

1.2. **Power and duties of its officers and employees [(Section 4 (1) (ii)]**

1.2	Powers & duties of its officers and employees {Section 4(1) (b) (ii)}	1.2.1 Powers and duties of officers (administrative, financial and judicial.	a) The Board is empowered to make, vary and repeal By-laws for the regulations of the business of the company, its officers and servants. Accordingly, from time to time rules and regulations are made by the Board of Directors and delegations are made to the officers of the company.
		1.2.2 Power and duties of other employees	
		1.2.3 Rules/orders under which powers and duty are derived and	
		1.2.4 Exercised	As per Delegation of Powers and manual and departmental procedure of NBCFDC
		1.2.5 Work Allocation	<p style="text-align: center;"><b>Managing Director</b></p> <p><b>Powers:</b> All powers including Administrative &amp; Financial powers as delegated by the Board of Directors from time to time to run the Corporation smoothly.</p> <p><b>Duties:</b> Over all supervision and control of the Affairs of Business and Administration of the Corporation.</p> <p style="text-align: center;"><b>Sr. General Manager (Planning)</b></p> <p><b>Powers:</b> Grant of leave to staff working under him.</p> <p><b>Duties:</b> Overall superintendence of CSR, Awareness Generation, Publicity, Evaluation, Recovery of old overdues/ loan and Information Technology work.</p> <p style="text-align: center;"><b>General Manager (HR)</b></p> <p><b>Powers:</b> Sanction of casual leave to staff working under him/her.</p> <p><b>Duties:</b> Gen. Manager (HR&amp;Admn): Personnel, HR including recruitment &amp; promotion, training, formulation of Rules/bye-laws applicable for the employees of the Corporation and its implementation, roster, ACRs, Training, MIS, monitoring of attendance, employee welfare maintaining harmonious relations in the organisation, supervision of work of staff working under him &amp; other work as assigned from time to time.</p>

**Gen. Manager (Proj.):**

**Powers:**

Sanction of casual leave to staff working under him/her as per delegation of power.

**Duties:**

Proposal for Allocation of funds, approval of AAP, process for disbursement of funds to SCAs, follow up, compliance of evaluation studies, monitoring of SCAs matters related to Project Deptt. MIS, supervision of work of staff working under him/her and other work as assigned by from time to time.

**General Manager (Fin.), Company Secretary & CVO**

**Powers:**

Sanction of casual leave to staff working under him/her and as per Delegation of Power (DoP)

**General Manager (FIN):** Responsible for supervision and achievement of the desired results and targets fixed from time to time. Accounting Policy, Maintenance of Accounts, Disbursement of loan, Utilisation certificate, Preparation of Annual Accounts, Taxation, Payments/Receipts, Provident Fund, other related Statutory compliance, Finance Management and policy issue, MIS/ Investment and bank reconciliation, Recovery & MOU matters, Budget Plan allocation and other work as assigned from time to time.

**Company Secretary:**

**Powers:**

Sanction of casual leave to staff working under him/her and as per delegation of power (DoP)

**Duties:**

Responsible for supervision and achievement of the desired results and targets fixed from time to time. Statutory & Company Law matters, organizing of AGM & Board meetings, filing of requisite returns with ROC, legal work, Audit Coordination, Vigilance matters and supervision of affairs of the Division and other work as assigned from time to time.

**Deputy General Manager (SDTP):**

**Powers:**

Sanction of casual leave to staff working under him/her and as per Delegation of Power (DoP).

**Duties:**

Responsible for conducting skill development training programmes, supervision and achievement of the desired results by identifying the eligible members of Backward classes for their up-gradation of technical and entrepreneurial skills through Sector Skill Councils and Govt. recognised Training Institutes through 100% grant-in-aid provided by the Govt. and donor CPSEs of funds for Corporate Social Responsibility. (as per Annual Report 2018-19).

Accordingly, work allocation is made to the staff and they are responsible for the assigned duties.

