

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

[Section 4(1)(b)(ii)]

1. **Managing Director**

The Managing Director is the Chief Executive of the Organisation. He also acts as Vice-Chairman on the Board of Directors. As per the powers delegated by the Board of Directors of GCC under Bye-law No.32 (vi) he shall be the final decision making authority in all business, financial, service matters of the Corporation. He shall be the competent authority to deal with all legal matters for and on behalf of the Corporation. He can re-delegate his powers where ever required to the sub-ordinate officers. He shall apprise the progress of all activities to the Board of Directors from time to time

2. **General Manager (Administration)**

He shall be in charge of the Accounts Department in the Head Office and shall look after all matters relating to accounts of the Corporation and GPCM Societies. He is responsible for regulated flow of funds, receipts and expenditure, regularisation of natural driages in stocks and recovery of inadmissible deficits in MFP/SAP handled by the Units. He is also responsible to prepare annual budget of the Corporation and exercise strict budgetary control by enforcing financial discipline at all levels. He shall prepare all financial statements, Profit & Loss accounts, balance sheets of the GPCMS and also GCC and shall furnish such statements to the Statutory Audit from time to time and ensure that the Audit is completed within the stipulated time. He shall also arrange to get the assessment of Sales Tax / Income Tax of the Corporation completed within the stipulated time. He shall be working under the direct control of the Managing Director.

3. **General Manager (Finance)**

He shall be in charge of the Accounts Department in the Head Office and shall look after all matters relating to accounts of the Corporation and GPCM Societies. He is responsible for regulated flow of funds, receipts and expenditure, regularisation of natural driages in stocks and recovery of inadmissible deficits in MFP/SAP handled by the Units. He is also responsible to prepare annual budget of the Corporation and exercise strict budgetary control by enforcing financial discipline at all levels. He shall prepare all financial statements, Profit & Loss accounts, balance sheets of the GPCMS and also GCC and shall furnish such statements to the Statutory Audit from time to time and ensure that the Audit is completed within the stipulated time. He shall also arrange to get the assessment of Sales Tax / Income Tax of the Corporation completed within the stipulated time. He shall be working under the direct control of the Managing Director.

4. General Manager (Marketing)

He shall be in charge of the Marketing Department in the Corporation Head Office. He shall tour at least 15 days in a month to plan and oversee the procurement, sale and inventory control of Minor Forest Produce (MFP) / Surplus Agricultural Produce (SAP) in the divisions. He shall inspect the purchase counters in the weekly shandies, seasonal purchase centers and godowns. He shall be keeping regular watch on the market trends and arrange timely fixation of purchase prices for all centralized commodities and communicate them to the Divisional managers and Managers for taking up procurement. It is his primary responsibility to see that the MFP & SAP stocks are disposed of quickly to the best advantage of the Corporation by following the stipulated procedures and after obtaining orders from the Managing Director. He shall prepare trading results for all commodities. He shall ensure that all Government Rules and Regulations on forest lease units and on procurement, sales and transport of the produce etc. are followed by the field staff. He shall assess the demand for various products of the Corporation in the consumer/ retail market, plan for processing of the produce and arrange for its retail marketing through Retail Marketing network besides through the DR Depots and supplies to Tribal Welfare Hostels. He shall be reporting on daily basis to the Managing Director.

5. General Manager (Domestic Requirements)

He shall be in charge of the D.Rs department in the Head Office. He is responsible for proper functioning of all the D.R.Depots and D.Rs main godowns of the GPCMS. He shall prepare Annual Action plan for the DRs business which includes the lifting and sale of Essential Commodities under Public Distribution system, purchase and sale of other daily requirements through the net work of D.R.Depots. He shall closely monitor distribution of rice under Food for Work Program, Midday meal program, Grain Banks and other schemes of the Government and realisation of the margins / commission from the A.P.State Civil Supplies Corporation. He shall be responsible for closely monitoring credit supplies of food provisions and cosmetics to the TW Hostels and schools and realisation of money from the Sundry Debtors. He shall also supervise the maintenance of Mandal level Stock points for Essential Commodities and Stage -II transportation of stocks to the D.R.Depots and for timely realisation of claims from the A.P.State Civil Supplies Corporation. It is also his responsibility to closely monitor the functioning of LPG godowns and D.R.Depots run by the Women Self Help Groups. He shall be answerable to the Managing Director.

6. Dy. General Manager (Credit)

He shall be working under the direct control of General Manager (Finance) He is responsible for preparation and submission of Credit limit applications to APCOB/NABARD and pursue for its sanction. He shall regulate the provision of Agro-Credit facilities to the tribal members of the affiliated primaries and ensure prompt disbursement and recovery of loans and coverage of legal action in respect of all overdue loans.

7. Dy. General Manager (Retail Marketing & Exports)

He shall be responsible for proper functioning of all the Industrial Units of the Corporation and ensure proper processing and packing of products in the Units. He shall make proper advance planning for procuring various raw materials required by the Units and identifying the dependable sources of supply. He shall be responsible for compilation of trading results of each of the industry periodically and appraisal to Managing Director. He shall ensure that all the Industries are operated to the optimum utilization level with utmost economy. He shall also monitor the flow of finished products to the Retail outlets and authorized Distributors of the Corporation. He shall also assist the General Manager (Marketing) in exploring the export avenues for the products of GCC. He shall be reporting directly to VC&MD.

8. Dy. General Manager (Regional Office, Hyderabad)

He shall exercise control and supervision over the working of the Staff in Regional Office. The Central godowns and RMD godowns at Hyderabad function under his control. The branch at Kamareddy of Nizamabad district also functions under his direct control. He shall be coordinating the conduct of monthly tender-cum-auctions of Gum and other MFP/AP items at Hyderabad. He shall also arrange for prompt delivery of Gum and other stocks from the Central Godowns, Hyderabad to the parties as per the sale confirmation orders issued by the VC&MD. He shall cause inspection of the godowns and physical verification of stocks at least once in a quarter including statutory verification. He shall act as Liaison Officer between the Corporation and the various departments of the State Secretariat, Commissionerates such as Tribal Welfare, Civil Supplies, other Government offices and other institutions in the matters concerning the Corporation. He shall also keep close liaison with Legal Adviser of the Corporation at Hyderabad and vigorously pursue the court cases and allied legal matters. He shall be reporting directly to the Managing Director.

9. Vigilance Officer (Andhra)

He is essentially a touring officer and will tour at least 20 days in a month in connection with enquiries and surprise checks to various units, shandies, D.R.Depots and godowns of the Corporation in Andhra Region. He shall make discrete enquires with the local tribals regarding various field operations of GPCMS / GCC. and suggest remedial measures to curb malpractices, deficits in stocks and misappropriations etc. During his visits he shall physically verify stocks in godowns, DR Depots and purchase centers in case of doubts. He is directly answerable to the VC&MD.

10. Vigilance Officer (Telangana)

He is essentially a touring officer and will tour at least 20 days in a month in connection with enquiries and surprise checks to various units, shandies, D.R.Depots and godowns of the Corporation in Telangana Region. He shall make discrete enquires with the local tribals regarding various field operations of GPCMS / GCC. and suggest remedial measures to curb malpractices, deficits in stocks and misappropriations etc. During his visits he shall physically verify stocks in godowns, DR Depots and purchase centers in case of doubts. He is directly answerable to the VC&MD.

11. Transport Officer

He shall be working under the direct control of the General Manager (Admn.) and shall be responsible for proper upkeep of all vehicles of the Corporation. He shall visit all units and periodically check up the condition of the fleet. He shall scrutinize the estimates for repairs to vehicles and arrange to obtain sanction orders from the competent authority. It is his responsibility to see that all repairs and renewals to vehicles are executed properly as per the sanctioned estimates. He shall watch prompt payment of taxes of the vehicles and coverage of their insurance.

12. Dy. Executive Engineer

He shall be in charge of all original works and maintenance works of the Corporation. He shall periodically inspect office buildings, godowns, DR Depots, etc., and ensure their proper maintenance. He shall follow the procedures laid down by the Roads and Buildings Department for execution of different works. In regard to the works entrusted by the Corporation to Roads & Buildings Department / Panchayat Raj/ TW Engineering Departments, etc., he shall keep close liaison with the concerned departments and render them assistance as required from time to time for completion of the works within the stipulated time. He shall be working under the control of the General Manager (Admn)

13. Divisional Manager

He is primarily responsible for proper functioning of the GPCM societies in his division. He shall be responsible for purchase and sale of Minor Forest Produce and Agricultural Produce from the tribals. He is competent to fix purchase prices for decentralised items and also pursue for their timely disposal. Subject to the limits prescribed, he is competent to enhance or reduce the purchase price of Minor Forest Produce and Agricultural Produce. He shall visit not less than 8 shandies in a month and also physically verify stocks at least one Godown every month. He shall arrange to purchase required items of DRs in bulk at competitive rates after observing all formalities and arrange for their distribution to the DR Depots through the GPCM Societies. He shall inspect at least 5 Dr Depots in a month and also cause inspection of all the DR Depots every month by the Manager and Staff of the GPCMS. He shall also be responsible for the conduct of quarterly / half-yearly physical verification of stocks in all the godowns of his division. He is responsible for proper maintenance and up keep of Vehicles plying in his Division. He shall take every possible step to arrest smuggling of Minor Forest Produce from the lease holds of the Corporation in his division. As Chairman of the Primary Societies it is his duty to conduct Board and General Body meetings as prescribed in the bye laws. He shall maintain close liaison with the Project Officer, Sub-Collector, Officers of the District Administration and Local officers for their active cooperation in carrying out the day to day business of the Corporation. He shall be competent to deal with service matters and decide disciplinary cases of employees as per the powers delegated to him under the service rules.

14. Senior Manager / Junior Manager in Divisional Manager's Office

He is the ministerial head of the Divisional manager's office and he shall exercise proper control and supervision over all the staff members of the office .He is directly answerable to the Divisional Manager in all matters.

15. Manager of the GPCM Society

He is the executive head of the society and shall be responsible for its general management. He shall have overall control over the staff of the society. He shall, with the prior approval of the Chairman of the society call for the meeting of the Board of Directors and General Body of the society as per the Bye-laws. In order to bring the entire tribal population into cooperative fold, he shall ensure total enrollment of all the tribals who attain the age of majority as members of the society. He shall be responsible for timely filing of arbitration references and execution petitions for and on behalf of the Society as per the instructions issued from time to time. He is primarily responsible to organize purchases of Minor Forest Produce and Agricultural Produce in his society. He shall visit all major shandies in the area and organize the purchases. He shall ensure proper weighing of stocks in the purchase centers and D.R.Depots and payment of correct purchase prices to the tribals. He shall see that all DR Depots in his Society area function properly and cater to the need of the tribal consumers effectively. He shall inspect and physically verify at least 5 DR depots in a month and cause inspection of all the DR depots in his Society every month. He shall see that all possible steps are taken to arrest smuggling of minor forest produce. All the vehicles allotted to the society shall be under his control. He is responsible for their maintenance and optimal utilization. He shall ensure proper disbursal and recovery of loans and initiation of legal action against defaulters.. He shall see that all loans collections are promptly remitted to the corporation Head Office and ensure proper and up to date maintenance of records and registers as prescribed. He shall maintain close liaison with local officers such as Project Officer, Sub Collector, Revenue officers and officers at the district level and seek their active cooperation in sorting out matters relating to the society. He shall be working under the over all control of the Divisional Manager.

16. Manager, Honey Processing Unit / Sheekakai & Soapnut Powder Making (SSP) Unit, Rajahmundry

He shall be in charge of the Honey Processing and SSP unit at Rajahmundry. He shall exercise supervision and control over the staff working in these units. He shall ensure proper upkeep of quality of the raw produce and finished products.. He shall plan for all operations relating to processing, agmarking, grading and bottling of honey and packing of sheekakai and soapnut powders. He is responsible to supply stocks as per the indents received from the Units and as per the sale orders issued by the Corporation Head Office. He shall arrange to maintain processing register for Honey and sheekakai and soapnuts and such other accounts and registers prescribed from time to time. He shall incur expenditure strictly in accordance with the sanctions and instructions of the Corporation Head Office. He will operate on the bank accounts jointly with the Accountant. He shall also look after the bee-keeping expansion programme taken up by the Corporation and arrange for procurement of bee boxes

and other material as per the programme approved by competent authority in this behalf. He shall at the end of every half-year submit the trading results on the operations of the Units. He shall be responsible for furnishing of necessary statements, vouchers and other required information to the Auditors and for timely completion of Audit. He shall be reporting directly to the General Manager (Mktg).

17. Sr. Manager (Systems)

He shall be reporting to the Managing Director directly. He shall be in charge of all systems in CHO and field units and ensure their optimum performance. He shall be responsible for compilation of data through proper programming, its preservation and retrieval at short notice. He shall compile spread sheets, flow charts and develop data bank of all important activities of the Corporation for furnishing to Government, financial institutions and other agencies. He shall tour the divisions and regional office and oversee the computerization program and ensure flow of information through electronic means to CHO. He shall plan for self-assessment and appraisal of each activity of the GCC through computerisation.

18. Accountant of Divisional Manager's Office

He shall work under the control of the Divisional Manager. He shall be incharge of all accounting matters in the Divisional Office and personally responsible for writing cash book, General ledger, subsidiary ledgers like due to, due-by, Sundry Debtors registers etc., and ensure their up to date maintenance. He shall operate bank accounts of the Divisional office under joint signatures of the Divisional Manager. He shall hold the double lock of the cash chest along with Cashier. He shall scrutinize all expenditure vouchers and recommend to the Divisional Manager either for its acceptance or rejection with valid reasons with reference to the guidelines issued by the CHO such as budget/administrative sanctions etc. .He shall scrutinize the T. A bills of the staff members of the Divisional Office and the Primary Societies and submit them to the Divisional Manager for pass orders. He shall check the stock registers of all MFP godowns which are under the control of the Divisional Manager. He is responsible for furnishing all the financial statements to the Statutory Audit, Sales Tax, Income Tax Departments and ensure timely completion of audit and tax assessment of the Divisional Office. He shall also attend to the rectification of Audit defects and maintain prescribed register there for. He shall discharge such other duties and responsibilities entrusted to him by the Divisional Manager from time to time.

19. Accountant of GPCMS

He shall be working under the control of the Manager. He shall be entirely responsible for maintenance of all accounts of the Society. He shall personally maintain the cash book upto date and also maintain General Ledger, Subsidiary Ledgers like Due-To, Due-By, Sundry Debtors, Sundry Creditors and Liability Registers of Salesmen and CCPAs, Purchases and Sales Registers of MFP, AP and DRs and all other Registers as prescribed. He shall exercise strict financial control over all the transactions of the society. He shall be responsible for receipt of funds, its proper utilisation and economy in expenditure and strict budgetary control. He shall submit proposals for writing off the admissible driages in the prescribed proforma within one month from the date of noticing such deficits. He shall be responsible for furnishing Statements of accounts

and books and registers to the Auditors and for timely completion of Audit. He shall also attend to the rectification of Audit defects and maintain prescribed register in this regard. He shall reconcile the liability accounts of all the DR Depots and CCPAs every month and closely watch over the excess stock holdings. He shall ensure up to date maintenance of godowns-wise stock register with age-wise classifications of stocks by the godown clerk, regularly check the registers and attest each and every entry made therein. He shall file arbitrations to recover inadmissible stock deficits and misappropriated amounts to recover the amounts as per the provisions of law.

20. Stores / Godown Assistants

He shall be responsible for proper maintenance and up-keep of godowns in his charge and maintain Godown-wise stock registers, invoice books, weighment registers and all other registers as prescribed from time to time. As custodian of stocks he shall be responsible and accountable for the stocks received by him in the godowns till such stocks are disposed off or transferred to other pooling centres. Whenever infestation is noticed in stocks, he shall arrange for fumigation and also ensure using of proper dunnage in godowns. The stocks received by him shall be standardised and stacked properly in the godown. He should ensure proper up keep of empties in the godowns and upto date maintenance of accounts relating the empties.

21. Office Assistant (Senior / Junior Assistant)

He shall work under the control of the Superintendent concerned and attend to the correspondence work, maintenance of personal registers, periodical registers, files and registers as prescribed from time to time.

22. Typist

He shall work under the control of the Superintendent concerned and attend to the Fair copying and dispatch work and maintenance of prescribed registers there for.

23. Data-Processor-cum-Programmer

He shall work under the control of the Superintendent concerned and attend to the Computerization and programming as entrusted to him from time to time.

24. Data Entry Operator

He shall work under the control of the Superintendent concerned and attend to the Computerization of data as entrusted to him from time to time.

25. Credit-cum-Procurement Assistant

He shall work under Control and supervision of the Manager. He is primarily responsible for procurement of MFP & AP in weekly shandies, seasonal purchase centres and also at the door steps of the tribals in his jurisdiction and achieve the targets fixed. He shall be responsible for quality in stocks while procuring and shall pay correct prices to the tribals for their produce besides ensuring proper weighment of stocks. The stocks procured by him shall be handed over to the designated godowns once in a week under proper Invoice and acknowledgement obtained. He shall remit back the unutilized purchase advances, if any, after the closure of purchases on the same day or the next day to the office. He shall also be responsible for timely

preparation of Realistic credit plans, credit limit applications and drawal applications and ensure timely disbursement of loans to all the eligible tribal farmers. He shall also prepare Demand, Collection and Balance statements accurately for all varieties of loans such as SAO, MT, LT, MTC, consumption loans, Self Help Groups loans etc., and furnish to Manager or any other inspecting officer as and when demanded. He shall be responsible for the collection of loans and prompt remittances of such collections to the GPCMS. He shall also ensure proper functioning of the D.R.Depots in his area of operation and monitor the performance of the Salesmen closely. He shall inspect all DR Depots in his jurisdiction at least once in a month and submit the inspection reports to the Manager. He shall keep close watch on illicit storage and movement of MFP from the lease holds of the Corporation and arrest smuggling. He shall not purchase MFP and AP from middlemen including tribal middle men and shall purchase directly from the MFP gatherers only. He shall maintain all prescribed registers upto date.

26. Salesman

He shall be working under the over all control and supervision of the Manager. He is primarily responsible for proper maintenance and upkeep of the DR Depot. He shall ensure proper display of all items in the DR depot so as to easily catch the eye of the tribal consumer. It is a statutory obligation to keep price board at conspicuous place in the premises of the depot clearly indicating the stock balances of various commodities as on date and the sale rates of each commodity. He shall also display a price board at the depot indicating the purchase prices of various commodities of MFP & AP that are being purchased at the depot. The required licenses for controlled commodities etc., shall be displayed conspicuously in the depot. He shall also ensure that all daily requirements of the tribal consumers in adequate quantities are made available in the depot. He shall see that the stocks are liquidated quickly to avoid accumulation in the depot exposing to the risk of spoilage. If there are any price fluctuations, he shall promptly report to the Manager for either increasing or reducing the prices in tune with the local market trend. He shall be responsible for all stocks as per the stock register and liability register. He shall get his liability account reconciled with the one maintained at the Society Office every month.. He shall receive stocks from the society under proper wightment as per the indent placed by him. He shall promptly remit all sale proceeds either in the bank or to the GPCMS office as prescribed by the Manager whenever the sale proceeds exceed Rs.5000/-. He shall purchase MFP/ AP brought by the tribals to the depot at the rates prescribed by the Manager. The purchase advance taken shall be accounted for in a separate cash book. The stocks so procured shall be sent to the main godowns as quickly as possible. He shall maintain all registers as prescribed. He shall keep an upto date village wise/ loanee wise DCB list of all types of loans and collect loans from the tribal loanees either in cash or kind issuing them proper receipt.

27. Measurers-cum-Watchman

He shall work under the control of the Salesman and attend to such work as may be entrusted to him by the Salesman from time to time. He shall with reference to the sale bills issued by the Salesman, weigh/measure the commodities and deliver the stock to the consumers. He shall attend to unloading of stocks from the lorry which brings DRs etc.to the depot. Similarly he shall load the MFP and other commodities, if

any, to be sent to godowns/society office etc. He shall sweep the depot and keep it clean and neat. Whenever necessary, he shall also work as watchman of the depot.

28. Drivers

He shall work under the control of the Head of the office. He shall possess a valid driving license. He shall be responsible for the proper upkeep and maintenance of the vehicles and arrange for its periodical servicing, execution of required repairs at the approved and authorized work shop, possession of valid licenses and permits and for their timely renewal, up to date maintenance of log book, trip sheet etc., of the vehicle. He shall also be responsible for timely retreading of tyres, servicing of batteries and proper maintenance of the vehicle and also entirely responsible for accounting of old tyres, tubes, removed parts, old batteries etc., of the vehicle till its disposal by the concerned officer.

29. Lorry Cleaners

He shall be responsible for daily upkeep of the vehicle. He shall take care of the stocks carried and other properties (i.e., tools etc.,) kept in the vehicle. He shall see that unauthorized people do not travel in the vehicle. He shall carry out such other works entrusted by the driver and Manager of the society from time to time.