

(ii) POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

JOB PROFILE OF MANAGER (AUCTIONS)

- a) Identify the needs of the Board to establish new auction platforms and process the issues related to acquisition / construction of new auction platforms as required.
- b) Process the issues related to hiring of requisite infrastructure to operate the auction platforms, where Board don't have its own infrastructure.
- c) Construction of temporary structures in the platforms wherever required.
- d) Identifying the requirements at auction platforms in relation to various equipment/ machinery such as trollies, weighing machines, fire extinguishers, generators and processing the procurement of requisite equipment and arrange for their repairs / servicing.
- e) Arranging of contractors at the auction platforms for supply of man power to handling tobacco bales offered for sale.
- f) "Supply of standard Bale Pattas" to Growers through Auction Superintendents.
- g) Intimate the buyers regarding ensuing auction sales, receipt and processing the applications, issuance of buyer authorization to participate in auctions.
- h) Apportionment of Bank Guarantees among the auction platforms submitted by the buyers and monitoring of utilization of Bank Guarantees by the buyers.
- i) Compilation of data on auctions received from the platforms.
- j) Action plan to commence auctions for sale of FCV tobacco produced by the growers and oversee the smooth conduct of auctions.
- k) Monitoring of day to day auction sales, analyze the market trends and apprise the same to the higher authorities for taking corrective / preventive measures as necessary.
- l) Monitoring and ensuring the right classification of the tobacco offered for sale and ensuring the correct weighment.
- m) Monitoring of prompt payment of sale proceeds to the growers.

2) JOB PROFILE OF MANAGER (MARKETING & EXPORTS)

- a) Details of statutory functions:
 - Maintenance and improvement of existing markets and development of new markets outside for Indian Virginia Tobacco and its products.
 - Propagating useful information to Exporters and Manufacturers of Virginia tobacco.
- b) Suggesting export targets and monitoring the achievement of targets.
- c) Sponsoring Trade Delegations to overseas countries.
- d) Participation in the International Exhibitions and exclusive tobacco exhibitions.
- e) Inviting Delegations from Government Tobacco Monopolies from overseas countries.
- f) Undertaking image promotion of Indian tobacco through;
 - Colour Brochures in three or four foreign languages
 - Circulating Directory of Exporters cum information guide to customers and Exporters.
 - Inserting advertisements regularly on Indian tobacco in the International Print Media.
 - Reports to customers on the crop situation and prices.

- Packaging development Sponsored Projects with HP, New Delhi for Bidies, Hookah Tobacco Paste & Un-manufactured Tobacco.
- g) Undertaking Study Tours/ Market Surveys:
- Trade enquiries – Dissemination to Exporters
 - International tobacco situation – Global stocks, exports, import potential of various markets, farm prices in competing countries, production situation of competing countries –dissemination of the same to the Indian exporters. Regulations on the packing, health regulations, tar and nicotine level specification etc. stipulated by foreign countries
 - increased market access for Indian Tobacco and Tobacco Products by taking up tariff and non-tariff barriers with Government of India.
 - Furnishing necessary information/suggestions for discussion in the Joint Commission/JBC meetings with other countries for enhancing Indian tobacco exports.
 - Dissemination of useful information by creating Boards web site.
- h) Assistance to Exporters:
- Issuing Certificates to facilitate Export of tobacco samples
 - Circulating trade enquiries to exporters.
 - Dissemination of information on global stocks, Exports, Imports, Market potential, production situation and farm prices of competing countries to the Indian exporters.
 - Joint Commission meetings with other countries for enhancing Indian tobacco exports.
 - Issuing Certificates viz. GSP certificates of origin and Authenticity, GSIP, RCMC's to exporters for claiming benefits under EXIM Policy and to enable the Importers to claim duty concessions.
- i) Certificates related to licenses, RCMC & Quotas for exports:
- Issue of Registration Certificates as Exporter of Tobacco
 - Issue of Registration certificate as Exporter of Tobacco Products
 - Issue of RCMC
- j) Take up with RBI and SLBC and arrange required credit facilities to the traders.
- k) Take up with RBI on issues related to realization of export proceedings and opening of LC's particularly on exports to Russia.
- l) Take up with FIEO and Government of India on the issues related to EXIM policy.
- m) Compiling monthly progress of export of tobacco and tobacco products and report to Government.
- n) Compiling stock position of tobacco available with the trade and industry from the returns filed by them/ calling for the information from the trade.
- o) Correspondence with the Indian Tobacco Association (ITA) on trade related problems and take up with the concerned agencies to resolve the problems.
- p) Registration of Commercial Graders:
- Issuance of Press Notification
 - Receipt and processing of applications.
 - Preparation and issuance of Commercial Graders license.
- q) Responsible for entering the market and mopping up of surplus tobacco whenever prices touch Minimum Support Price.
- r) Registration of Exporter of Tobacco and Tobacco Products
- s) Registration of Tobacco dealers
- t) Registration of Tobacco packers
- u) Registration of Tobacco Manufacturers and Processors

- v) Subscribing for international Journals /Magazines for collecting the tobacco market information and world tobacco scenario
- w) Subscribing in international Journals for giving wide coverage to the Indian tobacco and its export promotion and enhancing brand image of Indian tobacco
- x) Compilation of returns received through online from the registered traders.

3). JOB PROFILE OF MANAGER (EXTENSION)

- a) Manager (Extension) being the Professional head of the Extension and Advisory Services (EAS) division controls all the extension and Development activities in FCV tobacco cultivation in the States of Andhra Pradesh and Karnataka.
- b) Oversee the planning, designing and implementation of various extension schemes on subsidy basis and other developmental activities in accordance with the needs of FCV growers in consultation with all the stake holders for improvement of the yields and quality of tobacco.
- c) Issue special instructions/directions considered necessary for proper implementation of extension and developmental programmes to all the extension staff of the Board
- d) Responsible for preparation of the budget including subsidy payments and appropriation proposals for the department for consideration and approval of the Competent Authority
- e) Plan and facilitate timely supply of critical inputs needed in FCV tobacco cultivation – Seed, Fertilizers and Suckercide at reasonable prices by facilitating finance to growers through commercial banks.
- f) Plan, design and implement programmes aimed at sustainability in FCV tobacco cultivation like improvement of soil health through green manure crops, programmes for conservation of energy, programmes for promoting integrated pest management and measures for promoting afforestation.
- g) Arrange for assessment of training needs of extension staff and organise training and capacity building programmes for the extension officers of the Board at regular intervals.
- h) Arrange for regular training and education of farmers to deliver appropriate technology and improved agronomic practices to the farmers.
- i) Guide in development/preparation of ICT (Information Communication Technology) materials for use in agricultural extension communication.
- j) Monitor day to day extension activities at field level to provide timely technical advice/ guidance to growers during crop growth season by personal contacts, group meetings and training programmes.
- k) Monitor submission of subsidy claims of growers by various Auction superintendents and organize the scrutiny/ processing of these claims for sanction of subsidies and ensure crediting the subsidy directly to the growers' accounts through Direct Beneficiary Transfer (DBT).
- l) Undertake disaster impact reducing measures in case of crop damage by cyclones, drought, pest and disease epidemics to help rejuvenate the crop.
- m) Ensure preparation and Submission of all the reports (Monthly/Quarterly/Annual Administrative reports) and maintains data on crop quality parameters and CPA residues.
- n) Maintain proper Liaison with CTRI, Extension outfits of trade, State Agricultural Departments, agricultural research institutes and training institutes and converge the extension efforts of all these organizations.

4). JOB PROFILE OF MANAGER (PRODUCTION)

The Manager (Production) has to look after following Sections work

1) Production Section and (2) Growers' Welfare Fund Section

- a) Prepares the ground material for formulating a production policy by Board for Andhra Pradesh and Karnataka every year, by collecting the requirements of the manufacturers and exporters.
- b) Prepares the material for guidelines to be laid down by Registration Committee and communicate the decision of the Registration Committee to all auction platforms in Andhra Pradesh and Karnataka for implementation.
- c) Collects the information from platforms of Andhra Pradesh and Karnataka and compile on registration particulars.
- d) Collects the information at monthly intervals on plantations, crop condition, progress of curing and grade outturn assessment.
- e) Scrutinizes the applications forwarded by Auction Superintendent/ Regional Manager regarding shifting of barns from one platform to another platform and communicates the decision.
- f) Issues guidelines for conducting barn enumeration work to platforms.
- g) Attends to individual representations of growers on registration process and put up for decision.
- h) Attends to the barn dispute cases referred by platforms and obtain legal opinion whenever necessary and communicates the decision to platforms.
- i) Corresponds on Insurance coverage of barns and issues guidelines to platforms.
- j) Propagates on alternative crops to tobacco through Auction platforms.
- k) Undertakes publicity on production control through mass media and issues guidelines to platforms for doing the same.
- l) Prepares material for answering Parliament and A.P. Assembly questions.
- m) Prepare material for budget relating to section.
- n) Prepares material for annual reports of Ministry and Board.
- o) Prepares material for C.A.C.P. report relating to section.
- p) Prepares and submits material to the audit queries.
- q) Prepares and maintain the data on cost of cultivation.
- r) Organize enumeration of crop and barn damages as and when Natural calamities takes places in tobacco areas, assist Chairman in seeking bankers helping financing additional loans to the effected growers.
- s) Prepares material for all the Board and other Committee meetings and initiates action on the points pertaining to Production Section.
- t) Organizes preparation of statistical information pertaining to production of Virginia tobacco in India.
- u) Communicate the decision of the Registration Committee on refusal of registration to the growers/barn operators.
- v) Process the Revision Petitions of the growers (for registration as grower/barn operator) and place before the Board for decision. After the Board takes a decision communicate the decisions to the auction platforms with guidelines for further action.
- w) Collects and maintains the record of bank-wise, platform-wise various types of tie-up loans arranged by the Board.
- x) Whenever the growers file W.P.'s in the Court on the production policy details of the information will be collected from the platforms and prepare para-wise remarks and send to the Advocate for preparing counter.

He will report to the Executive Director periodically on following issues also

- a) Action taken reports from Regional Managers / Auction Superintendents on Auction Superintendents / Regional Managers meetings conducted by Executive Director / Chairman.

- b) Collects, compiles, analysis & Submits a brief to Chairman / Executive Director on the following issues.
 - Monthly diaries from Regional Managers
 - Monthly activities report from Director (Auctions)
 - Periodical reports from Managers
 - Monthly Activities reports from Auction Superintendents
 - Analysis of Field Officers and Field Assistants review minutes of Auction Superintendents
 - Analysis of Field Assistants / Senior Field Assistants / Field Officers field reporting system to Auction Superintendents / Senior Grading Officer and finding out gaps.
 - Analysis of Field visits made by Regional Manager/ Auction Superintendents
 - Follow-ups on field visits of the Chairman
- c) He will develop a system to strengthen the monitoring and evaluation of function of various units up to Field Assistant and its quality tracking.
- xi) He will also identify poor performing field staff by analyzing various inputs.

5). JOB PROFILE OF MANAGER (FINANCE & ACCOUNTS)

- a) To look after the matters relating to Finance & Accounts of the Board
- b) Budget Proposals of R.E. & B.E.
- c) Outcome Budget
- d) Annual Plan and Five Year Plan proposals
- e) Monitoring of Pay & Allowances
- f) Monitoring of Expenditure of all the offices of the Board
- g) Financial statements of Receipts & Payments, Income & Expenditure, Balance Sheet pertaining to Tobacco Fund Account, Tobacco Board General Provident Fund, Tobacco Board Pension Fund, Tobacco Board New Pension Scheme, Tobacco Growers Welfare Fund Account etc.
- h) Attending for A.G. Audit related works

6). JOB PROFILE OF REGIONAL MANAGER

- a) Coordinate with all the Auction Superintendents and control & supervise the activities of Auction Platforms under his authority
- b) Supervise works carried out in the Soil Testing Laboratory, where applicable
- c) Convey recommendation regarding the soil and water to all concerned platforms.
- d) Convey all office orders and communications to the Auction Platforms under his authority.
- e) Coordinate and review all educational programs (i.e., implementation of extension schemes and developmental activities) organized by the Auction Superintendent for growers and intimate the same to corporate office.
- f) Regional Manager shall ensure that auction schedule related information is sent to growers and traders in time.
- g) Regional Manager shall issue letter of authorization to the traders to take part in auction.
- h) Employ seasonal staff along with Auction Superintendent for conducting auction.
- i) Coordinate with CTRI, M/s ITC-ILTD etc. regarding developmental activities.
- j) Supervision of renewal of grower registration.
- k) Coordinate visit of external and internal dignitaries to Auction Platforms.

- l) Periodically review the works carried out by Auction Superintendent, Senior Grading Officer, Field Officer, Field Assistant etc.
- m) Conduct periodical meeting on banking problems with Traders and Growers.
- n) Finalization of Labour Contractors for the auction platforms.
- o) Maintenance of equipment:
- p) Coordinating for fixation of maintenance agencies to undertake repairs / maintenance to the equipment viz., Trolleys, Weighing Scales, A.C's and Generators available at platforms. Hiring of vehicles to the platforms where the office vehicle is not available.

7). JOB PROFILE OF ASSISTANT MANAGER (INTERNAL AUDIT)

- a) Conducting Internal Audit of Directorate of Auctions, Bengaluru, all Regional Offices and all Auction Platforms in Andhra Pradesh and Karnataka.
- b) Issue of Audit Reports
- c) Dropping of Audit paras on receipt of proper justification.
- d) Periodical review of pending audit paras of all the subordinate offices

8). JOB PROFILE OF PERSONNEL OFFICER

- a) To Assist Secretary in all Personnel Administrative matters.
- b) Maintenance of the service registers of the staff working in Andhra Pradesh.
- c) Maintenance of all kinds of leave accounts.
- d) Sanction of various types of advances.
- e) Processing of cases relating to sanction of H.B.A. to the Board staff.
- f) Processing of periodical increments and other incentive increments to the Officers/Staff.
- g) Maintenance of Rosters in respect of reservation posts to OBC/SC/ST employees.
- h) Attending & examine all grievances of the Staff/Officers in the Board and follow-up action and Court related matters.
- i) Maintenance of Confidential Reports of all the Officers / staff working in Andhra Pradesh and Karnataka.
- j) Maintenance of all the Property Returns of all Group – A & B officials working in Andhra Pradesh and Karnataka.
- k) Maintenance of Disciplinary case files / Conducting Departmental enquiries / Issue of Charge sheets to accused employees.
- l) Recruitments / promotions / ad-hoc promotions / Assured Career Progression Scheme / Modified Assured Career Progression Scheme / Pay commissions / Confirmations / Rosters / Departmental Promotion Committees / Promotion channels / Reservations / Concessions / Grant of Temporary Status
- m) Transfer Policy
- n) Establishment / Reorganization of Auction Platforms / Regional Manager Offices / Field Offices / Shifting of Cluster Headquarters.
- o) Legal Matters
- p) Correspondence with Ministry, Replies / Pending issues etc.
- q) Transfers & Postings / Deployments / Creation of Seasonal Posts in Auction Platforms
- r) Amendments to Recruitment Regulations / IWSU / Job Charts

- s) Posting / Deployment of staff TO Vigilance squad duties
- t) Restructuring of posts / cadre Review
- u) Parliament questions / Providing Information RTI applicants pertaining to establishment issues.

09). JOB PROFILE OF ASSISTANT MANAGER (P&C)

He is the Functional Head of the Planning & Co-ordination Section, Publicity & Public Relations Section and General Administration Section.

PLANNING & CO-ORDINATION SECTION:

- 1) Work related to constitution of the Board / Appointment of Board Members.
- 2) Work related to Tobacco Board Act / Rules / Regulations
 - a) Proposing Amendments to Tobacco Board Act / Rules / Regulations
 - b) Placing them before the Board and forwarding to the Ministry for Govts., approval.
- 3) Preparation of material for the Annual Report of Ministry of Commerce, with regard to Tobacco Board.
- 4) Work related to Board meetings and Committee meetings.
 - a) Preparation of Agenda
 - b) Recording the proceedings of the meetings
- 5) Work related to Parliament Questions. Furnishing answers to Govt., on obtaining approval of Executive Director.
- 6) Preparation of Annual Report of the Tobacco Board
- 7) Work related to legal matters (High Court / Munisiff Courts /District Forums / State Commission)
 - a) Preparation of para-wise remarks on the complaints / affidavits filed by the complainants / petitioners in collaboration with the functional heads concerned.
 - b) Liaisoning with Legal Adviser of the board and standing Counsel at High Court of Andhra Pradesh
 - c) Assisting Standing Counsel at High Court of A.P, while the arguments are on.
- 8) Work related to preparation of various reports on Tobacco Board for submission to Govts.
- 9) Any item related to more than one section and co-ordination among different sections.
- 10) Work related to monthly meetings of Auction superintendents / Regional Managers.
- 11) Any other work entrusted by the Secretary / Executive Director /Chairman from time to time.

GENERAL ADMINISTRATION SECTION:

1. Meeting arrangements
2. Maintenance of stores and Office furniture
3. Up-keeping of Office Building
4. Maintenance of Vehicles & Office equipment
5. Payment of Telephone, Electricity, Municipal bills
6. Travelling and catering arrangements to all VIPs
7. Organisation of Seminars / Functions etc.

PUBLICITY AND PUBLIC RELATIONS SECTION:

1. Bringing out the Magazine "Tobacco News Capsule" for the benefit of all those connected with tobacco industry by collecting vast information from the tobacco exports and research wings like CTRI and Directorate of Tobacco Development etc.
2. Release of corporate advertisements in special souvenirs published by Government, Social and cultural organizations and tenders / notifications / recruitment notifications in leading daily newspapers.
3. Subscribing all leading foreign tobacco journals to get overall information on world tobacco situation.

4. Shooting of video film on various phases of tobacco beginning from nursery to marketing.
5. Procuring important books on scientific, technological and research and service books for the library.

10). JOB PROFILE OF AUCTION SUPERINTENDENT / SENIOR GRADING OFFICER:

A) AUCTION SUPERINTENDENT:

- a) Auction Superintendent is the Head of the Auction Platform and exercise control on the overall administration in the platform.
- b) He shall have overall responsibility on effective programming, planning and implementation of production policy, schemes on extension development and marketing as per the direction of Head Office under the supervision of Regional Manager.
- c) He shall guide, supervise and co-ordinate the work of all staff members working in the platform and ensure discharging of their duties effectively.
- d) He shall formulate various programs on the basis of field problems and requirements of his area and send proposals to the Head Office through the Regional Manager for approval.
- e) He shall send periodical review reports to the Regional Manager on the nursery, progress of plantation crop condition, production estimates, grade out-turn etc.,
- f) He shall cause implementation of Auction sales by drawing Auction schedules, formulating Auction clusters and ensure smooth conducting of Auction.
- g) He shall attend to the starter job in the Auctions and he may entrust the starting job to any of the officers in the platform.
- h) He shall maintain liaison with banks/other Government Departments in relation to development of Tobacco in terms of supply of inputs, crop loans etc.,
- i) He shall obtain approval of the tentative tour program from the Regional Manager and submit the tour diary.
- j) He shall review the work of Accounts and Technical sections periodically and submit the report to the Regional Manager.
- k) He shall undertake tours and field visits, whenever required so as to ensure successful implementation of various programs and policies of the Board at field level and also to review the performance of field staff.
- l) He shall be over all responsible for all pre and post Auction arrangements. He shall ensure completion of preparatory arrangements for Auctions at least a fortnight before commencement of Auctions.
- m) He shall attend to any other work that may be entrusted by the Regional Manager from time to time.

B) SENIOR GRADING OFFICER:

- a) He will work under the direct supervision of the A.S. and act as the functional head of Technical section of Auction platform and report to Auction Superintendent on all related matters.
- b) He shall co-ordinate the collection of soil and water samples and arrange for analysis.
- c) He shall test check not less than 25% of the barns for the correctness of the enumeration made by other officers.
- d) He shall ensure accuracy in the Registration of growers and other categories viz., nurserymen, barn operators.
- e) He shall plan and co-ordinate the implementation of all the Technical programs under the supervision of Auction Superintendent.

- f) He shall compile and process all the periodical reports with the assistance of S.F.A. and submit to Auction Superintendent.
- g) He shall compile and process on all Technical programs and prepare evaluation reports.
- h) He shall assess the requirements of inputs and their availability in the market and submit report to the Auction Superintendent for taking steps to ensure their availability in time.
- i) He shall organize the distribution of inputs contemplated in the input supply schemes of the Board.
- j) He shall organize periodical group meetings of growers in the villages wherever the board takes up important Technical programs, for the benefit of the farmers.
- k) He shall responsible for the overall supervision of crop condition under the platform, identify the problems and advice time remedial measures to farmers on all Technical matters in the process of cultivation, curing and grading etc.
- l) He shall conduct demonstrations on farm grading in the pandals of farmers in not less than 50 places in his jurisdiction to motivate the farmers for carrying out the grading as per the standards prescribed. He shall submit comprehensive report on the demonstration to the Auction Superintendent, as weekly intervals.
- m) He shall supervise classification done by the Field Officers and ensure uniformity. He shall maintain record of the lot number of bales classified by each Field Officer on the given day.
- n) He shall attend to repudiation on Q.R. bales.
- o) He shall obtain approval of tour programs from Auction Superintendent and submit tour diary to the Auction Superintendent every month before 10th.
- p) He shall be required to attend to 'Starter' Job as and when entrusted by the Auction Superintendent.
- q) He shall attend to any other work that may be entrusted by the Auction Superintendent from time to time.

11). JOB PROFILE OF PROGRAMMER:

- a) Work relating to programming & Implementation of Computer Application and assistance in systems, analysis and designing of computer projects.
- b) Monitoring of multi-user computer network operations and data preparation.
- c) Maintenance of data base files and ensuring the secrecy and integrity of the data base files / software in computer hard disks (both Main & PCs) as well as Magnetic Tapes / cartridges etc.
- d) Attending to the hardware / software problems and coordinating with maintenance engineers in case of Computer breakdowns, attending to user's problems in Computer operations of the application programmers as well as software packages.
- e) Maintenance of hardware & software inventory as well as correspondence and files, conducting computer training to the staff / users, supervising the work of operational staff.
- f) Development of software tools and packages for various area of MIS application, (Relational Data Base Management System) RDBMS, Portal etc.
- g) Regular maintenance of software programmes in view of the changing policies from time to time in respect of calculation of service charges, penalties, additional statistical reports etc.
- h) E-Auction process, co-ordination with the persons dealt with E-Auction System
- i) Computerisation of Payrolls, Accounts, data on personal information at Head Office.
- j) Refreshing / Replication of data from Branch to Head Office server.
- k) Database backup and restoration of projects and maintenance of server at Head Office.
- l) Local Area Network Management and Security Administration of Systems and Networking.

- m) In general, giving leadership and innovative thrust for all technical and field level activities falling within the charter of responsibilities given from time to time.
- n) Responsible for formulation, Planning, Implementation, Co-ordination and supervision of the computerisation activities in Auctions, Production, Extension and Marketing & Export divisions.
- o) Appraising Chairman / Executive Director about latest changes / technology / Information Technology.
- p) Maintenance & timely updating the data on official website www.indiantobacco.com.
- q) Any other duties assigned to him from time to time by the controlling authority.

12). JOB PROFILE OF ASST. MANAGER (ACCOUNTS):

- a) He will verify the attendance of all employees in the platform.
- b) He will receive the daily dock and open the tapals and pass on to the inward clerk to put up to Auction Superintendents perusal
- c) He will recommend C.Ls / E.Ls/ Compensatory Leave to all employees working in the platform.
- d) Recommendation of T.A. advance and other advance, if any.
- e) Scrutiny of personal claims such as pay, T.T.A., LTC., OTA., TA, FTA and tour movement register of all officers and staff members working in the platform.
- f) Purchase and control of stores.
- g) Check and monitoring of expenditure on office vehicle against budget allocations.
- h) Settlement of all contingent bills in time.
- i) Preparation of all office orders basing on the Head Office instructions.

During Auction Period, the following items of work shall be attended by the Assistant Manager (Accts) in addition to the above.

- a) He will verify all the records of authorized buyers as per Head Office list for allowing in bidding.
- b) He will watch the day to day financial position of each buyer that is Bank Guarantee position to the Auction Superintendent for further necessary action.
- c) He will arrange to issue invoices to the buyers in time and collect the cheques before stipulated time and send them to bank for collection according to the procedure.
- d) He will be personally responsible in keeping sufficient funds in the platform banks to meet the grower's cheques amount.
- e) He will sign all the buyers' demand notes to take delivery of the bales.
- f) He will arrange to work out interest on all delayed payment from the buyers as well as demurrage charges for delay in lifting stocks as per the rules in force.
- g) He will attend day to day grower's complaints relating to financial and accounts matters.
- h) He will arrange to complete the reconciliation of accounts in time
- i) He will arrange to send all the reports to Regional Manager and Head Office such as F.I.R. Daily reports and weekly reports to.
- j) He will supervise the functioning of the computer operator and keep up the computers in proper safe custody.
- k) He will be responsible for consolidating and compilation of all the auction accounts and send the reports to H.O., in time.
- l) He will arrange to settle the Mutta Labour bill and deduction of 2% income tax in the bill and remit to I.T. Department

- m) He will arrange to issue 'No Dues Certificate' to all the buyers participated in the bidding during the year.
- n) He will send the dues statements of buyers to Head Office to recover before according registration for the next year.
- o) He will attend all the court attachment cases relating to financial matter of growers.
- p) He will attend to transfer of Bank Guarantees to other platforms as required by the buyers.
- q) He will watch the recovery of loans and take action for recovery.
- r) He will verify the godown stock register from time to time with reference to the Bank Guarantee and the purchases made by each buyer/company.
- s) He will work under the direct supervision of the Auction Superintendent.
- t) Any other item of work of financial & accounting nature as entrusted by the Auction Superintendent.

13). JOB PROFILE OF ACCOUNTANT / SUPERINTENDENT:

- a) He will attend the duties of Asst. Manager (Accounts) during the absence of Assistant Manager (Accounts) in addition to his own duties.
- b) He works under the supervision of Asst. Manager (Accts)
- c) He will verify all the personal claims of staff members and officers and submit to Assistant Manager (Accts).
- d) He will verify the petty cash book, administrative cash book, trunk calls register and all registers relating to financial matters and put up to Asst. Manager (Accts.).
- e) Scrutiny of all types of advances like T.A. Advance, TTA., Advance, LTC Advance and GPF Advance etc.
- f) He will scrutinize the statement of expenditure submitted by the cashier and he will ensure all the expenses incurred by the platform, is within the limits under various heads of accounts, cash on hand and cash at bank to be tallied. He will be responsible for arithmetic accuracy.
- g) He will arrange to keep up all the records and registers in a proper safe custody.
- h) He will be responsible for daily collection of cash by cashier and timely remittance to bank.
- i) He will scrutinize the bills and submit them to Assistant Manager (Accounts).
- j) He will complete annual accounts relating to administrative and auction accounts.
- k) He will submit all periodical reports and attend internal audit and Accountant General Audit Party.
- l) Take action on loan recovery cases, Court cases including attending the courts.
- m) Loan ledger maintenance including updating thereof.
- n) Any other item of work entrusted by the Assistant Manager (Accounts)/Auction Superintendent.

During Auction period the following items of work shall be attended by the Accountant in addition to the above.

- a) He will verify all the buyers' documents and make a note of buyers code No. for record purpose and inform to Assistant Manager (Accounts).
- b) He will attend to verification of the computer check list of growers and finalize the list taking into account the reports submitted by his assistant such as IF-5, IF-6 and put up to Assistant Manager (Accounts) for approval.
- c) He will verify buyer wise and grower wise tally report and get the entries made in the cash book maintained by his assistant.

- d) He will arrange to maintain separate file for each buyer to watch the Bank Guarantee delayed payments, demurrage etc. and bring it to the Auction Superintendent through the Assistant Manager (Accts).
- e) He will look after transfer of Bank Guarantees as and when applied by the buyers from the platform to other platform.
- f) He will arrange to issue cheques to the growers and attend grower complaints, if any, such as less/excess payments in sale of VFC tobacco and get the appropriate information from the floor in charge before making correction for his scrutiny.
- g) He will verify the loan ledger, maintained by his assistant and work out the dues statements at the end of financial year and recovery the amount from the sale proceeds.
- h) He will look out interest on all delayed payments and demurrage charges on the bales lifted beyond stipulated time and the amount if any.
- i) He will accompany the field staff to revalidate the documents relating to various works.
- j) He will attend the bank reconciliation work and submit the report to Assistant Manager (Accounts.)
- k) All the file and registers i.e. entire correspondence must be routed through Accountant.

14). JOB PROFILE OF FIELD OFFICER / TECHNICAL ASSISTANT

- a) He will be working under immediate supervision of Senior Grading Officer (SGO) subjective to overall control of the Auction Superintendent.
- b) Arrange collection of soil and water samples and ensure accuracy in collection.
- c) He shall verify all barns in his jurisdiction physically and ensure proper maintenance of barn enumeration registers.
- d) He shall scrutinize the registration applications of growers / nurserymen / barn operators decide the eligibility for registration as per the production policy / guidelines and renew TGPB's.
- e) He shall conduct 100 % verification of registration certificates of all categories and ensure issuance to the applicants within the prescribed time limit.
- f) He shall submit Nursery, Plantation and Crop condition reports at periodical intervals as prescribed, to the Senior Grading Officer.
- g) He shall select the farmers for implementation of all technical programs under the guidance of Senior Grading Officer and Auction Superintendent.
- h) He shall be responsible for successful implementation of all Technical programs and achievement of results.
- i) He shall be responsible for collection of field data on all the Technical programs and cost of cultivation.
- j) He shall visit the Fields regularly; disseminate all packages of practices and technical know-how from time to time in respect of control of pests and diseases and cultural practices.
- k) He shall visit grading pendals and motivate the farmers for proper grading and ensure presentation of well graded tobacco on the platform.
- l) He shall prepare a list of farmers who obtained registration as grower and not planted tobacco by the end of January and submit the report to Senior Grading Officer.
- m) He shall inspect nurseries and Field crop in relation to the accuracy of area declared by the Grower actually planted keeping in view the report of Field Assistant with regard to violations and report to Senior Grading Officer, cases of violations with necessary evidence.
- n) He shall attend to classification of tobacco on the Platform and accountable for more Company Rejections (C.Rs) on account of wrong classification in the lots of bales classified by him.

- o) He shall submit Tentative Tour Program (TTP) once in a week to the Senior Grading Officer and obtain permission. He shall submit tour dairy to the Senior Grading Officer before 10th of every month.
- p) During auction period, Field Officer will be entrusted with additional duties of reception / floor in charge / godown in charge in addition to their regular duty of classification of tobacco on the platform.

RECEPTION IN-CHARGE:

- a) He shall supervise various operations from the stage of unloading of bales to alignment on the floor after weighment. He will be assisted by a Field Assistant and required number of seasonal clerks.
- b) He shall ensure maintenance of all records, correct weighment and prescribed procedure is followed at every stage by every functionary.
- c) He shall ensure test checking of weighing scales regularly and maintenance of weighing scale log book. He shall place log book before the Auction Superintendent every alternative day.
- d) He shall verify the bales offered for sale by every farmer with reference to quota authorized for sale in the quota authorization statement and place report every day before the Auction Superintendent, pointing irregularities if any in authorization of bales.

FLOOR IN-CHARGE

- a) He shall ensure maintenance of records by every functionary from the stage of commencement of bidding to preparation of tally report of bales offered, sold and rejected.
- b) He shall be assisted by a Field Assistant.
- c) He shall check-up entries in bale ticket at random with the receipts and IF-5 and attend to problems on the floor at the time of bidding when the situation warrants.
- d) He shall organize post weighment of bales every day (one big one small trader) ensure maintenance of post weighment register and place before the Auction Superintendent once in a week.
- e) He shall tally bales sold every day with accounts / godown / computer sections after compilation of sales.
- f) He shall assist Senior Grading Officer / Auction Superintendent in settling disputes of rejections by company or farmer (C.R and R.R bales).
- g) He shall be responsible for proper accounting of sold and unsold bales and return the unsold bales under proper acknowledgement.

GODOWN IN-CHARGE

- a) He shall ensure proper slotting of bales in godown and delivery to the buyers.
- b) He shall be assisted by a Senior Field Assistant / Field Assistant.
- c) He shall sort out problems arising out wrong deliveries.
- d) He shall ensure proper maintenance of godown stock register and submit report on the stock of bales in the godown every day to the Auction Superintendent.
- e) He shall constantly pursue the traders for lifting the stocks regularly and send report on delayed lifting by the companies to the accounts section to levy demurrage charges.
- f) He shall take responsibility for locating misplaced bales if any.

15). JOB PROFILE OF COMPUTER OPERATOR (GRADE – B)

- a) The Computer operators shall attend to all the work relating to computerization of auctions, registration of growers, barn enumeration and any other automated process in Auction Platforms. The data entry of all concerned databases, its preparation, check lists, carrying out corrections, processing of data and printing of reports. During the period of auction season, master data updation, transactions updation, processing and printing of the day end reports, consolidation reports etc., to be generated.

- b) A tracking register to be maintained with details updations / corrections made to the master data files and / or transaction files of various automated systems viz., Auction system, Registration System etc.
- c) Preparation of any statistical reports, graphical reports, graphical reports, power point presentations etc., as desired by the concerned officers.
- d) The e-mails received / sending by office shall be monitored for every hour and entered in a register and submit to concerned officers for follow-up action.
- e) The Computer Operators will be responsible for safe up keep and maintenance of all IT products viz., Desktop computers, servers, laptop computers, laser printers, dot matrix printers, networking components etc. A stock register for all kinds of hardware to be maintained with details of receipts from Head Office, transfer from one location to another locations, disposal etc. The stock register shall be checked and attested by concerned Assistant Manager (Accounts) for every quarter.
- f) A register to be maintained recording the breakdown of any computer system, printer etc., with details of nature of problem, date of report of problem, correspondence with service provided and problem resolution. Such register shall be checked and attested by concerned Asst. Manager (Accts) for every quarter.
- g) A stock register to be maintained for stocks in the forms of consumables viz., Blank stationery pre-printed stationer, toners, printer cartridges, CD / DVD / removable disks etc., received from Head Office with details of daily consumption and balance stock. The stock register shall be checked by attested by concerned Assistant Manager (Accts) for every month.
- h) The computer operators are responsible to install only authorized system / application / utility software in any of the computer devices / terminals. Un-authorized use of pirated / un-licensed software is strictly prohibited. A register has to be maintained with details of system / Computer wise software products installed.
- i) The knowledge transfer of technical issues to all concerned staff / officers who are involved in use of computers, e-mail, Internet etc.

16). JOB PROFILE OF UPPER DIVISION CLERK

- a) He will maintain cyclone loan ledgers and effecting of postings in regard to loan recovery and put up to Accountant for verification.
- b) He will scrutinize all the personal claims like T.A./T.T.A./L.T.C. and Medical Bills and put up to Accountant/Assistant Manager (Accounts).
- c) During Auction period he will attend to buyer side and growers side corrections.
- d) He will prepare buyer-wise and grower-wise tally report under the guidance of Accountant.
- e) He will prepare platform cash book and submit to Accountant.
- f) He will maintain Bank Guarantee/valuable registers during auction period.
- g) He will assist to the Accountant in verification of growers check list.
- h) He will work out payment of T.A. bills to Field Assistants and washing allowance to Group 'D' staff.
- i) During Auction period, he will get file all computer reports properly.
- j) Any other work entrusted by Assistant Manager (Accounts) from time to time.

17) JOB PROFILE OF SENIOR FIELD ASSISTANT:

- a) He shall work under the direct supervision of Senior Grading Officer.
- b) He shall attend to the distribution of all inputs under the supervision of the Senior Grading Officer.
- c) He shall compile reports on nursery area, plantation etc., submitted by the Field Officers and submit to the Senior Grading Officer.

- d) He shall maintain files relating to registration of growers, technical programs, barn enumeration, crop condition, seasonal conditions.
- e) He shall attend to the duties of reception/floors/godown work as may be allotted by the Auction Superintendent during the auction season.
- f) He shall maintain all registers pertaining to grower's registration and barn enumeration in the Auction Superintendent Office.
- g) He shall prepare and maintain holding-wise lists of farmers and barn owners.
- h) He shall collect meteorology data every week and submit to the Senior Grading Officer.

18). JOB PROFILE OF FIELD ASSISTANT:

- a) He shall assist the Field Officer in collection of Soil / water samples.
- b) He shall assist the Field Officer in enumeration of barns and updating the barn enumeration register.
- c) He shall propagate production policy among the farmers
- d) He shall attend to distribution of registration applications to the farmers, receiving back filled applications from tobacco growers / nurserymen / barn operators preliminary scrutiny and submission to the Field Officer.
- e) He shall prepare registration certificates of growers / nursery men / barn operators and distribute to the concerned after obtaining approval from Auction Superintendent
- f) He shall inspect 100% of area under nursery, main filed and report to the Field Officer at weekly intervals indicating the violation, if any also report crop condition at weekly intervals to the Field Officer.
- g) He shall assist the Field Officer in selection of growers and implementation of all technical programs.
- h) He shall receive the statutory forms of returns from the farmers verify the area planted with reference to the contents of the returns and submit report to the Field Officer.
- i) He shall assist Field Officer in ensuring proper grading at farm level
- j) He shall attend to distribution of authorization cards to the farmers indicating the date and quota authorized for sale. He shall present at the time of weighment and sort out of the problems that may arise relating to TBGRNos and authorized quota
- k) He shall conduct physically verification of stock of bales before commencement of last round of sales or as and when necessary and report to the Field Officer.
- l) He will function under direct supervision of the Field Officer
- m) He shall submit tour dairy to the Field Officer before 10th of every month
- n) He shall attend to any other work that may be entrusted by the Field Officer from time to time.

19). JOB PROFILE OF LOWER DIVISION CLERK

- a) He will to attend the Cashier duties.
- b) He will maintain the stock register, History sheet of jeep.
- c) He will prepare the pay bill of officers and staff members and submit to Accountant for verification.
- d) He will prepare statement of account on expenditure and adjust against the advance sent by Head Office from time to time.
- e) He has to attend to the work of accounts relating to purchases and proper stock entries in the stock registers.
- f) He will buy the items duly approved by Assistant manager (Accounts) / Auction Superintendent.
- g) He will be personally responsible for timely payments of electricity and trunk call charges bills. He should also collect amount from the officials who have booked personal calls on the office phone.
- h) He will preserve all the financial transaction bills/vouchers and other relevant records for audit purpose.

- i) He will maintain dead stock registers and prepare the physical verification report by the end of every financial year.
- j) He will attend bank works, if amount exceeds Rs.500/- for deposit or with drawl.
- k) He will attend to proper maintenance of all records public stores etc.
- l) He will attend any other work assigned by Accountant/Assistant Manager (Accounts).
- m) He will attend to Diraising of letters and Dispatch work.
- n) He will attend typing work.
- o) He will assist in reconciliation work to the Accountant.
- p) He will assist to the Accountant in verification of growers check list during auction period.
- q) He will prepare all the buyers cheques, challans to present to the banks.
- r) He will issue the growers cheques during auction period.
- s) He will look after the personal and General Administration work of the office and put up the relevant files to Accountant.
- t) He will maintain personal files of each employee and also maintain C.L. and E.L. registers for accounting of purpose.
- u) He will put up Group 'D' turn duty orders.
- v) He will attend cyclostyling work, he will also prepare sets.

20) JOB PROFILE OF MULTI TASKING STAFF

- a) Physical Maintenance of records of the Section
- b) General cleanliness and upkeep of the section / Unit
- c) Carrying of files and other papers with in the building
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Section / Unit
- f) Assisting in routine office work like diary, dispatch, etc., including on computer
- g) Delivering of dak (outside the building).
- h) Watch & ward duties.
- i) Opening & Closing of rooms
- j) Cleaning of rooms
- k) Dusting of furniture etc.
- l) Cleaning of building, fixtures etc.
- m) Work related to his ITI qualifications, if it exists
- n) Driving of vehicles, if in possession of valid driving license
- o) Upkeep of parks, lawns, patted plants etc.
- p) Any other work assigned by the superior authority.

Note: The above list of duties is only illustrative and not exhaustive. The concerned controlling officers may add to the list, duties of similar nature ordinarily performed by officials at this.

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