

## Powers and Duties of Officers and Employees

The procedure followed in the decision making process, including channels of supervision and accountability, the norms set for discharge of functions and the rules and regulations held under the control of the organization and used by its employees are detailed below.

### **Shri Subhendra Nath Bhattacharyya Director (Operation) & additional charge of CMD**

The Chairman and Managing Director is the Chief Executive of the Corporation and is responsible to the Board of Directors. He is responsible for all the activities of the Corporation including personnel, financial and commercial management, and corporate planning and project implementation. He is responsible for the effectiveness of the organization in the pursuit of the Company's goals and objectives and in particular for the performance and supervision of the technical, administrative and day-to-day operations of the Company.

The powers exercised by CMD are as per "Delegation of Powers" of CMD in vogue from time to time.

#### **Director (Operations)**

Director (Operations) is a member of Board of Directors and reports to Chairman and Managing Director. He assists the CMD in all technical matters, in procurement of providing support to the mills for efficient operations, forestry raw material and other major inputs, setting technical parameters and monitoring the operations against the set norms, closely inter-acting with the Chief Executives of the mills on all technical matters including innovation in achieving optimal capacity utilization, quality improvement equipment balancing, modernization, etc.

The powers exercised by Director(Operations) are as per "Delegation of Powers" of Director(Operations) in vogue from time to time.

#### **Director (Finance)**

Director (Finance) is a member of the Board of Directors and reports to the Chairman and Managing Director (CMD). He advises the CMD and the Board of Directors (BoD) on all important financial matters having a bearing on the affairs of the Company. He is required to render advice on matters pertaining to formulation of sound policy relating to finance and accounts and to direct, coordinate and implement financial policies and financial and accounts management systems so as to achieve effective and efficient mobilization, deployment and utilization of financial resources towards fulfillment of the short-term and long-term goals and objectives of the Company. His principle responsibility is to exercise control over the financial and accounting matters of the company and to conduct the affairs of the company, ensuring optimum utilization of resources. He acts as principal Advisor of the company in all matters pertaining to finance and accounts.

The powers exercised by Director(Finance) are as per "Delegation of Powers" of Director(Finance) in vogue from time to time.

#### **Director Marketing**

Director Marketing is a member of Board of Directors and reports to Chairman- cum-Managing Director. He is responsible for all matters relating to Marketing operations, domestic sales and exports of the production output of HPC's materials and of subsidiary companies, if called upon to do so (presently marketing of newsprint is directly undertaken by HNL). He is expected to provide the Board with well-considered and mature inputs on marketing policies and practices, keeping in view the industry norms and practices. He is responsible for conceiving and executing marketing strategies and activities for ensuring adherence to the medium term and long term growth and profitability projections of HPC.

The powers exercised by Director(Marketing) are as per "Delegation of Powers" of Director (Marketing) in vogue from time to time.

#### **CEO, NPPC**

All work connected with the general administration of the mill. Ensuring BOD meetings every quarter, timely completion of annual financial accounts and audits, compliance of all statutory requirements. All related activities for revival of the mill. Coordination activities with the Ministry concerned with regard to revival and other general administration.

**Smt. A.Ghosh**  
CVO

CVO heads the Vigilance Department of the organization and acts as advisor to the Chief Executive in all matters pertaining to Vigilance. He provides a link between his organization and CVC & also CBI.

**CMD's Office**

Sl. No.	Name & Designation	Powers and Duties	Reporting Officer	Procedure followed in decision making process
1.	Shri P V Damodaran, PEPS To CMD	Secretarial Assistance to CMD and to maintain overall work in CMD's Office	CMD	Proposals received from various departments put up to CMD for approval. Instructions,etc. communicated to all departments/ millsconcerned.
2.	Shri Prabir Kumar Das, AM (CP)	IT assistance to CMD & Secretarial assistance to CMD as and when required	CMD	As above
3.	Shri Badal Chandra Debnath, Office Equipment Operator	Equipment Operation(Fax/Xerox etc.) &Peon's job	Sr. EPS to CMD/ EXE(CP)	
4.	Shri D P Simlai Office Equipment Operator	Equipment Operation (Fax/Xerox etc.) & Peon's job	Sr. EPS to CMD/ EXE(CP)	

**Director(Operations) Office**

Sl. No.	Name & Designation	Powers & Duties	Reporting Officer	Procedure followed in decision making process
1.	Shri A.K. Mukherjee, SEPS	Working as Sr. Executive PS to D(O)	Director(Oper.)	Proposals received from various departments put up to D(O) for approval. Instructions, etc. communicated to all mills.
2.	Shri B. Banerjee, Peon	Attached to D(O)'s Office	Sr. EPS	

**Director(Finance) Office**

Sl. No.	Name & Designation	Powers & Duties	Reporting Officer	Procedure followed in decision making process
1.	Shri Ajoy Kumar Sen, Sr. EPS	Offerings Secretarial assistance to Director(Finance)	Director(Finance)	Proposals received from various departments put up to Director(Finance) for approval. Instructions, etc. communicated to all concerned departments/ mills.
2.	Shri Vinod Kumar Pathare, Peon-Gr.	Distribution of Director(Finance) office& peon's job		

**Director (Marketing) Office**

Sl. No.	Name & Designation	Powers & Duties	Reporting Officer	Procedure followed in decision making process
1.	Shri Somnath Sengupta, PS	Offerings Secretarial assistance to Director ( Marketing)	Director(Marketing)	Proposals received from Regional Marketing Offices are put up to Director ( Marketing) for approval..
2.	Shri S.Chakrabarty, Peon	Assisting D ( Marketng)'s office	PS to D ( Marktng)	

**NPPC Cell**

Sl. No.	Name & Designation	Powers and Duties	Reporting Officer	Procedure followed in decision making processSh
1. 2. 3.	Shri K Chatterjee Manager (Comml) Shri P Chatterjee, PS Shri N K Saha, PS	Assisting CEO, NPPC and follow-up/ liaison work between CHQ and Mill.	CEO, NPPC	Proposals/ notes initiated as per prevalent rules and procedures.
4	Shri S Naskar, Peon Gr. I	Distribution of documents	M(Comml.)	
5.	Shri G R Pathare, Peon	Attending CEO,NPPC	PS to CEO,NPPC	

**Vigilance Department**

Sl. No.	Name & Designation	Powers and Duties	Reporting Officer	Procedure followed in decision making process
1.	Shri Dulal Chandra Barman, .Manager(Vigilance)	General correspondence, preparation of ATN for Board Meeting, progress of RDA cases, statistical reports In respect of CTE & Audit Reports, carrying out surprise checks and periodical inspections, Investigation of complaints, Analysis of investigation Reports received from respective Mills	Chief Vigilance Officer	As per CVC manual
2.	Shri S Bhattacharjee AM(Vigilance)	Assisting Manager(Vig)	Manager (Vig)	-do-

3	Smt. Sumita Mitra, Sr. EPS	Secretarial assistance to CVO Including maintenance of records and registers.	Chief Vigilance Officer	As above
4	Shri Ajoy Krishna Sarkar, Asstt	Typing work of the section, maintenance of files Recording and Weeding.	Manager(Vigilance)	As above
5.	Shri P.K.Jana, Peon	Despatching of letter in CVO's Office, Fax operating, attending CVO.	Chief Vigilance Officer	-do-
6.	Shri H. Bhaumik Peon	Despatching of letter of Vigilance Deptt., attending officers of Vigilance Deptt.	Manager(Vigilance)	-do-

### Secretariat Department

Sl. No.	Name & Designation	Powers and Duties	Reporting Officer	Procedure followed in decision making process
1.	Shri L.R.Ekanath, Company Secretary	<p>a) Overall responsibility of statutory compliances under the Companies Act including convening, conducting of Board Meetings and Shareholders' Meetings and preparation of Minutes thereof, filing Of various Statutory Forms and Returns to ROC and other Statutory Agencies;</p> <p>b) Being Head of the Deptt. Supervising functions of subordinates working under unctional control.</p> <p>c) We have been guided by the Companies Act, 1956.</p> <p>d) No Committee/Council of Board of Directors exists as on date.</p>	CMD	As per Articles of Association of the Company and DPE guidelines in vogue from time to time.
2.	Shri K.G.Vijaya kumaran, Dy.Manager (Sectt.)	<p>a) Assisting Company Secretary in all his day to day functions including compliance with statutory requirements under the Companies Act;</p> <p>b) Supervising the functions of subordinates;</p> <p>c) We have been guided by the Companies Act, 1956.</p>	Co.Secretary	

		d) Not applicable.	
3.	Shri Abhoy Das, Personal Secretary	a) Working as Personal Secretary to the company Secretary; b) Not applicable c) We have been guided by the Companies Act, 1956 d) Not applicable.	-do-  As above
4.	Smt.Nabanita Mitra, Sr.Assistant	a) Discharging the functions of a Sr. Assistant; b) Assisting Asstt. Manager(Sectt.) to perform his duties, file maintenance; c) We have been guided by the Companies Act, 1956 d) Not applicable.	Dy.Manager (Sectt.)  -do-
5.	Shri D.N.Roy, Operator Office	a) Discharging the functions of an Operator (Office Equipment)	-do-  -do-
6.	Shri A.K.Mallik, Peon Grade.I	a) Discharging the functions of a Peon b) Not applicable c) We have been guided by the Companies Act, 1956 d) Not applicable	Dy..Manager(Sectt.)-  -do-

#### Human Resources and Employee Services Department

Sl. No.	Name & Designation	Duties & Responsibilities	Reporting Officer	Procedure followed in decision making process
1.	Shri Cherian Thomas General Manager (HR & ES)	Head of HR&ES Department consisting of Legal, Official Language, Training & Development and Public Relations Sections	CMD	As per Personnel Manual and other Prescribed rules & Procedures prevailing from time to time.
2.	Shri T K Chakrabarty Dy.General Manager (HR& ES)	Assisting G.M. (HR & ES) in day-to-day functions of the department as also matters related to - Establishment - Compensation Management - Parliamentary Questions - VIP and other references received from - RTI Act - 2005 Ministry/Govt. Agencies - Board matters - Medical referral cases of CHQ/Mills/Subsidiaries - Rules & Regulations - Voluntary Retirement - Industrial Relations & Welfare - Post Retirement Medical Benefit Scheme	GM (HR & ES)	As per Personnel Manual and other Prescribed Rules & Regulations of the Company

3.	Shri Govind Kumar Sr.Manager (HR & ES)	All Establishment matters relating to regular employees of CHQ and mills. Any other matters as and when assigned.	DGM(HR&ES)	
4.	Shri D.P.Satpathy Manager (HR & ES)	Matters relating to Wage & Salary Administration, ERP, IR, Welfare matters of CHQ and both the Mills, personnel position, transportation, Board notes and compliance, Security of Housing Complex .All matters connected with Rules & Regulations and framing of policy. Estate Matters and any other job assigned.	DGM (HR & ES)	
5.	Shri Ashish Bhowmik DM (HR&ES)	Annual Maintenance Contracts of AC Machines, Matters relating to Guest House, Transit home and Hostel Accommodation at Housing Complex, Air & Rail travel arrangement ,Despatch ,Fire Fighting, DG set maintenance etc. Also responsible for upkeep/House keeping including sweeping & cleaning, electrical fittings, plumbing, pest control, minor repairs , etc .of Office Premises.	M ( PR& CC)	
6.	Smt. Valsamma Nair Dy. Manager (HR & ES)	-Performance Appraisal System -Personnel Information System -Departmental Promotions (Centralised & Non-Executives of CHQ -Processing of Confirmation Cases -Preparation of Directories for HPC Executives and Non-Executives at CHQ -Correspondence with PESB	G.M (HR& ES)	

7.	Shri P K Adithian Sr.EPS	Matters related to Recruitment Compilation of data on manpower and overtime Personnel Information Service (Updating & Maintenance) ISO ERP	.M (HR & ES)
8.	Shri P K Acharya AM (HR &ES)	-All matters related to Hired Cars -Allotment, upkeep and maintenance of Company Quarters at Housing Complex at Salt Lake -Maintenance of SC/ST/OBC Roster for Recruitment and Promotions	Manager (HR&ES)
9.	Smt. Minu Pal AM (HR & ES)	-Establishment matters and maintenance of -- Personal records of Executives and Non-Executive employees at CHQ. -All matters related to Leave, LTC, and Advances	Sr. M (HR & ES)
10.	Shri Arun Sakar Executive(HR&ES)	Company leased accommodation Matters related to Ruby Building HBA Conveyance advances and reimbursement Maintenance of elevators and Establishment matters	Sr. M (HR & ES)
11	Shri G R Das Sr.EPS	-Private Secretary to GM (HR & ES)	GM (HR & ES)
12	Shri D D Mazumdar Supdt (HR & ES)	-Providing assistance to DGM (HR & ES) -Providing assistance in disciplinary matters	DGM (HR & ES)
13	Shri Salil Sen Supdt (HR & ES)	-Protocol -Arrangement of Official meetings -Upkeep & Maintenance of EPBX System / Telephones / Mobiles -Security matters at CHQ -Parking arrangement of official vehicles -Matters related to company owned vehicles and drivers Allotment og Guest House accommodation	DGM (HR&ES)
14	Smt. Aruna Guha, Sr. Assistant	-Assisting Sr. Manager in maintaining records and providing secretariat assistance	Sr. Manager (HR&ES)

15	Shri H Thakur, Assistant	Assisting Shri P K Acharya, Executive in maintaining records and providing secretariat assistance	Asstt. Manager (HR&ES)
16	Shri S K Gharai, Jr. Assistant	Assisting Sr.EPS in maintaining records and providing secretariat assistance in recruitment and compilation of manpower matters	Sr. EPS
17	Shri M K Das, Sr. Assistant	Assisting Asstt. Manager (HR&ES) in matters related to Employee Services	Assistant Manager (HR&ES)
18	Shri A B Patra, Jr. Assistant	Assisting Asstt. Manager (HR&ES) in matters related to Stores and Physical Verification	Assistant Manager (HR&ES)
19	Smt. Sikha Choudhury, Assistant Gr.II	- Assisting Mrs V Nair, Dy. Manager (HR&ES) in maintaining records related to Performance Appraisal and assistance in DPC matters	Dy. Manager (HR & ES)
20	Shri R S Pandey, Jr. Asstt. Gr.II	Assisting Dy. Manager in functioning of Central Despatch and Receiving Section	Dy. Manager (HR&ES)
21	Shri J K Sah, Operator (OE) Gr.II	-do-	-do-
22	Smt. Kabita Sengupta, Jr. Asstt Gr.II	-do-	-do-
23	Shri Sanatan Naik, Peon Gr.I	Attendant to GM's Secretariat Attendant in HR & ES Deptt	Sr EPS to GM( HR& ES) Dy. Manager (HR&ES)
24	Shri T M Gayen, Peon, Gr.I	Attendant in HR & ES Deptt (Despatch Section)	Executive(HR&ES)
25	Shri Amir Sarkar Peon, Gr.I	Attendant in GM's Secretariat	Sr EPS to GM( HR& ES)

#### HR & ES – Official Language Section

Sl. No.	Name & Designation	Powers and Duties	Reporting Officer	Procedure followed in decision making process.
1.	Dr. P. N Mishra M (OL)	All work connected with implementation of Official Language Act and other related functions.	GM(HR&ES)	
2.	Sri U S Singh, Supdt(OL)	All Official Language M related activities including timely submission of	M(OL)	



3.		periodical reports to the Ministry etc. and all typing of job through computer.	statutory	
4.	Mrs Induvati Yadav Hindi Translation	Dealing with all translation job		.M (OL)
5.	Shri R S Yadav, Assistant (OL)	Maintenance of files in OL Section and typing job through computer.		M (OL)

**HR & ES – Delhi Liaison Office**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Powers and Duties</b>	<b>Reporting Officer</b>	<b>Procedure followed in decision making process.</b>
1.	Shri K S Subramanian Dy. General Manager(Liaison & ES)	Liaison with the Administrative Ministry, other Ministries, Railways and Government Agencies, Delhi Office administration	GM (HR & ES)	As per Personnel administration Manual and other prescribed Rules & Regulations of the Company

2	Shri Sunil Sharma Executive (PS)	Besides assisting DGM (L&ES), providing secretarial assistance to CMD and other Directors during their visit to Delhi Office	DGM (L&ES)	As above
4	Shri Yasin Banwa, Sr. Assistant	Assisting Sr. Manager in his day to day work and maintaining various records at Delhi Office	DGM (L&ES)	As above
5	Smt. Kusum Agarwal, Assistant Gr.III	Assisting DGM (L&ES) in his day to day work and maintaining various records at Delhi Office	DGM (L&ES)	As above
6	Shri Rajbir Singh, Driver Gr.I	Driver of staff car at Delhi. Maintaining of the vehicle and Log Book	DGM (L&ES)	As above

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#### **Legal Department**

<b>Sl. No.</b>	<b>Name &amp; Designation</b>	<b>Powers &amp; Duties</b>	<b>Reporting Officer</b>	<b>Procedure followed in decision making process</b>
1.	Shri B. P. Bhattacharjee Sr.Manager (Legal)	In-charge of Legal Department. Attending to all legal matters of the Corporation.	GM (HR&ES)	Notes and other legal papers are put up to GM (HR&ES) in accordance with provisions of law.
2.	Shri G. K. Bhattacharya, Dy. Manager (Legal)	Assisting Sr.M (Legal) in all legal matters.	Sr.Manager (Legal)	
3.	Shri Swapan Kumar Sarkar, EPS	Taking dictation and offering secretarial services.	Sr.Manager (Legal)	
4.	Shri P. K. Das	Filing all papers and	Dy..Manager	

	Jr. Asst. Gr. I	maintaining all files.	(Legal)	
5.	Shri N. C. Mondal Despatch Rider	Distribution of papers, attending Solicitors Office for delivering of papers.	Dy. Manager (Legal)	

**PR&CC Department**

Sl. No.	Name & Designation	Powers and Duties	Reporting Officer	Procedure followed in decision making process
1.	Shri I.K.Mathur Manager (PR&CC)/I/C (Training)	All jobs connected with Public Relations, Corporate Communications, Media Relations, In-House and External Training, Upkeep and maintenance of HPC Guest House/Hostels and Security at Housing Complex.	DGM (HR&ES)	
2.	Smt. Kalpana Mukherjee, AM ( Info)	Planning, Organising of all Library functions.	M(PR&CC)	
3.	Smt Mitra Bhattacharya, Ex.(PR)	Assisting Manager(PR&CC) in all Public Relations related jobs. Taking dictation, typing.	M(PR&CC)	
4.	Smt Aruna Bhattacharya, Supdt.(Library)	Scanning news from newspapers for circulation to HODs. Issuance of NOC to retirees. Computerized listing of documents.	M(PR&CC)	
5.	Smt S M A Nazma Biswas, Supdt Sri R B Thapa, Gestetner Optr.	Co-ordination in training activities. Distribution of all documents related to PR & OL Section and also assisting for training/Meetings held at HPC Housing Complex, Salt Lake.	M( PR & CC)/I/C Trg.	
6.			M( PR & CC)	

**Finance & Accounts Department**

Sl. No.	Name & Designation	Powers & Duties	Reporting Officer	Procedure followed in decision making process
1.	Shri S.K.Choudhury GM(Fin)	Overall in-charge of Finance & Accounts Department	D(F)	

2.	Shri J.Mondal, DGM( FIN)	In-charge of Establishment Section including Marketing, Purchase, PF Accounts & Internal Audit.	GM(FIN)
3.	Shri S Sarkar, DGM( FIN)	Costing, MIS , taxation and other financial matters.	GM(FIN)
4.	Shri L R Ekanath Sr.Manager (Fin.)	Taxation consolidation of Accounts (ERP).	DGM(FIN)- J.M
5.	Shri U. Dutta Chowdhury, Manager (Fin)	Payments and accounting, relating to establishment including Salary, Preparation of Schedules.	DGM(FIN)- J.M
6.	Shri S. Das Mahapatra, Manager (Fin.)	Cash & Bank including L/C and DG operation, purchase bills, payments and accounting. Follow-up of outstandings and confirmation of balances for Institutional sales, all marketing concurrence and Preparation of Schedules	DGM(FIN)- J.M
7.	Shri D J Bhattacharjee Manager (Fin.)	Marketing Accounts and Inter Unit reconciliation of all operating Units including Subsidiaries, consolidation of Accounts (ERP). Preparation of Schedules	DGM(FIN)- J.M
8.	Shri Swapan Kumar Ghosh Manager (Fin.)	Purchase and other concurrence, all misc. and contingencies payments and Preparation of Schedules	DGM(FIN)- J.M
9.	Shri A K Neog Manager (IA.)	Internal Audit	DGM(FIN)- J.M
10.	Shri D Martin, Dy. Manager (Fin.)	-do-	Manager(IA)
11.	Shri Chanchal Roy, Dy Manager (IA)	-do-	Manager(IA)
12.	Shri U K Mishra Asst. Manager (Fin.)	-do-	Manager(IA)
13.	Shri S N CHATTERJEE, Dy. Manager (Fin.)	In-Charge of Salary Ssection	Manager(F) - UD
14.	Shri B. Kayal, Dy. Manager (Fin.)	Banking matters	Manager(F) - SDM
15.	Shri Ranjit Bose, Dy.M(MIS & Cost)	Costing & MIS jobs.	DGM(F)-SS
16.	Shri Jyotirmoy Roy Dy.M(Fin)	Compliation & Misc. GoI/C&AG. AO(Fund) – To look after PF & Gratuity Trust and ERP related work of CHQ Finance	DGM(F)-SS
17.	Shri U K Mishra Asst. Manager (Fin.)	Related to Purchase Finance	Manager(F) - SG
18.	Shri Ila Roy,	Look after PF & other related jobs	DGM(F)-SS

	AM(Fin)		
19.	Shri Sukumar Banerjee Executive (Finance)	Look after PF, Gratuity, pension matters & other related jobs	DGM(F)-SS
20.	Shri Samir Roy, Sr.Accountant	Compilation & Taxation	Sr.M(Fin.)
21.	Shri K.C. Das, Sr.Accountant	Salary, income-tax and other related matters	Dy.M(Fin.)
22.	Shri Hirak Das, Sr.Accountant	Contingency bills.	M(Fin.) – SG
23.	Shri D.C. Debnath, Sr.Accountant	Contingency bills.	M(Fin.) - SG
	Shri Arun Ghatak, Sr.Accountant	Sundry Debtors, Cash Sundry Debtors, Cash Flow and Inter-Unit reconciliation with NPM, CPM, Marketing, NPPC & HNL.	.M(Fin.)- DJB .M(Fin.)- DJB
24.	Shri Tarun Bhattacharya, Accountant	Costing & MIS jobs.	Dy.M (Cost & MIS)
25.	Shri Tapash Dey Sr.Assistant	Telephone and other payments	M(Fin.) - SG
26.	Shri Amitabha Mukherjee, Assistant	Posted in Cash Section	M(Fin.) - SG
27.	Shri Basudeb Dutta EPS	Attending to GM(F)'s office Secretarial assistance to to GM(F) and	GM(F)
28.	Shri R N Mukherjee PS	maintgenanc e of files Attending to	GM(F)
29.	Shri Dilip Dutta Peon	GM(F)'s office Distribution	GM(F)
30.	Shri Basudev Naskar Peon	of documents Attendin	M(F)
31.	Shri Sudhir Sanfui Peon	g to DGM(F)'s office	DGM(F)

#### Information Technology Department

Sl. No.	Name & Designation	Powers and Duties	Reporting Officer	Procedure followed in decision making process
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1	Shri J Chakraborty Sr.Manager(IT)	Overall charge of IT function in CHQ ERP Implementation Infrastructure procurement and commissioning Co-ordination with Mills and Subsidiary RTI Implementation IT Operations at CHQ General procurement and contracts	GM(Fin)	As per Department Manual
2	Shri AK Mitra, Dy.. Manager (IT)	Application support Payroll / CPF Application support – MIS, Compilation, Loans, DPC/Appraisal, Leave accounting, Miscellaneous work like NPPC	Sr.Manager(IT)	As per Department Manual
3	Shri Amalendu Ray Dy. Manager (IT)	Support and maintenance of MIS and Leave accounting applications Housekeeping / Inventory of IT	Sr.Manager(IT)	As per Department Manual
4	Smt. Gouri Mukherji Executive (IT)	Marketing application support of RO's E-mail / Internet related support to users Liaison with vendors for day-to- day maintenance under AMC	Sr.Manager(IT)	As per Department Manual
5	Shri Swapan K Das Executive (IT)		Sr.Manager(IT)	As per Department Manual
6	Shri Kamal Kumar Bhattacharjee Executive (IT)	Operations of server systems ERP related activities/ Presentation preparation / support for Senior Management	Sr.Manager(IT)	As per Department Manual
7	Shri KK Parhi Sr.Asst.		Sr.Manager(IT)	As per Department Manual

### **Commercial Department**

Sl. No.	Name & Designation	Power and Duties	Reporting Officer	Procedure followed in Decision Making Process
1.	Shri D. B.Majumdar, DGM(Commercial)	In-charge of Commercial deptt., directly handling bulk inputs & capital revenue C.S. flakes & lye etc	D(O)	As per Purchase Manual and other relevant instructions and guidelines from CVC/DPE.
2.	Shri S Roy, Dy. Manager(Commercial)	Imports & clearance of imported consignments and procurement of capital items.	DGM(Comml.)	
3.	Shri P.K. Maitra, Dy. Manager(Commercial)	Insurance and other procurement of materials clearance job, L/C opening etc. Payments for bulk inputs and assisting	DGM(Comml.)	
4.	Smt. Krishna Majumdar, AM (Commercial)	In-charge (Comml.) in finalization of tenders etc.	DGM(Comml.)	

5.	Shri S.K.Ghosh, Sr.Exec P.S	Secretarial assistance to In- charge (Commercial), Preparation of Daily stock statements of major inputs, record keeping and dealing as Commercial Officer in small value items	DGM(Comml.)
6.	Shri Subir Das, P.S	Taking dictation and typing job etc.	DGM(Comml.)
7.	Smt. Kumkum Das, Sr. Asstt.	Import items, Capital items, etc Preparation of purchase proposals etc.	Dy. Mgr(Comml.)
8.	Shri Tapasi Bose, Sr. Asstt	Payment of materials against orders placed by NPM / CPM, Dictation & typing job etc.	Dy. Mgr(Comml.)
9.	Shri. H. S. Kar, Asstt	Transportation job, procurement of computer peripherals, office equipments etc.	Dy. Mgr(Comml.)
10.	Shri Subol Debnath, Jr.Asstt	Bid evaluation, proposals, typing of purchase order/work orders etc. typing of list of pre-qualification of list of pre- qualification of registration of vendors etc.	Dy. Mgr(Comml.)
11.	Shri Krishna Podo Roy Operator Office (Equip) Gr.II	Operating Fax M/c and other related work in the Dept.	DGM(Comml.)

### **Engineering & Technical Services Department**

S.No	Name & Designation	Powers & Duties	Reporting Officer	Procedure followed in decision making process (as per procedure manual)
1.	Shri Kallol Acharjya/ ED(O)	Project Coordination& Tech Services Deptt.	D(O)	Proposals from mills/CHQ put up based on requirement and assessed for approval with Financial concurrence as per Delegation of Power
2.	Shri NK Ghosh, DGM(Engg.)	Engineering Services, projects & mill development	ED(O)	
3.	Shri S Roy,Sr.Mgr(Elect)	Electric support services for MTUP, Salt Lake Housing Complex, CHQ, Establishment etc.	DGM(Engg)	
4.	Shri Pradeep Kumar Manager(Mech)	Mechanical support servi ces for MTUP, Salt Lake Housing Complex, CHQ, Establishment etc.	DGM(Engg)	
5.	Shri KK Prasad, Mgr.(Paper)	Technical services related to process areas & coordination of mill capital schemes.	DGM(Engg)	

6.	Shri AK Basu, SEPS	Mill MIS reports, secretarial assistance to DGM(PC), coordination of ISO compliance activities& Housing Complex maintenance coordination.	-do-
7.	Shri BK Das, Exec (Tech)	Responsible for preparation of indent& tech. evaluation of offers. Also assigned for pre-despatch inspection of materials.	DGM(Engg.)
8.	Shri A Pal, Supdt	Assisting Site-in-Charge, Housing Complex maintenance and Upkeep and maintenance of Guest House,Hostels and Security arrangements at HPC Housing Complex.	Site-in- Charge & M(PR&CC)
9.	Smt. M Bhattacharya, Sr. Asstt.	Assisting in preparation of documentation, reports and notes.	Manager(Paper)
10.	Shri R Mukherjee, Sr.Asstt.	Assisting in preparation of documentation, reports and notes	Sr.EPS
11.	Shri Tapan Das, Sr. Asstt.	Assisting in preparation of documentation, reports and notes.	Sr.EPS
12.	Shri AK Chakraborty,Sr.Asst	Assisting in preparation of documentation, eports and notes.	Sr.EPS
13.	Smt. B Basu, Sr. Asstt.	Assisting in preparation of documentation, eports and notes.	DGM(Engg.)
14.	Shri KN Mondal, Jr.Asstt.	Maintenance of records & documents.	SEPS
15.	Smt. R Pradhan, Peon	Attending to other Officers and the Deptt.	SEPS

<b>MKTG.CHQ</b>			
1.	Shri D Dasgupta GM(Mktg)	Overall In-Charge for coordination of Marketing Depts. Activities with Marketing offices and Productin Units including logistic polanning. Responsible for all Depots and Regional Office operations and after all sales services like: settlement of complaints, sundry debtors and management of outstanding/collections; misc.sanctions, audit replies and preparation of replies to RTI, legal matters etc. Coordinator and Convenor for periodic RMs and Depot Managers Meet, Stockist Meet, Marketing Sub Committee Meet. Training & Development of Marketing Team including welfare and organisation issues and	D(M)



		management of issues related to Exhibitions/Seminars, etc. Responsible for periodic Updation of ISO Manual and Systematic Procedures for Depot and Marketing operations, devising strategies for Market penetration, product innovations and Quality compliance and improvements.		
2.	Shri S R Qureshi DGM(Mktg)	In-Chaerge of PPD Cell and related issues. All matters related to Stockist (Appointment, Performance Review and termination), image building and brand promotional activities. Assit Pricing Committee for price revisions and related issues. Management of export sales and Marketing.	GM(M)	
3.	Shri B. Prasad, DG M (Sales)	Responsible for all issues related to MIS & ERP, monitoring of MOFAP Targets, preparation of Agenda Note. Follow-up action Review and Board Meetings, Marketing Sub Committee Meetings, Draft replies to Ministry/similar Agencies in association with other group Heads. Responsible for Institutional tenders and related Pricing matters.	GM(M)	
4.	Shri P K Muralidharan DGM(M)	Responsible for all issues related to Market Research, Product Development, gathering Market Intelligence and Marketing strategies of Competitors products and plans. Will also suggest on Product positioning and follow-up on outstanding payments. Will look after activities of export, responsible for appointment, termination and performance of the Stockist, Insurance related matters, Customers complaint, follow-up of C&D Forms and other misc. jobs assigned to him from time to time by GM(M)	GM(M)	
5. 6.	Shri Swapan Das DM (Mktg) Shri B K Sarkar DM (Mktg) - PPD	Production and Despatch planning of NPM, to coordinate with NPM for production and depatches, to	GM(M) & DGM(M) – SRQ & BP DGM(M) – SRQ/SM(S)	

7.	Shri Anindya Banerjee AM(Mktg)	load contractual prices for Institutions in ERP, to arrange samples/test report/other document from Mill (NPM) as and when required. All work related to submission of Institutional tenders, preparint data bank for prices of competitors products, assisting GM(M) on all issues related to Sub Committee of Directors on Marketing, processing of bulk order schem es, EOI from printers. Will coordinate with and provide support service toi GM(M) for BoD Meetings, Pricing circulars, Pricing for Institutional tenders, ERP related issues. Updationof website for NPM despatch, details to Stockist to arrange samples/test report/other documents from mill (NPM) as and when required, registration and settlement of insurance claims, to assist DGM(M) in distributionof latest sam,ples to Depots/Regions, to load orders in ERP as and when required.	GM(M)
8.	Shri Dalia Ghosh, AM(M)	To assist DGM(M)/DM(M) – Export on filing and storing of old and new files, to assist DGM(M) for settlement of complaints, collection of statutory forms, other misc. jobs as assigned to her from time to time, compliance reports etc. To arrange Stationery for the Dept. He will report to GM(M), DGM(M) – SRQ and SM (Sales- ER) for all secretarial jobs, other misc. as assigned to him from time to time	DGM(M) – SRQ DGM(M) –BP DM (M) - PPD
9.	Shri S Pal Chowdhury, E (M)		DGM(M) – SRQ/BP DM (M) - Export
10.	Shri P K Chatterjee, PS		GM(M), DGM(M) – SRQ/ SM (Sales- ER)
11.	Shri B B Singh Supdt.(M)	All MIS reporting to Sr. Officers including Director and CMD , to assist PPD Cell in ERP as and when required Production and despatch planning of CPM, to coordinate with CPM for Production and despatches, to load contractual prices in Institution in the ERP, to arrange samples/test report/other documents from Mill (CPM) as and when required	DGM(M) – BP
12.	Shri Amit Goswami, Supdt.(M)		DGM(M) – SRQ SM (Sales)
13.	Smt.Sabita Kanungo	Updationof website for CPM	DGM(M) – SRQ

		despatch, details to Stockist, to assist DGM(M), SM(S),DM(M), to assist SM(S) in distribution of latest samples to depots/regions, other misc.jobs as assigned to her from time to time To assist DGM(M), SM(S),DM(M) in typing and other misc.jobs as assigned to him from time to time All misc.jobs as assigned to him from time to time. Distribution of papers and all misc.jobs as assigned to him from time to time. Distribution of papers and all misc.jobs as assigned to him from time to time.	DGM(M) – BP SM(S)-PPD  DGM(M) – BP SM(S) & DM(M)  GM(M)  GM(M)  GM(M)	
14.	Supdt.(M)  Shri Swapan Das Sr.Asstt.			
15.	Shri Ranjan Paul Xerox /Fax Operator			
16.	Shri Biswanath Bhagat Peon			
17.	Shri Biswanath Singh Peon			
<b>EASTERN REGION</b>				
<b>KOLKATA</b>				
1.	Shri T Banerjee Sr. Manager (S)	In charge of Regional Marketing Office (Eastern Region)	GM(M)	As above
2.	Shri Swapan Sarkar, Executive (S)	Looking after Depot sales and preparation /maintenance Of various related reports.	SM (S)	As above
3.	Shri TKS Nair, E (PS)	Assisting in day-to-day depot sales operation.	SM (S)	As above
4.	Shri S.Banerjee, Jr.Asstt.	Day to day job related to Kolkata Depot	M (S)	As above
5.				
6.	Shri S Biswas DM (F), ER	Functions of associate finance	GM (F)	
7.	Shri Madhusudan Barick,	Receiving and Delivery of stock and Go down.	SM (S)	As above
8.	Godown Keeper Shri Jitesh Prasad Roy,	Issuance of Indents maintenance of record and	SM (S)	As above
	Assistant	assisting Regional Manager.		
<b>PATNA</b>				
1.	Shri Swapan Dutta, AM(S)	Depot in charge responsible for depot sales operation.	SM (S)	As above
2	Shri A.Parwatiar, Executive (S)	Market Sales follow-up of payments and assisting Depot incharge in all	AM (S)	As above

		matters		
3.	Shri MP Yadav, Peon Gr.I	Maintenance of all records and assisting Depot in charge	Ex (S)	As above
<b>CHENNAI</b>				
1.	Shri S Kuppuswamy A.M (Sales)	Overall In-charge for the Southern Region	GM(M)	As above
2.	Shri S.Rajakumar, Sr.Asstt.	Assisting Dy.M(F), writing of cash book preparation of Vouchers, etc.	AM(F)	As above
3.	Shri K.Sankaran, Peon	Attending Regional Manager and other officials at Chennai	SM(S)	As above
34.	<b>Smt. Saradha Raghunath, PS</b>	<b>Attending Sr.M(S) as PS</b>	<b>SM(S)</b>	<b>As above</b>
35.	<b>Shri S.Rajakumar, Sr.Asstt.</b>	<b>Assisting Dy.M(F), writing of cash book preparation of Vouchers, etc.</b>	<b>Dy.M(F)</b>	<b>As above</b>
36.				
38.	<b>Shri D.Jothi, Executive(S)</b>	<b>Assisting Depot In- charge in case of Depot operation.</b>	<b>SM(S)</b>	<b>As above</b>
<b>BANGL'RE</b>				
1.	Shri MVG Rao, AM(S)	Overall In-charge for Bangalore Depot	GM(M)	As above
2..	Smt. M.Rodrigues, PA	Working as Associate Finance.	AM(S)	As above
3.	Shri B.C.Sudhir,	Receipt and Delivery of	AM(S)	As above

	Jr.Asstt.	material visiting godown and other job assigned by depot in-charge.		
4.	Shri K.Babu, Peon	Attending Office duties and other work by Depot in charge from time to time.	AM(S)	As above
<b>KOCHI</b>				
1.	Shri S Kuppuswamy A.M (Sales)	Presently working as In-charge of Kochi	GM(M)	As above
2.	Smt. C G Vijayalakshmi Sr.Asstt.	To assist AM(S)	AM(S)	
	Shri VR Somanathan Nair, Peon	Working as Messenger and assisting Depot in charge	AM(S)	As above

<b>AH'MBAD</b>				
1.	Shri D.D.Singal, M(S)	Over all Depot In charge of Ahmedabad	GM(M)	As above
2.	Shri Lokesh Chakraborty, Executive(F)	All work related to accounts maintenance in Ahmedabad depot.	M(S)	As above
3.	Shri Mukesh N.Patel, Sr.Asstt.	Preparation of DO/Sales journal Invoices and other work assigned by depot-in charge from time to time.	Manager (S)	As above
4.	Shri B.B. Pandey, Peon	General upkeep of office, out door jobs and other work as assigned by depot in charge from time to time.	Manager (S)	As above
<b>INDORE</b>				
51.	Shri R.K. Pandey, Acctt.	Over all Depot in charge of Indore	GM(M)	As above
52.	Shri AB Galgate , Sr.Asstt.	Assisting Depot In-charge in day-to-day work	Acctt.	As above

**Marketing Department**

<b>Sl.No.</b>	<b>Name &amp; Designation</b>	<b>Powers &amp; Duties</b>	<b>Reporting Officer</b>	<b>Procedure followed in decision making process</b>
<b>DELHI</b>				
1.	Shri R C Singh DGM(S)	Regional Manager, In-charge of Delhi, Ghaziabad	GM(M)	PWH Guidelines
2.	Shri S.K.Gupta, D.M.(Sales)	Institutional Sales, Reconciliation, Confirmation and Collection of Receivables	DGM(S)	As above
3.	Shri J.K.Singh, AM (S)	Open Market Sales, Sales Tax matters Payment collection	DGM(S)	As above
4.	Shri S.Bhattacharya, D.M.(Sales)	Daily weekly and other MIS reports of the Depot	DGM(S)	As above
5.	Shri S.Sharma, Supdt. (S)	Stock management, godown duties,	DGM(S)	As above

		coordination with Rly authority and clearing agent.		
6.	Shri R.A.Rohila, Sr. Asstt.	Maintenance of stock register Preparation of stock statement and reconciliation	DGM(S) - DG	As above
7.	Shri Md.. Hussain, Sr.Asstt.	Godown work and maintenance of CPM stock register	DGM(S) - DG	As above
8.	Shri Bhagirath Pal, Assistant.	Record maintenance of DGM(S) DG & DGM(S)JLC	DGM(S) - DG	As above
9.	Shri Laxman Singh, Sr. Asstt	Receipt of Delivery of goods from godown and other godown	DGM(S) - DG	As above
10.	Shri Amar Singh Rana, Naik	Godown work maintenance of related documents	DGM(S) - DG	As above
11.	Shri S.K.Grover, SS	Stock Register maintenance, clearing of Rakes, Assisting A.M. (S)	DGM(S)	As above

Sl.No.	Name & Designation	Powers & Duties	Reporting Officer	Procedure followed in decision making process
<b>LUCKNOW</b>				
1.	Shri J.K.Singh A.M.(S)	In-charge of Lucknow Depot	DGM(S)	PWH Guidelines
2.	Shri A.K.Grover, D.M.(F)	Associate Finance	DGM(S)	As above
3.	Shri S.Prasad, S.Supervisor	Godown work of Lucknow & Stock records	A.M.(S)	As above
4.	Shri S.P.Chamoli, Asstt. Gr I	MIS, Stock reconciliation and Typing work.	A.M.(S)	As above
5.	Shri AmarSingh, Peon Gr.I	Distribution of documents	A.M.(S)	As above
<b>JAIPUR</b>				
1.	Shri S.K.Gupta, D.M.(Sales)	In-Charge of Jaipur Depot. Institutional Sales,	DGM(S)	As above

		Reconciliation, Confirmation and Collection of Receivables		
2	Shri D.P.Bhardwaj, Executive(F)	Generation of DOs Invoices, Sales Journal, CWC bill processing	D.M.(Sales)	As above
3.	Shri S.K. Jain, Sales Supervisor	Godown work & Stock maintenance	D.M.(Sales)	As above
4.	Shri Matu Singh, Asstt.Gr- II	Typing & Misc. Jobs	D.M.(Sales)	As above
5.	Shri Chandra Shelkher, Jr.Asstt. Grade – II	Assisting Depot In- charge	D.M.(Sales)	As above
<b>Chandigarh</b>				
1.	Shri Subhas Sharma, Supdt.(Sales)	Depot In- charge	DGM(S)	As above
2.	Shri Vijendra Kumar, Sr.Asstt.	Associate Finance	Supdt.(Sales)	As above

<b>Mumbai</b>				
1..	Shri S K Chatterjee M(S)	Overall coordination of Sales in western region & administrative function of Regional office.	GM(M)	As above
2.	Shri N V Shanmugam DM(F)	Dealing with financial matters	M(S)	As above
3.	Smt. Vasanthi S AM (S)	Tracing of institutional order pertaining to supply, invoicing and collection of normal job.	.M.(S)	As above
4.	Shri J.D.Bodhankar SS	Maintenance of all records, MIS report	.M.(S)	As above
5.	Shri M.N. Parameswaram, SS	Insurance claim Sales Tax Octroi payment and other statutory requirements. Daily	M (Sales)	As above



		Sales reporting.		
6.	Shri Geetha Radhakrishnan,	Typing of correspondences,	M (Sales)	As above
	Assistant	maintenance of files and other related		
		office function.		
7.	Shri Madhukar Rajaram, Peon Gr.I	Day to day office & outdoor jobs like visit to banks, other offices.	M (Sales)	As above
8.	Shri Anil Laxman Lokhande Peon Gr.I	Day to day office & outdoor jobs like visit to banks, other offices.	M (Sales)	As above

<b>GUWAHATI</b>				
1.	Shri Deepak Baishya M (Sales)	Regional Manager overall in-charge of Sales & Marketing function.	GM(M)	As above
2.	Shri PG Goswami, Exe. (Fin)	Finance & Marketing	M (Sales)	As above
3.	Shri B. Bhattacharjee, Sr. Assistant	Direct Sales (SKT/Inst)	M (Sales)	As above
4.	Shri S. Purkait, Sr. Asstt.	Depot Sales	M (Sales)	As above
5.	Shri AS Mali, Peon	Distribution of documents	M (Sales)	