing and processing to meet the domestic and export requirements of the country.

The Ministry of Textiles is the Nodal agency for Mini Mission III and IV. The Mini Mission III aims at improvement of marketing infrastructure and the objective of Mini Mission IV is Modernization/upgradation of Ginning and Pressing Factories. CCI is the Implementing Agency for Mini Missions III & IV.

(ii) **Nodal agency for Front Line Demonstrations under MM-II of Technology Mission on Cotton**

During the 10th Plan, the Government of India, besides, States, ICAR, Krishi Vigyan Kendras, State Agricultural Universities and various other organisations has identified CCI, as the Nodal Agency for implementing Front Line Demonstrations (FLDs) under Mini Mission II of Technology Mission on Cotton.

(iii) **Introducing Integrated Cotton Cultivation (Contract Farming)**

With a view to benefit the cotton farming community on the one hand, by way of making available quality inputs like seeds, pesticides etc. for producing quality cotton and to enable the user industry (i.e. textile mills) to obtain desired quality of cotton on the other, the Government has taken steps to popularise Integrated Cotton Cultivation (contract farming). Contract farming will involve Corporate sector participation not only in extension services but also in making available quality inputs like seed, fertilizer etc. to the farmers to improve productivity and quality of Indian cotton. During cotton season 2002-03, the Corporation had taken lead in promoting contract-farming programme with a wholistic approach. The Corporation is undertaking ICC programmes in all-important cotton producing States.

5. Functions and Duties of various sections at Corporate Office

In order to facilitate the roles and functions of the Corporation, its various activities are carried out severally and distinctly by different sections at the Head Office and Branch Offices in the field.

The various sections at Head Office are as under :

- 1. Human Resource Development Section**
- 2. Technology Mission on Cotton Cell**
- 3. Protocol Section**
- 4. Finance and Accounts Section**
- 5. Secretarial Section**
- 6. Internal Audit Section**
- 7. Legal Section**
- 8. Administration Section**
- 9. Hindi Section**
- 10. Information Technology Section**
- 11. Estates Section**
- 12. Clearing and Forwarding Section**
- 13. Purchase Section**
- 14. Sales Promotion Section**
- 15. International Trade Section**
- 16. Planning, Extension and Statistics Section**
- 17. Warehousing Complex**
- 18. Vigilance Section**

The Sections at Sr. No.1 to 3 i.e. Human Resource Development, Technology Mission on Cotton Cell and Protocol report directly to the Managing Director, while Sections from Sr.No.4 to 12 functions under the control of Director (Finance). Sections at Sr.No.13 to 17 functions under the control of Director (Purchase and Sales) and

Vigilance Section at Sr.No.18 reports to the Chief Vigilance Officer. These sections assist the Functional Directors and the Managing Director in the day-to-day functions as well as coordinating the operations in the field carried out through a network of Branch Offices. The zonal-wise location of the Branch Offices is given as under:

NORTHERN ZONE

State	Name of the Branch
<u>Punjab</u>	1. Branch Office, Bhatinda
Haryana	2. Branch Office, Sirsa
Rajasthan	3. Branch Office, Sriganganagar
	4. Branch Office, Bhilwara
New Delhi	5. Liaison Office, New Delhi

CENTRAL ZONE

<u>Gujarat</u>	5. Branch Office, Ahmedabad
	6. Branch Office, Rajkot
Maharashtra	7. Branch Office, Akola
	8. Branch Office, Aurangabad
Madhya Pradesh	9. Branch Office, Indore
West Bengal	10. Branch Office, Kolkata
Orissa	11. Branch Office, Raigada

SOUTHERN ZONE

Andhra Pradesh	12. Branch Office, Guntur
	13. Branch Office, Warangal
	14. Branch Office, Adilabad
Karnataka	15. Branch Office, Hubli
	16. Branch Office, Raichur
	17. Branch Office, Bangalore
Tamil Nadu	18. Branch Office, Coimbatore
	19. Branch Office, Madurai

Branch Offices, Coimbatore and Madurai in Tamil Nadu, Kolkata in West Bengal and Bangalore in Karnataka are essentially Sales Branches and all other branches discharges the functions of both procurement and sales. The Branch Offices at Raigada, Bangalore and Madurai are Sub-Branch Offices under the administrative control of Branch Offices, Kolkata, Hubli and Coimbatore respectively.

(1) HUMAN RESOURCE AND DEVELOPMENT SECTION

(A) SET UP

1	General Manager	1
2	Manager	1
3	Assistant Manager	2
4	Office Manager	3
5	Senior Assistant	2
6	Assistant (General)	1
7	Junior Assistant	1
8	Senior Steno	1

(B) FUNCTIONS AND DUTIES

- (i) Recruitment of new employees as per the vacancies and requirement in various categories, both for staff as well as officers as per the Rules of the Corporation.
- (ii) Placement/redeployment of officials as per the requirement and exigencies of work from time to time.
- (iii) Promotions of the officials of various categories as per the vacancies and in accordance with the promotion policy of the Corporation.
- (iv) Preparation and processing of Bills for disbursement of monthly salary pertaining to the employees of the Corporation and grant of annual increment.
- (v) Disposal of matters relating to Pay fixation/Pay anomaly/payment of allowances etc., of the employees of the Corporation.
- (vi) Periodical transfers of the officials both at Head Office as well as Officers at Branches.
- (vii) Finalisation of training proposals for sending of the officials of the corporation to various Institutions, both for technical as well as managerial nature.
- (viii) Maintenance of Annual Confidential Reports of all the officials at Head Office as well as officials of the rank of Office Manager/equivalent and above at Branches, including communication of adverse remarks if any.
- (ix) Processing of various claims like Medical reimbursement, Traveling Allowance/Dearness Allowance on tour/Training/Transfer/Leave Travel Concession claims etc., of all the officers and staff at Head Office as well as all the officers of the rank of Deputy Managers and above at Branches.

- (x) Maintenance of all personal files, service books, leave records etc., of all the officials at Head Office as well as of Branch Officers except Assistant Managers (Marketing).
- (xi) Maintenance of attendance register of employees at Head Office, and Inward/Outward Registers of Dak/files etc.
- (xii) Maintenance of records pertaining to Scheduled Caste/Scheduled Tribe/Other Backward Caste Quota Rosters of all the employees belonging to Scheduled Caste/Scheduled Tribe/Other Backward Caste and submission of periodical reports to National Commission of Scheduled Caste/Scheduled Tribe, Ministry etc., in this regard.
- (xiii) Preparation of Bills for deductions of various statutory and legal dues like Contributory Provident Fund and Pension, Income Tax, Professional Tax etc. Maintenance of Register/file for Festival Advance, Welfare Loan, Merit Scholarship, children education allowance, tuition fees, House Building Advance/Additional House Building Advance and vehicle maintenance etc., for facilitating its disbursement by Accounts Department. Maintenance of records of leave encashment/Overtime, upkeep allowance, drawal of arrears of all officials, payment of Pension on retirement/death/resignation, Pension Contribution matters, issue of Last Pay certificate (L.P.C.), Income Tax etc.
- (xiv) Processing of gratuity claims for settlement of the eligible employees on their resignation, retirement or death as per entitlement.
- (xv) Pay fixation on promotion /revision of pay scales etc., of all the officials at Head Office as well as officers at Branches except Assistant Managers and maintenance of records thereof.
- (xvi) Preparation and processing of bonus, productivity-linked incentive claims of all the officials as per their entitlements.
- (xvii) Preparation and submission of Bills pertaining to officiating allowance, pay anomalies, upkeep allowance, pay arrears on revision, payment of education allowance, tuition fee allowance of the employees at Head Office.
- (xviii) Preparation and processing of vehicle loan applications of the employees at Head Office as well as Branch Offices.
- (xix) Maintenance of zone-wise seniority list of all the staff as well as All India Seniority list of all the officers and circulation of the same to all the officials concerned.

- (xx) Maintenance of quarterly staff statement position of all the employees at Head Office as well as Branches.
- (xxi) Maintenance of records relating to sanctioned strength, existing strength of all the officials of the Corporation, as approved by the Board of Directors of the Corporation and to initiate steps for filling of the vacancies either due to revision of sanctioned strength or due to resignation/retirement/death etc.
- (xxii) Preparation of agenda papers for Central Joint Management Council, bipartite meeting between the Management and the staff council and follow up action on decision taken in such Forums.
- (xxiii) Preparation of material from different sources for Negotiation on Charter Settlement of wages of the staff once in five years.
- (xviii) Preparation and submission of Board agenda pertaining to framing or revision of Rules for officials, revision in pay scales, various allowances, welfare schemes or any other related matters which require Board's approval.
- (xix) Reply to Parliament questions, Ministry reference, Very Important references pertaining to Human Resource Development Section.
- (xx) Compliance of monthly/quarterly report to Administrative Section pertaining to Human Resource Development Section.
- (xi) Compliance/implementation of all disciplinary proceedings/matters pertaining to the officials of the Corporation.
- (xii) Reply to Audit queries from Comptroller and Auditor General, Statutory Auditors pertaining to Human Resource Development Section.
- (xiii) Maintenance of probation reports of new recruits/promotes and issuance of confirmation Orders.
- (xiv) Preparation of Agenda for Departmental Promotion Committee/Selection Committee meetings including preparation of Annual Confidential Reports, Vigilance clearance reports and other details of the concerned officials for promotion.
- (xv) Preparation of quarterly reports of all the officials at the age of 50 years and above for consideration of the Review Committee under 56J of CCI Service Rule No.12.
- (xvi) Processing of service records, representations/requests etc., of all the officials pertaining to transfers, promotion etc.

- (xvii) Maintenance of quarterly report regarding Hindi implementation scheme, half yearly report on Central Joint Management Council.

(2) TECHNOLOGY MISSION ON COTTON

(A) SET UP

1	Adviser	1
2	General Manager (TMC)	1
3	Consultant (Mini Mission III)	1
4	Consultant (Mini Mission IV)	1
5	Accounts Officer	1
6	Office Manager (Accounts) I	1
7	Office Manager (Accounts) II	1
8	Senior Assistant	1
9	Assistant	1
10	Junior Assistant	2
11	Stenographers	2
12	Sr. Telephone Operator	1

(B) FUNCTIONS AND DUTIES

- (1) Development of market yards under Mini Mission III
- (2) Modernization of Ginning and Pressing Factories under Mini Mission IV;
- (3) To plug sources of contamination whereby cotton quality improves and contamination/trash contained in cotton is reduced.

(3) PROTOCOL SECTION

(A) SET UP

1	Assistant Manager	1
2	Senior Assistant	1
3	Junior Assistant	3

(B) FUNCTIONS AND DUTIES

- (i) To receive and to see off important visiting dignitaries such as Minister, senior Government officials, Directors and Foreign Delegates etc.
- (ii) To maintain liaison with the Air India, Indian Airlines, Foreign air lines, Private Air lines, Consulate, Customs, Air port Authority, BCA, Central Industrial Security Force, etc.

- (iii) To arrange hotel bookings and transport for Very Very Important Persons.
- (iv) Guest house booking for Government Officers, and Very Important Persons.
- (v) To arrange Publication of the Press Note and Press Conference.
- (vi) To arrange insertion of Advertisement at local level and recommend the payment etc.
- (vi) Purchase of Office Accessories, if any.
- (vii) To maintain Corporation's Cars.
- (viii) To maintain Corporation's one Guest House and flats,
- (ix) Miscellaneous work as and when required.

(4) FINANCE AND ACCOUNTS

(A) SET UP

1	Chief General Manager (Finance)	1
2	General Manager (IA)	1
3	General Manager (Finance) -cum- Company Secretary	1
4	General Manager (Finance)	1
5	Deputy Manager (Finance)	2
6	Accounts Officer	3
7	Office Manager (Accounts)	11
8	Senior Assistant (Accounts)	10
9	Assistant (Accounts)	3
10	Personal Secretary	1
11	Sr. Stenographer Grade I	2

(B) FUNCTIONS AND DUTIES

The functions of Finance and Accounts Section and its Sub-sections has been categorized section-wise as under:

(1) CASH AND BANKING

(a) Cash

- (i) To receive payment and to issue the receipts.
- (ii) To deposit Cash and Cheques into the Bank.
- (iii) To disburse Cash and issue Cheques/ECS/RTGS against payment.
- (iv) To ensure safe custody of Cash / Securities and Investments etc.
- (v) Maintenance of Cash books.

(b) BANKING

- (i) Preparation of projected cash flow statement and necessary information as desired by the consortium of banks before the commencement of crop season.
- (ii) To renew and execute the necessary documents related to borrowing of funds under consortium arrangement with the consortium banks.
- (iii) Correspondence with the consortium group of banks and non-consortium for execution of documents, monthly payment of charges, interest payment etc.
- (iv) Preparation of Bank authorization to the branches for opening and operating bank accounts at branches/centres after getting approval from Competent Authority.
- (v) Payment of interest on monthly rest basis to various banks on the outstanding borrowings.
- (vi) Transfer of borrowing interest to various branches on the basis of stocks held by them.
- (vii) To attend to the queries raised by Internal Audit/Statutory Audit/Government Audit
- (viii) Verification of interest charged on borrowings as well as interest paid on deposits by the bank and to correspond with them for rectification of difference, if any.
- (ix) To maintain bank books
- (x) Transfer of Funds to other branch offices as per their requirement.
- (xi) To arrange the funds for the working capital requirement of the Corporation.
- (xiii) To invest the surplus funds.
- (xiii) To invest surplus funds of MM II.

(2) INTERNAL TRADE ACCOUNTS

- (i) To accept deposits received from the parties and transfer thereof to the concerned branches.
- (ii) To arrange messages to the branches for payment received at Head Office.
- (iii) To put-up Agenda Note to the Purchase and Sales Committee for approval for the requests received from Branches for opening of Letter of Credits and Bank Guarantees.
- (iv) To convey the decision of the Purchase and Sales Committee regarding Letter of Credit and Bank Guarantees to the concerned Branches.
- (v) To submit the documents to the Bank against Letter of Credit / Bank Guarantee.

- (vi) To remit the funds to the branches on receipt of payment from Bank towards Letter of Credit / Bank Guarantee.
- (vii) To put-up Letter of Credit and Bank Guarantee position to the Management for review.
- (viii) To send the messages to the branches for delivery of bales.
- (ix) To prepare Daily dues position under Memorandum of Understanding.
- (x) To pursue with the National Textile Corporations/Institutional Buyers for recovery of dues.
- (xi) To put-up weekly dues position of National Textile Corporation and Institutional Buyers to the Management.
- (xii) To prepare Hypothecation Statement for submission to the Bank.
- (xiii) To attend and comply the queries of Statutory Auditors, Government Auditors and from the Ministry of Textiles.
- (xiv) To prepare party ledger of National Textile Corporation/Institutional Buyers/Private Debtors etc.
- (xv) To remit the statutory deductions to the Authorities.
- (xvi) To accept payments and to issue receipt thereof for payments received from Tenants.
- (xvii) To review branch-wise loss on resale debtors position.
- (xviii) To review branch-wise debtors position.
- (xix) To review position of Pending Invoices / Debit Notes.
- (xx) To prepare Monthly Profit and Loss position of Internal Trade Accts.
- (xxi) To reconcile the accounts with National Textile Corporation (Western Region).
- (xxii) To put-up National Textile Corporation reconciliation position subsidiary-wise to the Management for review.
- (xxiii) To get the accounts of the section audited from Statutory as well as Government Auditors.
- (xxiv) To issue Tax Deducted at Source Certificates.
- (xxv) To prepare Annual Return of Tax Deducted at Source.
- (xxvi) To get the accounts relating to IT A/c's audited from Statutory Auditors and Government Auditors.
- (xxvii) To attend observations of Statutory Auditors and Government Auditors relating to IT A/C.
- (xxviii) To attend the Purchase and Sales Committee meeting as invitee.
- (xxix) To check and recommend payments towards Adm. Accounts.

(3) TAXATION SECTION

- (i) To submit returns and timely assessment relating to Income Tax, Sales Tax, Service Tax, Navi Mumbai Municipal Corporation Cess and Works Contract Tax.

- (ii) To review and appraise to the Management, the branch-wise, Sales tax assessment and appeals position.
- (iii) To appraise Management the pending 'C' forms, 'BC' Forms and '24B' Forms and 'H' Forms position.
- (iv) To prepare and finalize the books of accounts as per Income Tax Act.
- (v) To get the accounts audited from Tax Auditor as per the Provisions of Income Tax Act.
- (vi) To get the accounts of the section audited from Statutory Auditors and Government Auditors.

(7) HUMAN RESOURCE DEVELOPMENT/ADMINISTRATION ACCOUNTS

- (i) To check monthly pay bills
- (ii) To remit statutory deductions to the concerned authorities.
- (iii) To check payments towards medical bills.
- (iv) To check payments towards Traveling Advance, Leave Travel Concession Bills
- (v) To check overtime claims
- (vi) To check Leave encashment bills, encashment of Leave Travel Concession payment bills.
- (vii) To check Professional fees - Authorised Medical Attendant bills etc.
- (viii) To check pay fixations of all the Officers of the Corporation and Staff of H.O.
- (ix) To check payments relating to Admin Section such as Telephone Bills, Petrol Bills, Repairs of Staff Car Bills, Conveyance Bills, Canteen Bills etc.
- (x) To check and reimburse Petty Cash imprest bills of Technology Mission on Cotton.
- (xi) To check and arrange recovery of expenses incurred on behalf of Technology Mission on Cotton from TMC.
- (xii) To check PR files/bills such as Hotels, Guest House, Co-op. Hsg. Societies Bills, Advertisement Bills, Mobile Telephone Bills, etc.
- (xiii) To get the accounts of the Section audited from Statutory Auditors and Government Auditors.

(8) CONTRIBUTORY PROVIDENT FUND ACCOUNT

- (i) To maintain and administer the Contributory Provident Fund, Superannuation Fund and Gratuity Fund Account.
- (ii) To examine applications of Contributory Provident Fund Non-Refundable Advance.

- (iii) To convey sanction of Non-Refundable Advance to employees/branches.
- (iv) To make final settlement of Contributory Provident Fund, Superannuation Fund and Gratuity Fund to the employees.
- (v) To maintain employee-wise Contributory Provident Fund Accounts.
- (vi) To maintain Government Pension Records.
- (vii) To fulfill all the statutory formalities of Employees Provident Fund Organisation.
- (viii) To invest funds of Contributory Provident Fund, Superannuation Fund and Gratuity Fund.
- (ix) Holding Trustee meetings of Contributory Provident Fund, Superannuation Fund and Gratuity Fund.
- (x) To maintain investment registers of Contributory Provident Fund, Superannuation Fund and Gratuity Fund.
- (xi) To maintain ledgers and Cash Book relating to Provident Fund, Superannuation Fund and Gratuity Fund.
- (xii) To maintain Annual Accounts of Provident Fund, Superannuation Fund and Gratuity Fund.
- (xiii) To get the Accounts of the Provident Fund, Superannuation Fund and Gratuity Trust audited from the Statutory Auditors.
- (xiv) To get the Books of Accounts of the Provident Fund inspected by Provident Fund Officers.
- (xv) To submit necessary returns to the Income Tax department relating to Contributory Provident Fund, Superannuation Fund and Gratuity Fund.
- (xvi) To maintain records of Employees Deposit Link Insurance Scheme (EDLIS).
- (xvii) To fulfill all the statutory formalities of Life Insurance Corporation of India Ltd., regarding EDLIS.
- (xviii) To examine House Building Advance files.
- (xix) To maintain House Building Advance Ledger of all employees.

(9) ESTATE ACCOUNTS

- (i) To check payments relating to repairs, maintenance and Annual Maintenance Contract charges relating to all equipments at Head Office.
- (ii) To check payments relating to repairs, maintenance and Annual Maintenance Contract charges of pertaining to Kalamboli Godowns.
- (iii) To release payment of bills relating to Electricity, Water Charges, Property Tax etc.
- (iv) To make statutory deductions and payment thereof to the concerned Authority.
- (v) To prepare Quarterly Income and Expenditure Accounts of Kalamboli Godowns.

- (vi) To get the accounts of the Estate Section audited from Statutory Auditors and Government Auditors.

(10) INSURANCE SECTION

- (i) To allocate Insurance business at Head Office and at branches to different Insurance Companies.
- (ii) To submit Monthly Transit Insurance Declarations to the Insurance Co.
- (iii) To arrange insurance for the Stocks/Assets Equipments at Head Office and Kalamboli godowns.
- (iv) To arrange payments of Insurance Coverage to Insurance Companies.
- (v) To review Insurance claims of Head Office and Branches.
- (vi) To get the accounts of the Section audited from Statutory and Govt. Auditors.
- (vii) To attend queries of Statutory Auditors as well as of Govt. Auditors.

(11) TAXATION SECTION

- (vii) To submit returns and timely assessment relating to Income Tax, Sales Tax, Service Tax, Navi Mumbai Municipal Corporation Cess and Works Contract Tax.
- (viii) To review and appraise to the Management branch-wise the Sales tax assessment and appeals position.
- (ix) To appraise Management the pending 'C' forms, 'BC' Forms and '24B' Forms and 'H' Forms position.
- (x) To prepare and finalize the books of accounts as per Income Tax Act.
- (xi) To get the accounts audited from Tax Auditor as per the Provisions of Income Tax Act.
- (xii) To get the accounts of the section audited from Statutory Auditors and Government Auditors.

(12) TMC ACCOUNTS

- (i) To check and reconcile the payments under MM-II, MM-III & MM-IV.
- (ii) To get the accounts of the section audited from Statutory as well as from Govt. Auditors.
- (iii) To issue Tax Deducted at Source certificate.
- (iv) To get the Accounts of Technology Mission on Cotton audited from Statutory Auditors.

(3) SECRETARIAL SECTION**(A) SET UP**

1 Company Secretary 1

2	Accounts Officer	1
3	Office Manager	1
4	Junior Assistant	1
5	Senior Steno	1

(B) FUNCTION AND DUTIES

- (i) Holding Board of Directors, Audit Committee of the Board, Annual General Meetings, Coordination Committee of Officers at Head Office.
- (ii) Holding and implementing Staff Welfare meeting, House Building Advance and General Insurance and Life Insurance thereon
- (iii) To issue notices to the concerned Directors for holding Board meetings, requesting respective Sections at Head Office to give the Board agenda, preparing the Board agenda in a presentable manner and submit the same to the Board of Directors of the Corporation.
- (iv) Convening the meeting of Board of Directors, noting the decision taken by the Board, preparing the proceedings of the Board, sending the extracts of the minutes to the concerned Sections at Head Office.
- (v) To issue notices to the concerned Directors for holding Audit Committee meetings, requesting respective Sections at Head Office to give the agenda, preparing the agenda in a presentable manner and submit the same to the Audit Committee members of the Corporation.
- (vi) Convening the meeting of Audit Committee, noting the decision taken by the Committee preparing the proceedings of the meeting, sending the extracts of the minutes to the concerned Sections at Head Office.
- (vii) Sending notices to members alongwith agenda to members of the Corporation in order to hold Annual General Meeting of the Corporation.
- (viii) Sending of Monthly Report about the financial performance, sales, purchases, exports to Ministry of Textiles including pending issues with Ministry.
- (ix) Sending Quarterly review note regarding Share Capital, Working Capital, Directors position and Board Meetings held.
- (x) Filing of Return with Registrar of Companies whenever changes in composition of Board of Directors.
- (xi) Quarterly Reports regarding personnel matters, Board level vacancies to Ministry of Textiles

- (xii) Quarterly Report regarding change in Capital to Ministry of Law, Justice and Company Affairs
- (xiii) To convene the Coordination meeting of the Sectional Heads of the Corporation at Head Office, preparing minutes and inform to the respective Sections
- (xiv) To receive applications from employees, scrutiny and submit the same House Building Advance Committee for sanction of House Building Advance/Additional House Building Advance to employees. Forwarding the documents to Legal Adviser for opinion.
- (xv) Coverage of Flat insurance of flats which are purchased by employees with help of House Building Advance
- (xvi) Sanctioning of loans to employees under Staff Welfare Benefit Fund such as
 - a. Loans for purchase of Household equipments,
 - b. Marriage loans to employees for their own marriage and their dependant children
 - c. Merit Scholarship to children of employees
 - d. Get together of employees
 - e. Relief in case of drought/flood
 - (a) Relief to employees in case of distress such as relief in case of death or permanent disablement of an employee while in service
 - (b) Funeral expenses
 - (c) Coverage of Insurance of House Building Advances/Loans paid to employees under Housing Link Group Insurance Scheme from Life Insurance Corporation Ltd.
 - (ii) Submission of Death claim under Housing Link Group Insurance Policy to Life Insurance Corporation Ltd.
 - (j) Providing necessary information for preparation of Quarterly Review Note sent to Ministry of Textiles.
 - (k) Sending Annual Report to members, Directors and various outside authorities, Institutes and Libraries.

(5) INTERNAL AUDIT SECTION

(A) SET UP

1	General Manager (Audit/Finance)	1
---	---------------------------------	---

2	Office Manager	2
3	Steno - I	1

(B) FUNCTIONS AND DUTIES

- (i) To carry out concurrent audit of the branches and Head Office on financial, operational and systems aspects and submit monthly audit reports to the head of the internal audit department at Head Office by 10th of next month.
- (ii) To visit the purchase centres and godowns during the purchase season to check the operational activities of the Centre, so as to check that the guidelines and laid down system is being followed by the Centre and to submit visit reports immediately after visit.
- (iii) To audit quarterly/annual accounts and statements of Branches/Head Office.
- (iv) To follow-up for the compliance of audit observations and rectification with the department.
- (v) To carry out other work assigned by the Management from time to time.
- (vi) To check cash vouchers - 100%.
- (vii) To check bank vouchers - 100%.
- (viii) To check physically the cash in hand - once in the month.
- (ix) To check monthly bank reconciliation of all the banks.
- (x) To check bank charges charged by banks.
- (xi) To check interest on borrowing.
- (xii) To review all the advances such as Traveling Allowance Advance, Sundry Advances, Leave Travel Concession Advances, Medical Advances etc.
- (xiii) To check bills pertaining to Human Resource Development and Administration Accounts viz. Salary bills, Travelling Allowance bills, medical Bills, Telephone Bills, Overtime Bills, Printing and Stationary Bills, Staff Car Bills etc..
- (xiv) To check bills pertaining to all Annual Maintenance Contracts taken at Head Office. Such as Annual Maintenance Contracts related to lifts, Air Conditioner's, Electrical Maintenance, Water Cooler, Fire-Fighting etc..

- (xv) To check physical Stock Of Stationary, Electrical Items, Computer Stationery etc..
- (xvi) To physically verify the fixed assets at the accounting year and lying at Kapas Bhavan, Kalamboli Godown, Air India Bldg. Office, Guest House etc..
- (xvii) To check the Transfer Memos raised by Head Office towards payment received.
- (xviii) To check debit / credit noted raised towards godown rent.
- (xix) To check stock of diesel, consumable stores, etc..
- (xx) To check the monthly trial balances.
- (xxi) To review the ledgers such as General ledger, Debtors ledger, Creditors ledger, etc..
- (xxii) To check indent position with the minutes of Purchase and Sales Committee.
- (xxiii) To check party wise unlifted bales position/Long and Short position.
- (xxiv) To check Export Invoices, Documents, Labour Board Bills, Clearing and Forwarding Agent's bills, Negotiation of Documents, Realisation of Payments thereof, auditing export credit, utilizing of Short Term Loans, Cash Credit Loans, etc..
- (xxv) To review test reports, generated by lab at Head Office.
- (xxvi) To review the leave records.
- (xxvii) To review the service books, superannuation entry, and pay fixations reports.
- (xxviii) To check arrears bills for salary/Dearness Allowance, etc.
- (xxix) To check Gratuity, Leave Encashment, Leave Travel Concession payments.
- (xxx) To review medical claims as per norms for prolong and hospitalization claims.
- (xxxi) To check mortgage deeds relating to House Building Advance and Vehicle advance.
- (xxxii) To check the statutory deductions and payment thereof.
- (xxxiii) To check/review the Insurance Claims, Taxation matters, etc.
- (xxxiv) To conduct internal audit of Technology Mission on Cotton.

- (xxxv) To check the payments by Technology Mission on Cotton under Mini Mission III and Mini Mission IV.
- (xxxvi) To send monthly progress report of Technology Mission on Cotton to Ministry.
- (xxxvii) To review Branch Audit Reports and Centre Visit Reports.
- (xxxviii) To check utilization of Export Subsidy.
- (xxxix) Preparation of Head Office Report, Technology Mission on Cotton Report.
- (xl) To check procedure followed in calling Tenders/Quotations.
- (xli) To check Purchase Reports received from Branches with the Reports submitted to Purchase and Sales Committee for review.
- (xlii) To review Heap Results, Test Results, etc.
- (xliii) To check un-lifted position of Full Pressed Bales
- (xliv) To review deposit position against sale of Full Pressed bales.

(6) LEGAL SECTION**(A) SET UP**

1	Company Secretary cum General Manager (Finance)	1
2	Manager (Legal)	1
3	Assistant Manager (Legal)	1
4	Assistant (A/c)	1
5	Junior Assistant (General)	1
6	Sr. Stenographer	1

(B) FUNCTIONS AND DUTIES**(a) LEGAL SECTION AT HEAD OFFICE**

The Functions and Duties of the Legal Section at Head Office are as under:

- i. To conduct all the Legal Cases of Mumbai and also to conduct arbitration at Mumbai.
- ii. To conduct, Legal Cases before the permanent machinery of Arbitration at New Delhi.

- iii. To give Legal Advice to the Higher Authorities in legal matters in consultation with Lawyers / Advocates.
- iv. To exercise overall supervision of the cases filed either by the Corporation or against the Corporation through any of the Corporation's Branch and to advise the branches wherever it is required.
- v. To negotiate, recommend and process advocates' fee at Mumbai and also process fee of the advocates appointed through the Branches as per their recommendation for approval of the Competent Authority.

(b) LEGAL SECTION AT BRANCH OFFICE

The Functions and Duties of the Legal Section at Head Office are as under:

- i. To conduct all the Legal Cases of the concerned Branch and also to conduct arbitration at Branch Level.
- ii. To negotiate and recommend Advocates' fee to the Head Office.
- iii. To report to Head Office the developments of Legal Cases from time to time and to seek necessary approval / advice as may be required within the rules of the Corporation.

(7) ADMINISTRATION SECTION

(A) SET UP

1	General Manager (Adm/Hindi)	1
2	Deputy Manager	1
3	Office Manager	1
4	Senior Assistant	2
5	Assistant	1
6	Telex Operator	3
7	Peon	17
8	Dablya/Palawali	3
9	Sweeper	2
10	Maintenance Staff	4

(B) FUNCTIONS AND DUTIES

- (i) Procurement and supply of stationary items to all Sections of Head Office;
- (ii) Printing of periodicals forms, slips, registers etc. as per requirements of different sections.

- (iii) Monitoring and controls of Grade- I employees, procurement and supply of their uniforms and other articles
- (iv) House Keeping
 - (i) To maintain and ensure security of entire building, equipments and assets of the Corporation including Kalamboli Warehousing complex.
 - (ii) Dak-Despatch and handling of entire dak/Tapal of the Head Office
 - (iii) Allotment of flats
 - (iv) Arrangements of various functions at Head Office including hiring of various equipments such as Public Address System, Seminars, sitting arrangements etc.

8) HINDI SECTION

(A) SET UP

1	General Manager (Hindi/Adm)	1
2	Deputy Manager	1
3	Hindi Officer	1
4	Office Manager	1
5	Assistant/Hindi typist	1
6	Stenographer Gr.I	1

(B) FUNCTIONS AND DUTIES

- (i) The Translation work from English to Hindi and vice versa and vetting thereof.
- (ii) To acquaint the officers and staff of the concerned department with the provisions of the Official Language Act, Government rules and orders relating to official language and Hindi training and to help them in implementing the same.
- (iii) To ensure proper compliance of the provisions of the Official Language Act and the orders pertaining to Hindi Teaching Scheme and Official Language Policy at Head Office and Branch Offices..
- (iv) To work as the secretary of the Official Language Implementation Committee of Corporation and convene its meetings from time to time, to prepare agenda and minutes of the meetings and to co-ordinate the action taken on the decision taken in the meetings.
- (v) To make suggestions from time to time for promoting the progressive use of Hindi and to keep liaison with Department of Official Language through proper channel.

- (vi) To prepare the reference and help literature to organise Hindi workshops and to assist the officers and staff in learning Hindi and using Hindi in official business.
- (vii) In addition to this quarterly reports of Hindi progress is also prepared by Head Office and forwarded to Official Language Deptt, and Ministry of Textiles in their prescribed proforma. Hindi workshop, Hindi Meeting, Hindi Day Programme are conducted as per rule. We are also following incentive schemes issued by Government of India and also by the Corporation itself.

9) INFORMATION TECHNOLOGY SECTION

(A) SET UP

1	Dy. Manager	1
2	Sr. Assistant	3
3	Assistant	1

(B) FUNCTIONS AND DUTIES

In pursuance of the Information Technology strategy/policy of the Corporation, the main functions and duties are as under:

- (i) Identify and prioritize the work as per the decisions taken during the Information Technology Steering Committee meeting, Co-ordination committee meeting, Rajbhasha Hindi meeting etc.
- (ii) Identify new systems for computerization and draw the plans for the design and development of the same.
- (iii) Monitor and ensure the optimum utilisation of the Information Technology resources in the corporation.
- (iv) Procurement of Hardware and Software for the Corporation.
- (v) To carry out the updation/maintenance of Corporation's website www.cotcorp.gov.in based on the data/requisition received from different sections/branches.
- (vi) To carry out Trouble-shooting of the Hardware system problems at Head Office.
- (vii) To carry out modification of existing application software installed at Head Office and Branch Offices.

- (viii) Coordination with all branches for close monitoring of Information Technology system requirements.

(10) ESTATE SECTION**(A) SET UP**

1	Deputy General Manager	1
2	Assistant Managers	1
3	Jr.Assistant	1

(B) FUNCTION AND DUTIES:

1. Construction activities of the Corporation
 - (i) Preparation of proposal for approval
 - (ii) Preparation of Estimates
 - (iii) Preparation of Tender documents
 - (iv) Process of tendering and award of contract
 - (v) Finalisation of executing agency
 - (vi) Monitoring and supervision of works
 - (vii) Processing of bills
 - (viii) Ensuring adherence of all terms and conditions of the contract
2. Repairs and Maintenance of all Estate/Properties of the Corporation;
3. Minor repair works:
 - (a) Civil work such as :
 - (i) Leakages;
 - (ii) Paintings;
 - (iii) Plumbing;
 - (iv) Sanitation;
 - (v) Petty constructions and repairs.
 - (b) Electrical works such as:
 - (i) Electrical wiring and fittings;
 - (ii) Air conditioners;
 - (iii) Elevators;
 - (iv) Generator sets and;
 - (v) Fire fighting equipments.

(11) LOGISTICS SECTION**(A) SET UP**

1	Dy. General Manager (Logistics)	1
---	---------------------------------	---

2	Assistant Manager	1
3	Office Manager	1
4	Junior Assistant	1

B) FUNCTIONS AND DUTIES

After approval of cotton bales and keeping in view the shipment schedule provided in the export contracts, shipment of bales is organised as under :

- (i) Coordinating with the local agents of the buyers and gathering information on the likelihood of opening of Letter of Credits and shipping instructions
- (ii) Advising movement of cotton bales from upcountry to Kalamboli to the respective branches, based on the above feedback as well as actual opening of Letter of Credits.
- (iii) On arrivals of bales at Kalamboli, doing 100% weighment by the independent controllers including country damage inspection, before storage of bales inside the godowns.
- (iv) Expediting shipments, arranging permission/renewal of permission from the customs, for house stuffing of cotton bales at Kalamboli Complex under customs examination.
- (v) Preparing the invoice documents as per terms of the contract, Letter of Credit and shipping instructions from the overseas buyers.
- (vi) Handing over copies of invoice documents, Letter of Credit and shipping instructions to the custom house agents for preparing shipping bills for custom approval and thereafter, organise shipments to the vessel nominated by the buyer including delivery of empty containers from the Shipping Company, house stuffing at Kalamboli, through custom examination and delivery of loaded/sealed containers to the Shipping Company before cut-off date.
- (vii) Obtaining Bill of Lading through the custom house agents (CHA) after sailing of vessel as well as final weight certificates cum country damage inspection certificates from the controller and submitting all these documents including phyto-sanitary certificate, etc., to the Export Accounts Department for preparing final documents to be negotiated with the banks.
- (viii) Close coordination with :
 - a. Kalamboli godowns on arrivals of bales, its weighment and stacking inside the godowns, stuffing operations inside the godown, labour

arrangements, movement of cargo, preparing records on arrivals and deliveries, weight notes etc.

- b. Branches on timely movement of cotton bales, with buyer agents for providing delivery orders of empty containers to CHA agents, with CHA agents in organizing timely shipments, Bill of Lading and Phyto sanitary certificates etc.
- c. Cotton Labour Board in deploying adequate number of labours at Kalamboli complex for smooth handling of arrivals and deliveries, processing of bills from Cotton Labour Board, THC advances and bills of CHA Agents.

(12) PURCHASE SECTION

(A) SET UP

1	General Manager (Purchase)	1
2	Assistant Managers	2
3	Office Manager	1
4	Sr. Assistant	1
5	Sr. Steno	1
6	Jr. Assistant	1

B) FUNCTIONS AND DUTIES

In pursuance of the role assigned to the Corporation in the Textile Policy of 1985, directives from the Ministry of Textiles and based on the Marketing Strategy finalised before commencement of every season, to prepare and implement the purchase plans for each cotton season covering inter-alia:

- (i) A Contingency Plan for undertaking Minimum Support Price operations as and when kapas prices touch the Minimum Support Price level so as to help the farmers in avoiding distress sales and get remunerative prices for their kapas produce under the Minimum Support Price operation
- (ii) To finalise necessary guidelines for purchases of below Fair Average Quality grade kapas and rate of deductions for deficient parameters, norms for opening of centres for Minimum Support Price operations and all allied preparations for effective Minimum Support Price operations.
- (iii) Appraising the Ministry of Textiles on day-to-day basis the purchases and rates being paid for different varieties under Minimum Support Price, liaison with State Government, District Administration, Agricultural Produce Market Committees and others about the conduct of Minimum Support Price operations and removal of bottlenecks, if any.

- (iv) In the absence of Minimum Support Price operations, to draw operational strategy for viable commercial operations including branch-wise purchase targets, monetary ceiling and identification of viable varieties/grades/centres etc.
- (v) Within the marketing strategy, to issue guidelines on quality parameters, norms for optimum processing results, processing of least contaminated bales, warehousing, transportation and arranging packing material like lint bondries, pallies, tarpaulins etc.
- (vi) Procedural guidelines for sale of cotton seed stocks simultaneous with purchases and periodical reviews of the same.
- (vii) Arrangements for testing of cotton samples for all branches, for quality maintenance.
- (viii) In the course of implementation of the marketing strategy, to initiate necessary actions wherever required, for smooth conduct of operations.
- (ix) Coordination with all procurement branches for close monitoring of purchase operations at Corporate level office through daily purchase reports, daily agenda, purchase ceilings, minutes, review of heap results, test reports, seed reports and related matters.

(14) SALES PROMOTION SECTION

(A) SET UP

1	Chief General Manager (Marketing)	
2	General Manager	1
3	Assistant Managers	2
4	Office Manager	1
5	Sr. Steno	1
6	Assistant	2
7	Jr. Assistant	1

(B) FUNCTIONS AND DUTIES

- (i) To maintain close rapport with the exiting customers and to further expand clientele base through interaction and visits.
- (ii) Assessment of likely market behaviour and price trend through regular interaction with the Branch Offices, customers, brokers, ginnerers, etc.

- (iii) Giving feedback to customers regarding area under cotton cultivation, production estimates, quality of variety wise kapas arrivals etc.
- (iv) Assessment of overall domestic & international cotton situation including demand, supply and consumption based on various inputs available.
- (v) Review of sales operations of the previous year to evaluate the performance.
- (vi) To review terms and conditions of sale for different segment of Buyers for the ensuring season and to discuss the same during annual Branch Manager's Conference (BMC) so as to make them more Buyer friendly.
- (vii) Fixing Branchwise/Buyerwise sale targets.
- (viii) Fixation of sale quotes for various varieties of cotton stocks available for sale after getting feed back from branches and other market sources on daily basis.
- (ix) Persuasion and follow-up for obtaining offers from Buyers/ Branches through close co-ordination on day-to-day basis.
- (x) Compilation of sales offers received from different Buyers/Branch offices for preparing the Sales Agenda for consideration by Purchase and Sales Committee at Head Office for acceptance, countering or rejection.
- (xi) Conveying sale confirmation to Branches/Buyers after due approval by Purchase & Sales Committee.
- (xii) Buyerwise sales review and contract performance.
- (xiii) Review of Buyers' complaint regarding quality, weight shortage, contamination etc. and its timely redressal.
- (xiv) Submission of various informations to Ministry of Textiles as well as replies to Government Auditors pertaining to Sales Section.

(15) EXPORT PROMOTION SECTION**(A) SET UP**

1	General Manager	1
2	Assistant Manager	1
3	Office Manager	1
4	Personal Secretary	1

(B) FUNCTIONS AND DUTIES**1. Export**

The primary function of Export Promotion Section pertains to sale of cotton in exports to various consumers worldwide either directly or through their Local Agents. The exports are effected through the mechanism of Global Tenders.

2. Import

Normally the Corporation does not import raw cotton either for its own use or for selling the same in the domestic market. The Corporation only imports raw cotton on specific indents from the mills who are regular purchasers of raw cotton from the Corporation in the domestic market on predetermined terms and conditions.

The following sub-functions comprise the main functions of export:

- (i) To keep track of international cotton price situation;
- (ii) To appraise the Export promotion Sales Committee on a daily basis
- (iii) To contact various buyers or their agents through supply of type samples, sale quotes and other related information for promoting export sales.
- (iv) To prepare working details on the basis of domestic sale price, FOB expenses and exchange rate, for the fixation of daily sale quotes by the committee.
- (v) To prepare agenda for Export promotion Sales Committee based on enquiries/offers received from international buyers or their agents;
- (vi) Preparation of export sale contracts.
- (vii) Monitoring execution of all exports including terms such as selection, approval of bales, opening of letter of credit, shipment etc.
- (viii) Liaison with the local agent of Buyers assisting export sales & shipment.

3. Branch Office Kolkata

B.O. Kolkata primarily looks after the follow up of export contracts in respect of export sales to Bangladesh after the same are raised by Head Office. The Branch Office Kolkata on receipt of the contracts from Head Office forwards the same to the agents in Bangladesh for obtaining buyer's signature. They then follow up with buyer for selection, opening of Letter of Credit, receive and store bales from spot for shipment to Bangladesh, arrange weighment by controllers, preparation of Shipping Documents and negotiate documents with the bank after the shipment for releasing the payments against Letter of Credit.

(16) PLANNING/EXTENSION/STATISTICS SECTION

(A) SET UP

1	Deputy Manager	1
2	Office Manager	1
3	Sr, Assistant	1
4	Sr. Steno	1

(B) FUNCTIONS AND DUTIES

(a) Crop forecasting and surveillance through various CCI branches.

- (i) The Centre-Incharges at various cotton growing States have been carrying out surveillance through interaction with farmers, traders and other Government authorities in respect of area, varieties sown, pest/diseases, sprays, crop conditions, arrivals, variety-wise market prices etc. and send to Branches for compilation. Branches are also compiling similar information through interaction with State Department of Agriculture, Scientists from State Agricultural Universities and traders and a comprehensive report is sent to Head Office.
- (ii) The Surveillance report is compiled every week for feedback to Ministry, concerned Sections and other organisations like, Ministry, Office of the Textile Commissioner, EICA, various buyer-mills as also CCI branches.
- (iii) Assessment of likely cotton scenario in the country and feedback to concerned section, branches and Ministry, VIP References etc.

- (b) Preparation of agenda notes for the Cotton Advisory Board.

- (c) Preparation of replies to various Parliament Questions, VIP references from MPs, Ministry of Textiles, Ministry of Agriculture and Central and State Governments,
- (d) **Preparation and submission of various reports viz.,**
Every year, the Government of India on recommendation of Commission on Agricultural Costs and Prices (CACP) fixes the Minimum Support Prices. For the purpose, a detailed report on the cotton crop situation, prices etc. is prepared and submitted to CACP. This also involves protracted correspondence with the Commission, Ministry of Agriculture, and Office of the Textile Commissioner with reference to the Report of Technical Committee of CACP, Minimum Support Price etc.
- (e) Preparation of Country Statement for the Plenary Meetings of the International Cotton Advisory Committee every year
- (f) Final Crop Estimation
In order to arrive at final crop estimation, the CAB has appointed a Sub-committee under the Chairmanship of CMD, CCI to review the final pressing based on State-wise pressing figures obtained by EICA. For this purpose, on request from EICA, the Corporation also compiles State-wise pressing figures and submit the same to the CAB.
- (g) The Corporation has formulated its Citizen Charter and displayed the same on its website. Frequent evaluation of Citizen Charter and its timely update on the Website etc., are carried out as per guidelines of Ministry.
- (h) To review the operations of the outgoing season and to plan the strategy for the ensuing cotton season, every year, the Corporation is holding the Conference of the Branch Managers. All work relating to Conference right from the stage of convening, preparation of agenda notes, compilation of the same and minutes etc.
- (i) Compilation of data from various sections and organisations like EICA, Cotton Outlook, TECOYA, Office of the Textile Commissioner, DOCD etc. for preparation of daily, weekly and monthly reports on cotton procurement, prices both kapas and lint, purchases, sales and international cotton situation to Ministry, Office of the Textile Commissioner etc.
- (j) Preparation of Board items in respect of purchase, sales etc. and material for Directors Report, Chairman's speech, press release, Ministry's Annual Report and quarterly report etc.

- (k) Compilation of material for the cotton profile, daily and frequent update of website.

(l) **Extension Activities**

- (i) Monitoring of implementation of Integrated Cotton Cultivation programme of the Corporation by various branches as also with mill buyers, compilation and analysis of results under Integrated Cotton Cultivation at conventional plot and demonstration plot and its feedback to Ministry.
- (ii) Correspondence in liaison with Technology Mission on Cotton Cell in respect of implementation of Front Line Demonstrations with various branches and other organisations with reference to the decisions in the various Committees appointed for the purpose and its feed back to Ministry etc.

(m) **Statistics**

- (i) Compilation of data in respect cotton production, productivity, stocks, imports-exports including country-wise break up, purchases, sales, consumption, prices of cotton, yarn etc. both domestic and international in liaison with various branches, sections and organisations like East India Cotton Association, Cotton Outlook, United States Department of Agriculture to build up data bank for cotton for analysis and interpretation at Corporate level.
- (ii) Feedback of data on weekly, monthly and quarterly basis to various organisations like the Office of the Textile Commissioner, Directorate of Cotton Development, Ministry etc.
- (iii) Daily update of kapas and lint prices, international prices, domestic sale prices etc., on the Website.

(17) WAREHOUSING COMPLEX

(A) SET UP

1	Dy. Manager	1
2	Assistant Manager	1
3	Assistant Manager (Engg.)	1
4	Jr. Assistant	1
5	Peon	3

6	Dablya	1
7	Maintenance staff	1

(B) FUNCTIONS AND DUTIES

- (i) Optimum utilization of the Warehousing space available so as to derive maximum revenue by renting out the space to depositors.
- (ii) In case of export of cotton utilizing the Warehousing space for storage of cotton in co-ordination with a Clearing and Forwarding section at Head Office.
- (iii) To maintain the warehousing premises for its assets in co-ordination with Estate department at Head Office.
- (iv) Warehousing Complex, Kalamboli, is merely an extended arm of the Head Office. as decision regarding renting out of space, maintenance of Godown, matters regarding Human Resource Development, Accounts etc. are finalised at Head Office.

(18) VIGILANCE SECTION**(A) SET UP**

1	General Manager	1
2	Deputy Manager	1
3	Ps to CVO	1
4	Sr. Assistant	2
5	Assistant	1
6	Steno Gr.I	1

(B) FUNCTIONS AND DUTIES

- (i) To take steps for Preventive Vigilance through surprise checks/ inspections and other means such as surveillance etc..
- (ii) To investigate and to get investigated various complaints/cases of corruption, misconduct, malpractices, irregularities etc. on the part of Officers/Staff Members.
- (iii) To initiate departmental proceedings or to refer it for criminal prosecution, as the case may be, in cases of defaults calling for departmental action/criminal prosecution.
- (iv) To exercise general check and supervision over vigilance matters and anti-corruption work in the Corporation.

- (v) To submit various reports and returns to the Ministry of Textiles/ Ministry of Industries, Central Vigilance Commission, Central Bureau of Investigation etc..
- (vi) To attend to and implement various circulars, guidelines and instructions received from the Ministry of Textiles/Ministry of industries, Central Vigilance Commission, Central Bureau of Investigation, Bureau of Public Enterprises, etc..
- (vii) To maintain close contact/liaison with CBI in identifying corrupt elements calling for watch over their conduct and work and in carrying out joint Surprise Checks/Inspections at points and in areas which are prone to corruption with a view to bring them to book.

(19) FUNCTIONS AND DUTIES OF BRANCHES

The core activities of marketing of cotton are carried out through branches located in all cotton growing States. While few branches are set up exclusively as sales branches to cater the needs of large number of mills in its area. The procurement branches also perform sale function in addition to purchase function.

(I) The duties and functions of branch are listed below:

(A) Crop estimation and infrastructural arrangements

- i) Evaluation of crop production on continuation basis and feedback to Head Office
 - ii) Depending upon expected crop production and quality of cotton, to decide on number of purchase centres to be operated under the jurisdiction of the branch.
 - iii) Depending upon number of proposed centres, deployment of staff through postings/transfers.
 - iv) Finalisation of ginning and pressing arrangements at all proposed centres.
 - v) Transport arrangements, labour contractors, warehousing, and supply of pallis/tarpaulins and other required inputs.
- (ii) **To assess buyers demand for varieties/grades.**
- (d) To meet the important buyers in the area to assess for demand of cotton, varieties, expected inventory levels, import prospects and any other important developments, which may affect the working of textile mills.
 - (e) Based on expected demand for different varieties, to decide for varieties/grades to be purchased under the branch.

- (f) To monitor closely the quality of initial arrivals through visual inspection as well as lab testing, to decide for the minimum quality parameters to be maintained for each variety/grade.
- (g) To interact with traders/ginneries/mill representatives to understand the arrivals and price trend in immediate future.
- (h) Through regular presence in all the centres, to monitor the arrivals, its qualities, kapas rates, seed rates, expected costing and decide for the entry of CCI purchases at appropriate time.
- (vii) **Liaison with buyers through daily quotations/samples/tele talks**
 - (a) Once purchases start, make constant liaison with all the buyers through daily sale quotations/regular samples and their test reports as well as visits to mills through sales officers/other officers for obtaining regular indents.
 - (b) Continuation of purchases through receipt of indents and anticipated indents for near future and keeping the inventories under control at all times.
- (viii) **Daily monitoring of purchase operations**
 - (a) Through constant interaction with purchase centres including visits to analyse the kapas rates, seed rates, processing speed, competition from traders, quantum of arrivals and quality, and decide about the pace of purchases with main aim of coverage of best quality cotton at minimum cost.
 - (b) To analyse on continuous basis, the various costing factors like lint recovery, shortage percentage, seed rates, disposal of seeds on daily basis, processing arrangements, processing cycle, for bringing about necessary improvements through centre to centre comparison, experimental outturns, surprise checks, hiring of additional factories etc.
 - (c) To arrange for dispatch of samples to customer mills, lab testing as well as for visual inspection, as an integral exercise of purchase operations to know the quality and for its improvements as well as obtain regular business from textile mills.
 - (d) Simultaneous sale and delivery of bye-product i.e. cotton seed without speculation and to ensure that all contracted seed is delivered without disputes and budgeted seed rate is finally realised through daily sales.
 - (e) Prompt offering of bales for selection/approval to the representative of visiting mills, showing them the heaps and processing arrangements of the Corporation special steps for full packing as well as least contamination so as to arouse buyers interest for repeat business.
- (ix) **Profitable operations**

(a) Through periodic reviews, to ensure that all operations are carried out successfully with some margin of profits, each centre to operate as a profit centre.

(b) In the event of disparity in rates, to increase the turnover at appropriate times and ensure operations with at least no losses at the end of season.

(x) **MSP Operations**

(a) In the event of kapas prices falling to the level of minimum support price, effect purchases of kapas of FAQ grade without any quantitative limits at MSP prices as fixed by Government of India and Textile Commissioner of India.

(b) For purchases of below FAQ grade, to pay kapas rates with suitable discounts from the minimum support price as per H.O guidelines and ensure all control measures on quality, prices, sales, etc as for commercial operations.

(c) To ensure payments of kapas to farmers within stipulated time of 10 days.

(d) To attend to grievances if any, of farmers in respect of purchases, prices, quality, through the grievance machinery set up under the chairmanship of Branch Manager/Branch Head at B.O level.

(e) If necessary, to investigate any complaint/complaints received for MSP operations from any farmer, APMC, NGO or any other party against CCI officials working under the branch for prompt remedial action.

(f) To inform details of purchases under MSP as well as prices paid to State Government Authorities on daily basis.

(g) To maintain complete transparency in MSP operations through displays at market yards and keep the farmers or farmers representative and APMC fully briefed about CCIs MSP operations.

(h) As the losses under MSP if any, are on account of Government of India, to maintain complete checks and controls to reduce the costs at every step. All cost reduction measures to be implemented alongwith best efforts for quicker sale of lint cotton as well as cottonseed, for better recovery and minimising the interest and carrying costs.

(xi) **Functions and duties of the Centre**

The field operations of the Branches (purchase) are carried out through a network of centres in the jurisdiction of each branch. Each centre is headed by a Centre Incharge who could generally be a Cotton Purchase Officer (CPO) or a Senior CPO and assisted by a junior Cotton Purchaser. The entire purchase operations, including processing, packing, transportation are directly

controlled by the Centre Incharge, assisted by Factory Incharge/Godown Incharge.

(i) The functions of Centre includes :

1. Purchase of cotton on behalf of the Corporation/Government of India and participating in auction for the same. (wherever held).
2. Weighment and unloading of kapas in the mandi/ginning and pressing factories.
3. Certification of gin entry/factory receipt of kapas;
4. Grading of kapas
5. cleaning of kapas
6. Heaping of kapas
7. Processing of kapas, which includes ginning, pressing, weighment of full pressed bales (FP bales);
8. Transportation of FP bales from factory to warehouse/godowns.
9. Delivery of despatch of FP bales as per delivery order.
10. Ensuring safety and security of all CCI stocks in all areas of operations including warding of dangers of fires, theft, pilferage, damages due to natural and man-made calamities.
11. Maintaining of records of purchase, processing, heaps, cottonseed, press bales, storage and record of other miscellaneous activities carried out at the centres.
12. Engagement and supervision of contract labour.
13. Ensuring prescribed and quality standards
14. Sale of cotton seed.
15. Daily review and proper coverage of insurance of all CCI stocks.
16. Verification and forwarding of all bills pertaining to purchase, processing, transportation, labour and other activities of the centre and timely submission of the same with all supporting documents to the Branch Office for their sanction and payments.
17. Reconciliation of record with Branch at the end of accounting year and at the end of the cotton season.

Needless to say that all the above operations should be carried out by the Centre Incharge as per the laid down purchase policy, procedure, norms and instructions issued from time to time by the Branch/Head Office of the Corporation.

(A) The duties and functions of predominantly Sales Branch are listed below:

The Corporation has set up four sales offices at Coimbatore, Madurai, Kolkata & Bangalore, which are predominantly looking after sales operations in their respective area, their general functions & duties are illustrated herein below:

- (a) To assess demand of the buyer Mills:
 - (a) To meet the important buyers in their area to assess demand for cotton, variety-wise consumption so as to focus sale efforts in the right direction.
 - (c) To project and propagate CCI cotton in the domestic as well as export market with ultimate goal of promoting sales to new buyer mills including export oriented units for increasing overall turnover.
- (ii) Liaison with the buyers:
 - (i) To visit the mills on regular intervals.
 - (ii) To send terms and conditions for sales of cotton bales.
 - (iii) The branch should make constant liaison with all the buyers by providing them variety-wise daily sale quotes, sending type samples and their test reports.
- (iv) Monitoring of sale operations:
 - (i) To have regular interaction and exchange of views from time to time with the customers in particular and the textile industry in general with regard to the cotton scenario of the country, quality of different varieties of cotton grown in a particular season, expected availability of different variety of cotton with the corporation as well as in the country as a whole, present and expected price behavior both in domestic and international market enabling them to plan procurement of their raw cotton requirement.
 1. Providing market information, price behaviour, etc. both of domestic and international customers from time to time enabling them to take decision on purchase of cotton.
 2. To project and highlight to the prospective customers the comparative advantage of purchasing cotton from CCI.
 3. To assess the variety-wise raw cotton requirement of each of the industry member to draw up sales strategy for each customer separately.
 4. To provide samples of different varieties of cotton to the prospective buyers from time to time enabling them to assess the quality of CCI cotton.
 - (vi) To obtain daily price quotes from H.O. and circulate to all the cotton consumers.

- (ix) To persuade and motivate customers to purchase cotton from CCI and obtain offers from them.
 - (x) To communicate such offers to H.O. for consideration of Purchase and Sales Committee.
 - (xi) To confirm sale to the customers of the offers accepted and persuade them to accept the counters given in case of others as well as to negotiate further and make efforts to convert them into sale.
 - (xii) To give legal shape to the sale by issuing contract for sale made and obtaining buyer's signature on them as a token of acceptance.
 - (xiii) Follow up with customers and CCI Branches for execution of the sale contracts like collection of deposit, selection of cotton, timely lifting of contracted quantity, etc.
 - (xiv) Arranging timely delivery of the bales against payment received from the customers for the sale of cotton.
 - (xv) In case of sale of cotton belonging to other branches, to co-ordinate with them to ensure timely delivery of the bales against payment received on their account.
 - (xvi) In case of sale under Godown Storage Facility (GSF), to receive requisite deposit from the customer and co-ordinate with the concerned branches for timely dispatch of the bales to GSF godown.
 - (xvii) To monitor movement of such bales in transit to ensure that the same reaches destination in time.
 - (xviii) To receive such bales in GSF godown and to ensure their safety with lock and key of CCI.
 - (xix) To follow up with the related customers to lift the bales from GSF in time.
 - (xx) To effect timely delivery from GSF against payment received or against credit limit as the case may be and maintain complete record of GSF stock.
- (xix) To provide satisfactory after sales service to the customers by arranging invoice and debit notes and other documents in time as well as settling their account by refund or collection of balance amount in their account, as the case may be, immediately after each contract is executed in full.
- (xx) Attending complaint of the customer on quality or any other matter and to ensure timely disposal of the same by effectively co-ordinating with all concerned person.
- (IV) To develop & monitor Export sale operations:

- (i) To project propagate and cultivate export sales.
- (ii) To coordinate with importers, Indian agents & concerned branch offices to ensure proper and timely execution of Export contracts.
- (iii) Arranging timely selection of bales by the representative / weighment controller of the buyers.
- (iv) To follow up timely receipt of Letter of Credit (L/C)
- (v) To scrutinize L/C and find out if it is operative as per terms of contract. In case any amendment is required same is obtained by following up with the importers through agents.
- (vi) To issue delivery instructions to the concerned branches for dispatch of bales in time through empanelled transporter and to monitor movement of bales in transit and ensure that the same reaches the destination in time.
- (vii) To receive the bales in godown and arrange bale to bale 100% weighment associating accredited international cotton controller and also the representative of importer wherever appointed.
- (viii) Preparation of export documents in terms of L/C and arranging physical dispatch of bales through accredited Carrying and Forwarding agent.
- (ix) To arrange fumigation of the consignment by authorized agencies and obtaining phythosanitary certificate from Plant Quarantine Department under Government of India.
- (x) Follow up for timely physical export of bales across the border and receive all shipping and related documents including export invoice duly certified by Customs Authority in acknowledgement of consignment delivered to them.
- (xi) Negotiation of documents as per terms of L/C and follow up receipt of proceeds.
- (xii) Follow up for receiving reimbursement against export negotiation by L/C opening Bank.
- (xiii) Claim and realize carrying charges and overdue interest for delayed reimbursement wherever becomes applicable.
- (xiv) Payment in settlement of commission claims by the agent after complete execution of export contract and realization of full proceeds against the same.

(III) Finance and Accounts at Branches

The Finance and Accounts Section at Branches are functionally under the Director (Finance). This section in each branch is headed by a Dy. General

Manager (F)/ Manager (F) / Dy. Manager (F) / Accounts Officer who is assisted by Office Manager (A) and Other Assistants.

A) Set-up of the Accounts Section at Branches -

- 1> Finance/Accounts Head of the rank of Dy.General Manager/Manager/Dy. Manager/ Accounts Officer.
- 2> Office Manager (Accounts)
- 3> Sr. Assistant/s (Accounts)
- 4> Assistant/s (Accounts)
- 5> Jr. Assistant/s (Accounts)
- 6> Stenographer to the Finance/Accounts Head.

B) Functions and Duties -

- 1> To maintain all accounts upto date of the Branch all the time.
- 2> To arrange timely funds from Head Office as per branch's requirement.
- 3> To ensure timely remittance of idle funds to Head Office.
- 4> To arrange timely authorization for Bank Operations at Branches and Centres.
- 5> To ensure Monthly Bank Reconciliation of all banks Accounts operated at branch.
- 6> To ensure proper checking and timely payments towards purchase of Kapas, Purchase of Full Press Bales, Ginning and Pressing Charges, Labour Charges, Storage Charges and other incidental charges.
- 7> To ensure deductions of statutory dues/taxes correctly and timely payment thereof to the concerned authority.
- 8> To ensure timely issue of delivery orders against full payments towards sale of Full Pressed bales, Cotton Seed and Miscellaneous items.
- 9> To ensure timely raising of Invoices, Debit Notes, carrying charges reconciliation of excess amount to parties accounts, refunds of parties.
- 10> To ensure periodical reconciliation with the National Textile Corporation subsidiaries/mills and Institutional Buyers.
- 11> To ensure receipt of Ginning and Pressing Agreement, Clearing & Forwarding Agreement and Labour Contractors Agreement before releasing payment to them.
- 12> To ensure timely payments towards Commission, Brokerage against sale of Full Pressed Bales and Cotton Seed sales.
- 13> To ensure timely payments of all dues of the Officers and Employees of the branch as per laid down rules and regulations.
- 14> To ensure timely submission and realization of documents against Letter of Credit and Bank Guarantee.
- 15> To ensure safe custody of Cash, Letter of Credit, Bank Guarantee and Other Investments and Securities.

- 16> To ensure timely submission of MIS reports, Overheads review, Reports, Monthly, Quarterly, Half Yearly and Annual accounts after due verification.
- 17> To ensure that no advances remains unadjusted for more than 3 months.
- 18> To ensure receipt of initial deposit against sale of Full Pressed bales and cottonseed.
- 19> To ensure timely payments towards Insurance Premium, recovery of refunds, submission of Insurance Claims and recovery of claims.
- 20> To ensure timely submission of various reports viz. daily dues position under Memorandum of Understanding, Transit declaration statement, claims statement, sales tax assessment position, position of pending sales tax forms, reconciliation position, debtors position etc., to Head Office as well as to the concerned coordinating branches.
- 21> To ensure timely finalisation of accounts from Statutory Auditors and Govt. Auditors.
- 22> To attend timely to queries of Internal Auditor, Statutory Auditor and Govt. Auditor.
- 23> To ensure timely collection of sales tax forms and sales tax assessments.
- 24> To ensure timely submission of returns towards statutory deductions, issue to Tax Deducted at Source Certificates and assessments from the concerned authorities.
- 25> To carry out physical verification of Assets, Stocks of Stationary and Printing, Cash Balance, Stamps in hand.
- 26> To attend all Committee meetings in the Branch as Member of Finance.
- 27> To reconcile the center records with the branch record.
- 28> To visit centers and Godowns to review the centre's operations and to rectify the stocks.
- 29> To have liaison with Bank, Insurance, Sales Tax, Income Tax Departments and local authorities.

