

The Public Enterprises Selection Board (PESB) under the Department of Public Enterprises, Govt. of India, has been assigned the responsibilities of making selection for top-level positions in Public Sector Enterprises.

The selection for the following types of appointments in PSUs are made by PESB :

1. Top Level appointments i.e. Part time Chairman, Full time Chairman, Chairman-cum-Managing Director and Managing Director
2. Functional Directors on the Board:

The members of the Board of CCI consist of the following 3 categories:

- (i) Functional Directors
- (ii) Government Directors
- (iii) Non-Official Directors i.e. Nominee Directors

CCI has provision for minimum 4 Directors and maximum of 12 Directors. At present CCI has 5 Directors as under :

i.	Part time Chairman	Vacant
ii.	Managing Director	One
iii.	Functional Directors (a) Director (Finance) (b) Director (Purchase & Sales)	Two
iv.	Part time Government Director	One
v.	Nominee Directors	Two

As per the Article 88 of the Articles of Association of the Company, the Directors shall be appointed by the President in such number and for such period as he may determine from time to time. The functional Directors so appointed shall be entitled to such pay and allowances, traveling allowance, leave, Provident Fund, medical and other facilities as may be determine by the President at the time of their appointment or thereafter. The President shall have the power to remove any Director including Chairman and Managing Director from Office at any time in his absolute discretion. The Board of Director of the Company have the general powers prescribed under the article 90 of the Articles of Association of CCI.

**JOB DESCRIPTION****MANAGING DIRECTOR : SCHEDULE `C' SCALE : 22500-600-27300**

The Chairman and Managing Director is the Chief Executive of the Corporation and accountable to its Board of Directors and Government. He is responsible for the efficient functioning of the Corporation for achieving its corporate objectives and performance parameters. He holds the direct control of HRD & Government Departments related matters.

**DIRECTOR (FINANCE) :**

Director (Finance) is a member on the Board of Directors and reports to Chairman and Managing Director. He is functionally and administratively responsible to the CMD and the Board. He is overall Incharge of Finance and accounts function of the Corporation. In addition to the above, for Finance function, he would be the Incharge of any other functions assigned by Government or Managing Director from time to time. In addition to Finance & Accounts Function, Director (Finance) holds the functional charge of Internal Audit, Legal, Secretarial, Administration and Estate Departments of the Corporation.

**DIRECTOR (PURCHASE & SALES) :**

Director (Purchase & Sales) is a member of the Board of Directors and reports to Managing Director. He is required to work out both short and long term corporate purchase policies and programme of the Corporation within the broad framework of guidelines laid by the Government of India. In addition to the above, for Purchase & Sales function, he would be the Incharge of any other functions assigned by Government or Managing Director from time to time.

**POWERS OF THE BOARD :**

The business of the Company shall be managed by the Board, who may exercise all such powers of the Company as are not, by the Companies Act, 1956 or any statutory modification thereof for the time being in force or by these Articles, required to be exercised by the Company in general meetings, subject nevertheless to the provisions of CCI Articles of Association, to the provisions of the said Act and the directives if any, the President may issue from time to time and to such regulations being not inconsistent with the aforesaid provisions, as may be prescribed by the Company in general meetings but no regulation made by the Company in general meeting shall invalidate any prior act of the Directors which would have been valid if that regulation had not been made.

**POWERS OF MANAGING DIRECTORS / FUNCTIONAL DIRECTORS :**

Subject to the provisions of Section 292 of the Act, the Board, may from time to time entrust to and confer upon the Chairman /Managing Director, Directors for the time being such of the powers exercisable under the Articles by the Board of Directors as it may think fit and may confer such powers for such time and to be exercised for such objects and purposes and upon such terms and conditions and with such restrictions as it may think expedient, and it may confer such powers either collaterally with or to the exclusion of and in substitution for all or any of the powers of the Directors in that behalf, and may from time to time, evoke, withdraw, alter or vary all or any of such powers.

**The duties and functions of various officers and employees of the Corporation are as follows:**

**(1) HUMAN RESOURCE DEVELOPMENT SECTION****(A) General Manager (Human Resource Development)**

- (i) To implement Rules, Regulation, and Guidelines issued by the Board of Directors and Managing Director.
- (ii) To control and supervise functioning of Human Resource Development Section.
- (iii) To ensure compliance of Rules and Regulations related to service matters.
- (iv) To assess the requirement of man power and deployment thereof.
- (v) To ensure disbursement of salary and wage bills and other claims.
- (vi) To maintain cordial relations between the Management and the Staff Council.
- (vii) To arrange and sponsor officers and staff for suitable training.
- (viii) To prepare agenda and minutes of the Departmental Promotion Committee/Selection Committee for consideration;
- (ix) To prepare and submit the agenda for timely meeting of the Review Committee under Service Regulation No.12 (FR 56J).
- (x) To prepare agenda & minutes for Central Joint Management Council and Bi-partite Committee Meeting.
- (xi) To prepare agenda and minutes for the Wage Negotiation Committee Meeting.

- (xii) To prepare agenda and minutes for the meeting of the Committee for Prolonged Illness.
- (xiii) Submission of periodical returns/information to the Ministry of Textiles & Department of Public Enterprises.
- (xiv) To attend and reply VIP references and Audit queries, Parliament Questions etc.

**(B) Manager (Human Resource Development) -1**

To look after the work pertaining to

- (i) Salary
- (ii) Medical claim
- (iii) TA /DA/LTC
- (iv) Leave /Leave encashment
- (v) Roster and relevant correspondence
- (vi) OT Claims of Drivers
- (vii) Increments

**(C) Assistant Managers - 2**

- (i) To scrutinise the files/proposals put up to him/her by the concerned dealing Assistant.
- (ii) To ensure that the proposals put up are as per rules & regulations and policies of the Corporation, duly approved by the Competent Authority. If any correction required in the proposal put up by the dealing Assistant, same is sent back by the Assistant Manager with requisite guidelines for the same.
- (iii) To give his view while forwarding the files/proposals to the General Manager (HRD) for his perusal/approval.
- (iv) To comply all periodical returns to the Ministry of Textiles, other Government Departments, SC/ST Commission etc.
- (v) To process any queries/guidance sought from any of the Branch Offices regarding the interpretation or implementation of Service Rules of the employees and put up the reply for the disposal of the General Manager(HRD).

**(D) (i) Office Manager - I**

Correspondence with Scheduled Caste/Scheduled Tribe/Other Backward Caste Welfare Association, National Commission, Ministry, Parliament

Question on Scheduled Caste/Scheduled Tribe/Other Backward Caste, maintenance of Quota Roster, zone-wise, cadre-wise backlog registers, submission of annual report to Ministry about backlog position.

Dealing on preparation of quarterly staff position, preparation and maintenance of zone-wise, cadre-wise staff & officers seniority list, vehicle loan/register, physically/ handicapped/ Minority, ministry returns, children education allowance, reimbursement of tuition fees, incentives under Provident Fund scheme, to look after the work relating to Contributory Provident Fund applications,

Statistical work related to vacancies, sanctioned strength etc., any other works as and when necessary.

(ii) **Office Manager - II**

Processing medical bills at Head Office, medical bills of officers at Branch Offices, approval/processing of Hospitalization rates, Appointment of Authorised Medical Attendants and their fees for Head Office/Branch Offices, submitting declaration for dependency/approval, preparing agenda for Prolong Illness Committee meeting and another other assigned from time to time.

(i) **Office Manager - III**

Settlement of Traveling Allowance/Dearness Allowance bills, & Leave Travel Concession claims, endorsement of availment of Leave Travel Concession in Service Book, preparation of schedule of Leave Travel Concession contribution towards Superannuation Scheme, work related to payment of Gratuity on retirement/death /resignation and any work assigned from time to time.

(E) **Senior Assistant -2**

All kinds of leaves, Issue of Memo as required, to put up Earned Leave application of all officers of Branches for sanction of Competent Authority, issue of E-mail communicating thereof and entries in the service book, issuance of circular in respect of leave, processing of all applications of unavailed joining period of all officers (Head Office & Branch offices) and entries thereof in service book, entry in Service Book about debiting leave towards Pension scheme and preparation of schedule regarding its valuation, Central Joint Management Council/BMC correspondence, scrutiny of document relating to vehicle advance, calling for no dues certificate from all section on death/retirement/resignation of employee, work related with Industrial relation, Maintenance of Hindi

register/returns-quarterly, preparation /issue of Annual increment orders of all officers/staff at Head Offices/Branch Offices (Officers whose service books are maintained at Head Office), outgoing /incoming register, Maintenance of Casual Leave/Compensatory Off/Restricted Holiday records in Muster/Registers for staff & Officers of Head Office and Officers of Branches, writing of monthly attendance register, maintenance of Inward/Outward register of dak of Section and distributing the same to the concerned, issue No Objection Certificate for Passport/Visa etc., Special leave to staff/union officials, forwarding of application of all employees to other organization, etc., and any work assigned from time to time.

(ii) Sr.Assistant -II -

Preparation of salary and supplementary bills as and when required, IT related works - monthly deductions from salary, entries of IT in computer, filing of annual returns, IT certificates, annual returns. Works related to Bonus/Productivity Link Incentive/Performance Incentive, Budgetary provision for final accounts, Charter, Pay Commission, Pay fixation on Promotion/Upgradation/Pay anomaly, Pay authorization on Promotion/Transfer/Representation received from Ex-employees, Pay fixation of Branches, filing works, Branch Office overtime & encashment, Processing of Dearness Allowance, Industrial Dearness Allowance and Central Dearness Allowance and works assigned from time to time.

(F) Assistant - 2

Work related to Confidential Report of all officials including upward/downward communications, compilation of Confidential Reports/Vigilance report for Departmental Promotion Committee, for review under 56 J, confirmation/extension/probation period etc., correspondence, representations connected with Confidential Report/Probation/Promotion, any work as assigned from time to time. Also do the Hindi typing work related to Human Resource Development Section. She will route all the related files through Assistant Manager (Human Resource Development).

(G) Junior Assistant

Preparation of - monthly salary bills, Contributory Provident Fund and Pension schedule, bills pertaining to Festival Advance, Welfare Loan, Merit Scholarship, children education allowance, tuition fees, House Building Advance/Additional House Building Advance and vehicle loan maintenance of their register, Head Office's encashment/OT bills, up-

keepment allowance, drawal of arrears of all officials, work related to payment of Pension on retirement/death/resignation, Pension Contribution matters and the work assigned from time to time. Look after welfare, incentives, tuition fees, reimbursement, overtime, vehicle advance, leave encashment, processing of death/retirement/resignation claims, issue of Last Pay certificate, statistical work and another works assigned from time to time.

(H) Senior Stenographer

Taking English dictation of General Manager (Human Resource Development), as well as AMs & English /Hindi typing work pertaining to Human Resource Development Section, receipt of Dak & its distribution, receipt of files & its distribution originating from General Manager (Human Resource Development)

(2) TECHNOLOGY MISSION ON COTTON SECTION

(1) *Adviser/ Chairman-cum-Managing Director (CCI)*

- Full powers for implementation of Technology Mission on Cotton project, once the project is approved by Implementation Committee, Technology Mission on Cotton (Mini Missions-III & IV).
- Release of payments to Ginning and Pressing factory owners as well as Agriculture Produce Market Committees (Agricultural Produce Market Committees) as per approval of Implementation Committee.
- Organizing seminars at national/ state level to create awareness among the farmers/marketiers and ginners. Issuance of advertisement in newspapers so as to get more and more response from ginners in the country.
- To write to State Governments for submission of proposals for development of their market yards.
- Screening for proposals for development/ modernization of market yards and Ginning and Pressing factories for grant of financial assistance under Technology Mission on Cotton.
- Being the convener of Technical Appraisal Team meeting, the proposals received are discussed and suitable proposals are recommended to Implementation Committee for consideration/ approval.

- Once the proposals are approved, he has the powers to implement the projects, monitor their progress through Monthly Progress Reports, Review meetings, etc.
- Miscellaneous duties like overall control including administration/ finance to successfully implement Technology Mission on Cotton project are also within his powers and duties.

**(2) General Manager (TMC)**

- To co-ordinate all programmes for Technology Mission on Cotton (Mini Mission III) and Technology Mission on Cotton (Mini Mission - IV).
- Administrative duties of Technology Mission on Cotton section on day-to-day basis.
- Organizing various meetings of Technical Appraisal Team, Implementation Committee and state level Review meetings along with their related activities.
- Visit to the market yards and Ginning and Pressing factories as and when needed for spot study for the proposals received from Agricultural Produce Market Committees and ginners
- Screening of proposals of Technology Mission on Cotton (Mini Mission III) received in Technology Mission on Cotton Cell.
- To review the progress of development of market yards through Monthly Progress Reports and Review meetings of respective Agricultural Produce Market Committees in the presence of Directors of respective state Governments.
- Collection of progress report from Agricultural Produce Market Committees and compilation of the same for reporting to Ministry of Textiles, Government of India, New Delhi.
- To co-ordinate all activities related with Technology Mission on Cotton (Mini Missions-III & IV).

**(3) Consultant (Mini Mission III)**

- Screening of proposals received from Agricultural Produce Market Committees for development of their market yards.
- Visit to Agricultural Produce Market Committees for spot study/ final inspections.
- Recommendation of the proposals for consideration of Technical Appraisal Team.
- Processing of bills received from Agricultural Produce Market Committees and Ginning and Pressing factory owners.

**(4) Consultant (Mini Mission IV)**

- Screening of proposals received from ginners for modernization of their Ginning and Pressing factories.
- Visit to Ginning and Pressing factories for spot study.
- Recommendation of the proposals for consideration of Technical Appraisal Team.
- Processing of bills received from Ginning and Pressing factory owners.

**(5) Accounts Officer**

- To process all bills pertaining to Mini Missions-III & IV and release of payments to respective Agricultural Produce Market Committees and Ginning and Pressing factory owners.
- To co-ordinate other transactions such as giving advance for Traveling Advance/Dearness Allowance, other purchases in Technology Mission on Cotton Cell.

**Supporting Staff**

Supporting staff attached with respective officers help them in performing duties assigned by the officers. They also attend their duties as per instructions issued by respective officers on day-to-day basis. The details are as follows:

**(6) OFFICE MANAGERS (2)****(i) Office Manager - 1**

Preliminary screening of bills and maintenance of files and records pertaining to TMC (MM-III).

**(ii) Office Manager - 2**

To attend to the duties with processing of bills and release of payment in respect of administrative duties of Technology Mission on Cotton Cell such as Traveling Allowance and other advances/ adjustments related to payment to different parties on account of purchase of various items by Technology Mission on Cotton Cell.

**(7) SENIOR ASSISTANT (1)**

Associated with Accounts Officer to process the bills pertaining to TMC (MM-III & IV).

**(8) SENIOR TELEPHONE OPERATOR (1)**

To look after dispatch and receipts of post/ drafts of Technology Mission on Cotton section.

**(9) STENOS (2)****(i) Steno - 1**

Short hand/ long typing as per direction of General Manager (TMC). She also attends telephone calls, FAX's, as well as other activities of Steno to General Manager (TMC). As and when needed her services are also availed by other officers of Technology Mission on Cotton.

**(ii) Steno - 2**

Shorthand/ long typing as per dictation provided by Accounts officer/section of TMC.

**(10) ASSISTANT (1)**

Compiles information received from Agricultural Produce Market Committees & Ginning and Pressing units from different parts of the country and prepares Monthly & Quarterly progress reports and other relevant information pertaining to Technology Mission on Cotton (Mini Missions-III & IV) to be submitted to Government of India and other agencies. Maintenance of records.

**(11) JUNIOR ASSISTANTS (2)****(i) Junior Assistant - 1**

*Associated with General Manager (TMC) for administration duties of TMC section. He is also responsible for maintenance of records/ files and providing information's on day-to-day basis and arranging meeting of Technology Mission on Cotton such a Technical Appraisal Team (Technical Appraisal Team) and Implementation Committee (IC) and other meetings.*

**(ii) Junior Assistant - 2**

*General activities of TMC section.*

**(3) PROTOCOL SECTION****(A) Assistant Manager**

- (i) To receive and to see off important visiting dignitaries such as Minister, senior Government officials, Directors & Foreign Delegates etc.
- (ii) To maintain liaison with the Air India, Indian Airlines, Foreign air lines, Private Air lines, Consulate, Customs, Air port Authority, Bureau of Civil Aviation, Central Industrial Security Force, etc.
- (iii) To arrange hotel bookings and transport for VVIP.
- (iv) Guest house booking for Government Officers, & VIP.
- (v) To arrange Publication of the Press Note. & Press Conference.
- (vi) To arrange insertion of Advertisement at local level & recommend the payment etc.
- (vii) Miscellaneous purchases;

- (viii) To maintain Corporation's Cars.
- (ix) To maintain Guest House & two flats,
- (x) Miscellaneous work as and when required.

(B) **Senior Assistant**

- (i) Correspondence with our Branch offices for related to Cars & Mobiles
- (ii) Advertisement bills - Submission & payment
- (iii) Submission of Quarterly Hindi report to Hindi section.
- (iv) Purchase of Material for Guest House as and when required .
- (v) Annual subscription for Club membership - submission & payment
- (vi) To attend Inter Media Publicity Coordination .Committee. monthly meeting.
- (vii) Lunch arrange for Mid-term/Branch Managers/Vigilance Conference at Head Office.
- (viii) Submission Drivers & Guest House's Caretaker Overtimes bills.
- (ix) Printing of Diwali & New year Greeting- Cards for Directors & Officers.
- (x) Miscellaneous work as and when required.

(c) **Junior Assistant - 1**

- (i) BPL, Orange & Dolphin Mobiles monthly bills- Submission and payment in time. Petrol Bills of Corporation Cars- Submission and payment in time.
- (ii) Corporation two Flats & one Guest House Maintenance monthly bills & Electricity monthly bills Submission and payment in time.
- (iii) Personnel insurance policies for Directors & Cars insurance policies-Renewal payments.
- (iv) Hotel bills-Submission & payment.
- (v) Air India Monthly rent Submission and payment in time thereof
- (vi) Xerox machine Maintenance bills-submission & payment in time.
- (a) To send letters through Private Courier services.
- (b) Courier monthly bills-Submission & Payment.
- (vii) Miscellaneous work as and when required.
- (viii) All Computer typing works-Hindi & English.

(d) **Junior Assistant - 2**

- (i) To maintain Logbooks of Corporation's Cars.
- (ii) Car Hiring Bills-Submission & payment.
- (iii) To maintain Advertisement & Mobiles Phone registers.
- (iv) To maintain Corporation's cars repair/maintenance register.

- (v) To book & confirmation of Railway ticket of VIP./ Officers.
- (vi) Laundry bills of Guest House - Submission & payment.
- (vii) Sweepers bill (Guest House) Submission & payment.
- (viii) Hotel lunch bills for Mid-term/BM/Vigilance Conference Submission & payment.
- (ix) Miscellaneous work as and when required.

#### **(4) FINANCE AND ACCOUNTS SECTION**

##### **(A) Powers:-**

##### **i) General Manager (Finance -It Accounts)**

##### **(i) Powers**

- a. To recommend payment for approval related to purchase of gray cloth, tarpaulins, brokerage, other items and house building loan etc.
- b. To sanction leave to employees under his control.

##### **(ii) Duties**

- (a) Preparation of projected cash flow statement and necessary information as desired by the consortium of banks before the commencement of crop season.
- (b) To renew and execute the necessary documents related to borrowing of funds under consortium arrangement with the consortium banks.
- (c) Correspondence with the consortium group of banks and non-consortium for execution of documents, monthly payment of charges, interest payment etc.
- (d) Bank authorization for the branches for operating bank accounts at branches/centers.
- (e) Payment of interest on monthly rest basis to various banks on the outstanding borrowings.
- (f) Transfer of borrowing cost to various branches on the basis of stocks held by the branches.
- (g) To attend to the queries raised by Internal Audit/Statutory Audit/Government Audit.
- (h) 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.

- (i) To supervise all the activities under Internal Trade Accounts section.
  - (j) To submit daily National Textiles dues position to management for approval.
  - (k) To submit Letter of Credit and Bank Guarantee proposals received from Branches to Purchase & Sales Committee for approval and to convey approval to the branches.
  - (l) To follow-up with the National Textile Corporation Subsidiary and National Textile Corporation (Holding Company) for payment of dues/overdues.
  - (m) To arrange printing of cheque leaves on continuous stationery for branches as well for head office as per the requirement
  - (n) To ensure safe custody of Cash, Securities, Investments, L/C, B/G and all other important documents available with the Corporate Office.
  - (o) Verification & recommendations for approval of House Building Advance Loans.
- ii) **Accounts Officer (Internal Trade and Taxation)**
- (A) **Powers**
    - a. To recommend Leave of employees of the section.
    - b. To recommend payments of gray cloth, tarpaulins, brokerage, other items etc.
  - (B) **Duties**
    - (i) To supervise Memorandum of Understanding with NTC dues position, deliveries, Resale Accts, Letter of Credit, Bank Guarantees and all work relating to Internal Trade Section.
    - (ii) To assist in finalization and audit of Internal Trade Section.
    - (iii) To reconcile accounts with National Textile Corporation (Western Region).
    - (iv) To put up the reconciliation position of all National Textile Corporation subsidiaries to Management.
    - (v) To prepare weekly dues position of National Textile Corporation (WR) and other institutional buyer and to follow up for recovery of dues.
    - (vi) To check and review the Letter of Credits opened by the Indian buyers.
    - (vii) To get the accounts of the Internal Trade Section audited from Statutory Auditors and Govt. Auditors.
    - (viii) Matters relating to Return & Assessment of Sales Tax, Service Tax, NMMC (Cess) of Head Office.

- (ix) Coordinating Taxation issue of Branches relating to Indirect taxes.
- (x) Appearing before various taxation authorities in Taxation matters representing the corporation.

### **Internal Trade Accounts**

#### **1. Office Manager (Accounts)**

##### **(i) Powers**

- a. To recommend payment, processed in his section.

##### **(ii) Duties**

- (i) To enter the payments received at Head Office in the receipt register.
- (ii) To prepare Tax Deducted at Source certificate and tax deducted at source returns for submitting to taxation section.
- (iii) To prepare monthly tax deducted at source payment voucher.
- (iv) To prepare Monthly Profit & Loss position of Internal Trade section for submission to central accounts section.
- (v) To submit delivery documents to the bank against Letter of Credit opened at HO.
- (vi) To put-up resale position received from branches on quarterly basis.
- (vii) To prepare Hypothecation Statement.
- (viii) To issue payment intimations to the branches for issuing Delivery orders based on payment received from private parties.
- (ix) To put up Debtors position on quarterly basis received from branches for review.

#### **2. Senior Assistant (Accounts)**

- (i) To verify payments relating to Marketing purchase, Extension activities. Transportation, brokerage etc.
- (ii) To prepare Daily Memorandum of Understanding (MOU) with NTC dues position.
- (iii) To issue instructions to the branches for issuing Delivery orders based on letters received from National Textile Corporation Mills.

- (iv) To prepare Weekly Memorandum Of Understanding overdue position of National Textile Corporation.
- (v) To prepare bank receipt and bank vouchers of the payments made by National Textile Corporation and other parties.
- (vi) To send transfer memos to branches for payments received at Head Office.
- (vii) To respond debit/credit advises and accordingly to send transfer memo to branches.
- (viii) To maintain Internal Trade ledger along with all schedules.

**3. Assistant (Accounts)**

- (i) To put up note for approval of Letter of Credit and Bank Guarantees received from branches. To put-up the approved message of Letter of Credit and Bank Guarantees to branches.
- (ii) To put up monthly pending invoice & debit notes position.
- (iii) Preparation of daily Long Short position.
- (iv) To prepare monthly Letter of Credit and bank Guarantee position of branches and Head office.

**Cash & Banking Section**

**i) Office Manager (Accounts)**

- (i) To monitor inward remittances of branches .
- (ii) Remittance of funds to the branches as per their requirement.
- (iii) Raising transfer memos for the funds transferred to respective branches together with the related bank charges.
- (iv) Preparation and submission of daily bank balance together with the borrowing/investment position as the case may be.
- (v) To attend to the queries raised by Internal Audit/Statutory Audit/Government Audit.
- (vi) Maintaining bank-wise ledger accounts for the funds borrowed as well as for the investments effected
- (vii) Maintaining various registers viz daily balance register, inward remittances, short-term loans & short-term deposits.

**iii) Senior Assistant (Cashier)**

- (i) To monitor the cash requirements at Head Office to meet the day-to-day office expenses and to make cash withdrawals accordingly.

- (ii) To release payments to various vendors by way of e- payment or cheques.
- (iii) To accept payments received from various parties and deposit the same with Bank of Baroda.
- (iv) To release the payments towards MM-11
- (v) To issue the receipts for payments received & to collect receipts for payments made.
- (vi) To release payments of salary & allowances to officers & staff.

iii) **Sr Assistant-1**

- (i) To approach Consortium member banks to arrange for funds for meeting the working capital requirement of the corporation.
- (ii) Arrange meeting with the consortium member banks. To place the proposal of fund requirements with consortium.
- (iii) To arrange payment of term loan tranches as and when they are due together with interest accrued thereon.
- (iv) Correspondence with the consortium member banks for execution of documents, monthly payment of charges, interest etc.
- (v) Preparation of bank authorization to the branches for operating bank accounts at branches/centres after getting approval from Competent Authority.
- (vi) Payment of interest on monthly rest basis to various banks on the outstanding borrowings
- (vii) Transfer of borrowing cost to various branches on the basis of stock held by branches.
- (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.

**Taxation Accounts (Direct Taxes)**

1] **Office Manager**

- (i) Preparation of Draft Tax Audit Report & Income Tax Return/Wealth Tax Return/Tax Deducted at Source Return of the Corporation.
- (ii) Collecting the data required for Income Tax Assessment & appeals.
- (iii) Depositing the Tax deducted at source, Service Tax & Income Tax to the Govt. in prescribed challan.

- (iv) Matters relating to Return & Assessment of Income Tax, Service Tax of Head Office.
- (v) Coordinating Taxation issue of Branches relating to Service Tax, Income tax and Tax Deducted at Source etc.
- (vi) Updating the Branches about the various amendments from time to time under the Income Tax Act and Service Tax Act to HO and Branches by issuing circulars/letters etc.
- (vii) Appearing before various taxation authorities in Taxation matters representing the corporation.

#### **Taxation Accounts (Indirect Taxes)**

##### **1] Office Manager**

- (i) Matters relating to Return & Assessment of Sales Tax/VAT, Professional Tax, NMMC (Cess) of Head Office.
- (ii) Coordinating issue of Branches relating to Sales Tax, Collection of declaration forms etc.
- (iii) Updating the Branches about the various amendments/guidelines from time to time under the Sales Tax/VAT ACT to the HO and Branches by issuing circulars/letters etc.
- (iv) Appearing before various taxation authorities in Taxation matters representing the corporation.
- (v) Preparation of Tax Return of the Head Office.
- (vi) Monthly payment of Professional Tax to the respective authorities.
- (vii) Monthly Sales Tax Returns & details regarding Pending Sales Tax Appeals.
- (viii) Review of pending 'C' forms, 24B, BC Forms & H forms etc.
- (ix) Hindi Progress Report Monthly / Quarterly.
- (x) All Sales Tax matter of HO & Branches.

##### **iv) Steno**

- (i) To take Dictation work,
- (ii) Typing Work and documentation work relating to Internal Trade accounts section

##### **4) TENANTS ACCOUNT**

##### **Assistant (Accounts)**

- (i) To prepare Debit Notes towards Rent, Electricity and Water Charges etc. for Kalamboli Godowns and SBI Life to pursue for recovery of dues.
- (ii) To accept payments and to issue receipt thereof for payments received from Tenants.
- (iii) To put up to Management outstanding dues of Tenants.
- (iv) To arrange Meeting of Godown Rent.
- (v) To maintain party-wise ledger for tenants.
- (vi) To remit the statutory deductions to the Concerned Authorities.
- (vii) To collect the TDS Certificates.
- (viii) To prepare Quarterly Return of TDS Deducted at Source.
- (ix) To pursue with the parties for outstanding dues as well as for TDS Certificates.
- (x) To get the Account of the Section Audited from Statutory Auditors as well as from Govt. Auditors.
- (xi) To attend and comply the queries of Statutory Auditors as well as of Govt. Auditors.

## 5) EXPORT/ IMPORT ACCOUNTS

### OFFICE MANAGER (ACCOUNTS)

#### a) Export Accounts

- i. To follow-up with buyers and local agents for Letter of Credits against Export Sales.
- ii. To check and review the Letter of Credits received.
- iii. To prepare Export pre-shipment and post-shipment documents for arranging shipment.
- iv. To submit export documents to the Bank for realization.
- v. To transfer funds realized against Export Sales to the concerned Branches.
- vi. To arrange payments towards Transport handling charges, Clearing and Forwarding Charges, Labour Board Payment, etc.
- vii. To put-up Export Sales / Shipment position to the Management for review.
- viii. To prepare monthly Profit and Loss Account of Export Section.
- ix. To get the accounts of the Export Section audited from Statutory Auditors and Government Auditors.
- x. To issue Tax Deducted at Source Certificate.
- xi. To prepare Annual Return of Tax Deducted at Source.

- xii. To attend and comply the queries of the Statutory Auditors as well as of Govt. Auditors.

**b) IMPORT ACCOUNTS**

- (i) To review and reconcile the old import debtors accounts. (New Global / Old Global).
- (ii) To get the accounts of the Import Section audited from Statutory Auditors and Government Auditors.

**5 SECRETARIAL SECTION**

**(I) Company Secretary-**

- (i) To call for Board agenda from respective Sections at Head Office and after taking approval from the Board, send extract to respective Sections and get action taken report.
- (ii) To hold Audit Committee Meeting of the Corporation.
- (iii) To hold co-ordination meeting of all section Heads at Head Office.
- (iv) To recommend to SBF Committee for sanction of Welfare loan
- (v) To recommend to HBA Committee for sanction of HBA/Additional HBA loan.
- (vi) To sanction leave to employees under his control.

**(ii) Accounts Officer-**

- (i) To recommend HBA/Additional HBA loans to employees, for sanctioning.
- (ii) To recommend leave of employees for sanctioning.

**b) Duties and responsibilities:**

**1. Company Secretary**

- a) 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.
- b) 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.

- c) 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.
- d) 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.
- e) Sending notices to members alongwith agenda to members of the Corporation in order to hold Annual General Meeting of the Corporation
- f) Sending of Monthly Report about the financial performance, sales, purchases, exports to Ministry of Textiles including pending issues with Ministry.
- g) Sending Quarterly review note regarding Share Capital , Working Capital, Directors position and Board Meetings held.
- h) Filing of Return with Registrar of Companies whenever changes in composition of Board of Directors.
- i) Quarterly Reports regarding personnel matters, Board level vacancies to Ministry of Textiles
- j) Quarterly Report regarding change in Capital to Ministry of Law, Justice and Company Affairs
- k) To convene the Coordination meeting of the Sectional Heads of the Corporation at Head Office, preparing minutes and inform to the respective Sections
- l) To get approval from HBA Committee for sanctioning of loans towards HBA/Additional HBA for employees of the Corporation and after getting necessary documentation, legal formality and getting approval from the Competent Authority disburse the loan.
- m) To get approval from SBF Committee for sanctioning of loans towards Staff Welfare of employees of the Corporation and disburse the loan.

## **2. ACCOUNTS OFFICER**

- a) Assisting in preparation of Agenda for HBA Committee.
  - b) Assisting in preparation of Agenda for SBF Committee.
  - c) Scrutiny of HBA Documents and recommendation for approval and disburse the loan amount after checking necessary documents and legal formalities.
  - d) To issue orders for disbursement of HBA loans.
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- e) To issue order for disbursement of SBF loans.
- 3. Office Manager
  - a) To receive application from employees, scrutiny of documents towards HBA/Additional HBA of employees of the Corporation.
  - b) Assisting in preparation of Agenda for HBA Committee.
  - c) Coverage of Flat insurance of flats, which are purchased by employees with help of House Building Advance
  - d) Payment of Flat Insurance Premium to Insurance Co. and recovery of the same from the employees.
  - e) Preparation of quarterly Hindi progress report.
  - f) Maintaining of Inward/Outward Register.
  - g) Maintaining of Flat Insurance Registers & files.
  - h) Maintaining of HBA loan files.
- 4. Sr. Stenographer
  - a) Dictation work of Company Secretary & DGM (Fin.)
  - b) Typing work of Secretarial Section, Central Accounts, Banking, CPF, etc.
  - c) Typing of all routine day-to-day work like letters, notes, statements, etc. of aforesaid sections.
  - d) Movement of day-to-day files and letters from Section of Co. Secretary cum DGM (Fin.) to other Sections and vice versa.
  - e) Attending typing works of Statutory/Government Auditors.

## 6 INTERNAL AUDIT

### (a) General Manager (Internal Audit)

- (i) To send monthly progress report of Technology Mission on Cotton to Ministry.
- (ii) To review branch audit reports and Centre Visit Reports.
- (iii) To undertake Internal Audit of Branch Office, New Delhi.
- (iv) To visit Branches to review Branch Audit Operations and to visit Centres under Branch, with the approval of the Competent Authority.

### (b) Office Manager (Internal Audit)

- (i) To check Cash Vouchers - 100%
- (ii) To check bills pertaining to ADM Accountss viz. Telephone bills, Overtime bills, Printing & Stationary bills, Staff Car bills etc.
- (iii) To check physically the cash in hand - once in the month.
- (iv) To check Monthly Bank Reconciliation off all the banks.

- (v) To check bank charges charged by banks.
  - (vi) To check interest on borrowing.
  - (vii) To review all the advances such as TA Advance, Sundry Advances, Leave Travel Concession Advances, Medical Advances etc.
  - (viii) To check bills pertaining to all AMC's taken at Head Office. Such as AMC's related to Lifts, Air Conditioners, Electrical Maintenance, Water Cooler, Fire-Fighting etc.
  - (ix) To check physically the stock of stationary, electrical items, computer stationery etc.
  - (x) To physically verify the fixed assets at the close of the accounting year lying at Kapas Bhavan, Kalamboli Godown, Air India Bldg. Office, Guest House etc.
  - (xi) To check stock of diesel, consumable stores.
  - (xii) To check the Monthly Trial Balances.
  - (xiii) To review the ledgers such as General Ledger, Party Ledger.
  - (xiv) To check indent position with the minutes of P & S Committee.
  - (xv) To review test reports, generated by lab at Head Office.
  - (xvi) To review the service Books, Superannuation Entry, and Pay Fixations.
  - (xvii) To check Arrears Bills.
  - (xviii) To check Gratuity, Leave Encashment, Leave Travel Concession payments.
  - (xix) To check Mortgage Deeds relating to House Building Advance and Vehicle Advance.
  - (xx) To check the statutory deductions and payment thereof.
  - (xxi) To conduct internal audit of Technology Mission on Cotton.
  - (xxii) To check the payments by Technology Mission on Cotton under MM III & MM IV.
  - (xxiii) To check utilization of Export Subsidy.
  - (xxiv) Preparation of Head Office Report, Technology Mission on Cotton Report.
- (c) **Office Manager (Internal Audit)**
- i) To scrutinize the Branch Internal Audit Reports.
  - ii) To check bills pertaining to EST viz. Salary bills, TA bills, Medical bills, etc.
  - iii) To scrutinize the Branch Auditors visit Reports.
  - iv) To send copy of Internal Audit reports to Vigilance section.
  - v) To review the Leave Records.
  - vi) To review medical claims as per norms, prolong & hospitalization claims.
  - vii) To feed the branch data in the Computer.
- (d) **Steno - I (Internal Audit)**
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To take dictation, typing and documentation work regarding Internal Audit, Export and Insurance Section.

## 7. LEGAL SECTION

### A. CHIEF GENERAL MANAGER(FINANCE)

The proposals put by Company Secretary cum General Manager (Finance) are vetted by Chief General Manager(Finance) who is reporting to the Chairman cum Managing Director for general administrative and financial approval.

### B. COMPANY SECRETARY CUM GENERAL MANAGER (FINANCE)

- i. He is authorised through a 'Power of Attorney' by the Competent Authority to institute and conduct legal proceedings by or against the Corporation in Mumbai.
- ii. He shall exercise supervision of the work in the Legal Section.
- iii. He shall report to Chief General Manager (Finance) for Legal related matters.

### C. MANAGER (LEGAL)

He is authorised through a 'Power of Attorney' by the Competent Authority to institute and conduct legal proceedings by or against the Corporation in Mumbai. His other duties are as under :

- i. To take part in the arbitration for or against the Corporation in Mumbai.
- ii. To attend the Court to verify complaints, written statements, Petitions, applications, Memorandum of appeals and all other papers of all kinds in respect of any legal proceedings in which the Corporation is interested and to file them in the Court.
- iii. To engage or appoint any Advocate or Counsel on behalf of the Corporation. He seeks necessary internal approval of the Competent Authority for such functions.
- iv. To file and receive back documents filed on behalf of the Corporation in any court.
- v. To take refund of the stamp duty or repayment of court fee in any legal proceedings.
- vi. To apply to any court and the officers for certified copies of the documents and papers filed in any court.
- vii. To accept Certificates of any Summons, Notice or Writ issued by any court or any officer against the Corporation and to file replies appropriately.
- viii. To do all lawful acts necessary for conducting the legal proceedings taken by or against the Corporation.

- ix. To consult and discuss with the advocates any important matter and to give his advice to the authorities in legal matters as and when required.
- x. 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.
- xi. To negotiate, recommend and process Advocates' /Arbitrators' fee at Mumbai and to process fee of the Advocates appointed through the Branches as per their recommendation for approval of Competent Authority.
- Xii. To exercise supervision of the work in the legal section at Head Office. His job includes supervision of staff.

**D. ASSISTANT MANAGER (LEGAL)**

**DUTIES OF ASSISTANT MANAGER (LEGAL):**

- i. To attend court cases/ arbitration at different courts in Mumbai with the concerned officers/ independently.
- ii. To liaison with the advocates, solicitors and counsels at Mumbai.
- iii. To assist solicitors in inspecting the documents by the parties/ their advocates.
- iv. To prepare the Agenda for Legal Review Meetings in Old Import & Export Cases.
- v. He shall reports to Manager (Legal)

**E. ASSISTANT (A/c)**

He reported to Manager (Legal)

**DUTIES OF ASSISTANT (A/c) :**

- i. To attend court proceedings / arbitration proceedings in different courts in Mumbai as and when required either alone or along with the concerned officers.
- ii. To attend meetings with solicitors and advocates as and when required either alone or with the concerned officers.
- iii. To prepare the Agenda of the review of the legal cases in the matters of FP bales and to keeps track of all such cases pending at Branches and to maintain files /records of such matters as well as service matters at Head Office.
- iv. To prepare the Agenda of review of the legal cases in the matters of the Export cases and to keep a track of all such cases pending at Head Office
- v. To keep update information in respect of RTI & to maintain file.

**F. JUNIOR ASSISTANT (General)**

She reports to Manager (Legal).

**DUTIES OF JUNIOR ASSISTANT (General) :**

- i. To prepare the Agenda of the review of the legal cases in the matters of service matters.
- ii. To keep the tracks of all files & records of the Branches in the matters of service matters.
- iii. To prepare the Agenda for Legal Review Committee in the matters of cotton seed cases and miscellaneous cases.
- iv. To keep the track of all files and records of the branches in the matters of cotton seed and miscellaneous cases.
- v. To keep the check on movements of files and to make necessary entries in the register for inward and outward dak.
- vi. To maintain payment of fees to the advocates' Register at Mumbai and to furnish the TAX DEDUCTED AT SOURCE certificate to advocates in time.

**G. SR. STENOGRAPHER**

She reports to the Manager (Legal)

**DUTIES OF SR. STENOGRAPHER**

- i. To attend to dictation work and typing of the Legal Section and also to send and receive emails of the section. To attend any other work entrusted to her from time to time.
- ii. To keep the check on movements of files and to make necessary entries in the register for inward and outward dak.

**LEGAL SECTION AT BRANCH OFFICE****BRANCH MANAGER**

The Legal Section at Branch is headed by Branch Manager who appraises the Legal Section at Head Office regarding progress and development in the legal matters and seeks necessary advice or approval of the Head Office as and where it is required. He is authorised through a 'Power of Attorney' by the Competent Authority to institute and conduct legal proceedings by or against the Corporation in the concerned Branch.

**DUTIES OF BRANCH MANAGER**

- i. To take part in the arbitration proceedings for or against the Corporation in the concerned Branch.
- ii. To attend the Court to verify plaints, written statements, Petitions, applications, Memorandum of appeals and all other relevant papers in respect of any legal proceedings in which the Corporation is interested and to file them in the court.
- iii. To engage or appoint any Advocate or Counsel on behalf of the Corporation. He seeks necessary internal approval of the Competent Authority for such functions through the Legal Section at Head Office.
- iv. To file and receive back documents failed on behalf of the Corporation in any court.
- v. To take refund of the stamp duty or repayment of court fee in any legal proceedings.
- vi. To apply to any court and the officers for certified copies of the documents and papers filed in any court.
- vii. To accept Certificates of any Summons, Notice or Writ issued by any court or any officer against the Corporation.
- viii. To do all lawful acts necessary for conducting the legal proceedings by or against the Corporation.
- ix. To consult and discuss with the advocates on important matters and to apprise the Head Office in such matters.
- x. To report to the Legal Section at Head Office on periodical basis about developments and progress of the legal cases at Branch Level.
- xi. To negotiate and recommend the advocates' / arbitrators' fee and to seek the Head Office approval of the same.

**8. ADMINISTRATION SECTION****(A) GENERAL MANAGER**

1. Making necessary arrangement for security and house-keeping for "Kappas Bhavan".
2. Making arrangement for Guest House at Belapur.
3. Supervising Annual Maintenance Contracts and other activities of Administration Section

4. To act as Nodal Officer and Grievance Officer for Citizen Charter of CCI.
5. Reporting Officer for record-keeping to National Archives of India.
6. Appointed as Liaison Officer in connection with working condition of women in CCI and Chairman of complaint Committee working for attending complaints of sexual harassment of any woman.
7. To supervise and arrange day-to-day activities of ADM Section and maintaining security and House-keeping services of the building.

**(B) Dy. Manager**

- (i) To look after the payment of all Taxes and payment of Telephone bills of officers & Electrical bills etc., in time. Timely renewal of all types of Annual Maintenance Contracts such as of Fax Machines, Acquaguard, Air Conditioners, telephone and Pest Control.
  - i. Arranging for item after following prescribed procedure i.e. calling the quotations, by putting on website and in news paper(if necessary) and apart from calling the same from existing panel.
- (iii) Preparation of Security duty chart for security staff and supervision of related work.
  - ii. Making necessary arrangements of all types of meetings to be held at Boardroom.
  - iii. Allotment of Guest House, situated at Belapur and its related works.
  - iv. Correspondence with other offices and Branch offices, for related to rent agreement, purchase of furniture etc.,
  - v. Purchase of office equipments as per norms fixed by as an when required.

**(C) OFFICE MANAGER**

1. Submission of Municipal Tax files.
2. Looking after the cleanliness of Kapas Bhavan and its related work.
3. Allocation of class - IV employees duties.
4. Submission of monthly canteen bills.
5. Contacting HP Gas dealer from time to time to supply the Gas to canteen.

**(D) SENIOR ASSISTANT**

- (i) Telephone bills of all the officers in time, correspondence with telephone department, preparation of replies to Internal Audit queries.
- (ii) Timely submission of files relating to uniforms, shoes and umbrella etc., and related allied correspondence.

- (iii) Correspondence with Branch offices, regarding rent, lease agreement, purchase of furniture etc.,
- (iv) Canteen and its related files.
- (v) Preparation of Holiday list every year.

**(E) SENIOR ASSISTANT**

1. Looking after the Annual Maintenance Contracts works such as Water Purifier, Pest Control, Air Condition & Annual Maintenance Contract of Guest House, Telephone Board etc., Submission paper in time, contacting the parties as per requirement, taking work from them etc.,
2. Collecting monthly rent of residents of Guest House,(Income Tax Colony) . Submission of file in time.
3. Submission of Annual Maintenance Contract papers of Fax Machines in time, making contacts through phone as per requirement and submitting the papers in time of their payment.

**(F) SENIOR TELEX OPERATOR**

Two employees were deputed to look after the Reception and attending the Telephone Board. Their work is related to receive the dak, which comes through courier and post.

**G TELEX OPERATOR - 1**

1. Calling quotation on yearly basis for printing and stationery.
2. Giving advertisement in the Newspaper, after receipt of the same, submit the same after verifying the papers to the committee for finalizing stationers and printers.
3. In exigency attending other related work as assigned by the incharge. Such as attending Telephone board, Reception, Daily dak and typing work of section in bilingual form.

**(H). Office Manager**

- (i) Receiving the daily dak sent by various sections, making entry in the register and then send the same to Post Office, after affixing the stamps by franking machine.
- (ii) Looking after the AMC work of Franking machine.
- (iii) Submitting the franking machine file regularly, to deposit the amount in franking machine.
- (iii) Sending the office copies to the concerned section after sending the dak.
- (iv) Making regular correspondence with the post office.

- (v) sending speed post letters received from various sections.
- (v) To carry out other works assigned by the superiors from time to time.

**(I) SECURITY AND MAINTENANCE STAFF**

- 01. To look after office premises regarding watch and ward.
- 01. To look after the office building and have a vigil over the visitors.
- 02. To receive the telegrams.
- 03. To receive post during holidays.
- 04. To maintain cleanliness of the office by supervision of the work carried out by the sweeper.

**9) HINDI SECTION**

**1. GENERAL MANAGER**

- (i) To supervise implementation of Official Language Act, related to orders issued from time to time and implementation of Annual Programme at H.O. as well as in all branches.
- (ii) To organise Hindi Workshop, Quarterly Meeting, Hindi Day as per Government directives.
- (iii) To arrange meetings and related works of Official Language Implementation Committee .
- 8. Maintaining relations with members so that target fixed by Rajbhasha Vibhag , Home Ministry, are achieved in time.

**2. DY. MANAGER**

- (i) Implementation of Section 3(3) of Official Language Act.
- (ii) To take steps to be taken to Achieve the target fixed by Rajbhasha Vibhag
- (iii) To arrange for Hindi Work-shop and Quarterly Meeting and to implemente the decision taken in the meeting.
- (iv) Translation of letters received from various sections.
- (v) Translation of Annual Report.

**3. HINDI OFFICER**

- (i) Implementation of Section 3(3) of Official Languages Act.
- (ii) Preparation of Reports Quarterly, Half Yearly and Yearly

- (iii) Scrutiny of Quarterly reports received from branch offices as well as sections from Head Office.
- (iv) Attending translation work for English to Hindi
- (v) Correspondence with Ministry / Rajbhasha Vibhag.
- (vi) Conducting of Hindi Work-shop.
- (vii) Organising Official Language Implementation Committee meeting.
- (viii) Organising Hindi Typing and Stenography Training.
- (ii) Implementation of Incentive Schemes.
- (iii) Publication of Hindi Magazine - Rajbhasha Rashmi.
- (iv) Hindi day celebration.

#### **4. OFFICE MANAGER**

- 1. Translation work - Hindi to English and vice versa
- 2. Proof reading of Rajbhasha Rashmi.
- 3. Maintaining files
- 4. Quarterly Meeting of H.O.
- 5. Assisting in organising Hindi Day/Week/Fort-night, Hindi Meeting.

#### **5. SENIOR ASSISTANT**

- (i) Maintaining Quarterly Report File
- (ii) Maintaining file of quarterly meeting/work-shop/inspection of H.O. and Branch.
- (iii) Maintaining file of Noting/Drafting Competition of Government and Corporation.
- (iv) Maintaining file of Shield competition of H.O. as well as branches.
- (v) Proof reading work related to Rajbhasha Rashmi
- 9. Maintaining Hindi Section`s file .

#### **6. HINDI TYPIST/ASSISTANT**

- 1. Doing typing work in Hindi related to Hindi Section and for other Sections` translation work .
- 2. Conducting training class for Hindi typing for the employees of our Corporation so that they are trained in the Hindi typing as per Government directives.

#### **7. STENO GR.I**

- 1. Steno to GM(ADM/H)
- 2. Taking dictation in Hindi and in English from GM (ADM/H) and Dy.M.(ADM/H)
- 3. Doing typing work for other section`s translation.

## 10) INFORMATION TECHNOLOGY SECTION

### i) Dy. Manager

- i. To identify and prioritize the work as per the decisions taken during the IT Steering Committee meetings, Co-ordination committee meeting, Hindi meeting, Government Auditing etc.
- ii. To identify new systems that need to be computerised and draw the plans for the development of the same. Monitor and ensure the optimum utilisation of the IT resources in the corporation.
- iii. To Supervise all the administrative & software development/maintenance work related to H.O. & B.O.
- iv. To ensure the implementation of IT policy in the Corporation.
- v. To design new system if any for H.O. & BOs and supervising the software development process.
- vi. To supervise the day to day IT administration work.
- vii. To carry out Trouble-shooting of the software and system problems at H.O./BOs in co-ordination with the IT staff/AMC Service provider.
- viii. To coordinate with branches on corporate monitoring of IT requirements,
- ix. To send periodical reports to Ministry and others, important correspondence/ guidelines/circulars and
- x. To supervise the section's work.

### ii) Sr. Assistant (IT) (1)

- (i) Responsible for Software Development work of H.O. and B.O. i.e. new development in software,
- (ii) Modifications of the existing software application and maintenance of the softwares. Mainly looks after the Software system for Marketing, Administration & Internal Audit System of H.O.
- (iii) Development and maintenance of the B.O. software applications for Financial Accounting, Marketing and Payroll.
- (iv) Co-ordinates for software related work and

- (v) To complete system study of Payroll, Personal Management System, Vigilance System, Financial Accounting System, Contributory Provident Fund Accounts. and Legal system at H.O.
- (vi) To take regular physical and logical backups of the data at H.O. and source code of H.O. & B.O.
- (vii) To look after the trouble-shooting related to Software & Hardware if any arise at Head Office and Branches.

iii) Sr. Assistant (2)

- (i) Responsible for Software Development work of H.O. i.e. new development in software,
- (ii) Modifications of the existing software system and maintenance of the softwares. Mainly look after the Software System for Payroll, Personal Management System, & Vigilance System of H.O.
- (iii) Website Updation & Maintainance on daily basis.
- (iv) To maintain all the paper files related with H.O. and branches.
- (v) To do trouble-shooting related to Software & Hardware if any arise at H.O.

iv) Sr.Assistant - (3)

- (i) Responsible for Software Development work of H.O. i.e. new development in software, modifications of the existing software system and maintenance of the softwares.
- (ii) To look after the Software System for Financial Accounting, Contributory Provident Fund Accounts & Legal System of H.O.
- (iii) To do the trouble-shooting related to Software & Hardware if any arise at H.O.

v) Assistant

- i) Responsible for Software Development work of B.O. i.e. new development in software, modifications of the existing software system and maintenance of the softwares.
- ii) To look after B.O. software system for Financial Accounting, Marketing and Payroll.
- iii) To do the system study of existing system of H.O. and co-ordinates for software related work
- iv) To complete system study of Payroll, Personal Management System, Vigilance System, Financial Accounting System, Contributory Provident Fund Accounts and Legal system at H.O.
- v) Responsible for the stock keeping for complete stock inventories (Software, Hardware & Consumable).

- vi) To maintain the Asset Register and Consumable Register.
- vii) To do the trouble-shooting related to Software & Hardware if any arise at H.O. He prepares the Hindi Reports.
- viii) To look after the issues related with UPS and maintenance of any hardware items at H.O.
- ix) To prepare the Insurance List for H/W and S/W items and prepare schedule for AMC for all the items at H.O. He also does the trouble-shooting related to Software & Hardware if any arise at H.O. & BOs

## **11. ESTATE**

### **I) GENERAL MANAGER (ESTATE):**

- i) Acts on all Management Functions - i.e. Planning, organizing, staffing, controlling, coordinating - of the Section.
- ii) Executes Management's decision on matters such as taking up construction activities, repairs etc. relating to the Estate Section.
- iii) Monitors and controls administration of the Section.
- iv) Engagement of Consultant/Technical experts.

#### **A. CONSTRUCTION ACTIVITIES:**

- gets the administrative/estimate approval on proposals from Competent Authority. (C.A.)
- gets the tender documents prepared through technical officers and approval from (C.A.)
- gets the tender documents notified - being placed on CCI's website/released in newspapers
- gets the tenders - so received - processed, apprises the designated committee, moves the recommendation of the committee/apprises and seeks approval of C.A.
- awards work order and gets the work executed.

#### **B. REPAIRS & MAINTENANCE WORK:**

- gets the administrative approval of C.A for Annual Maintenance Contract.
- Monitors the process of engaging the Annual Maintenance Contractors
  - i) gets proposal ready/approved by C.A.
  - ii) gets tenders notified and agencies finalized through tendering process.
- Awards work order

- Reviews the performance of annual maintenance agencies engaged for Kapas Bhavan and Kalamboli Godown Complex through respective A.M. (Estate).

Forwards bills to Finance Section after due scrutiny made by the section for the work related to Construction Activities, Repair & Maintenance work for releasing payment.

- v) Finalizes drafts of minutes of meeting submitted by the concerned A.M. (Estate) and submits the same onwards.

## II] SENIOR STENOGRAPHER

- i) Taking dictation and typing out the work of General Manager (Estate)
- ii) All typing work of the section;
- iii) Maintaining Outward register of the section
- iv) Filing work;
- v) Any other work as assigned by the higher authorities from time to time.

III	DY. MANAGER	1
	ASST. MANAGER	1

### CONSTRUCTION ACTIVITIES

As per decision, taking up construction work

- 1 Preparation of proposal for approval
- 2 Preparation of estimates
- Preparation of tender documents by engaging services of
- 3 Architect/consultant
- 4 Finalization of executing agency etc
- 5 Supervision of work /correspondance
- 6 Co-ordination /project management
- 7 Taking out measurements
- 8 Scrutinising bills & recommendation for payments
- 9 Submission of quarterly report for sending to cte/cvc as per norms

### REPAIRS & MAINTENANCE WORK

Repairs & maintenance work of civil/ interior/electrical/dg set/ lifts/air conditioning/plumbing & sanitation/fire fighting etc

- 1 Day to day interaction with elctrical/ac plant agencies for Smooth functionig of office
- 2 Receiving complaints from supervisor/technicians & take up The matter with their office for repairs.

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- 3 Receiving complaints from staff/ officers regd.civil / interior works etc
  - 4 Taking administrative approval of work
  - 5 Preparing estimate of expenses involved
  - 6
  - 7 Taking approval of competent authority for estimate & calling quotations
  - 8 Calling quotations, scrutiny & finalization of work
  - 9 Supervision of work
  - 10 Scrutinising bills & recommendation for payments
  - 11 Engaging & renewal of annual maintenance contracts
  - 12 Preparation of progress reports

**LIASONING:**

Liasoning related to const. Activities with local authorities like  
Cidco/nmmc/mseb/electrical inspector pwd / cpwd etc

**Post -1 . Sr. Assistant (Gen)**

1. Work with regard to petty cash payment. Settlement of petty cash vouchers.
2. 625 KVA DG set -taking advance for purchase of diesel and settlement with Accounts Section with regard to the same.
3. Maintenance of record with regard to purchase of diesel and entry with regard to be same to be in the a register kept for the said purpose.
4. Maintenance of outward register.
5. Filing work - maintenance of proper records of the file and keeping a register with all entries made with regard to the same.
6. Preparing and submitting of the quarterly Hindi Report statement.
7. Visiting the Electrical Office at Thane, filling up necessary quarterly from with regard to quarterly fees to be paid. Submitted of file with regard to the same.
8. Submitting of MSEB Monthly bill (Electricity supply) - submitting the details to Accounts Section for releasing cheques to MSEB.
9. Submitting of NMCC water bill to Accounts Section for releasing payment to NMCC.
10. Visiting Electrical Office at Thane, CIDCO, NMMC, CGO etc.
11. Checking of the all the drawers, chairs, window sills, etc. of Kapas Bhavan and getting the same repaired.
12. Submitting Property Tax for releasing the payment.
13. Issuance of gate pass.
14. Carrying out any other work as assigned from time to time.

**Post 2. Sr.Asst. (Estate)**

1. Supervision of proper lighting arrangement and contacting the concerned electrical/site supervisor and visiting the site with regard to the same.
2. Supervision of proper AC system and on all floors and contacting the concerned AC operators (Blue Star) on daily basis and visiting all floors to check the temperature.
3. Inspection of the working of the lift system of all the 3lifts on daily basis and in case of any defect informing M/s. Olympus Elevators P. Ltd. regd. the same and carrying out necessary repair work.
4. Inspection and supervision of proper water supply in Kapas Bhavan and in case of any leakages contacting the plumber for carrying out necessary repairs.
5. Inspection and supervision of all lighting system on all floors and replacing and changing of tubes, lamps etc. wherever found necessary with the help of the electrician.
6. Preparing and submitting of debit note for electric / water charges and property tax on monthly basis.
7. Maintenance/repairing works at CCI flats at IT Colony. Taking proposal, preparation estimates, calling for quotations after approval of Competent Authority, Finalization of tender, issuance of work order to the party, supervision of the work carried out by the contractor, taking measurement and submission of bills of the party to accounts section for releasing payment.
8. Maintaining accounts of articles stored at the ground floor, keeping of registers upto date on day to day basis.
9. Submission of letters received from branches and putting up of the same to higher authorities.
10. Getting the rectification work done in Kapas Bhvan like changing of tiles, glazing window and doors etc. carrying out supervision of the said and releasing payment to the party.
11. Carrying out any other work as and when assigned by A.M. & G. M (Estate).

**(A) Work under AMC of electrical installation in Kapas Bhavan**

1. Submitting of weekly report with regard to electrical installation and physical inspection of site and in case of requirement carryout necessary repairs.
  2. Regarding changing of consumable items and informing the party with regard to the same and carrying out the necessary work and submitting estimates and obtain advance payment from Accounts Section and purchase of articles from the market (outside).
  3. Supervision of battery, capacitor, which are being used for electrical purpose. In case, if required changing the same, call for quotations with regard to the requirement, submitting of quotations, after getting approval place orders for the same, submitting of bill to Accounts Section to releasing of payment.
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4. Receiving of AMC contract of electrical installation monthly bills, verification of the same and submission of the same to Accounts Section for releasing of payment.
5. Maintenance of register with regard to day-to-day work carried out by the agencies/parties with regard to electrical work.
6. On expiry to electrical contract, informing the party according in advance, obtaining letter from the party with regard to renewal of the contract and submitting the same to A.M. (Estate) for necessary action.
7. In case renewal is not taken then fresh tender is called from various parties. For this purpose, notification is given on our website/notice board and visiting offices like CPWD, CIDCO, NMMC and displaying the same on their notice board. Preparation of tender documents and issuance of the same to various parties after obtain necessary approval from A.M. (Estate). Taking up the matter with regard to receipt of tender documents within the stipulated time. After receiving the same, a committee is formed and after opening of tender, preparing of comparative statement and putting up the same to A.M. (Estate) for necessary action.
8. In case a new party is appointed then preparation of work order, get the same approved by A.M. (E). After obtaining approval issued of the same to the party.

**(B) Work under Annual Operation Contract of Central AC Plant in Kapas Bhavan**

1. Submitting of site report with regard to AC system and physical inspection of site and in case of requirement informing M/s. Blue Star Limited to carryout necessary works.
2. Receiving of AMC contract of AC Operation system monthly bills, verification of the same and submission of the same to Accounts Section for releasing of payment.
3. Maintenance of register with regard to day-to-day work carried out by the agencies/parties with regard to AC Operation system.
4. On expiry to AC Operation system contract, informing the party according in advance, obtaining letter from the party with regard to renewal of the contract and submitting the same to A.M. (Estate) for necessary action.
5. In case renewal is not taken then fresh tender is called from various parties. For this purpose, notification is given on our website/notice board and visiting offices like CPWD, CIDCO, NMMC and displaying the same on their notice board. Preparation of tender documents and issuance of the same to various parties after obtain necessary approval from A.M. (Estate). Taking up the matter with regard to receipt of tender documents within the stipulated time. After receiving the same, a committee is formed and after opening of tender,

preparing of comparative statement and putting up the same to A.M. (Estate) for necessary action.

6. In case a new party is appointed then preparation of work order, get the same approved by A.M. (E). After obtaining approval issued of the same to the party.

**(C) Work under Annual Maintenance Contract of Central A.C. Plant in Kapas Bhavan**

1. Submitting of site report with regard to Central AC plant and physical inspection of site and in case of requirement informing M/s. Blue Star Limited to carryout necessary works.
2. Receiving of AMC of Central AC plant half yearly bill , verification of the same and submission of the same to Accounts Section for releasing of payment.
3. Maintenance of register with regard to day-to-day work carried out by the agencies/parties with regard to Central AC plant.
4. On expiry to AMC of Central AC plant, informing the party according in advance, obtaining letter from the party with regard to renewal of the contract and submitting the same to A.M. (Estate) for necessary action.
5. In case renewal is not taken then fresh tender is called from various parties. For this purpose, notification is given on our website/notice board and visiting offices like CPWD, CIDCO, NMMC and displaying the same on their notice board. Preparation of tender documents and issuance of the same to various parties after obtain necessary approval from A.M. (Estate). Taking up the matter with regard to receipt of tender documents within the stipulated time. After receiving the same, a committee is formed and after opening of tender, preparing of comparative statement and putting up the same to A.M. (Estate) for necessary action.
6. In case a new party is appointed then preparation of work order, get the same approved by A.M. (E). After obtaining approval issued of the same to the party.

**(D) Work under Annual Maintenance Contract of Lift in Kapas Bhavan**

1. Submitting of site report with regard to Lift and physical inspection of site and in case of requirement informing M/s. Olympus Elevators Pvt. Ltd. to carryout necessary works.
2. Receiving of AMC of Lift Advance yearly bill , verification of the same and submission of the same to Accounts Section for releasing of payment.
3. Maintenance of Compliant register with regard to Lift running properly . in case of any defect informing M/s. Olympus Elevators Pvt. Ltd. regarding the same and carrying out necessary repair work.
4. On expiry to AMC of Lift, informing the party according in advance, obtaining letter from the party with regard to renewal of the contract and submitting the same to A.M. (Estate) for n. a.

5. In case renewal is not taken then fresh tender is called from various parties. For this purpose, notification is given on our website/notice board and visiting offices like CPWD, CIDCO, NMMC and displaying the same on their notice board. Preparation of tender documents and issuance of the same to various parties after obtain necessary approval from A.M. (Estate). Taking up the matter with regard to receipt of tender documents within the stipulated time. After receiving the same, a committee is formed and after opening of tender, preparing of comparative statement and putting up the same to A.M. (Estate) for necessary action.
6. In case a new party is appointed then preparation of work order, get the same approved by A.M. (E). After obtaining approval issued of the same to the party.

**(E) Work under Annual Operation Contract of Fire Fighting System in Kapas Bhavan**

1. Submitting of site report with regard to Fire system and physical inspection of site and in case of requirement informing the Agency to carryout necessary works.
2. Receiving of AMC contract of Fire Fighting system half yearly bills, verification of the same and submission of the same to Accounts Section for releasing of payment.
3. On expiry to Fire Fighting system contract, informing party in advance, obtaining letter from the party with regard to renewal of the contract and submitting the same to A.M. (Estate) for n.a.
4. In case renewal is not taken then fresh tender is called from various parties. For this purpose, notification is given on our website/notice board and visiting offices like CPWD, CIDCO, NMMC and displaying the same on their notice board. Preparation of tender documents and issuance of the same to various parties after obtain necessary approval from A.M. (Estate). 5. Taking up the matter with regard to receipt of tender documents within the stipulated time. After receiving the same, a committee is formed and after opening of tender, preparing of comparative statement and putting up the same to A.M. (Estate) for necessary action.
6. In case a new party is appointed then preparation of work order, get the same approved by A.M. (E). After obtaining approval issued of the same to the party.

## **12. LOGISTICS SECTION**

- (A) Dy. General Manager
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- (i) Daily review relating to arrivals, weight notes and scope of preparing documents by Finance Division, availability of godown capacity in Kalamboli vis-à-vis expected arrivals for proper matching.
  - (ii) Review of outstanding Bill of Ladings as also review about receipt of L/Cs and shipping instructions.
  - (iii) Review over section work for making all entries of approvals, arrivals, documents, Bill of Lading both in registers and files.
- (B) Asst. Manager
- (i) Follow up with CHA agents for receipt of Bill of Lading, documents for shipments,
  - (ii) Preparing of daily shipment reports and forwarding of reports to Finance Division.
  - (iii) Preparation of detailed report for review and other allied works.
  - (iv) Checking and follow up of all works pertaining to transporters and their Bank Guarantee/empanelment etc.
- (C) Office Manager
- (i) Making all entries of approvals, arrivals in the registers, entries of shipping instructions and proforma invoices, entries of Bill of Lading,
  - (ii) Arranging of documents for Accounts Division as well as for CHA agents and maintaining contract-wise files.
  - (iii) All works pertaining to transporters including maintenance of registers and their empanelment with details of Bank Guarantee.
- (D) Jr. Assistant
- (i) Helping in preparing sets of documents including entries in various registers.
  - (ii) Assisting the officers of the section in all tasks as per the requirement/exigency.

### **13. PURCHASE SECTION**

- (a) General Manager
- (i) Daily purchase agenda for Purchase and Sales Committee, Minutes, communication of Purchase and Sales Committee decisions to all branches.
  - (ii) Follow-up action on implementation of operational strategy for purchases at branch level
  - (iii) Periodical reviews of processing results, quality, seeds, infrastructural arrangements
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- (iv) Arranging supplies of packing materials, lint bondries and tarpaulins etc.
- (v) Close coordination with branches on corporate monitoring of purchase operations,
- (vi) Periodical reports to Ministry and others
- (vii) Important correspondence/ guidelines/circulars and
- (vii) Supervision over section work.

(b) Assistant Manager -1

- (i) Compilation of daily Purchase Agenda,
- (ii) Review of daily purchase reports,
- (iii) Review of heap results, Ginning and Pressing factories, processing arrangements and various data reports, files and correspondence with branches and
- (iv) Hindi reports.

(c) Assistant Manager - 2

- (i) Periodical review of cotton seed disposal and related correspondence, quality test reports and correspondence,
- (ii) Arrangements for procurements of Hessian cloth, Grey cloth, lint bondries, tarpaulins,
- (iii) Transportation and related matters.
- (iv) Preparation of daily MSP reports and similar other reports.

(d) Office Manager

- (i) Feeding of data of daily purchase reports,
- (ii) Preparation of daily purchase agenda, generating related reports and branch-wise purchase reports and
- (iii) General correspondence.
- (iv) Feeding of cotton seed reports on computer,
- (v) Weekly cotton seed reports,
- (vi) Branch-wise seed reports, branch-wise quality test reports and maintenance of files and records.

## **14 SALES SECTION**

- (i) **Chief General Manager:**

- i. Monitoring and control over the activities of sales section and to ensure smooth functioning.
- ii. To assess the domestic and international cotton situation and market trends.
- iii. Close interaction with various buyers/branches and develop new clientele.

**(ii) General Manager:**

- (i) Day to day supervision of Sales section,
- (ii) Co-ordination with branches regarding sale operations,
- (iii) Periodical report to Bureau of Public Enterprises, Ministry & others.
- (iv) Daily sale agenda for Purchase and Sales Committee and Minutes,
- (v) Communication of Purchase and Sales committee decisions to all branches.
- (vi) Follow-up action on implementation of Purchase and Sales committee decisions.
- (vii) Agenda for Contract Performance Review Committee for periodical review of approval, lifting and deposit position and minutes of such meetings.
- (viii) Other important correspondences, guidelines and circulars etc.

**(iii) Assistant Manager :**

- i. Preparation of market rates on the information received from BO for daily sale rate.
- ii. Preparing of Purchase and Sales Committee Agenda, Agenda points, minutes, sale confirmations.
- iii. To examine and put up correspondence received from Branches/ Buyers regarding quality complaints, weight shortage, sale of miscellaneous items, rain affected bales, regarding list of restricted buyers etc.
- iv. To examine & put-up correspondence / request / proposals received from buyers / branches for further action.
- v. To prepare Agenda for review of EMD (earnest money deposit) and lifting position fortnightly.
- vi. To prepare information for Quarterly Review Note and Memorandum of Understanding Performance Review Note.
- vii. To prepare minutes of sales review and necessary follow-up.

**(iv) Assistant Manager :**

- i. To compile and update sale contracts received from branches.
- ii. Checking and preparation of Branch Managers Conference material pertaining to sales section.
- iii. Compilation of test results of samples received from branches.
- iv. Any other work allotted from time to time.

**(v) Office Manager :**

- i. To update Buyer-wise earnest money deposit position and lifting position of bales received from various branches and prepare the same for Sales performance review meeting.
- ii. Issuance of reminders through Competent Authority to the parties regarding deposits and filing of the above correspondences.
- iii. Compilation and submission of quarterly/yearly Hindi reports to Hindi section.

**(vi) Steno Grade I :**

- i. To attend the dictation work.
- ii. To prepare minutes of lifting review meeting & sending correspondence to branches accordingly.
- iii. To prepare minutes of daily Purchase and Sales committee meeting / review meetings.
- iv. To maintain all the files required by G.M. (Sales) and to assist him in his official tasks.
- v. To send the sale confirmations to concerned branches

**(vii) Assistant :**

- i. To prepare daily long/short position, Purchase and Sales committee agenda and Agenda points.
- ii. To confirm the sale, prepare checklist and sale confirmations to concerned branches.
- iii. To update lifting position of bales received from various branches.
- iv. To prepare sets for Sales performance review meeting and sales realization over market price required to be submitted in Quarterly review note and any other information required from time to time.

- v. To prepare Branch Manager's Conference Agenda and also to submit monthly sales position to secretarial section and quarterly IT report to IT section.
- vi. To maintain sample register of samples received from various branches and to send the same to buyers.

**(viii) Assistant :**

- i. To maintain indent-wise and branch-wise register as well as opening of new files of parties/buyers and maintenance/filing of correspondences of respective buyers.
- ii. To ensure filing of sale confirmation / important letters in buyer's file.
- iii. To compile and check sale contracts received from various branches.

## **15) EXPORT PROMOTION SECTION**

### **1. General Manager**

1. Overall in-charge of Export Promotion Department.
2. Collecting and providing market intelligence regarding international price situation vis-à-vis domestic prices.
3. Assisting the Export Promotion Sales committee in deciding the right time for floating of Export Global Tender for export of raw cotton.
4. Fixation of day-to-day prices for varieties being offered in Global Tender.
5. Preparations of export agenda for Export Promotion Sales Committee meetings.
6. Scrutinizing and placing the agenda pertaining to offer/bid received against the Global Tender before the Export Promotion Sales Committee.
7. Assisting the Committee in arriving at decisions against offers/bids received.
8. Conveying Export Promotion Sales Committee's decisions regarding offers / bids received to the respective participants to the Global Tender through E-mail /Fax/Telephone.
9. Preparation of Minutes of the Export Promotion Sales Committee regarding sales concluded & counter given in exports.
10. Ensuring timely preparation of contracts.
11. Ensuring selection against respective contracts and their follow up with respective branches.
12. Follow-up with agents for opening of L/C and shipping instructions.

13. In case of delay in shipments, follow-up with buyers/their agents for arranging shipments including carrying charges in the L/C.
14. Interacting with local agents and buyers regarding their future requirements and other market intelligence.
15. To ensure processing of issues raised by the buyers/local agents by subordinate officers/employees and forwarding respective files with comments & recommendations to Director (Purchase & Sales) for final decision.
16. To ensure maximizing of sales in exports.
17. To ensure timely execution of export contracts.

## 2. Assistant Manager

1. To ensure that the tenders are circulated to ICA, Cotlook, EICA, Local agents in Mumbai and Bangladesh and B.O. Kolkata.
2. Working of day-to-day export quotes to be placed on website, sent to buyers' and B.O.Kolkata.
3. Agenda for the day incorporating offers/bids received.
4. To ensure preparation of contracts subsequent to acceptance of offers and circulation to buyers representatives, concerned branches, accounts and Logistics.
5. To attend Purchase & Sales Committee meeting in absence of Gen. Manager (Export Promotion) and putting offers to committee.
6. To follow up with local agents for selection, shipping Instruction and opening of L/C and various issues connected with export contracts as directed by Gen. Manager (Export Promotion) from time to time and sending reminders regularly for pending contracts.
7. Putting up the letters before Gen. Manager (Export Promotion) when letters are received from buyer/local agents regarding cancellation of contracts, amendments of contracts, changes in quality/quantity, extension in shipment period etc. and processing the same on noting for necessary action.
8. Preparation of various statements and records of export sales and updating the various statements as and when required by others section.
9. Liaising with Exports Accounts & Logistics section regarding all export related work. (i.e. Carting position, shipment position, etc.)
10. Ensuring that all the documents faxed contracts are being properly maintained in their respective file.

## 3. Office Manager

1. Preparation of Export Contracts sets & forwarding it to Branch Offices & agents.
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2. Preparations of contract files & maintain the same.
3. Maintenance of contract register & shipment register.
4. Contracts filing work & other gen. filing work.
5. Arranging samples for local agents/buyers.
6. Preparation of Hindi Reports & other related Hindi work.

#### 4. Personal Secretary

1. Taking down dictations for typing.
2. Preparation of Export Contracts as and when need arises.
3. To assist in the filing work.
4. Sending fax messages to various branches and local agents connected with Export work.
5. Receiving and sending E-mail to various agents and branches as and when required.
6. Any other export/import related work as and when need arises in the section.

## 16) PLANNING, EXTENTION AND STATISTICS SECTION

### 1. Chief General Manager (Marketing)

- (i) To attend to the replies, VIP references from Ministry of Textiles, Ministry of Agriculture, various State Governments.
- (ii) To attend to the Parliament Questions and other connected references.
- (iii) To prepare material for various meetings like Cotton Advisory Board, International Cotton Advisory Board, Commission on Agricultural Costs & Prices
- (iv) To attend to all issues concerning Citizen Charter
- (v) To attend to the work relating to Contract Farming and Front Line Demonstrations;
- (vi) To attend various meetings of the Technology Mission on Cotton.
- (vii) To keep liaison with other trading organisations and branches for assessing cotton production, consumption, prices both in domestic and international market.

### 2 Deputy Manager

1. Preparation of draft material for replies, reports, comments etc., on various issues concerning cotton/cotton related subjects from Ministry of Textiles, Ministry of Agriculture, various State Governments.
  2. Preparation of replies for VIP references and Parliament questions
  3. Preparation of material for CAB,
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4. Preparation of report for the meeting of Commission on Agricultural Costs & Prices for fixation of MSP, compilation of data and corresponding relating to Commission on Agricultural Costs & Prices.
5. Preparation of Country Statement for Plenary Meeting of the ICAC.
6. Maintenance of all types of statistics pertaining to cotton/textiles like production, productivity, consumption, imports-exports (including country-wise break up), purchases, sales in liaison with different sections at Head Office, Branches and other organisations for analysis and interpretation at Senior Management level as also for catering the needs of Government and other bodies.
7. Preparation of Ministry's annual report and material for quarterly review meeting by Ministry.
8. Preparation of daily/monthly/weekly reports on price movement, purchases, sales and international cotton situation to Ministry.
9. Issues concerning Citizen's Charter and relevant correspondence with the Ministry.
10. Daily and frequent update of the website of the Corporation.
11. Attend to the work concerning Extension activities in respect of Contract Farming and Front Line Demonstrations.
12. Attending to the work of the Sub-committee appointed by CAB for finalizing production based on pressing figures etc.

3. **Office Manager**

- (I) Data feeding of all statistics pertaining to cotton/textiles viz., production, consumption, export-import and kapas-lint prices, international cotton production and prices,
- (II) Preparation of daily ministry report and weekly, monthly statements for ministry,
- (III) Preparation of MIS for Ministry, to assist Dy.M (Planning) for compilation of data for preparation of various reports.
- (IV) Maintenance of all files and records pertaining to Statistics.
- (V) To update of websites and placement of daily sales quotes and other details of website.

3. **Senior Steno**

- (i) Secretarial Assistance to Dy.Manager,
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- (ii) Preparation of agenda materials for the meetings held from time to time, with the Ministry of Textiles, Ministry of Agriculture, CACP, Meeting of Committee constituted for Pressing Figures,
- (iii) Compilation of material for Profile,
- (iv) Preparation of Hindi reports, etc.
- (v) Attends to all exigency work entrusted from time to time, concerning Planning and Extension Activities Section. Maintenance of record.

#### 4. Sr. Assistant

- (i) Attending to all work related to Extension activities with reference to Integrated Cotton Cultivation (Contract Farming) and Front Line Demonstrations.
- (ii) Maintenance of record. Data feeding of information and statistics pertaining to extension activities,
- (iii) To attend to all exigency work entrusted from time to time.

#### 5. Steno Gr.I

- (i) Secretarial assistance to CGM (Mktg),
- (ii) Taking English and Hindi dictation of CGM (Mktg),
- (iii) Maintaining files and records of marketing section,
- (iv) preparation of Hindi reports,
- (v) Attend to all exigency work entrusted from time to time.

## 17) WAREHOUSING COMPLEX

### A) Dy. Manager (Incharge) :-

- (i) Proper marketing of the Warehousing space available in the complex so that utilization of space in such a way that it results in maximum revenue to the Corporation.
- (ii) To co-ordinate with the Clearing and Forwarding section at Head Office so that timely arrival/dispatch of cotton bales is done.
- (iii) To co-ordinate with the Estate Section at Head Office, so that the premises is kept in good condition.
- (iv) To ensure that the decisions taken by the committee on Godowns are implemented, and the procedure/norms laid down by the Head Office are followed.
- (v) Considering the urgency of works, to expenses upto Rs.15,000/- at a time.

- (vi) To make payments from revolving advance of Rs. 10,000/- is also assigned to the godowns to meet day to day expenses.

B) **Assitant Manager (General):-**

- (i) To supervisor the working of staff in the Warehousing Complex.
- (ii) To ensure that all the records are maintained properly by staff and handling of cotton bales is in order which includes weighment, loading/unloading stacking carting etc of bales.
- (iii) To follow up with the depositors for outstanding payment and to attend any complaint of the depositors regarding Godwns.
- (iv) To ensure that proper greenery is maintained in the complex.
- (v) To maintain petty Cash registeres is also maintained by him and the revolving advance of Rs. 10,000/- is also kept in his custody.
- (vi) To perform the work as assigned by the Godown Incharge.
- (vii) To collect documents from the Trucks
- (viii) To ensure that loading / unloading of cotton bales is done in a proper manner
- (ix) To liason with the labours/transporters for proper storage

C) **Asst.Manager (Engg.) -**

- (i) To look after the maintenance of the Complex. As and when some work, may it be civil, electrical etc., is needed,
- (ii) To prepare the proposal for the work to get approval from Head Office.
- (iii) To prepare estimates of the work
- (iv) To prepare tender documents.
- (v) To involve in finalizing the executing agency for the work
- (vi) To look after the repair and maintenance work regarding Civil, Interior, Electrical, Lifts, Fire Fighting, Plumbing and sanitation etc.
- (vii) To supervise execution of works
- (viii) To process files for final/running bills, security deposits for payments etc.
- (ix) To liason with local authorities like CIDCO, MSEB, CPWD etc. for work related to maintanance of Warehousing Complex.

D) **Junior Assistant-**

- (i) To maintaine all the records pertaining to export of cotton
- (ii) To prepare statemnt of daily arrivals, daily dispatch, summary statement as well as details of weight note

(iii) To supervise loading/unloading operations.

E) Maintenance Staff :-

(i) To assign duties to security guard.

(ii) To maintain record of incoming and outgoing vehicles

(iii) To ensure that the property of Corporation is not damaged and assets are not stolen.

F) Peon - 1

(i) Collecting the Godown Pala to be stuff into Boras.

(ii) To look after duties of general maintenance of Warehousing Complex, mainly clearing the godowns as well as outer premises

G) Peon - 2

(i) To ensure security and safety of the property of the Corporation.

H) Peon - 3

(i) Collecting godown pala to be stuffed in boras;

(ii) General maintenance of warehousing complex mainly clearing the godowns as well as outer premises.

I) Dabalaya :-

(i) Repairing the damage of cotton bales,

(ii) Collecting Godown pala and stuffing into Boras.

(iii) General maintenance of Warehousing Complex, mainly cleaning the godowns as well as outer premises

## 18) VIGILANCE SECTION

(1) General Manager(Vigilance):

(i) To attend to matters related to Vigilance in Preventive and Punitive actions. On the Preventive side, to examine in detail the commercial & administrative activities of CCI employees vis-à-vis the rules and established procedures with a view to minimize the scope for corruption/mal-practices.

(ii) To identify sensitive areas & posts in the Corporation and to keep watch on the persons posted in such areas/posts.

(iii) To undertake visits and surprise inspections of the branches and centres therein and to check the Purchase & Processing operations with reference to the laid down procedure and guidelines.

- (iv) To examine/scrutinise the inspection reports of the visiting field Officers so as to ensure and have a proper watch on the day-to-day field activities of the corporation.
  - (v) To prepare the 'agreed list' and a list of all the officers of doubtful integrity and to keep a watch on such officers.
  - (vi) To scrutinise and analyse the Annual Property Returns/statements and the intimations of transactions received from the employees for movable property and to submit the information alongwith findings/comments to the Chief Vigilance Officer.
  - (vii) To process the investigation reports and vigilance cases at various stages, inquiry reports received from the inquiry officers for final orders by Chief Vigilance Officer/Disciplinary Authority/ Appellate Authority/Reviewing Authority.
  - (viii) To assist in finalizing charge sheets, statement of imputation, list of witnesses/list of documents and to appoint Inquiry Officer/Presenting Officer and to co-ordinate with the Inquiring Authority/Presenting Officer and the Disciplinary Authority.
  - (ix) To procure necessary periodical statements/reports required by CVC, Board and Ministry.
  - (x) To supervise functions and activities of all vigilance personnel in the Corporation.
  - (xi) Any other task that the Chief Vigilance Officer/Managing Director entrust from time to time.
- (2) Deputy Manager(Vigilance):**
- (i) To analyse heap results, test results and the difference between press to delivery weight and submit the same to the General Manager and Chief Vigilance Officer.
  - (ii) To investigate and assist the investigating officers in investigation of complaints, cases of corruption, malpractices and irregularities, etc..
  - (iii) To scrutinize and process Property Returns and the information received from staff/officers for purchase/sale of immovable property etc.

- (iv) To scrutinize the inspection/surprise reports of the Vigilance officers and to follow up with the concerned branch for necessary improvement or action on the inspection/surprise reports.
- (v) To analyse the cases for rotational transfer and to process files periodically through General Manager (Vig) to Chief Vigilance Officer/ Competent Authority.
- (vi) To co-ordinate with the field Vigilance Officers and to assist in preparing chargesheet/statement of imputation/orders etc. to be passed by the Disciplinary Authority
- (vii) To attend various correspondence from the branches and other sections at Head Office.
- (viii) Any other vigilance/management related work or activity.

**(3) Office Manager/Assistant:**

The work related to branches have been divided in three zones such as Northern Zone, Southern Zone and Central Zone. The Central Zone includes Head Office also and the work is divided in three staff members. The details of the work attended by the Office Manager/Assistant is as under:-

- (i) Submission/Processing of:-
  - (a) Reports/correspondences received from Branch Vigilance Officer/any other source,
  - (b) Complaints received from various sources,
  - (c) Correspondence/reports relating to Departmental Enquiry,
  - (d) Annual Property Returns/Intimation/declaration of properties
- (ii) Maintenance of various files and registers such as Complaint Register, Penalty Register, D.E. Register, Movement Register, Indoor Register etc.
- (iii) Processing of Circulars, Office Memorandum, letters, etc. received from Ministry, CVC, BPE, CBI, etc. and implementation of their guidelines, etc.
- (iv) Preparation and submission of monthly/quarterly/half yearly/annual returns to the Ministry of Textiles/CVC/Board etc..

- (v) Work relating to preparation and maintenance of 'Agreed List' of suspected Officer to Gazetted/NonGazetted or equivalent status and correspondence relating thereto with CBI, Ministry, Branches, etc.
- (vi) Work relating to preparation and maintenance of 'List of Officers/Staff Members of Doubtful Integrity' and correspondence relating thereof with CBI, Ministry, Branches, etc.
- (vii) Putting up quarterly/annual report to the Board of Directors, Performance Review Meeting, etc.
- (viii) English/Hindi typing work/any other work that may be assigned from time to time and to ensure timely compliance of the same.
- (ix) Dispatch of circulars, letters issued by Vigilance Section etc..
- (4) Steno Grade I.:**
  - (i) Steno to General Manager (Vigilance)
  - (ii) Maintenance of Movement Register.
  - (iii) Receiving DAK, files, documents marked to Vigilance Section
  - (iv) Steno/Typing work in Hindi.
  - (v) Typing work as assigned/allocated from time to time.

#### **ROLE & FUNCTIONS OF VIGILANCE OFFICERS:**

Though detection and punishment of corruption and other malpractices are certainly important, what is more important is taking preventive measures instead of hunting for the guilty in the post corruption stage. Therefore, the role and functions of Vigilance Officers have been broadly divided in to two parts, which are (I) Preventive and (II) Punitive.

#### **(I) On The Preventive Side:**

#### **(A) The Vigilance Officers undertake various measures, which include:**

- (i) To examine in detail the existing Rules and procedures of the Organisation with a view to eliminate or minimise the scope for corruption or malpractices;

- (ii) To identify the sensitive/corruption prone spots in the Organisation and keep an eye on personnel posted in such areas;
- (iii) To plan and enforce surprise inspections and regular inspections to detect the system failures and existence of corruption or malpractices;
- (iv) To maintain proper surveillance on officers of doubtful integrity; and
- (v) To ensure prompt observance of Conduct Rules relating to integrity of the Officers, like
  - (a) The Annual Property Returns;
  - (b) Gifts accepted by the officials
  - (c) Benami transactions;
  - (d) Regarding relatives employed in private firms or doing private business etc.

**(B) TENDERING:**

As per the instructions of Central Vigilance Commission, there should be greater transparency in the procurement and tendering process, thereby, wider publicity needs to be given including display the whole tender document on the Website, wherever the value of contract exceeds Rs. 25,000/-. The Vigilance Officer should verify whether the instructions of CVC with regard to finalisation of tendering process has been followed at each stage and no undue favour is shown to any particular party.

**(II) On The Punitive Side:**

- (i) To ensure speedy processing of vigilance cases at all stages. In regard to cases requiring consultation with the Central Vigilance Commission, a decision as to whether the case had a vigilance angle shall in every case be taken by the CVO who, when in doubt, may refer the matter to his administrative head, i.e. Secretary in the case of Ministries/Departments and Chief Executive in the case of public sector organisations;
- (ii) To ensure that charge-sheet, statement of imputations, lists of witness and documents etc. are carefully prepared and copies of all the documents relied upon and the statements of witnesses cited on behalf of the disciplinary authority are supplied wherever possible to the accused officer alongwith the charge-sheet;
- (iii) To ensure that all documents required to be forwarded to the Inquiring Officer are carefully sorted out and sent promptly;

- (iv) To ensure that there is no delay in the appointment of the Inquiring Officer, and that no dilatory tactics are adopted by the accused officer or the Presenting Officer;
- (v) To ensure that the processing of the Inquiry Officer's Reports for final orders of the Disciplinary Authority is done properly and quickly;
- (vi) To scrutinise final orders passed by the Disciplinary Authorities subordinate to the Ministry/Department, with a view to see whether a case for review is made out or not;
- (vii) To see that proper assistance is given to the C.B.I. in the investigation of cases entrusted to them or started by them on their own source of information;
- (viii) To take proper and adequate action with regard to writ petitions filed by accused officers;
- (ix) To ensure that the Central Vigilance Commission is consulted at all stages where it is to be consulted, however consultation with CVC is not necessary/required in such cases where the employee is convicted by the court of law in criminal charges and that as far as possible, the time limits prescribed in the Vigilance Manual for various stages are adhered to;
- (x) To ensure prompt submission of returns to the Commission;
- (xi) To review from time to time the existing arrangements for vigilance work in the Ministry/Department for vigilance work subordinate officers to see if they are adequate to ensure expeditious and effective disposal of vigilance work;
- (xii) To ensure that the competent disciplinary authorities do not adopt a dilatory or law attitude in processing vigilance cases, thus knowingly otherwise helping the subject public servants, particularly in cases of officers due to retire;
- (xiii) To ensure that cases against the public servants on the verge of retirement do not lapse due to time-limit for reasons such as misplacement of files etc. and that the orders passed in the cases of retiring officers are implemented in time; and
- (xiv) (a) To ensure that the period from the date of serving a charge-sheet in a disciplinary case to the submission of the report of the Inquiry Officer, should, ordinarily, not exceed six months.

- (b) In order to fulfill these duties, the Vigilance Officers seek guidance and directions from the General Manager (Vigilance) at Head Officer who is assisted by a Deputy Manager and 3 assistants under the overall supervision of the Chief Vigilance Officer.
- (xv) Monthly reports/Quarterly reports/Reports to Ministry/Central Vigilance Commission etc. Board agenda of vigilance matters and any other such work connected to Vigilance section is attended to by General Manager (Vigilance) with the assistant of the Vigilance Section.

## 20 BRANCH OFFICE

### BRANCH HEAD

Powers of the General Manager are as per the Delegation of powers circulated by the Corporate office.

#### (A) CROP SURVEILLANCE:

- a) Assessment of cotton sowing area in different Cotton growing Dists.
- b) Assessment of Varieties sown such as, Hybrids, Bt. Cotton in different cotton sowing Areas.
- c) Periodical assessment of weather report.
- d) Assessment of standing crop at various fields and to ascertain the pest attack if any  
From time to time.
- e) Reporting of Weather report of cotton growing Dists. to the Corporate office.

#### (B) PURCHASE, PROCESSING AND SALES :

- (i) Purchase
-

- a) Finalisation of Ginning and Pressing factories and finalisation of transportation of Kapas and FP Bales and finalisation of transportation of FP Bales for Exports.
- b) Identification of Purchase centers under C.P. & MSP operations.
- c) Procurement of kapas under CP & SP operations at APMC Market Yards.
- d) Procurement of kapas under Minimum support price operations has to be made By following MSP guidelines issued by the Corporate office.
- e) Weighment of kapas at Market yards.
- f) Transportation of kapas from APMC Market yards to the Ginning and Pressing factories situated at various centers.
- g) Unloading of kapas at the factories.
- h) Heaping of kapas at the factory premises.
- i) Processing of kapas from kapas stage to F.P. Bales.
- j) Weighment of F.P. Bales.
- k) Transportation of F.P. Bales from factories to Storage points.
- l) Storgage of F.P. Bales in CWC/SWC/PRIVATE GODOWNS.
- m) Sale of cotton seed to various cotton seed crushers/buyers.
- n) Sale of Misc. items such as cowdy and gin Jump.
- o) Coverage of Insurance for the stocks stored in Ginning and Pressing factories and godowns.
- p) Coverage of Transit insurance for kapas/lint/FP Bales.
- q) Sale of F.P. Bales by obtaining offers from the different buyer Mills in domestic and Exports and forwarding of offers to Purchase and Sales Committee at Head Office and after obtaining the confirmation of offers, the Branch has to give the confirmation to the buyer Mills and raise the sale contracts. And in case, if any counter offer received from P & S Committee at Corporate office, the same has to be informed to the buyer Mills for their consideration and after confirming the counter offers offered by the P & S Committee, the contracts shall be raised by the Branch Office in favour of the Mills.
- r) Delivery of F.P. Bales/Cottonseed and Misc. items, on receipt of the payment and after making weighment.

(ii) **PROCESSING:**

1. Assessment of Crop prospects.
  2. Finalisation of Ginning and Pressing factory rates.
  3. Finalisation of Transportation rates for kapas from Market yards to Ginning and Pressing factories and bales to godowns respectively.
  4. Finalisation of Transportation rates for Exports.
  5. Finalisation of Printing and Stationery items.
  6. Identification of procurement centers at various cotton growing Dists. depending upon the size of the crop and economic viability.
-

7. To draw the contingency plan for MSP operations.
8. To make arrangements for storage requirements.
9. To assess the requirements for Misc. items such as, packing of cloth, tarpaulins etc.
10. To assess the quality parameters for procurement of kapas for different varieties/  
Grades based on the initial arrivals and to fix the stipulated parameters in consultation with corporate office.
11. To undertake purchases under Commercial operations within the financial Ceilings given by the corporate office.
12. To undertake operations under MSP whenever the prices fall below the MSP Level and to follow the MSP guidelines given by the Corporate office, especially, with regard to deductions to be made for the quality procured below FAQ.
13. To fix the variety wise target, center wise for procurement of kapas based on Demand and supply under commercial operations.
14. To conduct periodical field staff meetings during the season.
15. To ensure the procurement operations both under commercial and MSP as per Marketing strategy given by the Corporate office.
16. To make periodical visits to the centers to ensure the quality of procurement of kapas made by the centers and processing thereof and to ascertain the realistic budgeting of lint percentage, shortage from time to time.
17. Overall review of heap results/ test results.

(iii) **SALES:**

1. To make efforts by constant persuasion with the buyer mills in local area and also with the buyer mills situated in other States for promotion of sales of Full Pressed Bales.
2. Submission of periodical information such as weather report, crop development, Consumption pattern of the mills etc. to the buyer mills.
3. To make visits to the mill buyers situated in local area and also in other States Periodically to assess the consumption pattern of the mills and their requirements.
4. To organize sending of samples of various varieties to all the buyer mills Periodically.
5. To attend the buyer mills whenever they are visiting to the Branch office mainly  
In respect of appraising the quality of cotton available and sometimes accompanying with buyer mills for selection.
6. To attend complaints if any raised by the buyer mills.

7. To ensure after sales service to the fullest satisfaction of the buyer mills mainly in respect of delivery of bales and settlement of accounts etc.
8. To make periodical visits to the storage points to ascertain the quality of packing etc.
9. To conduct Branch P & S Committee meeting on day to day basis to analyse the day to day procurement of kapas at various centers mainly with reference to the ceilings given from BO and to note the sale of FP Bales.
10. To review the receipt of deposits from various buyer mills and lifting position on weekly basis.
11. Periodical review of heap results and comparison of lint percentage from one center to nearby center.
12. Periodical review of test results and to communicate the deficiencies in test results to the Centres Incharge for bringing improvement in future procurements.
13. Review of weekly cotton seed lifting position.
14. To conduct open auctions for disposal of Misc. items at the end of the season.
15. To look after over all Administration of the Branch as Branch Head consisting of Establishment, Administration, Accounts, Vigilance, Audit and Marketing.
16. To follow the guidelines received in the form of Circulars from Corporate office from time to time.

**C. ESTABLISHMENT, ADMINISTRATION AND LEGAL :**

**(i) Establishment:**

01. Periodical sanction of annual increment
02. Sanction of leaves/ E.Ls for Office/ Field staff.
03. Sanction for release of Pay & allowances.
04. Sanction for release of Advances
05. Writing of C.Rs of the Office/ Field staff
06. Rotational transfers for Office / Field staff
07. Approval for Medical reimbursement

**(ii) Administration:**

01. Overall administration of the branch.

**(iii) Legal:**

- i. To take part in the arbitration proceedings for or against the Corporation in the concerned Branch.
- ii. To attend the Court to verify complaints, written statements, Petitions, applications, Memorandum of appeals and all other relevant papers in respect of any legal proceedings in which the Corporation is interested and to file them in the Court.

- iii. To engage or appoint any Advocate or Counsel on behalf of the Corporation. He seeks necessary internal approval of the Competent Authority for such functions through the Legal Section at Head Office.
- iv. To file and receive back documents filed on behalf of the Corporation in any court.
- v. To take refund of the stamp duty or repayment of court fee in any legal proceedings.
- vi. To apply to any court and the officers for certified copies of the documents and papers filed in any court.
- vii. To accept Certificates of any Summons, Notice or Writ issued by any court or any officer against the Corporation.
- viii. To do all lawful acts necessary for conducting the legal proceedings by or against the Corporation
- ix. To consult and discuss with the advocates on important matters and to apprise the Head Office in such matters.
- x. To report to the Legal Section at Head Office on periodical basis about developments and progress of the legal cases at Branch Level.
- xi. To negotiate and recommend the advocates' / arbitrators' fee and to seek the Head Office approval of the same.

**D. EXTENSION ACTIVITIES:**

- (i) Contract farming: Entering M.O.U. with the farmers and other Input agencies and State Agrl. body.
- (ii) Supplying of certified seeds to the farmers and also supplying of pesticides and Fertilisers under contract farming.
- (iii) Conducting of Front Line Demonstration
- (iv) Conducting of Integrated Pest Management at the Field level
- (v) Conducting of Field days/ Kism Mela at the Field level
- (vi) To Co-ordinate the works relating to Technology Mission on Cotton under Mini Mission -III & IV for development of market yards and modernization of Ginning and Pressing factories, as CCI being as a nodal agency.

**(E) Acting as Disciplinary Authority:**

Based on the reports received from Vigilance section, wherever required the branch head is initiating the disciplinary action against the erring officials by way of issuing charge sheets under Minor/ Major penalties. To organize the D.Es wherever the

charge sheet is issued under major penalties. Imposing of minor penalties, wherever the lapses are found, which are of not serious in nature.

**(F). Liaison with State Government Officials:**

1. Attending review meetings with the Dist. Collectors.
2. To participate in the meeting with the Commissioner & Director of Agrl. and Commissioner & Director of Mktg. And Principle Secretary( Cooperation Mktg.) at the State level.
3. To attend the meetings whenever called by the Chief Minister for review of procurement operations.
4. To attend the Tele/ Video conferences periodically.

**2. MANAGER/DEPUTY MANAGER/ASSISTANT MANAGER (MARKETING)**

- (i) To handle all aspects of marketing related to Branch Office
- (ii) To collect market information regarding sales, purchase, price trends of cotton bales, cotton seeds etc.
- (iii) To collect purchase information from the centres and to apprise to purchase and sales committee of branch;
- (iv) To collect information for processing, availability of seed, lifting of seed, processing of cotton bales and shifting to godowns etc.
- (v) To arrange and facilitate selection of cotton bales by the mill buyers;
- (vi) To review selection and lifting position of bales by buyers and to put up to branch manager for necessary action;
- (vii) To arrange periodical review of the purchase and sales by the various committees functioning in the branch;
- (viii) To coordinate with the various purchases and activities of the centres;
- (ix) To arrange for activities of ginning and pressing factories, transportation, labour contractors etc.
- (x) To attend to any other task assigned by Branch head

**3. OFFICE MANAGER**

1. **Market intelligence.**
2. **To send sales offers to Head Office**
3. To arrange the bales selection to various mill buyers.
4. To attend for finalisation of transportation of kapas/bales.
5. To engage the godowns for storage of FP Bales.
6. To obtain market information from trade circle on daily basis and sending to Head Office by way of fax/E-Mail/phone.

7. Forwarding of offers to P & S Committee at Head Office.
8. After confirmation of offers, Mktg. Section will give the confirmation to the buyer mills and raise the sale contracts.
9. In case, if any counter offer received from Head Office, the same will be informed to the buyer mills.
10. To issue letter to Mill buyers for selection of bales/sales promotion.
11. To maintain the offers register.
12. To correspond with Mill buyers for approval of bales, selection and lifting of bales.
13. Maintenance of selection register.
14. Supervision of heap results.
15. To issue advertisement in newspaper with regard to transportation of kapas/bales for calling tenders and the same will be placed in website.
16. Preparation of minutes with regard to transportation of kapas/bales.
17. Maintenance of party wise files alongwith correspondence.
18. To attend the work relating to storage of FP Bales in godowns.
19. To check the DO advises, as per the selection of Mill buyers.
20. To check the difference between press weight and delivery weight.
21. To maintain registers for
  - (a) offer Register
  - (b) Selection Register

#### 5. **STENOGRAPHER:**

- 1) To look after day-to-day correspondence work of Branch Head.
- 2) To issue letters to the Centre Incharges/Section Incharges based on the tour reports received from the Visiting officials such as, AM/LI, AO (IA), Manager (Vig.)
- 3) To attend the dictations of the Branch Head daily.
- 4) To maintain individual C.R. files
- 6) To maintain CRs correspondence with Head Office/B.Os.
- 7) To attend Field Staff Meetings and preparation of its minutes.
- 7) To prepare the TA Bills of Branch head to Head Office.
- 8) To prepare the tour reports of Branch Head and forwarding to Head Office.
- 10) To look after the correspondence work with State Government officials as per the directions of the Branch Head.
- 10) To prepare Office Orders/Circulars/Office Notes etc.
- 11) To attend important work as assigned by Branch Head from time to time.

#### 5. **SENIOR ASSISTANT**

01. Assessment of prevailing market rates for sale of cottonseed.
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02. Exploring the possibilities for selling of cottonseed.
03. Obtaining offers from various cottonseed buyers / crushers.
04. Sale of cottonseed.
05. Sale of misc.items.
06. Feeding of sale data to computer.
07. To explore the possibility for selling of cotton seed by way of conducting open auction.
08. Issuance of advertisement in the newspaper inviting cotton seed buyers for participation in the auction.
09. To obtain offers from various cottonseed buyers and crushers.
10. To ascertain the prevailing market rates for cottonseed and to give a base rate to the centers for budgeting.
11. To ascertain the availability of cottonseed at centers depending upon day-to-day procurement based on the DPR / telegrams.
12. Placement of offers to the committee for finalisation of sale rate.
13. Preparation of cottonseed sale minutes on day-to-day basis.
14. Raising of sale contracts.
15. Maintenance of sale contract register and daily cottonseed sale register.
16. To obtain deposits from the traders against the sale contracts.
17. Receipt of payments from the crushers/traders and issuance of remittance advises to the centers for effecting the delivery of cottonseed.
18. Periodical review of sale position with reference to the quantity available.
19. Periodical review of lifting of cotton seed.
20. Submission of weekly report of cotton seed lifting position to H.O.
21. To ascertain the misc. items such as cowdy, gin jump at the end of the season from each center and preparation of consolidated statement of misc.items lying at various centers for verification by vigilance and audit.
22. Issuance of advertisement in the news paper for sale of misc. items, one in English and one in Telugu and also placing of same particulars in the web site.
23. Sale of misc.items by constituting a committee by following usual procedures.
24. Raising of sale contracts in favour of parties.
25. The receipt of deposits against the sale of misc items.
26. Receipt of the payments from the parties and issuance of delivery thereof.
27. Review of lifting of misc. items from time to time.
28. Submission of consolidated report to H.O.

**6. SENIOR ASSISTANT GENERAL**

1. Review of heap results
2. Communication of adversities to the Centres Incharge for remedial measures
3. Preparation of minutes for periodical review of heap results.
4. Submission of final heap results center wise, variety wise to H.O
5. To receive heap completion at lint stage by way of telegrams from the centers and to verify with the DPRs submitted by the centers.
6. Scrutiny of daily processing returns received from the centers and verification of the same with the final heap results.
7. Review of heap results submitted by the centers with reference to lint percentage, cotton seed realization, shortages and misc. items, processing cycle etc., with reference to the budgettings.
8. Feeding of the information to the computer and preparation of consolidated statement showing the details of heaps center wise by the giving serial numbers.
9. To prepare periodical review minutes for the heap results submitted by the Centre Incharges and submission of the same to H.O.
10. To communicate the adversities if any noticed in the heaps to the Centres Incharge for taking remedial measures.
11. To prepare final processing chart center wise, variety wise showing the actual lint percentage, shortages, processing cycle etc., against the budgeted.
12. To review the processing results of each variety center wise with that of previous years results and also to review the heap results with near by centers for corresponding period.

**13 To maintain records for:**

- (a) Gin stage completion telegram received from the centers.
- (b) Gin stage heap results proforma.
- (c) Final stage heap results proforma alongwith actual proforma expenses statement.
- (d) Daily processing returns.
- (e) Centre wise variety wise heap results register.
- (f) Centre wise final heap files.
- (g) Extra Outturn conducted by the visiting officials.
- (h) Correspondence with H.O/ centers.
- (i) Computer generated statement showing consolidated center wise statement.
- (j) Centre-wise, variety wise abstract and variety wise branch abstract.

(k) Heap results center wise, variety wise, factory wise final statement.

## 7. ASSISTANT

As per the Government of India directions, Hindi language is to be used in all the Central Government offices, Banks & Undertakings. To implement the Official Language, the following procedure is followed by the Hindi section.

- (1) To arrange for Hindi Training programme for the employees and conduct three examinations for Prabodh, Praveen and Pragya:
- (2) For implementing Hindi give an incentive to those who have passed the above said examinations and also give one personal increment as per Government norms.
- 3) In addition to this our Corporation is also conducting competitions during the period of Hindi Day/ Hindi week.
- (4) To arrange for Quarterly Hindi workshops
- (5) To arrange the meetings of Official Language Implementation Committee
- (6) Persuasion of Official Language Rules especially with regard to Section 3(3) of O.L.Act, Rule No.5 (Letter received in Hindi are replied in Hindi) etc.
- (7) Implementation of Local Languages as well as Business Improvement :
- (8) To look after the work in connection with TOLIC: (Town Official Language Implementation Committee) being the Member-secretary.
  1. Translation work of technical and administrative matters from English to Hindi and vice versa;
  2. To acquaint the officers and staff of the branch with the provisions of the Official Language Act, Government Rules/ Orders relating to official language and Hindi training, Hindi workshop and to help them in implementing the same;
  3. To ensure proper compliance of the provisions of the Official Language Act and the order pertaining to Hindi Teaching Scheme and Official Language Policy in the branch.
  4. To make suggestions from time to time for promoting the progressive use of Hindi and to keep liaison with the Official Language Department through proper channel;

5. To prepare the reference and help literature, to organize Hindi workshops and to assist the officers and staff in learning Hindi and using Hindi in Official business.

6. The Dept. shall also associated with regard to writings of Essays and poetry for publication in RAJABHASAH RASHMI being released by our H.O.

(15) Maintenance of Registers for

- i. Training Roaster
- ii. Workshop attendance register

### **8. JUNIOR ASSISTANT**

- (i) Scrutiny of T.A claims of officers & staff members.
- (ii) Scrutiny of Medical claims of officers & staff members.
- (iii) Maintenance of relevant Register, files pertaining to the TA & Medical bills.
- (iv) Periodical sending of medical claims submitted by officers & staff members to AMA for counter signature.
- (v) Correspondence with H.O for obtaining approved rates for different types lab tests / medical treatments.
- (vi) Scrutiny of medical claims of officers & staff members with respect to approved rates received from H.O
- (vii) Scrutiny and submission of the application received for tour advances pertains to staff and officers to the competent authority.
- (viii) Scrutiny of TA claims of officers and staff members.
- (ix) Preparation of minutes related to prolonged illness certificates submitted by employees and forwarding the same to H.O for approval.
- (x) Maintenance of TA / Medical bills registers after approval.
- (xi) Scrutiny of medical declarations submitted by officers & staff at the beginning of every calendar year.
- (xii) Typing work
- (xiii) Maintenance of records for :
  - 1. T.A Register.
  - 2. Medical Register.

### **9 JUNIOR ASSISTANT**

- 1. Maintenance of Inward Register.
- 2. Maintenance of Outward Register.
- 3. Typing work
- 4. Maintenance of inward and outward register
- 5. Maintenance of registers for :

1. Inward Register.
2. Outward Register.

#### 10. **Junior Assistant**

- (a) Maintenance of House Keeping.
- (b) Purchase of Printing & Stationery items.
- (c) Maintenance of Registers.
- (d) Periodical payment such as Electricity bill, Telephone bills, Taxi hire charges bills (Officers/Line Incharges), Municipal and Water taxes etc.
- (e) Maintenance of Office Building such as cleaning of office premises, repairs to the Building if any.
- (f) Maintenance of Staff Car such as maintenance of logbook, payment of petrol bill and forwarding the monthly staff car report to Headquarters.
- (g) Monthly miscellaneous payments such as Sweeper wages, Toilet cleaner wages, newspaper bills etc.
- (h) To identify the requirements for Printing & Stationery and purchase of the same by following usual procedures.
- (i) **Maintenance of records for :**
  - (i) Stock Register of Printing items.
  - (ii) Stock Register of Stationery items.
  - (iii) Staff Car log book.
  - (ix) Monthly payment register such as paper bill, Sweeper /
  - (x) Toilet cleaner wages etc.

#### 11 **LINE INCHARGE**

Depending upon the need for supervision over all field activities of procurement centres, Branch Head would post any officer under his control, as Line Incharge with Head Quarters in close proximity to the centres under his control. The basic duty of Line Charges shall encompass the implementation of the marketing strategy of the Corporation to ensure that through timely and effective supervision, all activities at the centres are carried out as per the laid down procedures and instructions from Branch Office and Head Office from time to time. Through planned visits to centres under his jurisdiction, Line Incharge shall be expected to bring efficiency and better functioning of all the activities at the centre through constant supervision, checks, controls and coordination as also regular feedback to Branch Office. The functions and duties of Line Incharge would broadly include the following :

1. Update market intelligence on crop estimates, arrivals, quality, prices, local bargains and such other information having bearing on cotton marketing and CCI operations in particular.

2. To check and ensure timely entry and exit of CCI officials for purchases of kapas in the market yards, purchases of varieties and grades as per prescribed quality parameters, purchases of kapas within the MSP guidelines, purchases of kapas within the monetary ceilings and quantity limits if any, and whether the prices being paid by Centre Incharges are in commensurate with quality and prevailing kapas prices.
  
3. To ensure that centres have made elaborate arrangements for
  - (i) Inward and outward entries at factory gate including reconciliation of stocks with factories, maintenance of all necessary records and registers with update entries in respect of kapas stocks, lint stocks, seed stocks , FP bales, miscellaneous and other input materials like bondries, bags, tarpaulins, scales etc.
  - (ii) Supervision over heaping of kapas, ginning of kapas, grading of kapas including pala house, removal of contaminants and pressing of bales as per approved specifications including proper markas, packing material and weightment process etc.
  - (iii) Speedy transportation of kapas from market yard to factories and cotton bales from factories to godowns including necessary checks on weightment process of kapas, bales, cottonseed, insurance coverage and all measures for safety and protection of CCI stocks.
  - (iv) Working of proforma expenses correctly by including input costs for all heads and the same being revised as and when necessary. He will ensure that no avoidable expenses are included in the proforma expenses, all labour is engaged on various jobs as per actual requirements only and labour practices are standardized at all centres under his jurisdiction.
  - (v) Sale of cottonseed simultaneous with purchases as per laid down procedure of auctions and negotiations. On the day of presence at centre, to participate in such auctions/negotiations and also ensure that advance deposits are being collected from seed buyers in time including timely deliveries, intimations for lifting in seriatim of contracts, safety of seed stocks etc.
  
4. To arrange regular Experimental Out-turns from current purchases as well as previous heaps to ensure that centres are budgeting lint percentage and shortage percentage correctly as per laid down procedure and without any cushions. Through his random presence at completion of processing of kapas heaps and seed deliveries as well as comparison of processing results with

neighbouring centres and with corresponding period of last season, to ensure that centres budgeting is correct and after processing, the results are optimum/near to the optimum level.

5. To liaise with factory owners for timely processing of CCI stocks as per allotted capacity, help the centres in acquiring additional G&P factories and ensure that factories conform to the desired standards of processing for better maintenance of quality of cotton and its grade, as well as processing of least contaminated bales.
6. Through visual inspections of kapas samples, lint samples, lab test results, and feedback of buyers visiting centres for approval of cotton, to ensure that quality procured and maintained at centres including its grade, are of acceptable standards and conform to the prescribed quality parameters. He will also draw samples for testing in the laboratories and whenever necessary, accompany mills representatives for approval of bales.
7. To carry out random checking of weightment and whenever necessary, also 100% weightment in respect of cotton seed stocks as well as FP bales both at the time of pressing and deliveries. To ensure that deliveries of cotton bales are being effected in accordance with delivery orders and packing of bales under despatch for export purpose is in order.
8. In the course of visits to centres, Line Incharge will issue necessary directives to centres, in respect of deficiencies observed by him if any and ensure its compliance by centres for immediate improvements/ corrections.
9. In addition to above listed activities demarcated for close supervision by him, Line Incharge may oversee other important activities at centres relating to CCI operations, maintain close coordination with Branch Office for necessary sanctions/decisions and attend to any other works assigned by Branch Head from time to time.

## 12 CENTRE INCHARGE

- (a) Procurement of kapas as per stipulated parameters- variety wise.
- (b) Proper budgeting of lint, cottonseed & shortage.
- (c) Conducting of daily out-turn
- (d) Obtaining offers from the parties for sale of cottonseed
- (e) To safe guard all the stocks lying at the factory
- (f) To review the Insurance position on day to day basis
- (g) Overall Incharge of Centre and responsible for all kinds of functions at the center regarding purchases, processing, shortage, packing of bales etc.

- (h) Purchase of kapas from Market yard in the presence of APMC Rep. Within the ceilings received from BO during Commercial purchases and in case of MSP operation only on Minimum Support price fixed by the Government of India. For below FAQ quality, after making necessary deductions for difference in parameters.
- (i) To ensure that the quality of kapas is as per the prescribed parameters.
- (j) Proper budgeting of lint by taking TOT/EOT on daily basis to ensure that it is not on lower side or with cushion.
- (k) To ensure the budgeting of processing cycle is as per the engaged ginning capacity at the center.
- (l) To ensure the correct/realistic budgeting of cotton seed rate.
- (m) To ensure that all kinds of expenses are included in the proforma expenses.
- (n) To ensure for proper heaping, grading, ginning of kapas and pressing of bales.
- (o) To ensure the coverage of insurance for the stocks in factories and godowns.
- (p) To ensure proper deployment of labour for grading, lint pala etc.
- (q) To ensure to arrange the drawal of samples for testing purpose for timely submission to BO.
- (r) To ensure the proper records maintaining for all the functions at the center level.
- (s) To ensure that the weighment of kapas, cottonseed and bales is being done properly.
- (t) To arrange to get offers for cottonseed sale and send the same to Branch Cotton seed sale committee.
- (u) To ensure that all the fire fighting arrangements are adequate in all the factories at the center, as per the guidelines.
- (v) To ensure that Misc. stocks such as Tarpaulins, lint bondries, hessian cloth and jute twine etc. are available in sufficient quantity to meet the requirements.
- (w) To ensure the timely submission of all kinds of reports and returns and heap results to B.O.

13. **FACTORY INCHARGE:**

- (viii) To Look after the quality of processing.
- (ix) To maintain the records at the factory.
- (x) To look after the processing functions at the factory
- (xi) To look after Inward/Outward of stocks at the factory.
- (xii) To ensure unloading of kapas variety wise and to make heaps variety wise

- (xiii) To ensure proper storage of all kinds of stocks in the factory
- (xiv) To maintain heap results variety wise and submit the same to BO through center-in-charge
- (xv) To ensure the deployment of labour at various processing points as per the agreement of the labour contract.
- (xvi) To ensure full coverage of Insurance of all stocks lying at the Ginning factory.
- (xvii) To ensure the correct weighment of kapas, cotton seed, F.P. Bales & Misc.items.
- (xviii) To ensure timely shifting of bales from factories to godowns.
- (xix) To ensure proper maintenance of records at the factory and submit relevant returns to the branch office through center-in-charge.
  
- (v) To ensure the adequate arrangements made by the factories in respect of fire fighting equipments as per the guidelines issued from time to time by the branch office.

#### **14 GODOWN INCHARGE**

- (i) To ensure the receipt of bales in good condition
- (ii) To ensure the cent percent bale to bale weighment at the time of delivery of bales
- (iii) To ensure full coverage of Insurance for the stocks in the godown
- (iv) To ensure proper storage of FP Bales and other Misc. items in the godowns.
- (v) To look after receipts and deliveries of FP Bales in the godowns.
- (vi) To ensure the receipt of bales from the Transporter as per the documents sent by the Centre Incharge.
- (vii) To ensure coverage of Insurance for the stocks lying in the godowns.
- (viii) To draw the samples from FP Bales for sales promotion based on the letters issued from B.O.
- (ix) To maintain sample register at the godown.
- (x) To draw the samples for testing in the presence of Visiting Officials.
- (xi) To ensure bale to bale weighment at the time of delivery.
- (xii) To ensure proper deployment of labour by the Godown owners for smooth functioning of the operations.
- (xiii) To ensure the proper maintenance of records at the godowns for receipt and issue of the bales and to submit the storage returns to B.O periodically.
- (xiv) To ensure the adequate arrangements at the godowns for fire fighting, as per the guidelines issued by the branch.
- (xv) To prepare proper documentation at the time of delivery of bales as per the instructions given in the delivery orders.

- (xvi) To reconcile the stocks periodically stored in the godowns with reference to the receipts and issuance.
- (xvii) To ensure the proper storage of package materials in the godowns.
- (xviii) To ensure periodical inspection of weighing stones and working of beam scales.
- (xv) To ensure the receipt of press weight lists from the Centre Incharges in time.
- (xvi) To ensure the correct preparation of weightlists based on bale to bale weightment and to bring it to the notice of the Centres for abnormal variation if any between the press weight and delivery weight.

## 15 STAFF CAR DRIVER

- 01. To attend to all officers during office hours.
- 02. Maintenance of log book.
- 01. To attend Branch head and all other officers/staff during office hours for official work.
- 02. To attend the officers who are visiting from Head Office and other branches.
- 03. To maintain the cleanliness of the Staff Car.
- 04. To maintain the log book on day to day basis.
- 05. To maintain the petrol account.
- 06. Maintenance of records for:
  - (a) Log Book.

## 16 PEON

- 01. To attend General Manager/Officers/Staff work.
- 02. To bring Tapal.
- 03. To attend Bank work.
- 04. To send telegrams.
- 01. To attend the Branch work.
- 02. To bring the tapal from post office.
- 03. To attend the all Banks work ie. Cheque/D.Ds/L.C.
- 04. To attend courier and registered post work.
- 05. To attend Income Tax and Sales Tax offices.
- 06. To attend APMC office and yards.
- 07. To bring way bill books from CTO office from time to time.
- 08. To attend telephone and electricity bills and Municipal Tax bills.
- 09. To send fax messages to H.O and other Branches.
- 10. To get Photostat copies for all sections.

10. To attend other miscellaneous works.
11. Maintenance of records for:
  - 01.Maintenance of movement Register.
  - 02.Maintenance of Photostat copy Register.

## **FINANCE AND ACCOUNTS**

### **(i) Finance/Accounts Head**

- i. To supervise and monitor all the officials working in various Accounts Sections. Review of their work and pending work if any, on day to day basis.
- ii. To ensure that, all the Accounts/Ledgers are maintained properly and up-to-date. Scrutiny of Ledger from time to time.
- iii. To review the funds requirement of all the sections, Bank balance position, estimated inflow of the funds and to arrange the funds from Head office for day to day requirement. The surplus funds, if any, to be transferred to Head office.
- iv. In beginning Branch finalizes the various centers to be operated for ensuing season. Then branch finalizes the banker at this center for smooth payment of kapas purchases. Branch Office organizes the meeting with the different Bankers available at the centers for finalization of opening of account and their Bank Charges etc. After discussions the minutes are drawn and sand to head office for administrative approval. Branch Office arranges the authorization from Head Office for opening of Accounts and Operation of Bank Account at these centers.
- v. It is to ensure that, after completion of each month, the statement of Accounts are obtained from different banks and reconciled promptly.
- vi. To ensure that, the various files for payment of Purchase of Kapas, Purchase F.P.Bales, Ginning & Pressing Charges, Labour Charges, Storage Charges, Transportation Charges and Other incidental charges are put up after through verification. The payments are released as per the rates fixed by the Branch Office, bills are duly supported by documents and verified by the concerned official before release of payment.
- vii. To ensure the compliance of Income Tax Act for deductions of Tax deducted at source, Sales Tax Act for collection of Taxes

from sale of F.P.Bales/Cotton Seed/Misc. Items, Provident Fund Act for deduction of P.F from Salary and Wages, Minimum Wages Act for payment of Minimum Wages, Arbitration and Conciliation Act for filing of legal cases, APMC Act for payment of Market Cess on kapas and cotton seed. Timely payment of statutory dues to the concerned authorities, issuance of necessary certificates to the parties of statutory deduction, filing of Monthly/Quarterly/Annual Returns in time.

- viii. To ensure timely issue of Delivery Orders after receipt of Full Payments from the parties towards sale of F.P.Bales, Cotton Seed & Miscellaneous Items, Scrutinization of Delivery documents before raising Invoices, Timely issuance of Invoices/Debit Notes/Credit Notes to the parties, Reconciliation and settlement of Parties Accounts on priority. To ensure reconciliation with National Textile Corporation & Institutional buyers on half yearly basis. Timely release of Commission/Brokerage against sale of F.P.Bales and Cotton Seed as per contract ,wherever applicable. To ensure timely submission and realization of documents against Letter of Credit / Bank Guarantee and its review from time to time. To ensure the safe custody of Letter of Credit/ Bank Guarantee/Cash and other documents.
- ix. To ensure the timely payments of Salary / TA, DA Bill/ Medical Claims and other payments of the officers and employees of the Branch as per laid down rules and regulations.
- x. To ensure timely review of MIS Reports, Overhead Review, Reports, Monthly/Quarterly/Half Yearly/Annual Accounts and its timely submission to the Higher Authorities. To verify and to ensure that, no Advances towards TA/Sundry remains unadjusted more than Three Months.
- xi. Review of lifting position and Initial Deposits from various parties towards sale of F.P.Bales, Cotton Seed, Misc. Items.
- xii. To ensure timely payments towards Insurance Premium, Recovery of refunds on cancellation/reduction in Insurance Policy, timely submission of Insurance claim and its settlement from Insurance Companies. Review of coverage of Insurance of stocks and assets at Centers, Factories, Godowns and at Branch Office. Proper coverage of Annual Maintenance Contract for Computers and Printers, Electrical laboratory Equipments etc.

- xiii. To review the dues position under Memorandum of Understanding, Sales Tax Assessment Position and Appeals matters, Position of Pending Sales Tax / Declaration Forms, Reconciliation Position, Debtors Position and its timely submission to the Head Office as well as to the concerned co-ordinating branches.
- xiv. To ensure timely finalization of accounts from Statutory as well Government Audit. To attend timely queries of Internal Auditors / Statutory Auditors and Government Auditors. To co-ordinate with various sections for providing information, documents and records to the auditors. To reconcile the Centers records with that of Branch. To take necessary and remedial action wherever, required on the observations made by Internal Audit, Statutory Audit and Government Audit.
- xv. To ensure the physical verification of Assets, Stock of Stationary & Printing Items, Cash Balance and Stamps in hand are carried out from time to time.
- xvi. To attend all committee Meetings at the Branch as a finance member on day to day basis.
- xvii. To visit the Centers and Godowns to review the Centers operations, verification of records , Stocks position and coverage of insurance position and submission of visit Reports .
- xviii. To have liaison with Bank,, Insurance Companies, Sales Tax Authorities, Income Tax Department, State Marketing & Agricultural Department and Other Local Authorities.
- xix. To ensure implementation of Guidelines and Instructions issued by the Head Office and branch office from time to time.
- xx. To put efforts in achieving the targets of Sales and Purchases, implementation of Official Language, Extention Activities etc.
- xxi. Powers of the Accounts Head are as per delegation of powers issued by the corporate office.

## 2. Office Manager :

- a. Supervises the work of all the sections.
- b. To verify the various files put up by the Kapas Purchase , F.P.Bales Purchase, Ginning & Pressing Charges, Labour Charges, Storage Charges,

Insurance, Transportation, Salary & Wages, Various Bills of Officers and Staff and other incidental charges.

- c. To ensure that, all the payments are put up as per laid down procedure and as per the rates finalized .
- d. To ensure deductions of statutory dues correctly and timely payment thereof to the concerned authorities.
- e. To co-ordinate various sections for timely finalisation of Accounts for Statutory/Government/Internal Audit.
- f. To reconcile the Centers Records with branch records from time to time.
- g. To attend Important matters such as Sales Tax Assessment, Appeal Cases and MIS Reports, Overhead Review, Reports, Monthly/Quarterly/Half Yearly /Annual Accounts.

### 3. Senior Assistant

They work as overall in-charge of various section such as Central Accounts, Kapas Purchase Payment, F.P.Bales/Cotton Seed Sales, Ginning & Pressing Payments, Insurance, Transportation, Labour, Centers Imprest and Storage Payments.

#### (i) Central Accounts Section:

- a) To prepare MIS Reports, Overhead Expenses Review, Reports, Monthly/Quarterly/Half Yearly/Annual Accounts after due verification. Preparation of Cash Vouchers, Bank Vouchers, Transfer Memos, General Vouchers, Reconciliation of Bank Accounts after obtaining Bank Statements, Inter-Branch Reconciliation, Maintenance of Fixed Assets Register, Maintenance of all Accounts up-to date.
- b) Review of Cash and Bank Balance position, arrangement of Funds for day-to day requirement of various payments.
- c) Preparation of Cheques towards various payments, its dispatch/handing over to the concerned sections for onwards payments to the parties.
- d) Issuance of receipts to the various parties for the payments deposited by them towards sale of F.P.Bales/Cotton Seed/Misc. Items.

#### (ii) Kapas Purchase Section:

- a) Scrutinize the kapas purchase bills put up by the assistant along with Cheque payment advice and verification of supporting

documents such as bidding slips, Weight note, Bill, Factory Certificate etc.

- b) Verification of Average Rate, Quantity with Daily Purchase Report. Computation of Padtha and its comparison with Ceiling Given by the Branch Office.
- c) Verification of deductions towards Off Allowance under Minimum Support Price Operation.
- d) Release of Kapas Purchase Payments to the centers for onwards payments to the farmers. Obtaining Stamped receipts from the farmers through Center-in-Charge. Release of Market Cess to the concerned Agricultural Market Committee.
- e) To ensure periodical reconciliation with the centers.

(iii) Full Pressed Bales, Cotton Seed and Miscellaneous Sales Section:

- a) To ensure timely issue of Delivery Order against Full Payments towards Sale of F.P.Bales, Cotton Seed and Misc Items.
- b) Scrutiny of Delivery Documents and timely raising of Invoices, Debit Notes, Credit Notes, Reconciliation and Settlement of Parties Accounts.
- c) Review of lifting position of various parties from time to time, collection of deposit, Monitoring Lifting Position under GSF.
- d) Scrutiny and timely payments towards commission, brokerage.
- e) To ensure timely submission and realization of documents against Letter of Credit and Bank Guarantee. Proper maintenance of LC/BG Records and its safe custody.
- f) Review of Outstanding Bills Position, Sundry Debtors.
- g) Proper verification of re-sale loss and its recovery.

(iv) Ginning & Pressing Section:

- a) To ensure receipt of Agreements from various G & P Factories alongwith necessary documents such as copy of P.F Registration, Income Tax PAN Number. Proper checking of document and payment of Ginning & Pressing Charges. To ensure deductions of Statutory dues correctly and timely payment thereof to the concerned authorities , Issuance of Statutory Certificates in time
- b) Maintenance of Stock Register, Valuation of F.P.Bales for finalization of Accounts, Preparation, reconciliation with the centers.

(v) Insurance Section:

- a) To ensure timely payments towards Insurance Premiums, Recovery of Refunds, Submission of Insurance Claims and Recovery of Claims.
- b) Scrutiny of Insurance Advices, Policies and its adjustments.
- c) To ensure timely submission of Reports, Monthly Declaration Statement. Weekly review of Insurance Position of various Factories and Godowns.

(vi) Transportation, Labour, Center Imprest and Storage Section:

- a) To ensure proper checking and timely payments towards Transportation, Labour, Center Imprest and Storage Charges.
- b) To verify all the supporting Documents, Receipt of Transportation and Labour Contract Agreements before releasing payments.
- c) To ensure deduction of Statutory Dues correctly and timely payment thereof to the concerned Department. Issuance of necessary Certificates to the contractor for the deductions made in time.

4. Assistant / Junior Assistant:

Assistant and Junior Assistant (Accounts) are working at various sections under direct control of sections-in-charge and attending day-to-day work of the sections.

- a) To ensure proper receipt of bills, serially numbering, maintenance of Bills Inward Register, Scrutiny of bills and supporting documents, preparation of Nothings/Vouchers for release of payments.
- b) To ensure the deductions of Statutory Dues correctly and timely payment thereof.
- c) Typing work of the sections, Correspondence with the parties and branches as well.

5. Stenographer:

- a) Attending to the dictation of Finance/Accounts Head
- b) Attending to the typing work of Finance Section.