

MANUAL II : POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Shri G K Basak, Executive Secretary, JPC is the Secretary to the Board of Joint Plant Committee. Executive Secretary is responsible for the overall functioning of the organization. He reports to Jt Secretary, Ministry of Steel and Chairman, JPC. Board of JPC has delegated powers to the Executive Secretary in order to carry out the functions relating to Personnel, Administration Revenue Expenses and Finance. He is assisted by the four Heads of Departments who carry out their respective functions. Further, four Regional Officers report to him directly for matters relating to their regions.

MANUAL II – Powers and duties of its officers and employees – Part I

ANNEXURE

**JOINT PLANT COMMITTEE
DELEGATION OF POWER**

Sl. No.	Subject	Executive Secretary	Chief Manager (P&A)	Other HODs in HQ	Chief Economist	Head of Region	Remarks	
A	PERSONNEL							
1	To appoint employees against sanctioned posts. Executive/Class III & Class IV	With prior approval of Apex Committee and concurrence of Chairman, JPC						
2	To create posts including upgradation of posts	No post can be created or upgraded without prior approval of Chairman						
3	To transfer an employee within the station from one post to another	Full Power	Within the section	Within the section	Full Power	Full power within the region	-	
4	To arrange promotion on regular/officiating basis	i) Full power to DPC headed by Executive Secretary for posts E-0 to E-5 ii) Full power to DPC headed by Chairman for the post E-6 and above						
5	To be the Controlling Officer of Staff & Officers working under him	Full power for all the employees of JPC	Full power for all the employees working under him	Full power for all the employees working under him	Full power for all the employees working under him	Full power for all the employees working under him	-	
6	To be the controlling of self	Self	Self	Self	Self	Self		
7	Disciplinary authority in case of domestic enquiry & impose penalty - major/minor	As per CDA rule	As per CDA rule	As per CDA rule	As per CDA rule	As per CDA rule		
8	To grant subsistence allowance to an employee under suspension	Full power	Full power	Full power	Full power	Full power	As per prescribed procedure	
9	To allow travel by air to non-entitled employees	Full power	-	-	-	-	-	
10	To allow travelling allowance on first appointment	Full power	Full power	Full power	Full power	Full power	As per entitlement	
11	Travelling expenses including reimbursement of local conveyance	Full power	Full power	Full power	Full power	Full power	As per entitlement	

12	To decide whether a particular absence is to be treated as absence on duty	As per prescribed leave rules	As per prescribed leave rules	-	As per prescribed leave rules	-	-
13	To decide the rate of travelling allowance admissible to an employee deputed to undergo a course of instruction on training	As per rules	As per rules	As per rules	As per rules	As per rules	-
14	To appoint non-executive against leave vacancy on daily wage	Full power					-
15	To sanction leave :						
	a) Casual Leave	Full power	Full power for the employees working under him	Full power for the employees working under him	Full power for the employees working under him	Full power for the employees working under him	
	b) Earned Leave	Full power	- do -	- do -	- do -	- do -	
	c) Half Pay leave	Full power	- do -	- do -	- do -	- do -	
	d) Commuted leave	Full power	- do -	- do -	- do -	- do -	
	e) Extra Ordinary leave	Full power	- do -	-	- do -	-	
	f) Special Disability leave	Full power	- do -	-	- do -	-	
	g) Special leave	As per leave rules	As per leave rules	As per leave rules	As per leave rules	As per leave rules	-
16	Any other Personnel matter	Full power			Full power		With the consent/approval of chairman

	B	ADMINISTRATION						
		REVENUE EXPENSES						
	1	Postage, Telegram & Telephone	Full power	Full power	-	Full power	Full power	Within the approved budget
	2	Staff car running	Full power	Full power	-	Full power	Full power	- do -
	3	Printing & stationary (on limited tender basis)	Full power upto Rs.3 lakh per annum.	Full power upto Rs. 1 lakh per annum	-	Full power upto Rs. 3 lakh per annum	Full power upto Rs. 25,000/- per annum	ICWF. within the approved budget only
	4	Rates & Taxes	Full power	Full power	-	Full power	Full power	-
	5	Electricity & water charges	Full power	Full power	-	Full power	Full power	-
	6	Computers, laser printers, Software & Computer stationery	Full power upto Rs. 5 lakhs per annum	Full power upto Rs. 1 lakh (for proprietary item)	-	Full power (for proprietary item)		ICWF. within the approved budget only
	7	Newspaper & periodicals	Full power As per rules	Full power as per rules		Full power as per rules	Subject to guidelines from Headquarters	-
	8	Meeting expenses	Full power (upto Rs. 50,000/- per annum	Full power (upto Rs.25,000/- per annum	Full power upto Rs. 10,000/- per annum	Full power upto Rs. 50,000/- per annum	Full power upto Rs. 10,000/- per annum	ICWF within the approved budget only
	9	Advertisement	Full power upto Rs. 50,000/- per annum	-	-	-	-	ICWF within the approved budget only

10	Legal expenses	Full power upto Rs. 50,000/- per annum	Full power (upto Rs. 20,000/- per annum	-	Full power upto Rs. 10,000/- per annum	Full power upto Rs. 10,000/- per annum	ICWF within the approved budget only
11	Any other expenditure if non-recurring type (other than those specifically mentioned)	Full power upto Rs. 50,000/- per annum	Full power (upto Rs. 20,000/- per annum	-	Full power (upto Rs. 50,000/-	Full power upto Rs. 10,000/-	ICWF
12	To sanction/grant and to permit acceptance of honorarium	Full power upto Rs.10,000/- per month	In consultation with ES, JPC	-	Full power	-	-
13	To sanction purchase of working stores/ equipment through tender or Govt. Approved department stores	Full power as per existing policy	Full power for working stores	-	Full power for working stores	Full power for working stores	ICWF
14	To sanction expenditure on official entertainment subject to budgetary limit	Rs. 10,000/- per month	Rs. 5,000/- per month	-	Rs. 5000/- per month	Rs. 5,000/- per month	Subject to budgetary provision
15	To purchase capital equipments items	Full power upto Rs. 50,000/- per annum	-	-	-	-	Subject to budgetary provision
16	Purchase/repairs of Cars on single tender basis	Full power upto Rs. 30,000/- per annum	-	-	-	-	-
17	Maintenance/repairs of building/ office premises/transit house on single tender basis	Full power upto Rs. 50,000/- per annum	-	-	-	-	ICWF with budgetary limit

18	a) Purchase of Rly tickets/Air tickets for JPC	Full power	Full power	-	Full power	Full power	Subject to entitlement & budgetary limit
	b) '- do - for outsiders	Full power	-	-	-	-	- do -
	c) Purchase of books	Full power	Upto Rs. 5,000/- per annum	-	Full power	Full power upto Rs. 2,000/- p.a.	- do -
19	Purchase of movable capital assets/equipments	Full power	-	-	-	-	With prior approval of Chairman
20	Any other items (not covered in Admn.)	Full power with prior approval of chairman	Full power upto Rs. 5,000/- with prior approval of ES	-	Full power (upto Rs. 5,000/-)	Full power upto Rs. 5,000/- with the approval of ES	
21	To sanction deposit/advance with P&T authorities and other statutory bodies.	Full power	Full Power		Full power		
22	Repair/maintenance of company leased flats/office premises consistant with the terms of lease and tenancy agreement and also of furniture, fixure equipments etc. in the office/GH under control	Full Power	Full Power		Full Power	Full power upto Rs. 2,000/- in each case subject to a limit of Rs. 50,000/- per annum	
23	To sanction purchase of office stationery/stores and liveries subject to the standard laid down by JPC	Full power	Full power		Full power		ICWF Within the approved budget only
24	Disposal of news papers/periodicals and magazines	Full Power	Full Power		Full Power	Full Power	
25	To sanction contingent expenditure and also advance for contingent expenditure	Full power upto Rs. 10,000/- in each case	Full power upto Rs. 5,000/- in each case		Full power upto Rs. 5,000/- in each case	Full power upto Rs. 500/- in each case	

Powers & Duties of its officers & employees – Part II

JOB DISTRIBUTION OF THE EDP EXECUTIVES

1. Sri G K Basak, Executive Secretary, JPC

- a. Overall in-charge of EDP dept
- b. Overall control of the Iron & Steel database

2. Sri R Bandyopadhyay, Dy. Mgr (EDP)

- a) Export Database Administration, Management & Reporting
- b) Import Database Administration, Management & Reporting
- c) State wise Despatches Database Administration, Management & Reporting
- d) Web-site Administration & Management
- e) Survey Database Administration, Management & reporting
- f) System & Software Support & Administration
- g) Software support to in-house computer (EDP users)
- h) Library Management - Software media & Data files
- i) Master Dictionary Development & Maintenance
- j) Internet & Mail Server Support & Administration
- k) Computer maintenance, monitoring and follow-up

3. Sri. R K Padhy, Jr. Mgr. (EDP)

- a) Information / Data receipts, monitoring & Follow up
- b) General Administration, EDP Records & File management
- c) Annual Maintenance Contract Renewals & Monitoring
- d) Consolidated Statistical Database Administration & Management
- e) Domestic Price database Administration, Management & Reporting
- f) Secondary Producers Database Administration, Management & Reporting
- g) Library Management - Manuals / Reference Books / Journals / Periodicals / Reports
- h) Inventory Control & Management - Xerox & Computer consumables / Others

WORK DISTRIBUTION OF PLANNING DEPARTMENT

Sri G K Basak, Executive Secretary is in overall charge of the Planning Department. He is assisted by 1 PS, two Officers and seven staff members. One Consultant attends to matters pertaining to JPC Bulletin, a monthly publication.

Smt S. Banerjee, Manager (Planning) looks into overall administration of the Department and specifically into :

- Despatches of JPC Bulletin and other JPC Publications
- Processing of SSIC Rebate Claims
- National Steel Consumer Council Meetings
- Seminars and Workshops
- JPC Apex Committee meeting related matters
- JPC Monthly Activity Report
- Matters pertaining to JPC Regional Office, Kolkata

Sri S. Sen, Assistant Manager (Planning) looks into Ministry of Steel related matters in the areas of :

- Parliament Questions
- Queries
- Policy matters
- Speeches and presentations
- Analysis of the market/industry/economy trends
- Publications other than JPC Bulletin
- Matters related to Market Survey
- Reports and News on Industry Developments
- Demand-Availability Study
-

Smt M. Maitra, Jr. Manager (Planning) looks into Ministry of Steel related matters in the areas of :

- Publications of JPC Bulletin

PERSONNEL & ADMINISTRATION DEPARTMENT

This department is headed by Shri Shri Gautam Sanyal, Chief Manager (P&A). The entire personnel & administrative matters including Guest House Booking are taken care by this Department.

POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES OF F&A DEPARTMENT

1. Shri G K Basak, Executive Secretary

He is overall Incharge of Finance & Accounts Department of Joint Plant Committee and assisted by two officers and one Private Secretary.

2. Shri N. Samaddar, Manager (Finance & Accounts)

He looks after Cash & Bank matters, PF matters, SSIC Rebate payments and Contractors/Customers bill payments.

3. Shri Soumen Chatterjee, Dy. Manager (Finance & Accounts)

He looks after Central Accounts, Establishment payments, SDF Management, Cost & Budget and Pay Role.

All the Officers and Employees of Finance & Accounts Department performs their duties as per Rules, Regulations and Practices of the Organization as well as according to available Delegation of Power.

REGIONAL OFFICES:

Regional Office, New Delhi is headed by Smt. Nalini Sai Sreenivas, Asstt. Manager. Regional Office collects Statistical Data related with the Price, Production, Export & Import Data related with the Steel for the entire Northern Region. She is assisted by eight employees.

Regional Office, Chennai is headed by Smt. Nalini Sai Sreenivas, Asstt. Manager. Regional Office collects Statistical Data related with the Price, Production, Export & Import Data related with the Steel for the entire Southern Region. He is assisted by three employees.

Regional Office, Mumbai is headed by Shri U G Sankar, Sr. Manager. The Officer next to him is Shri A K Mishra, Asstt. Manager. Regional Office collects Statistical Data related with the Price, Production, Export & Import Data related with the Steel for the entire Western Region. He is assisted by five employees.

Regional Office, Kolkata is headed by Smt S Banerjee, Manager. Regional Office collects Statistical Data related with the Price, Production, Export & Import Data related with the Steel for the entire Eastern Region. He is assisted by two employees.