

MANUAL 2 : POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

The Budget Allocation provided for GSRDC in R&B Department Budget book for year 2013-14 is as under;

Designation	Managing Director	
Powers	Administrative	Overall control of Operations of the Company
	Financial	All powers of sanction of expenses for administrative matters. Powers to enter into contract on behalf of the company for various operational and business matters All powers of sanction of expenses for activities approved by Board of Directors.
	Duties	To run organisation

Designation	Managing Director	
Powers	Administrative	Powers to undertake all the jobs as required under the Companies Act 1956
	Financial	_____

Designation	General Manager (Projects)	
Duties	Jobs of overall monitoring of Projects departmentJobs as may be delegated by the Managing Director	

Designation	Dy.General Manager(Projects)	
Duties	Monitoring of projects, periodically execution of works.	

Designation	Dy.Executive Engineer	
Duties	Prepare Project estimates, proposals, tenders and execution of works as per plans and estimates.	

Designation	Manager (Projects)	
Duties	Assist in Project related activities	

Designation	General Manager (Finance)	
Duties	Advise Managing Director in financial matters of company scrutinized and checked by him.	

Designation	Administrator Officer	
Duties	To look into day to day administrative matters	