

II THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES (SECTION 4(1) b(ii))

1. MANAGING DIRECTOR

1 (1) Powers of the Managing Director – As per Articles of Association.

The business and management of the Company shall be carried on by the Managing Director subject to the control and supervision of the Board of Directors. He shall have power to appoint and at his discretion to remove or suspend or otherwise punish such mangers, secretaries, officers, clerks, agents and servants permanently or temporarily or for specified period, as he may, from time to time -think fit and to determine their powers and duties and fix their salaries and emoluments and to require security in such instances and to such amounts as he may think fit. Provided that no post the maximum basic pay of which is more than Rs. 500/- (Rupees Five Hundred only) per mensom shall be created without the Prior approval of the Board of Directors. However, appointments to posts, which are not in the managerial cadre, shall be made in consultation with Kerala, Public Service Commission. For posts in managerial cadre, the Managing Director shall make appointment only out of a panel drawn up by a Staff Selection Board constituted by the Board of Directors of which the Managing Director shall be a member, and the Staff Selection Board so constituted shall be assisted by a technical expert nominated by the Managing Director.

1 (2) POWERS OF THE MANAGING DIRECTOR – As per the delegation by the Board

A. General

- a) To authorize re appropriation between heads of expenditure in sanctioned budgets in emergent circumstances subject to ratification by the Board.

- b) To appoint committee of officials to examine any specific problem, to specify scope of duties, responsibilities and powers of such committees and time limit for submission of recommendations.
- c) To invest surplus funds not immediately required as short-term deposits to the benefit of the Company subject to the guidelines issued by the Board.
- d) To sanction expenditure to defray funeral expenses of a deceased employee upto Rs. 2500/- and an ex-gratia payment to the family of the deceased upto Rs. 5000/- in each case.
- e) To sanction payment of donation or aid for charitable, benevolent, scientific, national, public or any other useful institutions subject to budget provision up to a maximum limit of Rs. 5000/- in each case and Rs.40, 000/- in a year.
- f) To specify duties, responsibilities and functions of staff and officers.
- g) I. To decide the total shut down of factories subject to a maximum of 30 days or partial shut down of factories as and when required.
II) To decide to start the plant after shutdown
III) To decide the product mixes in the factories in the best interests of the Company.
- h) (i) To sanction extra/supplementary items and deviations in contracts for works, provided the additional cost does not exceed the original order by more than 10% for reasons to be recorded.
(ii) To deviate up to 10% above PAC from standard estimate beyond which the matter should be placed before the Board (tender excess)
- i) To sanction expenditure on contingencies not specified in budget up to Rs. 50,000/- per year.
- j) To depute Company employees for training anywhere in India and sanction expenditure on such training as per standard norms and within the budget provision.
- k) To depute Company staff to participate in Seminar, Symposium, workshops etc. and sanction expenditure in connection thereon.
- l) To enter into all such negotiations and contracts on behalf of the Company as he may consider expedient in relation to any of the matter connected with the purchase of stores, sale of produce etc; in case approved procedure is followed.

- m) To authorize discounts/ rebates/ incentives on selling price and offer credit facilities in respect of items coming other than the purview of sales committee subject to maximum of 1% sale proceeds of unit transaction and also that such decision shall be taken in the best interests of the Company for reasons to be recorded.

B) Others

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| 1. | Power to sanction capital expenditure | a) Upto Rs.20 lakhs subject to budget provisions b) Between Rs. 20 lakhs and Rs. 50 lakhs with the approval of the Chairman subject to budget provision. c) Beyond Rs. 50 lakhs with the approval of Board Full powers subject to provision in the Budget |
| 2. | Power to sanction maintenance to stores, tools, plants etc; | Full powers subject to Provision in the Budget |
| 3. | Printing & purchase of stationery | Full powers subject to provision in the budget |
| 4. | Purchase of furniture, electrical fittings, books, publications, newspapers etc; | Full powers subject to provision in the budget |
| 5. | a) Purchase of expandable stores like fertilizers, insecticides etc; b) Purchase of barrels for filling latex | a) Upto Rs. 40 lakhs subject to provision in the budget if purchase procedure is followed. b) Beyond Rs.40 lakhs in consultation with the Chairman and a Director representing the State Government. Full powers subject to open tender and observance of purchase procedure |
| 6. | Purchase of medicines | Full powers subject to budget provision following approved procedure |
| 7. | Capital expenditure on roads, buildings, bridges etc; | Rs. 20 lakhs subject to provision in the budget |
| 8. | Expenditure on repair & maintenance of roads | Full powers |
| 9. | Power to sanction estimates for works | Full powers subject to provision in the budget |
| 10. | Advance for works | Full Powers |

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| 11. To sanction execution of urgent and unforeseen works not included in Budget | Up to Rs. 1,00,000/- per year |
| 12. Power to accept Tenders | Full Powers |
| 13. Execution of works for which there is no response to open auction or tender | Full powers to take up departmentally works for which there is no response to open auction or tender at less contractors profit if any included in the estimate |
| 14. Power to conduct Auction | Full Powers |
| 15. (i) Powers to confirm sale of timber & residual tree Growth (ii) Power to confirm sale of mature rubber trees | (i) Full powers provided price realized is same or above valuation (ii) Full powers based on the procedure approved by the Board on 09-11-2000. |
| 16. To sanction expenditure connected with disposal and sale of tree growth | Full Powers |
| 17. Valuation of tree growth | Full powers when Forest Dept. procedure is |
| 18. To sanction Sale of any Produce | followed Full Powers |
| 19. Extension of remittance of balance value | To grant extension of time on balance amount of sales value with penal interest @ 12% for first instance upto 25% for period beyond 30 days |
| 20. To execute agreement for working timber, sale of forest growth and other produce etc; or works connected with rubber plantation | Full Powers |
| 21. Extension of Contract period | Full powers with penalty as fixed by the Board when agreement provided for extension |

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| 22. | Extension of contract period such as pitting, fencing, aligning and stacking | Full Powers |
| 23. | Powers to cancel, suspend, revise re-auction etc; of any sale conducted | Full Powers |
| 24. | Sanction rent for Land or building taken for use of the Company | Full Powers |
| 25. | Powers to release refund of security | Full Powers |
| 26. | Refund of revenue | Full powers to refund of revenue due to cancellation of sale or by mistake |
| 27. | Maintenance and repair to motor vehicles, tractors, vans, pumps etc; | Full Powers |
| 28. | Expenditure on litigation, pleaders fees, fees for Auditors, Legal Advisors, Training Faculties etc; | Rs. 25000/- in each case subject to budget provision |
| 29. | Postage & Telephone Charges | Full Powers |
| 30. | Entertainment Expenditure | Full Powers |
| 31. | Advertisement Charges | 1) Commercial Advertisements -Full Powers 2) Complimentary Advertisements a) Upto Rs. 7,500/- subject to budget provision b) Above Rs. 7,500/- with the approval of the Chairman |
| 32. | Power to grant Honorarium, Award, Prize etc; | Up to Rs. 5,000/- in each case subject to provision in the budget |

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| 33. Disbursement of Salary, allowance & wages of employees | Full Powers |
| 34. Sanction of increment in the scale of pay approved by the Board or Govt: | Full Powers to Company employees except deputationists |
| 35. TA bills of all employees | Full Powers |
| 36. Powers to keep cash in office | Full Powers |
| 37. Pass pay bill, Uniform allowance, Washing allowance, Uniform stitching charges, Medical reimbursement of staff on Deputation and Company staff | Full Powers |
| 38. Leave to employees | To grant all kinds of leave to Company staff other than leave for taking other employment |
| 39. Transportation Charges | Full Powers |
| 40. Powers to write off Stores, tools & plants | Rs. 50,000/- in each case subject to a maximum of Rs. 2 lakhs in a year provided the loss is not due to theft, fraud, negligence or due to procedural mistakes. |
| 41. Power to write off irrecoverable receivables | Upto Rs. 10,000/- in each case subject to a maximum of Rs. 50,000/- in a year provided all the necessary procedures have been completed and the details of amounts written off should be reported to the Board. Full Powers provided the depreciated present value in each case does not exceed Rs. 1,00,000/-. If the depreciated value is above Rs. 20,000/-, Condemnation Committee be constituted for report. However, above powers are not applicable in case the machines or other items are unused. |
| 42. Power to declare Machines, tools or Stores unserviceable and prescribe their mode of disposal | |
| 43. Recurring non contingent charges | Rs. 25,000/- at a time subject to budget provisions |

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| 44. | <p>(a) Reimbursement of medical expenses and sanctioning advances for treatments in private hospitals</p> <p>(b) Sanction advances in treating in Govt. Hospitals/Medical Colleges</p> | <p>Reimbursement of expenses incurred for treatment in private hospitals up to Rs. 15,000/- and sanctioning advances up to Rs. 25,000/- for treatment in private hospitals as per the norms approved by the Board. (i) Advance up to Rs. 1,00,000/- by Managing Director (ii) Above Rs. 1,00,000/- with the prior of Chairman.</p> |
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2. FINANCE MANAGER

(a) FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- (1) The Finance Manager shall be the head of finance and accounts dept., which deals with all accounts, and finance matters of the Company. He shall advise the MD on all finance and accounts matters and carry out the directions of the MD in such matters and shall functions as a liaison officer for financial dealings with state and central Govt. and with other financial institutions.
- (2) He shall be responsible for all financial transactions of the Company in its various units including head office and shall ensure that all expenditure are incurred under proper sanction from the competent authorities.
- (3) He shall be responsible for proper and upto date maintenance of all records, returns and accounts etc. prescribed under Company's Act and other acts both in the HO and the various units.
- (4) He shall prepare Annual budget/revised budget of the Company detailing the income and expenditure of different units and HO for the efficient and profitable working of the Company and submit the same to the Managing Director.
- (5) He shall be responsible for the preparations of the balance sheet & profit and loss accounts for each financial year.
- (6) He shall ensure that all the different units of the Company are provided with adequate funds for its day to day working subject to budgetary provision and other requirements.
- (7) He shall ensure that the expenditure incurred is within the budget provision.
- (8) He shall also cause periodical internal audit of the Company's accounts regarding income and expenditure.
- (9) He shall make periodical review of the expenditure incurred and report position to the MD.
- (10) He shall comply with all audit requirements (statutory & governmental)

- (11) He shall be responsible for all matters connected with income tax, provident fund, fire insurance, agri., income tax, sales tax etc.
- (12) He shall be responsible for the preparations of Trial Balance, Bank Reconciliation, expenditure statement and other accounting statements monthly and yearly.
- (13) He shall arrange physical verification of cash and stores of the Company periodically.
- (14) He shall be responsible for arranging proper custody of cash receipts and payments thereof.
- (15) He shall be responsible for drawing and disbursement of salary, TA and other claims of all officers and staff in the regd. Office. He shall also be responsible for drawing and disbursement of salary, TA and such other claims of officers reporting directly to the MD.
- (16) He shall be responsible for making disbursements of loans and advance to staff and officers in the Company as authorized by the MD.
- (17) He will provide necessary guidance and instruction to the Managers for the preparation of budget for the replanting and maintenance work and also to keep records/accounts in respect of the same.
- (18) All other function, duties and responsibilities assigned to him by the MD from time to time.

(b) POWERS:

- (1) He shall have powers to acknowledge memos, issue receipts for money on behalf of the Company, Pass Journal Vouchers and Endorse negotiable instruments
- (2) He will also have following powers.

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| (1) | Cheques Drawing | Up to Rs. 5,00,000 at a time |
| (2) | To sanction / incur expenditure for various activities/ functions in H.O | Rs. 5,000/- at a time subject to budget provision |
| (3) | To sanction advance to employees for medical purposes and reimbursement of medical expenses. | Rs. 5,000/- at a time subject to budget provision |
| (4) | Pass all bills for which sanction exists | Upto Rs. 5,00,000/- |

3. COMPANY SECRETARY

- (1) Attending to all legal matters of the Company and representing on behalf of the Company to various courts on civil matters.
- (2) Entering into agreement with parties on all matters wherein there is general approval of MD.
- (3) Advise and assist MD in the preparation of corporate plans and annual plans.
- (4) Analysis of various costs of the Company and report thereon to MD with suggestion for improvement.
- (5) Sanction and incur expenditure upto Rs. 1000/- at a time subject to budget provision.
- (6) To introduce suitable cost accounting system in the Company for its plantations and processing units.
- (7) To acknowledge memos addressed to the Company.
- (8) Entering into agreement with the contractors on construction works in the Company after obtaining sufficient details etc. from the Engineering wing of the Company or other authorized agency and to take necessary follow up action for its timely implementation after obtaining necessary sanction from MD.
- (9) The Company Secretary will function as the Chairman of the Replanting Advisory Committee, ensure keeping of records on the deliberation in the committee and to issue necessary instruction/orders for implementing the decision of the committee subject to approval of the Managing Director, whenever necessary. The Company Secretary will take action to hold the meeting of the Replanting Monitoring Committee (Sub committee of the Board) as and when required subject to approval of the Managing Director and furnish necessary details/reports to Managing Director for review of the replanting activities and also for review by the Replanting Monitoring Committee in respect of the replanting activities in the Company.
- (10) Any other items of work as assigned to him by MD.

4. MANAGER (Personnel & Administration)

(A) Functions & Duties:

- (1) Attend to the procedure connected with recruitment of workers staff and officers with the concurrence of Managing Director.
- (2) Administration of leaves facilities to worker, staff and officers.
- (3) Administration of salary/wages pattern, fixation method of payment etc.
- (4) Granting of annual increments with the concurrence of the MD.
- (5) Administration of promotion with the concurrence of MD /Committee/ Board.

- (6) Administration of the transfers with the concurrence of Managing Director.
- (7) Administration of training facilities.
- (8) Attending representations, petitions, grievances and their redressal following procedures.
- (9) Maintenance of personal records, seniority list etc. of staff and officers.
- (10) Collection of labour statistics.
- (11) Administration of disciplinary proceedings.
- (12) Framing functions and responsibilities of various categories of staff and officers and modifications thereof with the approval of the MD.
- (13) Attending alternate employment applicable to workers and any other appointments of workers as per relevant rules.
- (14) Establish contacts with the recognized trade unions.
- (15) Hold discussions and joint conference with the recognized trade unions on day-to-day issues with the concurrence of the MD to arrive at an amicable settlement.
- (16) Implementation of settlement and awards, attend conferences on personnel matters convened by Govt. and /or Labour Dept.
- (17) Represent the management in labour courts, arbitration courts and in higher courts on establishment matters.
- (18) Implementation of standing orders, industrial awards decision of labour court etc. applicable to the Company.
- (19) Enforcement of industry wide settlement with the concurrence of MD.
- (20) Collection of statistics on strike, absenteeism due to bundh strikes etc.
- (21) Submission of returns to Govt. and other Depts. Under factories Act or some other acts in force, other labour statues etc. to the extent applicable to the Company.
- (22) Admn. of plantations labour Act and Rules as applicable to the Company.
- (23) Tendering advice to the MD to formulate management policies on
 - a. Hospitals, crèches, recreation centers on supply of weather protective, uniforms and other benefits admissible under plantation labour Act and Rules.
 - b. Payment of overtime, sickness benefit, leave surrender, maternity benefits workman compensation, bonus, gratuity exgratia payments etc.
- (24) General admn. of Regd. Office including its maintenance.
- (25) Allotment of vehicles in the Company.

(26) The Manager (P&A) will also carry out such other instructions issued by the MD from time to time with the prior sanction of the MD in matters involving policy decisions, expenditure, dismissal of staff and workers.

(B) POWERS OF MANAGER (Personnel & Administration)

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| 1. Sanction increments of employees on the scale of pay approved by the Board or Government | Full Powers in respect of staff ie; except officers in the Company |
| 2. Sanction leaves | Full powers to sanction eligible leaves as per standing orders in respect of staff (ie.; except officers) in the Company |

5. MANAGER (ESTATE)

(A) DUTIES AND RESPONSIBILITIES:

The Manager of the Estate shall be responsible for estate administration, welfare of the Company employees in the estate, implementation of various programmes taken by the management, maintenance of general discipline in the estate, handling of company's funds and timely accounting and execution of works scheduled and such other work assigned by the management from time to time. The Manager will inspect every day at least one unit in order to ensure that the duties and responsibilities prescribed for the subordinates are implicitly carried out in the field. The Manager (Estate) will be responsible for taking timely and effective steps for the pre-planting and planting operations every year in the respective estate, preparation of schedule of operations for the same and implementation of it subject to approval of the Managing Director and also to keep/furnish required reports, data, accounts etc. in respect of the replanting work. They will also establish and maintain linkage with the Rubber Board, RRII and similar organisation/agents to obtain required advice/support for the effective implementation of the Replanting Project in the Company. He will also attend all other function, duties and responsibilities assigned to him by the MD from time to time.

(B) POWERS OF ESTATE MANAGERS

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| (1) | Maintenance expenditure on roads/ bridges/buildings etc; | Rs. 10,000/- in each case subject to budget provision and following approved procedure. |
| (2) | To sanction execution of urgent and unforeseen works not included in the budget | Upto Rs. 2,500/- per year |
| (3) | R&M of Vehicles , Pumps etc; | Rs. 5,000/- in each case including cost of spares Subject to budget provision , beyond which administrative sanction of MD is required |
| (4) | Expenses in connection with sanitation (cleaning of wells, latrines etc;) | Rs. 5,000 in each case subject to a maximum of Rs. 15,000 /- in Ay'llur Estate and Rs. 25,000/- In K'puzha Estate in a year |
| (5) | Sanctioning of Medical Bills | Rs.1,500/- in each case subject to budget provision |
| (6) | Power to sanction capital expenditure on stores, tools , plants etc; | Up to Rs. 10,000/- in each case subject to administrative sanction from the MD |
| (7) | Powers to sanction purchase of stores, maintenance tools, and plants | Up to Rs. 5,000/- in each case subject to budget provision and above Rs. 5,000/- subject to administrative sanction from MD and budget provision. |
| (8) | Powers to write off stores/tools and plants | Upto Rs. 100/- in each case subject to Rs.1,000/- in a year . However, the loss should not be due to theft or due to negligence of any officer. |
| (9) | Printing & purchase of Stationery | Rs.500/- in each case subject to Rs.5,000/-in a year. |
| (10) | Power to declare Machine Tools or stores unserviceable , obsolete and prescribe their mode of disposal | Up to Rs. 100/- in each case except in the case of unused items subject to a maximum of Rs.5,000/- |
| (11) | Purchase of electrical fittings | Rs.2,500 in each case subject to budget provision and subject to a limit of Rs. 15,000 in Ayiranallur Estate and Rs.25,000 in Kulathupuzha Estate & Factory |
| (12) | a)Purchase of expendable stores, fertilisers, insecticides and fungicid | Rs. 10,000 in each case subject to budget provision |
| | b) Purchase of barrels | Nil |

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| (13) Maintenance expenditure on roads, bridges, buildings etc; | Rs.5,000 in each case subject to budget provision and sanction from M.D following the approved procedure |
| (14) Power to sanction estimate for works | Full powers limited to the extent of financial power in each case |
| (15) Advance for works | To sanction upto Rs. 5,000 towards advance for works to Asst. Manager |
| (16) To sanction execution of urgent and unforeseen works not included in the budget | Up to Rs.1,000/- per year |
| (17) Power to accept tenders | Full powers provided the tendered amount is within the financial powers of Manager |
| (18) Powers to conduct auction | Except in the case of unserviceable, full powers provided the valuation is approved by M.D |
| (19) Power to confirm sale of timber , resi tree growth etc; | Up to Rs. 5,000/- provided the valuation is approved by the MD and the price realized is above valuation |
| (20) To execute agreement for Working down timber sale of forest growth or other produce or works connected with rubber plantation | Full powers for any sale pertaining to produce under his control or works in the plantation |
| (21) Extension of contract Period | Full powers with penalty stipulated in the contract for a period not exceeding one month |
| (22) Power to cancel, suspend, revise , re-auction of any sale conducted | Full powers within the financial powers, provided the powers exercised for the benefit of the company |
| (23) Powers to release refund of Security | Full powers provided there is no liability on the part of contractor and the contract is executed by the Manager |
| (24) Non recurring contingent charges | Upto Rs.500/- in the case subject to budget provision up to a maximum amount of Rs.2500/-- per year |

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| (25) | Postage and telephone charges | Full powers subject to budget provision |
| (26) | Disbursement of salary , wages & allowances | Full powers subject to budget provision other |
| (27) | TA bills | Full powers for staff working under him |
| (28) | Powers to keep cash in office | Not exceeding Rs.10,000 at a time |
| (29) | To pass bills on uniform allowances , washing allowance , uniform stitching charges to staff & workers | For all staff ,officers working under him except Deputy Manager subject to the limits if any fixed by from time to time |
| (30) | Leave | To sanction sick and casual leave for staff working under him except Deputy Manager |
| (31) | Extension of contract period for works such as pitting, terracing, aligning and staking | 10 days |
| (32) | Purchase of medicines | Up to Rs. 10,000/- from Nidhi/Maveli stores, under Supplyco. |

6. FACTORY MANAGERS (L.C.FACTORY AND CRUMB RUBBER FACTORY)

(A) FUNCTIONS, DUTIES AND RESPONSIBILITIES

- (1) The Manager will report to the MD of the Company and shall be responsible for the day to day running and administration of factory.
- (2) The Manager shall be responsible for the welfare of the factory employee. He shall attend to their representation, petitions, grievances etc. and shall do the needful depending upon the policy and rules of the Company.
- (3) The Manager shall assist and advise MD in policy formation in the areas of production, maintenance and other areas of operation, in the factory. The Manager shall plan the activities in the factory and ensure implementation of the same to attain the targeted production ensuring highest productivity and profitability, efficiency and machine utilization. For attaining the production targets and meeting other objectives, he shall direct and control all personnel and activities in the factory subject to the rules and regulations of the Company, budgetary limits and directions if any of the managing director from time to time.

- (4) The Manager shall establish suitable system and procedures for the flow of information and feedback concerning all matters in the factory. The Manager shall ensure coordination between all sections in the factory, especially between production and quality control so as to result in necessary process control at all stages and quality assurance of the finished products, thereby ensuring maximum customer satisfaction. The Manager shall review periodically all the activities of production, quality control and maintenance on a regular basis to activate the various functions to take individual and collective actions for the attainments of targets.
- (5) The Manager should ensure implementation and observations of safety norms through out the factory.
- (6) The Manager shall ensure that all necessary documents registers, records etc. in the areas of production, maintenance, quality control and other materials in the factory are properly maintained. He shall also do necessary analysis and interpretation of the data in the registers/ records etc. to form basis for review of performance and results and for taking decisions thereon.
- (7) The Manager shall hold periodical meetings of the personnel of various sections such as production and quality control etc. to review the process control production performance, raw material consumption etc. and to take necessary decisions thereon, with an objective to ensure maximum productivity quality control and required consumption or raw materials, chemicals etc. This process is to be done at least month wise and details to be communicated to the MD. Manager shall also review the production on a day-to-day and shift basis and motivate guide and control the concerned personnel in taking necessary action from the point of fulfillment of targets.
- (8) The Manager shall be responsible for the implementation of provisions of various enactments, submission of returns to the concerned departments under such enactments to the extent applicable to the factory.
- (9) The Manager shall be responsible for the maintenance of general discipline in the factory for which he shall take appropriate action in respect of the employees subject to the provisions of the concerned standing orders and subject to the directions of the MD if any in this regard.
- (10) The Factory Manager shall arrange to deploy the shift supervisors and workers suitably so that factory will run smoothly.
- (11) The Manager shall ensure proper maintenance and utilization of the vehicles and other equipments in the factory.

- (12) The Manager shall conduct periodical review of stock position of stores in the factory and ensure the required stock of stores so that all activities in the factory are carried out smoothly.
- (13) The Manager shall be responsible for ensuring maximum recovery of rubber from the field latex received in the factory. The ultimate responsibility of meeting the specification of the finished products also vests with the Manager.
- (14) The Manager shall be responsible for the proper up keeping of the plant and machineries and other Company properties in the factory.
- (15) The Manager shall arrange to receive all goods meant for the factory. The Manager is also responsible for the dispatch of materials, products etc. as per schedule and in the proper order unless otherwise specified observing required formalities. In the receipt and dispatch of goods, the Manager shall arrange to have the required documents maintained properly. In respect of the items to be received for the factory for which quality checking is necessary, the Manager shall arrange to conduct such checking is necessary, the Manager shall arrange to conduct such checkings by concerned personnel. Necessary gate pass for sending out materials from the factory shall be issued by the Manager or other officers authorized by him for this purpose.
- (16) The Manager shall render timely information to the MD to take appropriate action for the sale of products such as crumb rubber, skim rubber, scrap rubber, sludge etc.
- (17) The manager shall exercise diligently the powers delegated to him and also incur necessary expenditure subject to budget provisions for the discharge of his duties and responsibilities. Whenever any expenditure exceeds the budget provisions, the Manager shall obtain necessary sanction from MD for such expenditure.
- (18) Factory Manager will also carryout such other instructions issued by the Managing Director from time to time.

(B) POWERS OF FACTORY MANAGER

As provided for the Estate Managers in Para 5 B above.

7. DEPUTY MANAGER – Sales Department

DUTIES AND RESPONSIBILITIES

- (1) He shall be responsible for the sales of all products of the Company and for arranging price fixation in accordance with the rules and procedure laid down by the Company for the purpose.

- (2) He shall be responsible to ensure that adequate number of agents have been appointed for sale of latex as per the procedure laid down in this regard by the Company.
- (3) He shall be responsible for the disposal of unserviceable items in the various units of the Company.
- (4) He shall be responsible for maintaining proper accounts and records for sales.
- (5) He shall arrange for the dispatch of processed rubbers from the various units to godowns and for the sale there from to the approved customers at the approved terms and rates.
- (6) He shall be responsible for the timely release of tender advertisement for the sale of raw rubber.
- (7) He shall be responsible for taking steps to receive payments for all the sales affected.
- (8) He shall be responsible for remittance of sales tax in time.
- (9) He shall contact the customers regularly to know their difficulties and to arrange sales without delay.
- (10) He shall reply to enquiries from the customers and take steps to settle their claims if any.
- (11) He shall study the market trends and put up proposals for price fixation.
- (12) He shall visit the processing units periodically in order to ascertain the quality and quantity of various products.
- (13) Any other duties assigned to him by the Managing Director from time to time.

8. DEPUTY MANAGER - CO-ORDINATION

DEPARTMENT DUTIES AND RESPONSIBILITIES

- (1) He shall be responsible for keeping a close watch of the day today production and processing of rubber in the estates and monitor the same with respect to targets. Details of production should be brought to the notice of the MD regularly.
- (2) He will Co-ordinate various activities in the estates & factory, which include transportation of latex, scrap etc.
- (3) He promptly reports stock of ammoniated latex, scrap, PLC crumb and crepe etc. on a weekly basis for taking follow up action to sales section.
- (4) He will be responsible for obtaining replies of outstanding audit paras from sub-offices promptly and put up the same for preparing final replies to Accountant General, Internal Auditors and Statutory Auditors as the case may be.

- (5) The Deputy Manager (Cord) is responsible for acquisition of enclosures both in Ayiranallur and Kulathupuzha Estates and vigorously pursues the progress of the same by periodical reporting to MD.
- (6) He will attend works in connection with diversification plans of the company.
- (7) He will extend necessary support/assistance to the Company Secretary in respect of the implementation of the Replanting Project of the Company. He will also co-ordinate matters connected with the cashew plantation and medicinal plants projects of the Company.
- (8) Maintenance and upkeep of HO building including cleaning and gardening etc. in the premises.
- (9) Deployment of vehicles in the H.O for official purposes.
- (10) Maintenance of all vehicles in the Company.
- (11) Maintenance of office equipment such as Computer, Photo copier, Telephone, Air Conditioner and Generators etc. in the HO and estates and factories.
- (12) Upkeep of Library in the Head Office.
- (13) Any other matters assigned to him from time to time by the MD.

9. THE DEPUTY MANAGER - PURCHASE DEPARTMENT

DUTIES AND RESPONSIBILITIES

- (1) Dy. Manager (Purchase) will be the head of Purchase Dept. and will be in charge of purchase functions of the Company and shall do so under the relevant rules and procedure prescribed.
- (2) He shall attend to purchase of all material including those of various units and engineering wing in accordance with the purchase formalities laid down by the Company from time to time. However, crèche and hospital food items will be attended by the respective managers.
- (3) He shall be responsible for the stock of stores of all materials required for various units of the company including medicines in Estate hospital.
- (4) He shall also be responsible for the purchase of plant and machinery and repairs and maintenance of the same exceeding Rs.1000/-. However breakdown maintenance if any will be attended by the manager/factory manager under intimation to Dy. Manager (Purchase).
- (5) The timely supply of all consumable materials to various units will be the responsibility of Dy. Manager (Purchase).
- (6) He shall be in charge of all export/import matters.

- (7) He shall conduct periodic check up of stocks in the main stores and divisional stores of various units of the Company.
- (8) He shall be responsible for maintaining proper accounts and records of purchase function in the Company.
- (9) He will be arranging for the printing and stationery required for the Company.
- (10) He will be also responsible for the purchase of furniture and office equipments and other capital items.
- (11) Purchase of books, periodicals, dailies required for the library.
- (12) All purchase connected with welfare activities in estates and head office.
- (13) Complimentary advertisements in head office.
- (14) Publication of pamphlets, souvenirs etc. and arranging press conference in order to highlight the general performance of the Company.
- (15) He will be the convener of the purchase committee for the purchase of various items in the Company.
- (16) Any other work assigned to him from time to time by the MD.

10. DY. MANAGER (ESTATE)

FUNCTIONS, DUTIES AND RESPONSIBILITIES

The Dy.Manager shall work in such a way that he renders sufficient assistance to the Manager who has overall responsibilities in all the affairs and activities and management of the estate. Therefore the Deputy manager have to carryout all the instructions issued by the Manager from time to time in connection with the affairs in the company. Besides this the Dy.Manager will have the following duties and responsibilities.

- (1) The Dy.Manager shall be responsible for the timely preparation, completion and maintenance of all records and registers at the units under his control.
- (2) The Dy.Manager shall attend mustering works in the morning and in the afternoon at least one place every day at random.
- (3) The Dy.Manager shall carryout random checking of crop weighment in few of the collecting stations every day.
- (4) The Dy.Manager shall check the muster roll with the actual number of workers in the field at least twice in a week at random.
- (5) The Dy.Manager shall conduct periodic surprise checks at night on the workers on watching duty and on the security personnel.
- (6) The Dy.Manager shall scrutinize all daily production statements; analyze the data to assess the variations if any in production and the position reported to the Manager.

- (7) The Dy.Manager shall revive the plantation Journals and maintain the same up to date incorporating the required information thereon so that the journal could be used for analysis of various aspects for the benefit of the Company.
- (8) The Dy.Manager shall be responsible for the planning, coordination and implementation of all the agricultural operations and treatment against pests and disease in the estates and also for the deployment of labour between the units as per requirements.
- (9) The Dy.Manager shall be in charge of the central store in the estate. He shall ensure that all necessary documents, registers, records etc. in the central store are maintained properly and receipt/issue of all goods are done observing required rules and procedures. He shall check and verify stores under his units at least once in a month.
- (10) The Dy.Manager shall evaluate the performance of workers, especially the tappers to the extent possible with a view to asses their performance and for identifying good performers and also the factors that hinder to their optimum performance and to suggest measures to improve their skills motivations etc. He shall furnish his report in this regard to the manager at least on a half yearly basis.
- (11) The Dy.Manager shall also analyze the absenteeism of workers and initiate action against habitual absentees at least on a yearly basis subject to the directions of the Manager and observing relevant rules and provisions of the certified standing orders in the Company. He shall also take appropriate action against the under performers among workers subject to the instructions of the Manager.
- (12) The Dy.Manager shall take appropriate action for the classification of fields wherever required, enumeration of trees and also rearrangement of tasks and furnish reports thereon to the Manager for appropriate action.
- (13) The Dy.Manager shall ensure that the stock of manure, ammonia and other chemicals to be used in the estate are available as per requirement and in the appropriate time and will arrange for the proper distribution of the same at the required units/places so that the activities in the estates are carried out timely and smoothly.
- (14) The Dy.Manager shall be in charge of all the vehicles in the estate except those vehicles, which are allotted to individual officers in respect of its overall up keeping, maintenance, deployment etc. subject to the directions of the Manager.
- (15) The Dy.Manager shall collect data regarding yield pattern/ performance of trees, diseases affecting the trees and other special phenomena observed if any in the estate on coupe/unit wise on a regular basis and recorded the same so as to keep a data register in such matters for subsequent analysis/review. He shall also have required analysis on the data so recorded and make periodical

reports on such matters to the management for information and necessary action.

- (16) The Dy.Manager shall be in charge of the replanting work in the estate, for which he shall collect necessary details and develop a plan of action. The Dy.Manager shall also suggest about the tapping system to be adopted in the areas where replanting work is to be commenced, about programmes by which availability of labour for such operations could be ensured etc. The plan of action shall be prepared in consultation with all concerned.
- (17) The Dy.Manager shall ensure the transportation of crops on day-to-day basis from the estate to the factory; verify the quantities of crops so transported from the estate and that received in the factory for reconciliation. He shall also submit a statement of reconciliation in this regard in respect of the previous month on or before the third working day in the succeeding month.

The Dy.Manager shall attend any other item of work allotted to him from time to time by the Management.

11. RUBBER TECHNOLOGIST

FUNCTIONS, DUTIES AND RESPONSIBILITIES

(A) Quality Management Functions:

- (1) The RT shall be responsible for ensuring quality specifications for the various products in the Company apart from ensuring maximum efficiency for recovery of rubber from the field latex.
- (2) The RT shall be responsible for rendering technical suggestions/advice for production process, stage wise testing to ensure quality of finished products and trouble shoot services as a necessary adjunct to production.
- (3) The RT shall attend timely the problems needing investigative studies brought forward by production/estate personnel, which are connected with quality aspects of the Company 's products, subject to the direction of the Manager.
- (4) The RT shall be responsible for carrying out analysis of raw materials, chemicals etc. used in the production processes and provide technical advice on raw material/ chemical selection and procurement.
- (5) The RT shall be responsible for carrying out required analysis of various forms of rubber produced in the Company for the purpose of its gradation, DRC fixation etc. and to preserve the samples, details of analysis etc. for a required period as specified by the Company.

- (6) The RT shall conduct basic research work for developing production/process-know-how to produce products conforming to various quality specifications with the available means and without any set back to productivity.
- (7) The RT shall keep abreast of latest developments in rubber processing technology and incorporate such technologies, which are suitable and advantageous for the Company, subject to the concurrence of the management.
- (8) The RT shall deploy and assign jobs to quality control personnel for necessary quality checkings/analysis at required intervals so as to ensure the quality of the products at the required level.

(B) General functions:

- (1) The RT shall assist the Manager in the day to day running of the Factory especially in the areas of production.
- (2) The RT shall be in charge of barrels, processing chemicals etc. in the Factory. The RT will also arrange documentation in respect of receipt, reconditioning, use etc. of the barrels.
- (3) The RT shall arrange to receive materials connected with processing such as NH₃ barrels and chemical produced for the Factory, take such materials in stock subject to checking of its specification and quality as per direction in this regard and then issue the same to the required sections/ depots through proper documents and observing required procedure.
- (4) The RT shall be responsible for the distribution of NH₃ and other chemicals to the estates as per requirement and for periodical checkings of its consumption in the factory and field with a view to ensure its scheduled use and correct method of application.
- (5) The RT will periodically review the stock position of barrels, chemicals etc. and will inform the factory manager about the same to facilitate purchase of the items at the appropriate time.
- (6) The RT will arrange to get month wise statements regarding the receipt of fields latex/scrap, production or various items in the factory, dispatches of the products from the factory stock position of the various items and will submit the same to the factory manager.
- (7) The RT will arrange to see that dispatches of cenex barrels are made in the serial order as per the serial number of the barrels and subject to the directions of the Manager if any in this regard.

The RT shall execute any other work entrusted by the competent authority from time to time.

12. SENIOR ACCOUNTANT / SENIOR OFFICE SUPERINTENDENT

DUTIES AND RESPONSIBILITIES

(A) In Personnel Department:

Subject to the control and directions of the Manager (P & A), he shall carry out the following:

- (1) He shall scrutinise medical reimbursement claims/Provident Fund returns and claims/Housing and vehicle loans, and ensure timely submission of necessary returns and upkeep registers relating to the above. He may also forward M.R. claims upto Rs.2500/- directly to the passing authority after scrutiny with specific recommendation.
- (2) He shall ensure that the leaves of all staff and officers in the H.O are posted /regularized and same Consolidated every month before the salary bills are forwarded for recommending to pass the bill by the concerned authority.
- (3) He shall ensure upkeep of necessary records / registers relating to furniture, utensils in H.O and library books with details of distribution of dailies, periodicals etc.
- (4) He will be in charge of receipt and despatch of tapals, its proper and timely movement to concerned officers/ places. The tapals may be opened by him (except ones in the name cover of MD) and put up to MD through Manager (P & A) after maintaining records relating to registered / important tapals. The tapals addressed to MD by name shall be put up to MD unopened.
- (5) He will be in charge of record room in H.O. He shall arrange to keep and maintain the files/ registers/records etc. now available in the record room and those that may be transferred to the record room thereafter in such a way so that the records will be retrievable as and when necessary.

(B) In Finance & Accounts Department:

Subject to the control & direction of the Finance Manager he shall carry out the following:

- (1) He shall supervise the timely preparation of trial balances of accounts of the Company and reconciliation of bank balances.
- (2) He shall make periodical inspection of cash balance to check whether cash balance exceeds the prescribed limit and verify cashbook weekly/ periodically with the vouchers in the Head Office and report the position thereon to the Finance Manager.
- (3) He shall assist the Finance Manager for preparation of Annual Budget of the Company.
- (4) He shall assist the Finance Manager for the preparation of Final Accounts of the Company.

- (5) He shall ensure the timely remittance of Income tax and Sales tax recovered from various contractors and persons in the Company and also attend all matters connected with plantation tax of the Company.
- (6) He shall attend all matters relating to insurance of Company vehicles, buildings, machinery, stock in trade etc.
- (7) He shall also prepare monthly expenditure and revenue statement headwise and consolidate it and submit the same to the MD through FM.
- (8) He shall have powers to pass cash vouchers upto Rs. 2500/- for which administrative sanction has already been obtained.

(C) General:

Any other duties assigned to him by the competent authorities from time to time and the delegated authority will be reviewed as and when necessary after evaluation of the performance of the incumbent.

13. WELFARE OFFICER

- (1) He will establish contacts and hold consultation with a view to maintain harmonious relations between the employer and the workers.
- (2) He will bring to the notice of the employer the grievances of workers, individuals as well as collective with a view to securing their expeditious redressal and to act as a liaison officer between the employer and the workers.
- (3) He will study from the point of view of labour in order to help the employer to formulate labour policies of the plantation and to interpret their policies to the workers in a language they can understand and comprehend.
- (4) He will watch industrial relation with a view to using his influence in the event of dispute arising between the employer and workers and to help them to bring about a settlement by persuasive methods and to watch the working of collective agreements, if any and the enforcement of industrial awards.
- (5) He will advise the employer on statutory and other obligation concerning the application of the provisions of various labour acts and rules made there under as well as other relevant laws connected to the workers in the plantations.
- (6) He will promote relations between the employer and workers so as to bring about efficiency in production as well as amelioration in the working conditions and to help workers to adjust and adapt themselves to the working environments.

- (7) He will advise the employer in the matter of making provisions for amenities such as canteens, recreational facilities, social centers, crèches, drinking water, food stuffs, housing, sanitation and medical facilities sickness benefits, gratuity and education of workers, children etc. and on individuals personnel problems.
- (8) He will help the employer in regulating the grant of leave with and other leave privileges and to guide the workers in the matter of submission of application for grant of leave and for regulating authorized absence.
- (9) He will encourage the formation of work and joint production committees, co-operative societies and welfare committees and supervise their work.
- (10) He will study absenteeism and labour turnover and to suggest measures to be adopted for their prevention. He will suggest measures, which will serve to raise the standard of living of workers and in general to promote their well being.
- (11) He will deal with wages and employment matters by joint consultation on with the employees and workers respective bodies.
- (12) He will see that all registers/forms as required by statutory provisions are maintained in the estate office and other office of the Company and that the relative returns are submitted to the appropriate authorities in time.
- (13) He will look after the proper implementation of the various welfare measures provided by the Company in the estates and give suggestions for improvement, wherever found necessary.
- (14) He will perform any other duty connected with the welfare of the workers or other labour matters assigned by the management from time to time.

14. CONSTRUCTION ENGINEER GR.I – ENGINEERING WING

FUNCTIONS, DUTIES AND RESPONSIBILITIES

- (1) The Construction Engineer shall be responsible for planning design and site supervision of all civil/electrical/ structural works undertaken by the company as per sanction of the Managing Director and shall take appropriate timely action in the matter subject to the concurrence of the Managing Director or other officials authorized in this regard.
- (2) The Construction Engineer shall prepare detailed area/building layout plans of the civil works, which are communicated, to him. He shall also prepare detailed engineering design for the civil engineering works, including building, foundation, basement,

support columns, sanitary and drinking water facilities etc. While preparing plans /designs he shall also take into account of the possible future expansions thereon in addition to the facilities required to be given forthwith. Every plan/design shall be got approved by the Managing Director before taking further action thereon.

- (3) The Construction Engineer shall render necessary technical guidance at the appropriate time to the Managing Director of the Company in respect of all the engineering works undertaken by the Company and other related works, which are entrusted to him.
- (4) The Construction Engineer shall prepare detailed cost estimate based on the rates applicable as per current PWD schedule in respect of the engineering works to be carried out in the Company. He shall also take necessary action for obtaining required sanction/certificates from govt./statutory agencies in respect of the proposed engineering work/ construction at the appropriate time.
- (5) The Construction Engineer shall be responsible for the preparation of necessary tender documents, invitation of bids on behalf of the Company for civil engineering construction, scrutiny and comparison of the bids received and submission of tabulated position thereon to the Company along with his recommendations for selection and acceptance of the bids.
- (6) The Construction Engineer shall take necessary action for advance planning for procurement of construction materials which are to be departmentally supplied by the Company for the works, like cement, AC sheets etc. for this purpose he shall collect required details from other departments of the Company and proposals for procurement of the materials duly sanctioned by the Managing Director shall be forwarded to the purchase Dept. for their further action.
- (7) The Construction Engineer shall be responsible for the allotment of materials which are being procured as mentioned in 6th above, and stored in the approved stocking points like central stores of the estate, warehousing corporation etc. as the case may be, to concerned contractors/other officials of the Company on proper receipts for the execution of various scheduled works after assessing required/and progress of the work from time to time.
- (8) The Construction Engineer shall ensure the quality of works, which are assigned to him, and forward the bills of the contractors duly verified and certified for payment to the Company. The measurements of the works shall be ascertained and recorded in the measurement books maintained for this purpose following PWD norms.

- (9) The Construction Engineer will be responsible for drawing up plans for the maintenance of the existing buildings, roads, drains etc. and for arranging the maintenance work following approved tendered procedures or undertaking the same departmentally as per the directions of the Managing Director. The preparation of proper estimate for the required repairs and maintenance inviting tenders, evaluation of bids, making recommendations for awarding or works to contractors etc. also constitutes the duties of the Construction Engineer.
- (10) The Construction Engineer shall also report the essentiality of extra items, which are not included in the original work and reasonable rates recommended for execution of the same subject to the sanction of the Managing Director.
- (11) The Construction Engineer shall watch the progress as well as quality of various works under taken in the Company and shall furnish periodical reports to the Managing Director. He shall also recommend part bills if necessary subject to satisfaction of the progress of the work after recording measurement in the measurement book.
- (12) The Construction Engineer will report promptly the details of departmental materials issued to each contractor and the amount to be recovered if any from the contractors while effecting payments. He will also watch and report the non-utilization of departmental material for execution of work and also the lapses on the part of the contractor in this regard.
- (13) The Construction Engineer shall also carryout any other work assigned to him commensurate with his qualification, competence etc. by the Managing Director.
- (14) For the time being the Construction Engineer will report to the Managing Director of the Company.

15. CONSTRUCTION ENGINEER GR.II – ENGINEERING

WING FUNCTIONS, DUTIES AND RESPONSIBILITIES

The Construction Engineer Gr. II shall work in such a way that he will render sufficient assistance to the Construction Engineer Gr. I, who has overall responsibilities in all the affairs and activities of the Engineering Wing of the Company. The specific function, duties and responsibilities assigned to the post of construction Engineer Gr. II are the following:

- (1) Setting out of works and checking the same to see that the works are carried out according to approved plan.
- (2) Quality control of works, which includes quality of materials used for construction. He shall be present during construction of important works such as R.C.C works.
- (3) Forecasting and reporting the requirement of materials for works sufficiently early so that it could be arranged/supplied in time.
- (4) Taking and recording measurements at the appropriate time, and assisting in check measurements. Steel reinforcement shall be recorded and got check measured before the commencement of concreting.
- (5) Scrutinizing contractor's bill and recording accounts of materials issued for the works.
- (6) Ensuring that all conditions of contract are properly observed by the contractors while executing the work.
- (7) Keeping close watch of works, its progress and necessary steps for efficient performance. A strict watch on the consumption of materials supplied/issued to contractors shall also be ensured.
- (8) The upkeep and maintenance of structures under his charge.
- (9) Survey and Investigation, collection of all field data necessary for construction of new works or alternation and addition to existing works or maintenance of existing structures in his jurisdiction.
- (10) Supervision and control on the work of the subordinate staff.
- (11) Keeping on safe custody of materials and scientific instruments entrusted to him and rendering proper account of cash (as per company rules).
- (12) Arrange urgent necessary action in case of an emergency to protect life and company property.
- (13) Furnishing information required by the Company in respect of the Engineering Wing in the Company.
- (14) Conducting on the spot inquiries and submitting reports on matters referred to him by the superior officers.
- (15) Preparation of valuation report of buildings, structures etc. in the Company as and when required by the Company.
- (16) Reporting to higher authorities the availability of surplus articles in the Engineering Works so that step could be taken for its disposal.
- (17) Ensuring the accuracy of measuring instruments like weighing balances, tapes, leveling instruments etc. by frequent checks and adjustments.
- (18) All M. Books issued shall be kept under safe custody and a movement register shall be maintained for watching the movement of the M. Books.
- (19) Attending any other works assigned to him commensurate with his qualification, experience etc.

16. ASSISTANT MANAGER DUTIES

AND RESPONSIBILITIES

- (1) He will ensure that tapping Supervisor and field Supervisor attend the mustering assigned to them and complete them before the appointed time.
- (2) He must attend at least one tapping muster and one general muster every day and should attest in the registers prescribed.
- (3) He will be responsible for all the works in the unit under his charge.
- (4) He must see that the workers wages and benefits are disbursed in time.
- (5) He shall prepare leave with wages and sickness benefit to the workers.
- (6) He shall maintain plantation journal giving all relevant data.
- (7) He will submit the work abstract to the Manager's office on 10th day of the succeeding month.
- (8) He shall intimate the Manager the details or purchases to be made sufficiently in advance i.e. one month.
- (9) He will ensure that all the registers prescribed are maintained up to date. The certificate furnished by the subordinate in this regard should be verified.
- (10) Weekly diary should be submitted to Manager's office on every Tuesday. A certificate should be furnished that the register pertaining to his unit is posted up to date.
- (11) He shall be responsible to any loss to and damage of the Company property under his charge.
- (12) The despatch of latex, scrap and any other items from his unit should be done under the personal supervision of Assistant Manager.
- (13) Samples of latex and scrap dispatched should be taken under the personal supervision of Assistant Manager.
- (14) He is responsible for enforcement of discipline in the work spot, labour colonies and all other places, as the case may be and protection of Estate from all possible injuries.
- (15) He should attend the work assigned to him in the event of any crisis or emergency to protect Company's interest and Company properties strictly in accordance with the direction of the superior officers.
- (16) He will have to organize and ensure effective functioning of the protection squad to safeguard the interest of the Company.

16. ASSISTANT ENGINEER (ELECTRICAL) - FACTORY

Subject to the control of the Manager, L.C.Factory the Asst. Engineer (Elec) of the Company will have the following functions, duties and responsibilities.

- (1) Asst. Manager (Elec) is in charge of the complete electrical installations of the factories i.e. LC Factory, CR Factory and RS Factory.
- (2) Asst. Manager (Elec) has to take necessary steps for the smooth running of the electrical machineries for which maintenance is to be planned and executed. As has to see that the power supply is provided to all the required machineries. He has to maintain the following system for its smooth operations.
 1. 11 KV substations with 500 KV transformers and its allied switchgears and structures.
 2. All switch gears, control panels like MSB, different SSB, different DB, motor starters, isolators and motors etc.
 3. All the power and light networks.
 4. Installation of captive power plants consisting of 320 KVA, DG set and 62.5 KVA Dg sets, its control panels etc.
 5. Electrical and electronic equipments in the laboratory.
 6. Electronic weighing balance in crumb rubber factory and electronic weighbridge in the factory.
 7. Any other electrical/electronic equipments that will be added in future.
- (3) Asst. Manager (Elec) should advise the factory management about the requirements and limitations of the electrical networks so that timely action can be taken to ensure a trouble free electrical networks in the Company.
- (4) Asst. Manager (Elec) should collect and update the details, norms, rules and regulations of KSEB and Kerala Electrical Inspectorate that are relevant for the functioning of the Company and specifically for the factory. He should take necessary steps to meet and comply the statutory requirements of KSEB and Electrical Inspectorate.
- (5) Asst. Manager (Elec) should co-ordinate with the local KSEB authorities to minimize the HT power interruption and to retain the HT power as quickly as possible in case of KSEB power failure of factory.
- (6) Asst. Manager (Elec) should arrange the repair and maintenance of DG Sets with authorized service groups timely and to advise the Factory Management about its annual Maintenance contract for taking further actions in this regard. He has to submit the purchase indent for spares of DG sets sufficiently in advance so that the DG sets can be operated without down time. Log book, service book and other required documents should be maintained properly.

- (7) Asst. Manager (Elec) should advise for the remittance of the monthly invoices of KSEB after verification. He has to submit the verified and certified invoice timely for effecting payment KSEB.
- (8) Asst. Manager (Elec) should properly and scientifically assess the requirements of different electrical spares for the factory including annual requirements and raise indents for the same at the right time so that system will not idle for want of spares.
- (9) Asst. Manager (Elec) should follow the maintenance schedule of ISO Manual and all the ISO related documents should be updated and maintained properly. He should produce relevant documents for auditing, whenever called for.
- (10) Asst. Manager (Elec) should plan the shifts and duties of his assistants (electricians and electrical helpers) effectively and efficiently so that no interruption will occur to the production.
- (11) Asst. Manager (Elec) should monitor, follow up and execute the energy auditing required by the Electrical Inspectorate and arrange to submit the report to the Electrical Inspectorate. He has to submit report for implementing any steps in this regard in factory.
- (12) Asst. Manager (Elec) is in charge of the electrical net works and electrical equipments in the factory canteen also. He has to maintain them properly.
- (13) Asst. Manager (Elec) is in charge of the complete electrical installations in the IIJ colony i.e. the overhead line network from the factory PCC to different quarters wiring and electrical network in each quarters, dormitory, crèche unit office etc. Since the power supply to quarters and other buildings of the above colony is fed from the factory substation, he has to take steps to maintain the system as per the requirement of the KSEB, Electrical Inspectorate and the relevant rules.
- (14) Asst. Manager (Elec) has to prepare the estimate, supervise the work, record the measurement book, scrutinize and certify the contractor's bill as and when requested by the engineering wing/ Construction Engineer of the Company through the Factory Manager.

**17. STORES SUPERVISORS
DUTIES AND RESPONSIBILITIES**

(I) GENERAL:

- (a) The stores supervisor will be responsible for activities connected with all store transactions, maintaining store records, keeping of the store items etc. in the store under his charge.
- (b) The store supervisor will ensure that store item supplied is as per the specifications mentioned in the purchase order.