

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 Raji Philip Chairman-cum-Managing Director

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.

Shri A K Bhatia 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.

Shri MV Narasimha Rao 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.

Shri Abdul Mannan
Head of Marketing

Head of Marketing reports to Chairman-cum-Managing Director. He is a member of the Top Management team. 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 Head of Marketing are as per “Delegation of Powers” of Director (Marketing) in vogue from time to time.

Shri Abdul Mannan
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.

Shri Jagdish Borah,
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, Sr.EPS 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/ mills concerned.
2.	Shri Prabir Kumar Das, Executive (CP)	IT assistance to CMD & Secretarial assistance to CMD as	CMD	As above

		and when required.		
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 and 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 concerned departments/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, 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 Mrityunjoy Sarkar, Peon-Gr.I	Distribution of documents, upkeep of Director(Finance) office & peon's job		

Head of Marketing Office

Sl. No.	Name & Designation	Powers & Duties	Reporting Officer	Procedure followed in decision making process
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1.	Shri Somnath Sengupta, PS	Offerings Secretarial assistance to HOM	Head of Marketing	Proposals received from Regional Marketing Offices are put up to HOM for approval.
2.	Shri Gyani Ram Pathare, Peon	Assisting HOM's office	PS to HOM	

NPPC Cell

Sl. No.	Name & Designation	Powers and Duties	Reporting Officer	Procedure followed in decision making process
1.	Shri PP Gupta, Executive (HR & ES)	Assisting CEO, NPPC and follow-up/ liaison work between CHQ and Mill.	CEO, NPPC	Proposals/ notes initiated as per prevalent rules and procedures.
2	Shri S Naskar, Peon Gr. I	Distribution of documents	CEO, NPPC	

Vigilance Department

Sl. No.	Name & Designation	Powers and Duties	Reporting Officer	Procedure followed in decision making process
1.	Shri Dulal Chandra Barman, Dy.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	Smt. Sumita Mitra, EPS	Secretarial assistance to CVO including maintenance of records and registers.	Chief Vigilance Officer	As above
	Shri Ajoy Krishna Sarkar, Asstt	Typing work of the section, maintenance of files	Dy.Manager(Vigilance)	

		Recording and Weeding.		
	Shri P.K.Jana, Peon	Despatching of letter in CVO's Office, Fax operating, attending CVO.	CVO	
	Shri B.Singh, Peon	Despatching of letter of Vigilance Deptt., attending officers of Vigilance Deptt.	Dy.M(Vig.)	

Secretariat Department

Sl. No.	Name & Designation	Powers and Duties	Reporting Officer	Procedure followed in decision making process
1.	Shri Biplab Chaudhuri, 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 functional 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.Vijayak umaran, Asstt. 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> <p>d) Not applicable.</p>	Co. Secretary	

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.	Co. Secretary	
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.	Asstt. Manager (Sectt.)	
5.	Shri D.N. Roy, Operator Office Equipment) Gr.IIA	a) Discharging the functions of an Operator(Office Equipment) b) Not applicable c) We have been guided by the Companies Act,1956 d) Not applicable.	Asstt.Manag er(Sectt.)	
6.	Shri A.K. Mallik, Peon Gra.I	a) Discharging the functions of a Peon b) Not applicable c) We have been guided by the Companies Act,1956 d) Not applicable	Asstt.Manag er(Sectt.)	

Human Resources and Employee Services Department

Sl. No.	Name & Designation	Duties & Responsibilities	Reporting Officer	Procedure followed in decision making process
1.	Shri J Borah 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 Sr. Manager (HR & ES)	Assisting G.M. (HR & ES) in day-to-day functions of the department as also matters related to <ul style="list-style-type: none"> - Establishment - Compensation Management - Parliamentary Questions - VIP and other references received from 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 K K Pandey Dy. Manager (HR & ES)	Matters related to <ul style="list-style-type: none"> - IR & Welfare of CHQ and the mills - Statutory Compliances - Disciplinary Cases and CDA Rules Coordination with Labour Department Manpower Planning Contract Labour matters Guest Houses/Transit Homes and allotment of quarters Security at Salt Lake Housing Complex Post Retirement Medical Benefit Scheme Overtime Analysis	Sr.M(HR&ES)	As per Personnel Manual and other prescribed Rules & Regulations of the Company
4.	Shri I K Mathur Dy. Manager (HR & ES)	All matters related to Official Language Training	GM (HR & ES)	

5.	Shri A Bhowmik Assistant Manager (HR&ES)	Matters related to - Employee Services - Stores & Stationary - Office premises upkeep	Sr. M HR & ES)	
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6.	Shri P K Adithian Sr.EPS	Matters related to Recruitment Compilation of data on manpower and overtime Personnel Information Service (Updating & Maintenance) ISO ERP	Sr.M (HR & ES)	As per Personnel Manual and other prescribed Rules & Regulations of the Company
7.	Smt. Valsamma Nair Assistant Manager (HR & ES)	<ul style="list-style-type: none"> - 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 	Sr.M (HR & ES)	
8	Shri P K Acharya Executive (HR & ES)	<ul style="list-style-type: none"> - Upkeep, maintenance and allotment of Guest House/Transit Homes/Hostel - All matters related to Hired Cars - Allotment, upkeep and maintenance of Company Quarters t Housing Complex at Salt Lake - Security matters of Housing Complex - Maintenance of SC/ST/OBC Roster for Recruitment and Promotions 	Dy. Manager (HR&ES)	
9.	Shri Arun Sarkar Executive (HR &ES)	<ul style="list-style-type: none"> - Company Leased Accommodation - Matters related to Ruby Building - Liveries - Travel, Despatch, Fire fighting HBA, Conveyance Advances & Reimbursement - Budget - Electricity Bills & DG Set - Maintenance of Elevators 	Asstt. Manager (HR&ES)	
10	Smt. Minu Pal Executive (HR & ES)	<ul style="list-style-type: none"> - 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)	

11	Shri G R Das Executive Private Secretary	- Private Secretary to GM (HR & ES)	GM (HR & ES)	
12	Shri D D Mazumdar Supervisor (HR & ES)	- Providing assistance in Establishment matters - Providing assistance in disciplinary matters	Sr.M (HR & ES)	As per Personnel Manual and other prescribed Rules & Regulations of the Company
13	Shri Salil Sen Supervisor (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	Assistant Manager (HR&ES)	
14	Smt. Aruna Guha, Sr. Assistant	- Assisting Sr. Manager and Dy. Manager in maintaining records and providing secretariat assistance	Dy. 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 Pata, 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 Asstt. Manager (HR&ES) in maintaining records related to Performance Appraisal and assistance in DPC matters	Assistant Manager (HR & ES) -	
20 21 22	Shri R S Pandey, Jr. Asstt. Gr.II Shri J K Sah, Operator (OE) Gr.II Smt. Kabita Sengupta, Jr.Asstt Gr.II	Assisting Executive (HR&ES) Shri Arun Sarkar in functioning of Central Despatch and Receiving Section	Executive (HR&ES)	
23 24 25	Shri Sanatan Naik, Peon Gr.I Shri T M Gayen, Peon, Gr.I Shri Keshab Das, Peon, Gr.I	Attendant in GM's Secretariat Attendant in HR & ES Deptt Attendant in HR & ES Deptt (Despatch Section)	EPS to GM Asstt.Manager (HR&ES) Executive(HR&ES)	

HR & ES – Official Language Section

Sl. No.	Name & Designation	Powers and Duties	Reporting Officer	Procedure followed in decision making process.
1.	Sri I K Mathur, Dy.M (HR&ES)/OL	Discharging the functions of training under GM (HR&ES). All work connected with implementation of Official Language Act and other related functions.	GM(HR&ES)	As per Training Manual.
2.	Smt S M A Nazma Biswas, Supervisor	Co-ordination in training activities.	Dy.M(HR&ES)/OL	
3.	Sri U S Singh, Sr.Asstt(OL)	All Official Language related activities including timely submission of periodical statutory reports to the Ministry etc. and all typing of job through computer.	Dy.M(HR&ES)/OL	
4.	Sri Tapash Dey, Sr.Asstt(HR&ES)	Dealing with training matters and maintenance,	Dy.M(HR&ES)/OL	

		updating of all training files and records etc. Organise Hindi Competition as and when required. Typing job in English & Hindi through computer.		
5.	Sri R S Yadav, Assistant (OL)	Maintenance of files in OL Section and typing job through computer.	Dy.M(HR&ES)/ OL	
6.	Sri R B Thapa, Gestetner Oprtr.	Assisting administrative functions pertaining training, OL Section and also Civil Deptt. at HPC Housing Complex, Salt Lake.	Dy.M(HR&ES)/ OL	

HR & ES – Delhi Liaison Office

Sl. No.	Name & Designation	Powers and Duties	Reporting Officer	Procedure followed in decision making process.
1.	Shri K S Subramaniam Sr. Manager (Liaison & ES)	Liaison with the Administrative Ministry, other Ministries, Railways and Government Agencies, Delhi Office administration	GM (HR & ES)	As per Personnel Manual and other prescribed Rules & Regulations of the Company
2.	Shri J M D Goel Assistant Manager (L&ES)	Assisting Sr. Manager in his day to day work	Sr. Manager (L&ES)	As above
3.	Shri Sunil Sharma Executive (PS)	Besides assisting Sr. Manager (L&ES), providing secretarial assistance to CMD and other Directors during their visit to Delhi Office	Sr. Manager (L&ES)	As above
4.	Shri S S Chauhan, Sr. Assistant	Assisting Sr. Manager in his day to day work and maintaining various records at Delhi Office	Sr. Manager (L&ES)	As above
5.	Shri Yasin Banwa, Sr. Assistant	Assisting Sr. Manager in his day to day work and maintaining various records at Delhi Office	Sr. Manager (L&ES)	As above
6.	Smt. Kusum	Assisting Sr. Manager in	Sr. Manager	As above

	Agarwal, Assistant Gr.III	his day to day work and maintaining various records at Delhi Office	(L&ES)	
7.	Shri Rajbir Singh, Driver Gr.I	Driver of staff car at Delhi. Maintaining of the vehicle and Log Book	Sr. Manager (L&ES)	As above
8.	Shri A S Rana, Naik	Watchman of Delhi Office	Sr. Manager (L&ES)	As above

Legal Department

Sl. No.	Name & Designation	Powers & Duties	Reporting Officer	Procedure followed in decision making process
1.	Shri B. P. Bhattacharjee 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, Asst. Manager (Legal)	Assisting M (Legal) in all legal matters.	Manager (Legal)	
3.	Shri Swpan Kumar Sarkar, EPS	Taking dictation and offering secretarial services.	Manager (Legal)	
4.	Shri P. K. Das Jr. Asst. Gr. I	Filing all papers and maintaining all files.	Manager (Legal)	
5.	Shri N. C. Mondal Despatch Rider	Distribution of papers, attending Solicitors Office for delivering of papers.	Manager (Legal)	

PR&CC Department

Sl. No.	Name & Designation	Powers and Duties	Reporting Officer	Procedure followed in decision making process
1.	Shri S R Qureshi Sr.Manager	All jobs connected with Public Relations,	GM (HR&ES)	Proposals put by SM(PR&CC) to

	(PR&CC)	Corporate Communications & Media Relations.		GM (HR&ES) are sent to Finance department for approval.
2.	Smt. Kalpana Mukherjee, Librarian	Planning, Organising of all Library functions.	SM(PR&CC)	Proposals are being put to SM(PR&CC) and approved by GM (HR&ES).
3.	Smt Mitra Bhattacharya, Sr.Supt.(IT)	Assisting Sr.Manager (PR&CC) in all Public Relations related jobs. Taking dictation, typing.	SM(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.	SM(PR&CC)	
5.	Shri Sudhir Sanfui Peon	Distribution of all documents. Cleaning chairs and tables.	SM(PR&CC)	

Finance & Accounts Department

Sl. No.	Name & Designation	Powers & Duties	Reporting Officer	Procedure followed in decision making process
1.	Shri J.P. Bhattacharya, GM(IA&CP)	Overall in-charge of Finance & Accounts Department.	D(F)	Work on Accounting Manual is in progress. To be completed by 31.12.2005.
2.	Shri S. Sarkar, Sr. Manager (Finance)	In-charge of Establishment Section including Marketing, Purchase & PF Accounts.	GM(IA&CP)	
3.	Shri M. Ray Chowdhury, Sr. Manager (Finance)	In-charge of at CHQ Internal Audit Department.	D(F)	
4.	Shri U. Dutta Chowdhury, Dy. Manager (Fin.-MIS)	Costing, MIS and taxation matters.	GM(IA&CP)	
5.	Shri S. Das Mahapatra, Dy. Manager (Fin.)	Marketing Finance & Accounts.	Sr.M(Fin.)	
6.	Shri Ranjit Bose, AM(MIS & Cost)	Costing & MIS jobs.	Dy.M (Cost & MIS)	
7.	Shri H.N. Biswas, AM(Fin.)	Incharge of salary section.	Sr.M(Fin.)	
8.	Shri Ajoy Paul, AM(Fin.)	Import bills and incharge of all payments in respect to Comml. Department.	Sr.M(Fin.)	

9.	Shri B. Kayal, AM(Fin.)	Salary.	Sr.M(Fin.)	
10.	Shri L.M. Mandal, AM(Fin.)	Purchase Bills (Indigenous)	Sr.M(Fin.)	
11.	Shri G.N. Kundu, AM(Fin.)	Compilation and taxation.	Dy. M(Fin.- MIS)	
12.	Mrs. Swapna Paul, AM(Finance)	Contingencies	Sr.M(Fin.)	
13.	Shri S. Narayanaswamy, AM(Fin.)	Compilation & miscellaneous reporting to GoI/C&AG. AO(Fund) to look after PF & Gratuity Trust and ERP related work of CHQ Finance.	Sr.M(Fin.)	

Sl. No.	Name & Designation	Powers & Duties	Reporting Officer	Procedure followed in decision making process
14.	Shri Chanchal Roy, AM(IA)	Internal Audit.	Sr.M(IA)	Work on Accounting Manual is in progress. To be completed by 31.12.2005.
15.	Shri B.B. Chowdhury, E(Fin.)	Internal Audit	Sr.M(IA)	
16.	Shri S. Debnath, E(Fin.)	Medical, Hire Car & other payments like telephone & maintenance at Salt Lake.	Sr.M(Fin.)	
17.	Shri B. Chakraborty, Accountant	TA/LTC, settlement of travel agent bill.	Sr.M(Fin.)	
18.	Shri Samir Roy, Accountant	Purchase Bills.	Sr.M(Fin.)	
19.	Shri K.C. Das, Accountant	Compilation.	AM(Fin.)	
20.	Shri Hirak Das, Accountant	Banking matters.	Sr.M(Fin.)	
21.	Shri D.C. Debnath, Accountant	Contingency bills.	Sr.M(Fin.)	
2.2	Shri Arun Ghatak, Accountant.	Sundry Debtors, Cash Flow and Inter-Unit reconciliation with NPM, CPM, Marketing, NPPC & HNL.	Dy.M(Fin.- Mktg.)	
23.	Shri Tarun Bhattacharya, Accountant	Costing & MIS jobs.	Dy.M (Cost & MIS)	
24.	Shri Amitabha Mukherjee, Assistant	Posted in Cash Section	Sr.M(Fin.)	

Information Technology Department

Sl. No.	Name & Designation	Powers and Duties	Reporting Officer	Procedure followed in decision making process
1	Shri A. Robin Joy, Manager(IT)	<ul style="list-style-type: none"> ▪ Overall charge of IT function in CHQ ▪ ERP Implementation ▪ Infrastructure procurement and commissioning ▪ Co-ordination with Mills and Subsidiary ▪ RTI Implementation 	Director (Finance)	As per Department Manual
2	Shri Biplab Som, Manager (IT)	<ul style="list-style-type: none"> ▪ IT Operations at CHQ ▪ General procurement and contracts ▪ Application support – Payroll / CPF 	Director (Finance)	As per Department Manual
3	Shri Amalendu Ray Dy. Manager (IT)	<ul style="list-style-type: none"> ▪ Application support - MIS, Compilation, Loans, DPC/Appraisal, Leave accounting, Miscellaneous work like NPPC 	Manager(IT)	As per Department Manual
4	Shri AK Mitra, Asst. Manager (IT)	<ul style="list-style-type: none"> ▪ Application support – CPF. Miscellaneous ▪ Operation support – End users 	Manager(IT)	As per Department Manual
5	Smt. Gouri Mukherji Executive (IT)	<ul style="list-style-type: none"> ▪ Support and maintenance of MIS and Leave accounting applications ▪ Housekeeping / Inventory of IT 	Manager(IT)	As per Department Manual
6	Shri Swapan K Das Executive (IT)	<ul style="list-style-type: none"> ▪ Marketing application support of RO's ▪ E-mail / Internet related support to users ▪ Liaison with vendors for day-to-day maintenance under AMC 	Manager(IT)	As per Department Manual
7	Shri Kamol K Bhattacharjee Sr. Supervisor (IT)	<ul style="list-style-type: none"> ▪ Operations of server systems 	Manager(IT)	As per Department Manual
8	Shri KK Parhi Sr. Asst.	<ul style="list-style-type: none"> ▪ ERP related activities ▪ Presentation preparation / 	Manager(IT)	As per Department

		support for Senior Management		Manual
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ERP Department

Sl. No.	Name & Designation	Powers & Duties	Reporting Officer	Procedure followed in decision making process
1.	Shri S.M. Chetri, Team Leader-ERP	1) Implementation of ERP 2) Mobilisation of ERP Team for transformation of our Business Process.	D(F)	Proposals being put up to D(F) for approval

Commercial Department

Sl. No	Name & Designation	Power and Duties	Reporting Officer	Procedure followed in Decision Making Process
1.	Shri Biblab Chaudhuri, In-charge Commercial	In-charge of Commercial deptt., directly handling bulk inputs & capital revenue items etc.	D(O)	As per Purchase Manual and other relevant instructions and guidelines from CVC/DPE.
2.	Shri D. Majumdar, Sr. Manager (Commercial)	Imports & other than proprietary items, sale of C.S. flakes & lye etc	In-charge (Commercial)	
3.	Shri S.N.Das, Dy. Manager (Purchase)	Bulk inputs	Sr.Mgr (Comml.)	
4.	Shri P.K. Maitra, Asstt. Manager (Commercial)	Import, proprietary items, clearance job, L/C opening etc.	In-charge (Commercial)	
5.	Smt. Krishna Majumdar, Exec. (Commercial)	Payments for bulk inputs and assisting In-charge (Comml.) in finalization of tenders etc.	In-charge (Commercial)	
6.	Shri S.K.Ghosh, 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	In-charge (Commercial)	

7.	Shri N.G.Saha, P.S	Taking dictation and typing job etc.	Sr.Mgr (Commercial) /In-charge (Commercial)	
8.	Shri Subir Das, P.S	Taking dictation and typing job etc.	Sr.Mgr (Comml.)	
9	Shri Kumkum Das, Sr. Asstt.	Import items, Capital items, etc Preparation of purchase proposals etc.	Asstt. Mgr (Comml.)	
10.	Shri Tapasi Bose, Sr. Asstt	Payment of materials against orders placed by NPM / CPM, Dictation & typing job etc.		
11.	Shri. H. S. Kar, Asstt	Transportation job, procurement of computer peripherals, office equipments etc.		
12.	Shri Subol Debnath, Jr.Asstt	Bid evaluation, proposals, typing of purchase order/work orders etc. typing of list of pre-qualification of registration of vendors etc.		

Engineering & Technical Services Department

S.No	Name & Designation	Powers & Duties	Reporting Officer	Procedure followed in decision making process (as per procedure manual)
1.	Shri EK Shajahan, DGM(Proj. Coordn)	Project Coordination & Tech Services Deptt.	D(O)	Proposals from mills/CHQ put up

2.	Shri NK Ghosh, DGM(Engg.)	Engineering Services, projects & mill development	D(O)	based on requirement and assessed for approval with Financial concurrence as per Delegation of Powers.
3.	Shri KK Prasad, Dy.Mgr.(Paper)	Technical services related to process areas & coordination of mill capital schemes.	DGM(PC)	
4.	Shri AK Basu, SEPS	Mill MIS reports, secretarial assistance to DGM(PC), coordination of ISO compliance activities & Housing Complex maintenance coordination.	-do-	
5.	Shri TK Jyoti, Exec (Tech)	Responsible for preparation of indent & tech. evaluation of offers. Also assigned for pre-despatch inspection of materials.	DGM(Engg.)	
6.	Shri BK Das, Exec (Tech)	Responsible for preparation of indent & tech. evaluation of offers. Also assigned for pre-despatch inspection of materials.	DGM(Engg.)	
7.	Shri K Mitra, D ^o Man/Site-in-Charge, Salt Lake Hsg.	In-charge of Housing Complex maintenance.	DGM(PC)	
8.	Shri A Pal, Supdt	Assisting Site-in- Charge, Housing Complex	Site-in- Charge	
9.	Smt. M Bhattacharya, Sr. Asstt.	Assisting in preparation of documentation, reports and notes.	Dy. Manager (Paper)	
10.	Shri R Mukherjee, Sr.Asstt.	Assisting in preparation of documentation, reports and notes.	Executive (Tech)	
11.	Shri Tapan Das, Sr. Asstt.	Assisting in preparation of documentation, reports and notes.	DGM(Engg.)	

12.	Shri AK Chakraborty, Sr. Asst	Assisting in preparation of documentation, reports and notes.	Executive (Tech)	
13.	Smt. B Basu, Sr. Asstt.	Assisting in preparation of documentation, reports and notes.	DGM(Engg.)	
14.	Shri KN Mondal, Jr. Asstt.	Maintenance of records & documents.	SEPS	
15.	Shri Kalu Mondal, Peon	Attending to office of DGM (PC) for movement of papers.	DGM(Proj. Coord)	
16.	Smt. R Pradhan, Peon	Attending to other Officers and the Deptt.	SEPS	

Marketing Department

Sl.No.	Name & Designation	Powers & Duties	Reporting Officer	Procedure followed in decision making process
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DELHI				
1.	Shri S.Kumar, DGM(S) - DG	Regional Manager, In-charge of Delhi, Ghaziabad	H.O.M	PWH Guidelines
2.	Shri S.K.Gupta, A.M.(Sales)	Institutional Sales, Reconciliation, Confirmation and Collection of Receivables	DGM(S) - DG	As above
3.	Shri J.K.Singh, Executive (S)	Open Market Sales, Sales Tax matters Payment collection	DGM(S) - DG	As above
4.	Shri S.Bhattacharya, Executive (S)	Daily weekly and other MIS reports of the Depot	DGM(S) - DG	As above
5.	Shri S.Sharma, Executive (S)	Stock management, godown duties, coordination with Rly authority and clearing agent.	DGM(S) - DG	As above
6.	Shri S.K.Grover, SS	Stock Register maintenance, clearing of Rakes, Assisting A.M. (S)	DGM(S) - DG	As above
7.	Shri D.P.Bhardwaj, Sr.Acctt.	Generation of DOs Invoices, Sales Journal, CWC bill processing	DGM(S) - DG	As above
8.	Shri R.A.Rohila, Sr. Asstt.	Maintenance of stock register Preparation of stock statement and reconciliation	DGM(S) - DG	As above
9.	Shri Md.. Hussain, Sr.Asstt.	Godown work and maintenance of CPM stock register	DGM(S) - DG	As above

10.	Shri Bhagirath Pal, Assistant.	Record maintenance of DGM(S) DG & DGM(S)JLC	DGM(S) - DG	As above
11.	Shri Laxman Singh, Sr. Asstt	Receipt of Delivery of goods from godown and other godown work.	DGM(S) - DG	As above
12.	Shri Amar Singh Rana, Naik	Godown work maintenance of related documents	DGM(S) - DG	As above
13.	Shri D.Dasgupta, DGM(S) - JLC	Regional Manager, In-charge of Jaipur , Lucknow and Chandigarh Depots.	H.O.M.	As above

Sl.No.	Name & Designation	Powers & Duties	Reporting Officer	Procedure followed in decision making process
LUCKNOW				
14.	Shri S.K.Das, A.M.(S)	In-charge of Lucknow Depot	DGM(S) JLC	PWH Guidelines
15.	Shri A.K.Grover, A.M.(F)	Associate Finance	Depot In Charge	As above
16.	Shri S.Prasad, S.Supervisor	Godown work of Lucknow & Stock records	Depot In Charge	As above
17.	Shri S.P.Chamoli, Asstt. Gr I	MIS, Stock reconciliation and Typing work.	Depot In Charge	As above
18.	Shri AmarSingh, Peon Gr.I	Distribution of documents	Depot In Charge	As above
JAIPUR				
19.	Shri Totan Bhattacharyya A.M.(S)	In-charge of Jaipur Depot.	DGM(S) JLC	As above
20	Shri A.K.Vijh, AM(F)	Associate Finance		As above
21.	Shri S.K. Jain, Sales Supervisor	Godown work & Stock maintenance	AM (S)	As above
22.	Shri Matu Singh, Asstt.Gr- II	Typing & Misc. Jobs	AM (S)	As above
23.	Shri Chandra Shelkher, Jr.Asstt. Grade – II	Assisting Depot In- charge	AM (S)	As above

Chandigarh				
24.	Shri A.K. Kohli, D.M.(S)	In- charge of Chandigarh Depot	DGM(S) JLC	As above
25.	Shri Subhas Sharma, Sales Supervisor	All Depot work & assisting Depot In- charge	AM (S)	As above
26.	Shri Vijendra Kumar, Acctt.,	Associate Finance	AM (S)	As above

Mumbai				
27.	Shri M.Baruah, SM(S)	Overall coordination of Sales in western region & administrative function of Regional office.	H.O.M.	As above
28.	Shri A.Banerjee, A.M.(S)	Depot in charge, Sales and other related matters pertaining to Mumbai depot.	S.M.(S)	As above
29.	Smt. Vasanthi S Executive (S)	Tracing of institutional order pertaining to supply, invoicing and collection of normal job.	S.M.(S)	As above
30.	Shri J.D.Bodhankar SS	Maintenance of all records, MIS report	S.M.(S)	As above
31.	Shri M.N. Parameswaram, SS	Insurance claim Sales Tax Octroi payment and other statutory requirements. Daily Sales reporting.	AM (Sales)	As above
32.	Shri UK Mishra, AM (IA)	Matters related to Regional Audit	SM(Sales)	As above
33.	Shri SN Chatterjee, AM(F)	Matters related to Regional Finance	SM (Sales)	As above
34.	Shri RK Panda, A/c. Assistant	Assisting AM (Finance), Handing of cash and maintenance of Cash Book and Bank Book	AM (Finance)	As above
35.	Shri Geetha Radhakrishnan, Assistant	Typing of correspondences, maintenance of files and other related office function.	AM (Sales)	As above
36.	Shri Madhukar Rajaram, Peon Gr.I	Day to day office & outdoor jobs like visit to banks, other offices.	AM (Sales)	As above

GUWAHATI				
37.	Shri T. Banerjee, M (Sales)	Regional Manager overall in-charge of Sales & Marketing function.	HOM	As above
38.	Shri PG Goswami, Exe. (Fin)	Finance & Marketing	M (Sales)	As above
39.	Shri B. Bhattacharjee, Sr. Assistant	Direct Sales (SKT/Inst)	M (Sales)	As above
40.	Shri S. Purkait, Sr. Asstt.	Depot Sales	M (Sales)	As above
41.	Shri AS Mali, Peon	Distribution of documents	M (Sales)	As above
MKTG.CHQ				
42.	Shri B. Prasad, Sr. M (Sales)	MIS, Planning & Distribution, Export, Complaint settlement, Coordination with all depots,/Regions, Mills, Stockist etc, overall In-charge of all above functions	HOM	As above
43.	Shri SK Chatterjee, DM (Mktg)	Preparation of targets, pricing committee minutes, issuance of circulars, insurance, ST and other matter related to coordination with depots/mills.	SM (Sales)	As above
44.	Shri D. Baishya, DM (Mktg.)	Export, Customers complain, appointment & termination of stockist.	SM (Sales)	As above
45.	Shri BK Sarkar, AM (Sales)	Production & Despatch planning for NPM coordination with Depots/Mills.	SM (Sales)	As above
46.	Shri Dalia Ghosh, Exe. (M)	Maintenance of stock book & furnishing of related reports coordination with Depots/Mills (NPM) & assisting AM (Sales)- PPD	AM (Sales)	As above

47.	Shri S Pal Chowdhury, E (M)	Customers complain & assistant DM (M)	DM (M)	As above
48.	Shri Amit Goswami, Sales Supervisor	Production & Despatch planning for CPM coordination with Depots & CPM	SM (Sales)	As above
49.	Shri S Kanungo, Supvr.(Sales)	Updating of DA Register of CPM & assisting SS(S) in regular PPD work	AM (Sales)	As above
50.	Shri Satyajit Chakrabarty, Supdt. (MR)	MIS, Pricing circulars, stockist records. ERP	SM (Sales)	As above
51.	Shri BB Singh, Supervisor (M)	MIS	SM (Sales)	As above
52.	Shri Swapan Kumar Das Sr. Assistant (Marketing)	Typing job, Assisting Sr.Manager (Sales) in day-to-day work.	SM (Sales)	As above
53.	Shri Ranjan Kumar Pal, Optr.	Operation of Fax & Xerox machine in Mktg. Deptt.	SM (Sales)	As above
54.	Shri Viswanath Bhagat, Peon	Distribution of documents	SM (Sales)	As above

KOLKATA				
55.	Shri Swapan Roy, Manager (S)	Regional Manager (ER) Overall in charge of sales and Mktg. function of Eastern Region.	HOM	As above
56.	Shri Swapan Sarkar, Supv (S)	Looking after Depot sales and preparation /maintenance Of various related reports.	M (S)	As above
57.	Shri TKS Nair, E (PS)	Assisting in day-to-day depot sales operation.	M (S)	As above
58.	Shri P. K. Chatterjee, PS	Secretarial job of Eastern Region	M (S)	As above
59.	Shri S.Banerjee, Jr.Asstt.	Day to day job related to Kolkata Depot	M (S)	As above
60.	Shri A.Ganguly, DM (F), ER	Functions of associate finance	GM (IA)	As above
61.	Shri Madhusudan Barick, Godown Keeper	Receiving and Delivery of stock and Go down.	M (S)	As above
62.	Shri H.Bhowmick, Peon	Peon's job	M (S)	As above
PATNA				
63.	Shri Swapan Dutta, Exe(S)	Depot in charge responsible for depot sales operation.	M (S)	As above
64	Shri A.Parwatiar, Supdt, (S)	Market Sales follow-up of payments and assisting Depot incharge in all matters	Ex (S)	As above
65.	Shri MP Yadav, Peon Gr.I	Maintenance of all records and assisting Depot in charge	Ex (S)	As above
CUTTACK				
66.	Shri Jitesh Prasad Roy, Assistant	Issuance of Indents maintenance of record and assisting Regional Manager.	M (S)	As above

CHENNAI				
67.	Shri RC Singh, Sr.M (Sales)	Regional Manager Overall In-charge for the Southern Region	HOM	As above
68.	Shri N.V. Shanmugam, Dy.M(F)	Overall In-charge for Finance of Southern Region.	SR. M (Sales)	As above
69.	Shri J.C.Raj, Dy.M(IA)	Overall In-charge for Internal Audit in Southern Region	SM(S)	As above
70.	Smt. Saradha Raghunath, PS	Attending Sr.M(S) as PS	SM(S)	As above
71.	Shri S.Rajakumar, Sr.Asstt.	Assisting Dy.M(F), writing of cash book preparation of Vouchers, etc.	Dy.M(F)	As above
72.	Shri K.Sankaran, Peon	Attending Regional Manager and other officials at Chennai Office.	SM(S)	As above
73.	Shri S.Kuppuswamy, Asstt. Manager(Sales)	Overall In-charge of Chennai depot	SM(S)	As above
74.	Shri D.Jothi, Executive(S)	Assisting Depot In- charge in case of Depot operation.	SM(S)	As above
MADURA II				
75.	Shri SS Nair, Manager (S)	Overall In-charge for Madurai Depot	SM (S)	As above
76.	Shri S.Balasundaram, E(S)	Assisting Manager(S) in Maintenance of records , Issuance of DOs Preparation of statement etc.	M(S)	As above

BANGL'R E				
77.	Shri MVG Rao, Exe(S)	Overall In-charge for Bangalore Depot	SM(S)	As above
78.	Smt. M.Rodrigues, PA	Working as Associate Finance.	Executive (S)	As above
80.	Shri B.C.Sudhir, Jr.Asstt.	Receipt and Delivery of material visiting godown and other job assigned by depot in- charge.	Ex(S)	As above
81.	Shri K.Babu, Peon	Attending Office duties and other work by Depot in charge from time to time.	Executive (S)	As above
KOCHI				
82.	Smt. CG Vijayalakshmi, Sr. Asstt.	Presently working as In-charge of Kochi	SM(S)	As above
83.	Shri VR Somanathan Nair, Peon	Working as Messenger and assisting Depot in charge	Sr.Asstt.	As above

AH'MBAD				
84.	Shri D.D.Singal, Dy.M(S)	Over all Depot In charge of Ahmedabad	S.M.(S) – WR	As above
85.	Shri Lokesh Chakraborty, Sr. Acctt.	All work related to accounts maintenance in Ahmedabad depot.	Dy. Manager(S)	As above
86.	Shri Mukesh N.Patel, Sr.Asstt.	Preparation of DO/ Sales journal Invoices and other work assigned by depot-in charge from time to time.	Dy. Manager (S)	As above
87.	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.	Dy. Manager (S)	As above
INDORE				
88.	Shri Samar Haldar, Ex (S)	Over all Depot in charge of Indore	S.M.(S) – WR	As above
89.	Shri AB Galgate , Asstt.	Assisting Depot In- charge in day-to-day work	Exe. (Sales)	As above