

INDO GERMAN TOOL ROOM, AHMEDABAD

POWERS AND DUTIES OF IGTR OFFICERS AND EMPLOYEES

(Under Section 4(1) (b) (ii) of Right to Information Act 2005)

The duties and responsibilities of the Technical and non-Technical officers are as under:

A. Technical

- i)** General Manager
- ii)** Deputy General Manager
- iii)** Senior Manager
- iv)** Manager
- v)** Senior Engineer
- vi)** Engineer
- vii)** Foreman
- viii)** Draftsman
- ix)** Technician Grade I
- x)** Technician Grade II
- xi)** Technician Grade III

B. Non-Technical

- i)** Sr. Admin Officer
- ii)** Accounts Officer
- iii)** Personnel Officer
- iv)** Purchase Officer
- v)** Store Officer
- vi)** Accountant
- vii)** Admin Assistant
- viii)** Stores Keeper

- ix)** PS / PA
- x)** Librarian
- xi)** Receptionist
- xii)** Data Entry Operator

A. Technical

1. Dy. General Manager / Senior Manager / Manager

- i. To supervise the Work of the Departments / Divisions in their control, i.e. Training / Production Dept.
- ii. To plan and distribute work amongst the subordinate officers in the Department/Divisions under their control
- iii. To fix Departmental target and plan and take necessary action to achieve both financial and physical target fixed for the year.

2. Senior Engineer / Engineer / Foreman

- i. To supervise the subordinate staff under their control
- ii. To take required measures for optimum use of machines and manpower under their control.
- iii. To assist the Senior Manager/Manager to plant in achieving the target.

3. Draftsman / Technician Gr. I / Technician Gr. II / Technician Gr. III

- i. To work with the machines/execute the jobs allotted to them
- ii. To ensure timely completion of job with minimum rejection of the work.

B. Non-Technical

1. Senior Admin Officer / Personnel Officer

- i. To overall supervise the work of administration, personnel, accounts and purchase division/Sections.
- ii. To assist General Manager for preparing Agenda and Agenda Notes/Minutes of the Governing Council meeting/other meetings.
- iii. To assist the General Manager in planning, budgeting and coordination.

2. Accounts Officer

- i. To look after the financial, Accounts activities of the Centre.
- ii. He is the drawing and disbursing officer.
- iii. To look after P.F./ESI/Income Tax/Insurance etc.
- iv. To supervise staff under his control

3. Purchase Officer

- i. To look after the Purchase activities for the Centre.

4. Store Officer

- i. In charge of the both Production and Training store.
- ii. To look after the activities of the Store.

5. Admin Assistant, Accountant, Store Keeper, PA / PS, Receptionist, Librarian, Data Entry Operator (Support Staff)

- i. To assist their immediate authority for activities of their respective Section including maintenance files, noting and drafting etc.