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JHARKHAND STATE BEVERAGES CORPORATION LIMITED

T.A. Building, Near Gol Chakkar, Sector-3, Dhurwa, Ranchi- 834 004

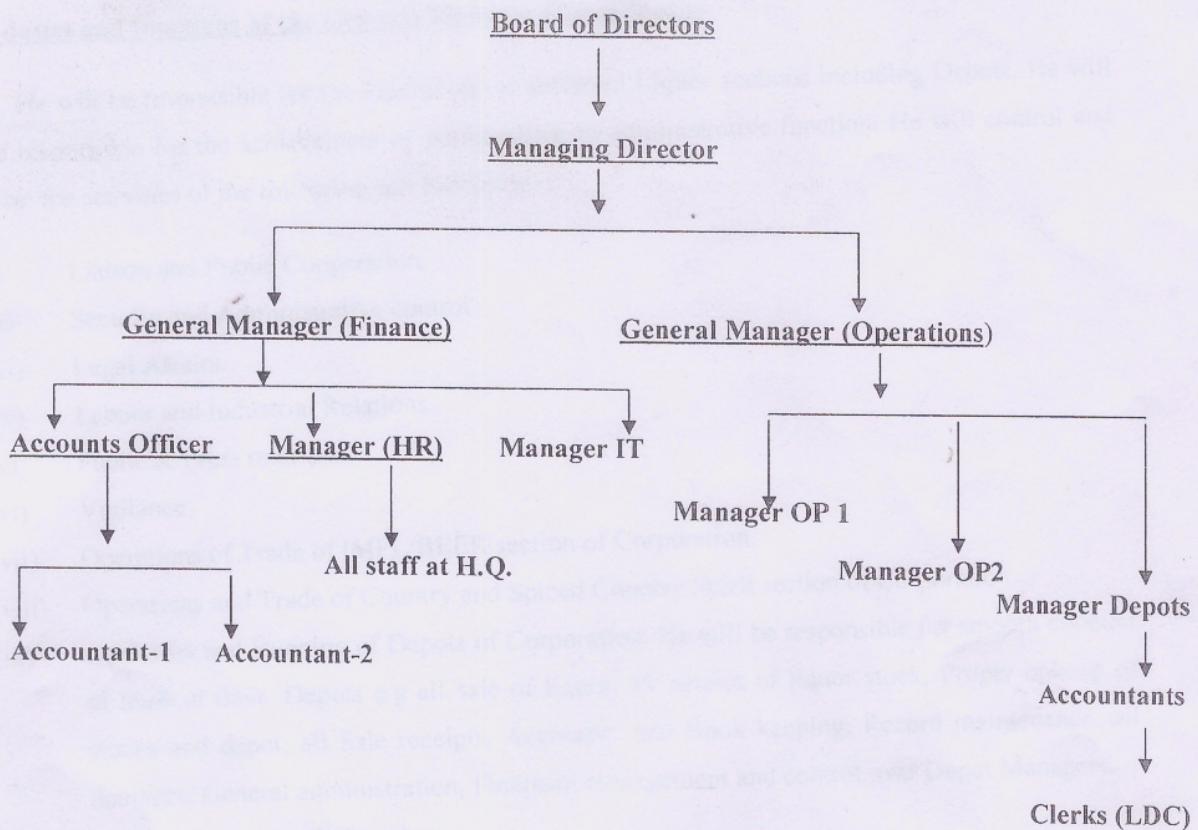
Office Order No. JSBCL/11

Date : 28/12/12

ORDER

DUTIES AND FUNCTIONS ASSIGNED TO OFFICERS:-

The organizational and hierarchical structure of Corporation is given below-



For smooth operation in the working of Corporation, the officers below Managing Director are assigned duties and functions. Till further Orders, the following duties and functions are assigned to officers-

1. The duties and functions of the General Manager (Finance) –

He will be responsible for achievement of performance objectives in the Finance function. He will be responsible for the activities and will control, supervise the activities of the following sub functions and coordination of the following:-

- (i) Financial Management & Economic Coordination.
- (ii) Expenditure Accounting.

- (iii) Revenue Accounting.
- (iv) Audit and Inspection.
- (v) Personnel and General Administration.
- (vi) Economic/ Commercial/ Technical Research.
- (vii) Audits and accounts of Corporation..
- (viii) Any other related sub-functions.

2. The duties and functions of the General Manager Operations :-

He will be responsible for the Operations of different Liquor sections including Depots. He will also be responsible for the achievement of performance in administrative function. He will control and supervise the activities of the following sub functions:-

- (i) Liaison and Public Cooperation.
- (ii) Security and Administrative control
- (iii) Legal Affairs.
- (iv) Labour and Industrial Relations.
- (v) Public & Press relations.
- (vi) Vigilance.
- (vii) Operations of Trade of IMFL/BEER section of Corporation.
- (viii) Operations and Trade of Country and Spiced Country Spirit section of Corporation.
- (ix) Operation and Running of Depots of Corporation. He will be responsible for smooth conduct of trade at their Depots e.g all sale of liquor, all receipt of liquor stock, Proper upkeep of stocks and depot, all Sale receipts, Accounts and Book keeping, Record maintenance, all damages, General administration, Financial management and control over Depot Managers.
- (x) Any other related sub-functions.

3. Duties and Function of Managers:-

The Managers of the Corporation will be responsible for the achievement of performance in the functions assigned to them.

I. Manager Operation-I (IMFL)

- (i) He will be responsible for the Operations of different Liquor sections of foreign liquor at Corporation's headquarter and at Depots.
- (ii) He will look after the day to day functioning of the I.M.F.L/BEER division and trading including sales and purchases of I.M.F.L/BEER at headquarter and depots both. He will work in coordination with Manager-I.T. for smooth implementation.

II. Manager Operation-II

(CS & SCS)

- (i) He will be responsible for the Operations of different Liquor sections of Country spirit at headquarter and at Depots.
- (ii) He will look after the day to day functioning of the CS, & SCS division and the trading of CS & SCS including sales and purchases at headquarter and depots both.
- (iii) He will also work in coordination with Manager-I.T. for smooth implementation.

II. Manager (H.R. & Admin.)

He will be responsible for following functions-

- (i) Security and Administrative control
- (ii) Legal Affairs.
- (iii) Personnel and General Administration.
- (iv) Labour and Industrial Relations.
- (v) Vigilance.
- (vi) Public & Press relations, Liaison and Public Cooperation.

He will look after the human resources matters of the Corporation. Besides this he will also versee the general administration of the corporation. He will assist M.D. in the working of the H.R. & ADMIN.

V. Manager (I.T)

- (i) He will be responsible for Management of I.T. section.
- (ii) He will work in coordination with all Managers of Corporation.
- (iii) He will be responsible for smooth implementation, Management of computerization work and online management of system, maintenance, upkeep, backup of system as required by the Corporation etc.

. Accounts Officer

He will be responsible for all financial and accounting works of the Corporation as given below-

- (i) Financial Management & Economic Coordination.
 - (ii) Expenditure Accounting.
 - (iii) Revenue Accounting.
 - (iv) Audit and Inspection.
 - (v) Commercial valuations.
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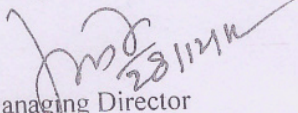
- i) Audits and accounts of Corporation.
- ii) Any other related sub-functions.

Depot Manager

The Depot Manager will be responsible for smooth conduct of trade in their Depots.

- (i) He will be the head of Depot and will be responsible for all financial matters and functions.
- (ii) All sale of liquor ,
- (iii) All receipt of liquor stock,
- (iv) Proper upkeep of stocks and depot,
- (v) All damages,
- (vi) All Sale receipts,
- (vii) Accounts and Book keeping,
- (viii) Record maintenance,
- (ix) General administration, personnel matters
- (x) Financial Management & Economic Coordination.
- (xi) Expenditure Accounting.
- (xii) Revenue Accounting.
- (xiii) Audit and Inspection.
- (xiv) Commercial valuations and promotion of different product's sales.
- (xv) Audits and accounts of Depot.
- (xvi) Any other related sub-functions.

If there is a dispute as to whether a particular function or duty belongs to a particular Manager, the decision of the Managing Director shall be final and binding.


Managing Director

Jharkhand State Beverages Corporation Limited

Ranchi

Copy to: All concerned.