

## **Manual 2**

### **(ii) The Powers and duties of its Officers and Employees: -**

Chairman: - Chairman of the Corporation is the Chairman of the Annual General Meeting and of the Board of Directors of the Corporation. In case of an emergency or in matters calling for expeditious action, the Chairman may pass any orders or performs any act within the competence of the Board of Directors provided that such orders shall be placed before the next meeting of the Board of Directors or the Executive Committee, whichever is earlier.

Managing Director: - The Managing Director organizes and supervises the office of the Corporation, maintains discipline and exercises such powers in connection with appointments, promotion, termination of service and other disciplinary matters. The Managing Director has the powers to negotiate and carry on the authorised business of the corporation in accordance with the instructions issued by the Board of Directors or the Executive Committee. He is the authority to decide whether any suit or proceeding be instructed or defended by or against the corporation subject to directions of the Board of Directors.

The Managing Director acts as Controlling and Disbursing Officer in respect of all funds of the Corporation and operates accounts either singly or jointly with a Director or any Officer of the Corporation authorised in this behalf by the Board of Directors from time to time and draws, accepts and endorses bill of exchange and other instructions in the current and authorised business of the corporation and signs all other accounts, receipts and documents connected with such business.

Manager: - The Manager supervises the general administration of the corporation and all matters relating to the construction of Warehouses.

Superintendent: - The Superintendent deals with all establishments works and General supervision of the works at Head Office.

Accounts Assistant: - All works related to Accounts of the Corporation.

Lower Division Assistant-cum-typist: - All typing works, issue and receipts of letters, maintenance of records received from Warehouses, putting up of bills, indenting of office stationeries and other works as may be entrusted.

Lower Division Assistant-cum-Computer Operator: - Issue and receipts of letters, all computer works, monitoring of storage charge bills of different parties and other works as may be entrusted.