

GENERAL DUTIES & RESPONSIBILITIES APPLICABLE TO ALL CONFIRMED EMPLOYEES AS WELL AS PROBATIONARS

While working in the Corporation, all employees, irrespective of cadre, are abide by the following duties/responsibilities;

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| 1 | Except where it is otherwise expressed or implied these shall apply to all employees of MSSCL whose conditions of service the Management of MSSCL is competent to prescribe and shall also apply to <ul style="list-style-type: none">❑ any person for whose appointment and conditions of employment special provision is made by or under any law for the time being in force❑ Any person in respect of whose service, pay and allowances and pension or any of them special provisions has been made by an agreement made with him, in respect of any matter not covered by the provisions of such law or agreement |
| 2 | Every employee holding supervisory/non-supervisory post shall take all possible steps to ensure high level of the integrity, morality and devotion to duty. |
| 3 | Every employee holding supervisory/non-supervisory post shall not disclose any information, documents etc. pertaining to MSSCL business to outside persons/competitors etc. unless specifically authorised. |
| 4 | No employee shall in the performance of his official duties or in the exercise of powers conferred on him, act otherwise than in his best judgment except when he is acting under the direction of his official superior and shall, where he is acting under such direction, obtain the direction in writing, wherever practical and where it is not practical to obtain the direction in writing, he shall obtain written confirmation of the direction as soon thereafter as possible. Nothing in this shall be construed as empowering a servant to evade his responsibilities by seeking instructions from or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities. |
| 5 | All employees shall strictly implement all procedures, guidelines, rulings, Acts, provisions contained in various Acts, Manuals, Corporation's policies, decision of the Board/Sub-Committee/Management, Administrative, Financial, Technical guidelines. In absence of any specific guidelines or directives the guidelines, standing orders, rulings, manuals issued by the State Government should be implemented in its entirety. |
| 6 | To bring to the notice of the Management/Superiors incidents of frauds, mis-appropriation, unauthorized dealings, violation of instructions/directions/ rulings, guidelines/ procedures etc. soon after the occurrence or soon after the same has come to the notice of the employee. |
| 7 | No employee shall give any undertaking/ documents/ certificates on behalf of the management unless and otherwise authorized to do so. |
| 8 | All employees shall promptly comply the queries, information called for by the superiors, Government authorities etc. |
| 9 | Any proposal involving substantial legal, financial or administrative issue should be got examined by concerned Department at Head Office, irrespective of its origin in any Department or unit. The operative guidelines in this regard would be issued from time to time. |
| 10 | All employees shall be abide by the Service Rules of the Corporation and wherever the MSSCL Service Rules are silent or incomplete the provisions in the Maharashtra Civil Services Rules shall be applicable. |

GENERAL MANAGER (PRODUCTION)

The General Manager (Production) is Head of the Production Department in the Organisation.

Planning for seed in advance is vital task in seed industry and requires proper planning and periodical monitoring at all levels so as to ensure adequate production of different classes of seeds for future business. As a part of its strategic planning the MSSC and Department of Agriculture jointly prepare plans of Breeder, Foundation and Certified seeds production for every Kharif, Rabi, Summer season well in advance. Being Head of the Production Department of the organisation the GM (Production) has to take a conscious decision regarding production of various varieties of crops/seeds after considering the demand from various Zilla Parishads, includes the margin for the buffer stock of the seed in the unforeseen circumstances due to natural calamities, on the basis of MSSCL sales potential, varietal preferences and anticipated coverage under different crops and varieties in the subsequent seasons etc., with due consent of the Management /Board .

The Duties and Responsibilities of this post include the following ;

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| 1 | State level planning of Breeder, Foundation and Certified Seed Production . |
| 2 | Execution, monitoring of Breeder, Foundation and Certified Seed production programme on the fields of growers and also through the Private, Government / Semi Government institutions |
| 3 | Selection of growers for undertaking the production programme. Developing an effective monitoring system to ensure achievement of the production targets. If there is a shortfall in production targets then arrange for corrective production or for procurement to the extent of state level requirement targets finalised by Commissioner of Agril. and MSSCL jointly. |
| 4 | Monitoring the proper distribution of foundation seed based on advance booking /targets for seed production. |
| 5 | To ensure by way of reports that there are no outstanding dues with seed growers for foundation seed cost etc. |
| 6 | Organise technical workshops for seed growers in a planned way to demonstrate crop management practices required for a particular crop /variety etc. |
| 7 | Periodical review of production programmes and corrective programmes in state and Outstate , if necessary |
| 8 | Organisation of Field Demonstration of New production technologies and of new cultivation practices. |
| 9 | Determination of variety-wise prices to be paid to the seed growers in different districts/states. |
| 10 | Monitoring supply of inputs to the seed growers under different Government schemes for raising productivity |
| 11 | To undertake field visits to the various places for inspection and establishing the progress made so far in the execution of production programme. |
| 12 | To analyse the procurement cost in various districts of Maharashtra varietywise so as to enable the management to take decision on implementation of production programme in districts where average procurement cost is comparatively low. |

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| 13 | To inform the Board at the end of every season the status of seed production taken/carried out by the Corporation with detail analytical report supported by technical reasoning so as to enable the management to arrive at meaningful and right decision. |
| 14 | Coordination with other HODs of the Processing, Marketing, Quality Control and Finance Department to understand the changing patterns and schedule of processing so that subsequent activities can be smooth lined. |
| 15 | Assisting in recruitment of technical staff. |
| 16 | To implement the Administrative/financial instructions as may be circulated by the management from time to time and exercise control over the entire field activities |
| 17 | Shall be the principal man for initiating Research and Development programmes for MSSCL and over all Incharge and will undertake continuous R and D programmes. He should be aware of the latest development work being carried out in this field by the competitors and develop counter strategies. Will also coordinate with Agril.Universities and other such Research bodies involved in such development work. Will be responsible for charting out priorities and fields in R&D and Biotechnology. |
| 18 | Shall develop new Research varieties which can be introduced in the market and conduct trial runs for such varieties to confirm their characteristics which can be commercially viable. |
| 19 | Shall make the information available on varietal details, its suitability for Maharashtra State, recommendations of various cultivars to Maharashtra, package of practices required for different hybrids varieties, photographs of various hybrid varieties, and collection of data which is required for label claims. |
| 20 | Liaisoning with Agricultural Universities, National and International Institutes for canalizing new varieties in pipeline for multiplication, R&D activities, supply of foundation seeds etc. |
| 21 | To implement the decisions /directives of the Board /Sub-committee and the Managing Director issued from time to time about the production programme. |
| 22 | Any other work that may be assigned by the Management from time to time. |

GENERAL MANAGER (MARKETING)

The Post of General Manager (Marketing) a key post of the Marketing Department in the Organisation. Since MSSC has the unique social responsibility to maintain the stability and undisturbed supplies of the seeds in the State. He has to keep the balance between social as well as commercial and professional objective of the management as per the aspirations and in coordination with the department of Agril. He has to streamline the whole planning about marketing strategies of the Corporation. Thus he shares over all responsibility for planning, distribution and marketing of MSSC range of seeds which includes demand assessment, study of market trends, framing of pricing, sales, publicity and promotion and distribution policies, planning for Dealers network and deciding on new dealers appointment , performance appraisal, ideal mix between different types of dealers, market span of dealers and their coordination.

The GM (Marketing) is also expected to keep a watch on activities of the competitors, their future plans and develop counter strategies and also to maintain liaison with the State level / national level agencies.

The General Manager (marketing) has to perform the following duties and responsibilities

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| 1 | Assessing and estimating the sales potential for all varieties and districts and aligning it with the corporate growth plan and strategies. |
| 2 | Finalisation of the Advance Booking scheme and allotment of bookings to the dealers/districts |
| 3 | Preparing district-wise sales target in consultation with the Commissionerate of Agriculture, Maharashtra State Pune. |
| 4 | Finalisation of the sales promotion and publicity plans, selection of modes of publicity and liaison with the adverting agency to ensure its timely execution. |
| 5 | Fixation of selling prices depending on the price trends in the market . |
| 6 | Finalisation of the sales forecast of different crops and varieties |
| 7 | Preparation and implementation of movement plan (season-wise) in consultation with Processing and Quality Control wing. |
| 8 | Monitoring the actual sales by effectively implementing various sales strategies etc. |
| 9 | Assessment of dealers' performance based on statistics and field visits. |
| 10 | Touring of different districts / states to assess the ground realities obtain information, on competitors and their future strategies, evaluate market trend and try to solve dealers difficulties, if any. |
| 11 | Procurement of seeds to fulfill the increased/unfulfilled marketing demand or contingency supply of seed as per the guidelines of the Government as well as Board. |
| 12 | To liquidate surplus stock by relocating the stock inter state and intra-state . |

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| 13 | To monitor the recovery drive, to take the assessment of recovery position at the end of every season. Submission of data to the Board towards the status of sale, recovery, financial ratios to assess the achievement of marketing section as a whole . To suggest plans for recovery. To keep the outstanding at the rock bottom. To provide help to legal section for the recovery related to marketing. |
| 14 | Compliance of the Statutory Audit/ Internal Audit / Government Audit quarries as well as Administrative audit quarries , Central /State Government quarries etc. |
| 15 | To coordinate with Production, Processing and Quality Control Departments to make available seed in time. Also to coordinate with Processing Material Wing for desired packing material, with Finance Department to get regular feed back on control on receivables , bad debts, Government outstandings etc., with Administration and Processing Departments for godown planning, manning and seasonal staff requirement. |
| 16 | Liaisoning with other Seed Corporations /Farming Corporations/ Seed Companies for sharing of views , meeting out seed requirements from them or selling our seeds to them. |
| 17 | Liaisoning with Ministry of Agril. Govt. of India and State Government and Zilla Parishads for state seed planning / financial assistance / participation in Government Agril. Development programmes. Participating and preparing for agri. Exhibition, Melavas and Divisional Meetings. |
| 18 | Impart training to the newly appointed technical staff and regular technical staff. |
| 19 | Shall review and assess the performance of following from the marketing point of view and <ul style="list-style-type: none"> a) The Regional Managers /District Managers/Dist.Unit Incharges being administrative head of their area. b) Plant Engineers/Incharges being handling the movement of seeds for timely availability, dispatches and control on inventory |
| 20 | Assessing the strength and weaknesses of field staff with reference to their working /determining their initiative, product knowledge, their out put to a corporation and based on that their proper placement, their motivation etc. |
| 21 | Assisting in recruitment of technical staff particularly Agril.Graduates . |
| 22 | To implement the decisions /directives of the Board /Sub-committee and the Managing Director issued from time to time |
| 23 | Any other work that will be assigned by the Management from time to time. |

GENERAL MANAGER (PROCESSING)

TheThe General Manager (Processing) is Head of the Processing Department in the Organisation. GM (Proc) has over all responsibility for management of all seeds processing activities(inclusive of cotton seed ginning and delinting) of the Corporation which includes project planning, procurement of stores and machinery, plant building and storage construction, plant maintenance, monitoring progress of processing till the dispatch of seed for marketing. He is also expected to use initiative and independent judgment to bring about recent technical advances and value engineering to increase productivity in MSSCL Seed Processing Plants. It is the responsibility of GM (Processing) to make quality product available to the end users.

The General Manager (Processing) is expected to have knowledge of prevailing technologies in the seed processing industry, including automation., Good working knowledge of computer, Good leadership & communication ability , Sound mechanical, electrical and civil engineering knowledge and familiarity with concept of materials management.

The General Manager (Processing) has to interalia perform the following duties and responsibilities :

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| 1 | To manage all seed processing activities of the Corporation starting with project planning, procurement of machineries, Erection of plant building and godown storage construction, and monitoring of central processing activity. Repairs and Maintenance of Civil, Machinery and electrical installations. |
| 2 | Evaluation of different technologies for processing plants and seed storage godowns and recommending suitability of the same to the organization. |
| 3 | Use industrial engineering techniques to develop processing output norms and manpower utilization norms and to workout and monitor the Labour engaged directly or through agencies based on the machine as well as processing plant capacity |
| 4 | Assessment of processing cost and to workout the modalities to keep these expenses under check to have competitiveness with other seed companies. |
| 5 | To ensure best utilization of resources such as man, machine, material and energy. |
| 6 | Ensure proper preventive and day to day maintenance of various processing plants according to the provisions in different acts/rulings etc. |
| 7 | Evaluation of yearly requirement of processing material and its utilization |
| 8 | Liaison with other HODs of production, marketing, quality control, finance , administration to workout schedules of raw seed arrivals, making available seed for marketing, quality check at the storing points, funds and staff requirement. Processing Material requirements etc. |
| 9 | To identify manpower training needs at various levels in the processing plants and communicate the same to the Administrative Department for organization of training programme. |

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| 10 | To comply the provisions of Factories Act, Weights and Measurements Act & Minimum Wages Act, Seed Act and related Acts/provisions/rulings thereon . |
| 11 | Compliance to the Statutory Audit/ Internal Audit / Government Audit as well as Administrative audit queries |
| 12 | To implement the Administrative / financial instructions as circulated by the management from time to time. |
| 13 | Preparation of Estimates, Finalisation of Tender, Coordination and monitoring construction of buildings for plants/ godowns and offices, ensuring timely and quality completion of work. Hiring of premises as per needs of the Corporation, assessment of rent for hired premises etc. |
| 14 | Proper maintenance of records of immovable /immovable property of the Corporation |
| 15 | Monitoring disposal of low grade, failed seed, unsold and rejected seeds and once used processing material, old condemned machinery, and any other property as per the directives and policy defined by the Board from time to time. |
| 16 | Watch and ward staff management engaged at plants and offices |
| 17 | To keep and maintain good liaison with Seed Certification Agency, Labour Commissioner, Department of Agriculture, Government of Maharashtra , Govt. of India Food and Civil Supplies Deptt. of State & Central Govt., ICAR, IARI, SAU's MAIDC,MIDC, NCL, MERADO and other Public Sector undertakings |
| 18 | Design and development of new machinery by R and D wing and its fabrication and commercialization of the concept by its sale to other Corporation and private firms. |
| 19 | Computerisation of the seed processing plants, development of computerized modules for prediction of seed availability , seed arrival etc. |
| 20 | Consultancy services in seed processing and seed storage engineering and related fields. |
| 21 | Shall undertake research on value addition to the product such as 1) colour treatment 2) printing on bags 3) final packing of seed material in outer bags etc. |
| 22 | Shall provide certain inputs to Marketing and quality control Deptt. based on our quality of processing to highlight our strengths vis-à-vis our competitors in quality processing , shelf life of seed etc. |
| 23 | To implement the decisions /directives of the Board /Sub-committee and the Managing Director issued from time to time. |
| 24 | Any other work that will be assigned by the Management from time to time. |

GENERAL MANAGER (QUALITY CONTROL)/RM(QC)

The consumers always prefer good quality product. The post of General Manager(Quality Control) has been created by the Management with a view to maintain the quality of seed, extend guidance to the farmer growers and field staff of MSSCL for maintenance of quality of the seeds and timely measure that are required to be taken for maintenance and improvement in the quality of the products of MSSCL. The GM (QC) is over all Incharge and Head of the Quality Control Department of the Organisation who has to ensure quality of seeds being produced, processed and marketed by the Corporation within and Outstates. The primary objectives of the quality control department are ;

- a) To monitor and maintain general quality control procedures for seed handling, seed sampling, seed testing, seed revalidation and labeling.
- b) To monitor and maintain a check on quality control procedures for healthy seed processing and seed storage.
- c) To provide assistance to the management in investigation of customers' complaints etc.

The duties and responsibilities to be performed by the General Manager (Quality Control) are

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| 1 | To develop over all guidelines / policies required for quality control department. Ensure quality standards at field level through proper monitoring and random checks in detail of growers activities(growers of all classes of seeds).. |
| 2 | To ensure quality standards at all the plants through monitoring and random checks in detail of various activities involved in processing and prescribe standards at the time of seed processing and seed storage. |
| 3 | To Ensure at least minimum level of seed standards specified under the Seed Act, |
| 4 | To Manage and control all activities and personnel associated with quality control laboratory. Also to plan and schedule visits of inspection squad to different plants and fields. |
| 5 | To implement the Administrative / financial instructions as has been circulated by the management from time to time and exercise control over the entire activities of the concerned field staff , rulings etc. |
| 6 | Compliance of the Statutory Audit/ Internal Audit / Government Audit & Administrative audit queries, Central /State Government queries pertaining to quality control department and allied matters. Legislative Assembly compliance in case if any issue related to quality standards, quality complaints etc. |
| 7 | To take periodic review of work in the quality control department |
| 8 | To Plan in detail the procurement of processing material in consultation with GM (Prod) and GM (Mktg) well in advance, initiate steps for procurement and finalisation of procurement of processing material in proper fora (sub-committee/Board/Management etc). |
| 9 | To monitor receipt of processing material in time, its quality , its quantity, its distribution to various consumption centers. |
| 10 | Quality problems in field be attended immediately and it should be investigated thoroughly for future corrective steps. |

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| 11 | To assist GM (Legal) in filing replies and dealing with various legal cases filed by various parties related to quality issues of seed. |
| 12 | To recover the compensation from concerned organizers/suppliers of seed if the same is required to be paid by the corporation as per the management policy. |
| 13 | To put the detailed status report about quality aspect of the seed at the end of each season before the Board. |
| 14 | To identify training needs at various levels for quality check, improvement in quality, adoption of new technology, evaluation of different technologies for better speedy and accurate results etc. |
| 15 | To assist in recruitment of Agril. Graduates. |
| 16 | Introduction of new value addition concepts in seed processing, storage & packing. |
| 17 | To implement the decisions /directives of the Board /Sub-committee and the Managing Director issued from time to time |
| 18 | Any other work that will be assigned by the Management from time to time. |

COMPANY SECRETARY & DY. GENERAL MANAGER (LEGAL)

The person at this post is primarily responsible for handling the secretarial and legal functions of the Company and is a statutory officer under the Companies Act for good governance in the company. He has to liaise with Board of Directors, Managing Director, staff, trade/employees/labour unions and auditors. He also shall act as an intermediary between the Company and Shareholders. He should have knowledge of latest Company laws, Accounting Laws and practices and procedures, he should be conversant with internal audit of medium and large sized companies and should have analytical and open mind with ability to understand and adopt various systems and procedures in the interest of the Company.

The role that DY GM (Legal) has to perform is the supervisory as well as advisory in the legal affairs of the organisation and has to play a very crucial role in formulating the policies of the Corporation wherever legal issues are involved in the transactions of various business of the MSSCL and he has to defend the various cases filed against or on behalf of MSSCL in various courts of law. In addition to the legal department he has also to perform the duties of purchases of Processing Material required for processing, packing of seeds etc.

The duties and responsibilities to be performed for this post are :

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| 1 | To comply with the provisions under the Companies Act,1956 in the business of the Corporation/Company. |
| 2 | To organize the meetings of Board, Shareholders, maintenance of Statutory Records like shareholder register shareholders accounts, ledger folio, Register files/ Share certificate records etc. and maintain minutes of various meetings of Board/Sub-committees. . |
| 3 | To prescribe procedure and after due compliance issue duplicate share certificates, transfer shares to legal heirs etc and maintain and update shareholders list. |
| 4 | To take all necessary steps to hold free and fair election for Directors of Board from shareholder growers as per the provisions of the Articles of association, MOU and Election of Directors Rules. |
| 5 | To deal with share allotment, forfeiture, calls, dividend warrants etc. |
| 6 | Maintenance of important files relating to correspondence with shareholders, incorporation of company, memoranda ;and articles of association patents and trade marks claims and law suits, insurance, sales and purchase contracts of property of the company. |
| 7 | Finalisation of Directors Report |
| 8 | Issuance of Discount Coupons and maintenance of its record etc. |
| 9 | Compliance of the Statutory Audit/ Government Audit, Administrative deptt. Central /State Government queries . |
| 10 | To take periodic review of the functioning of the department. |
| 11 | To exercise over all control over the staff working under his control and implementation of administrative as well as financial orders issued by the management from time to time. |
| 12 | To implement the decisions /directives of the Board /Sub-committee and the Managing Director issued from time to time |

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| 13 | To prepare the grounds/written statements for defending various cases suits filed against MSSCL in various courts and forums. And also to file petition reply, swear affidavit and appear on behalf of the Corporation if authorized by special order or authorization. |
| 15 | To collect the documents pertaining to the case and brief the Advocate/legal Retainer regarding the case matter and assist him in filing the reply before the respective courts in accordance with the policies of the Corporation |
| 16 | Drafting of Agreements/Deeds /legal documents and its executions with different agencies pertaining to all departments in the Corporation. |
| 17 | Engagement of Advocates at various district places/ fixation of their remuneration etc. As per the guidelines already issued by the management from time to time in this regard. |
| 18 | Offering the comments/ suggestions Monitoring of all legal cases filed against or on behalf of Corporation, Engagement of Advocate, approval of draft reply and plain in consultation with Managing Director. |
| 19 | Follow-up in execution of judgments and civil suit decree |
| 20 | Supervising the legal proceedings and staff dealing with such cases and reporting to the Management any act or action by any staff or presenting officer against the interest of the Corporation during the execution of the proceedings as may have come to his notice. |
| 21 | He has to exercise utmost sincerity, dedication, loyalty and secrecy in the summative filed by or against the Corporation. |
| 22 | Any other work assigned by the superiors/management. |

DEPUTY GENERAL MANAGER (INTERNAL AUDIT)

As General Manager (Internal Audit) he shall maintain the financial discipline and internal checks and control in the activities of the Corporation.

The duties and responsibilities to be performed for this post are :

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| 1 | Drafting of internal audit manual, revisions thereto and guidelines for internal audit and audit reporting. |
| 2 | Determining areas for management and systems audit. |
| 3 | Review of adequacy of internal audit programmes and their compliances. |
| 4 | Review of outstanding audit queries and take actions on the same and train the unit staff at various locations so audit queries, serve as input for system improvement. |
| 5 | Review important cases of misappropriation and frauds. |
| 6 | Surprise check on sensitive operations. |
| 7 | Coordination of internal audit with other functional heads. |
| 8 | Appointment if necessary & over all review of performance of external audit firms. |
| 9 | Assisting in recruitment of staff for secretarial/internal audit department. |
| 10 | Compliance of the Statutory Audit/ Government Audit, Administrative deptt. Central /State Government queries . |
| 11 | To take periodic review of the functioning of the department. |
| 12 | To exercise over all control over the staff working under his control and implementation of administrative as well as financial orders issued by the management from time to time. |
| 13 | To implement the decisions /directives of the Board /Sub-committee and the Managing Director issued from time to time |
| 14 | Any other work that will be assigned by the management from time to time |

GENERAL MANAGER (FINANCE & ACCOUNTS)

The person holding this post is responsible for Financial Management, Accounting , Budgeting and costing functions in the Organisation. Financial Management includes financial planning, cash flow precasting and financial control(control on receivables etc). Accounting function includes supervision on day to day maintenance of accounts and required document books as well as finalisation of annual accounts. He is also expected to setup and implement the budgetary control system and analyse variances. He is also supposed to set up a benchmark costing system in the company and ensure availability of actual costing data for various purposes. He should also be well conversant with funds management, budgetary control , costing system etc.

The duties and responsibilities to be performed by this post are :

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| 1 | To ensure the Updation of accounts of the Company from time to time. To ensure timely submission of final accounts before the Board and its approval. |
| 2 | Financial planning for capital expenditure and working capital requirements, submission of proposals to the bank if necessary. |
| 3 | Compilation of short term and long term budgetary requirements of other departments. |
| 4 | Cost Benefit analysis of proposed projects and its evaluation in financial terms. |
| 5 | Analysis of budgetary variances and timely reporting to the management and corrective action. |
| 6 | Implementation of cost benefit concept and system at various locations and plants. |
| 7 | Monitoring utilization of cash credit limits, interest costs & cash flow. |
| 8 | Ensuring controls on fund requirements, fund transfers, funds utilization, funds collection etc. |
| 9 | Examining economics of custom processing,. |
| 10 | Pricing is the responsibility of GM (Mktg) ,GM (Finance) has to look into contribution analysis. To evaluate the price policies time to time so as to ensure best possible decision in the available circumstances. |
| 11 | Ensuring accuracy of claims for reimbursement of expenses, price subsidy, production subsidy etc. submitted to CAMS. |
| 12 | Examining financial implications of various market promotion scheme viz. various discount, advance booking scheme, credit policies etc. |
| 13 | Coordination with all Deptts. & out side financial agencies specially statutory and external auditors . |
| 14 | Ensuring submission of financial information required by external agencies like Ministry, Financial institutions, Bureau of Public Enterprises, Auditors, Consultants, C.A.G. banks etc. |
| 15 | Attending the important matters of income-tax, sales tax ,Profession tax,CPF and other tax aspects including of Tax Audit under Income-tax Act, Attending hearing of original appeal Cases under Sales/Income tax Act.. |
| 16 | Assistance in recruitment of staff for finance and accounts department. |
| 17 | To exercise over all control over the staff working under his control and implementation of administrative as well as financial orders issued by the management from time to time. |

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| 18 | To implement the decisions /directives of the Board /Sub-committee and the Managing Director issued from time to time |
| 19 | Compliance of the Statutory Audit/ Internal Audit / Government Audit & Administrative Department queries as well as queries from Central /State Government etc. |
| 20 | To supervise and take review of works in the section once in every week. |
| 21 | Scrutiny of all proposals involving financial implications whether of capital nature or of revenue nature and to see that they are within the frame work of the policy of the MSSCL and there is no violation of financial discipline, rules, guidelines, Acts, agreements, contracts etc. |
| 22 | Ensure proper control over timely deduction and deposition of statutory dues such as TDS, CPF, permanent tax, sales tax etc. |
| 23 | Ensure proper maintenance of accounts in all MSSC units as per the prescribed accounting methods |
| 24 | To take all necessary precautions and actions to maintain financial discipline in the Corporation. |
| 25 | To add/modify/delete/amend the accounting procedures according to the amendments in the relevant acts, rules etc. |
| 26 | Monitor recovery from dealers, advances with seed growers, advances with other parties and timely reporting major events to the management specially the major outstanding dues. |
| 27 | Review and timely follow up action for non-realised /debarred/missing cheques /DDs, non-deposition of money and timely reporting of misappropriation, frauds, theft and financial losses. |
| 28 | Ensure desired level of computerization in the Corporation |
| 29 | Conducting meetings of AAOs/Accountants/Internal Auditors and make them aware about various management policies and their accounting implications etc. |
| 30 | Should have awareness of computer operation and its applications etc. |
| 31 | Shall make adequate income-tax planning if necessary with the help of outside consultants. |
| 32 | Conducting annual and half yearly stock verification of assets, reconciliation and proposing actions in the event of shortages and missing to the management. |
| 33 | Analysing annual requirement of stationery & printing items, inviting tenders/finalizing tenders in consultation with management. |
| 34 | Insurance of stock, fixed assets , transit insurances and other insurances as per the policy of the management. |
| 35 | Any other work that will be assigned by the management from time to time |

GENERAL MANAGER (ADMINISTRATION)

The post of General Manager (Administration) is at the helm of the General Administration Department in the Corporation. Earlier this post was decided to be filled in by direct recruitment by the Corporation however since the Corporation is a public sector undertaking and is required to observe and strictly follow the guidelines, Rules and Regulations as issued by the Government in connection with recruitment, filling up the backlog and other administrative matters etc. from time to time, an officer from the rank of Deputy Collector or in the rank of Additional Collector from the Revenue Department of the State Government has been decided to be taken on deputation by the Board based on its decision taken in its 42nd meeting held on 30/3/84.

The General Manager (Administration) is required to give guidance to the GAD personnel of the Head Office as well as Regional and District Offices to overcome the difficulties related to personnel matters and redressing grievances of individual employees. He has also to ensure that GAD work at Head Office as well as Regional and District Offices is up to date in all respects.

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| 1 | Coordinate with all Heads of Department in MSSCL and District Offices, outside MSSC in Govt. and police agencies in crises. |
| 2 | To participate in over all planning and policy making for effective and uniform personnel placement & recruitment. |
| 3 | Communicating & implementing such policy throughout organisation level by Circulars, meetings, and personal contact. |
| 4 | To analyse manpower requirement and to submit proposals to the Board of Directors for creation / abolition of posts to ensure work force planning |
| 5 | Confer with HODs, Regional and District Managers/DUIs/AMs on personnel matters, including placement problems, retention or release of probationary employees, transfers, dismissals etc. as per the policy of the management and within the frame work of MSSCL Service Rules/ MCSR and relevant rules etc. |
| 6 | Initiate training activity through identification of training needs & evaluation of training/ courses conducted |
| 7 | Supervise group of employees directly and through subordinates |
| 8 | Purchase of office automation equipment and furniture etc. after following the due procedure and within financial parameters. |
| 9 | To inspect all offices/Processing Plants/Godowns of MSSC at-least once in a year and draw the note on ; <ol style="list-style-type: none"> 1. Maintenance of office files / records 2. Tours of staff 3. Expenditure on Vehicles/Communications/Postage 4. Use of Stationery 5. Leave records 6. Service Books 7. Work allotment 8. Maintenance of Worksheets and Six Bundle system |

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| 10 | To assist the Managing Director /Board /Sub-committee in procedural matters in processing Departmental Enquiry & cases arising out of conduct and discipline regulations pertaining to MSSCL employees. |
| 11 | To act as Management's representative in the administrative matters not involving technical and accounts matters, when appointed as the Board's representative by the competent authority. |
| 12 | To prepare response to appeals filed against orders under Conduct and Discipline Regulations. |
| 13 | To assist the management in conducting professional/ departmental/ recruitment exams. and to attend to other cognate matters. |
| 14 | To render advise to the competent selection panel , if required, whenever process for filling of posts in the departmental promotions / selections etc. is initiated. |
| 15 | To appear as one of the members of the Selection Panel for selecting candidates for the posts in General Administration Department. |
| 16 | To attest entries in the Service Book /Service Rolls, as per the powers delegated to him. |
| 17 | To enquire and settle complaints of purely administrative nature |
| 18 | To deal with such other important and confidential matters pertaining to GAD as may be directed by the management from time to time such as following the instructions issued by the Government in connection with Recruitment B.C.cell , Maintenance of Roaster, Pay Revision, pay-fixation etc. |
| 19 | To sign leave orders, appointment letters, transfer orders, confirmation orders, pay fixation orders and all other administrative matters as authorized signatory of MSSCL when the competent authority approves the proposals. |
| 20 | To sanction casual leave, in respect of the staff attached to GAD. |
| 21 | To approve and sign the docket vouchers of all claims of routine nature as per the powers delegated by the management from time to time. |
| 22 | To carry out correspondence pertaining to personnel matters of general and routine nature. |
| 23 | Ensure proper maintenance of a Roaster for recruitment of backward class employees as per the guidelines issued by the Government from time to time. |
| 24 | Proper orientation of newly recruited staff before putting them to actual work is the responsibility of GM (Adm) |
| 25 | To monitor and supervise the affairs related with the labour engaged at various processing plans and their welfare activities and grievances if any. |
| 26 | Coordinate and monitor entire security plan for various assets of the organisation located at various places in the State and outside through regular and contracted security guards. |
| 27 | Assist and report the Corporation losses on account of theft/natural calamity or fire incidences and process it for claims to the insurance agencies or statutory authorities. |
| 28 | Utilisation of financial powers within limit delegated by the Management from time to time. |
| 29 | Utilisation of administrative powers within limit delegated by the Management from time to time. Imposing minor punishment such as warning/censure withholding, delegated or barred annual increments, recovery of pay or amount pecuniary losses caused to the Corporation due to gross negligence or breach of rules/policy under MSSCL service rules. |
| 30 | Any other work that will be assigned by the Management from time to time. |

DEPUTY GENERAL MANAGER (PRODUCTION)

He will be reporting to the General Manager (Production) and his work is supervisory and he shall be over all Incharge for the Management and execution of production programme. This will include production programme within the State of Maharashtra and Outstate. He will also work closely with Commissionerate of Agril. Pune, State Seed Certification Agency Agricultural Universities & ICAR institution. He will also be over all responsible for ensuring foundation seed availability and its production programme and coordinate with Agriculture Universities for ensuring timely supply and distribution of foundation seed. He should have good technical knowledge of factors relating to crop characteristics & cultivation practices for crops grown in Maharashtra out state and their peculiarities with respect to climatic conditions biotic and abiotec stresses.

In the absence of Deputy Manager (Production) if any Regional Manager or District Manager is posted in Production Department at Head Office, then the following duties would be continued as duties and responsibilities of Regional Manager (Production)/ District Manager (Production).

The duties and responsibilities to be performed by the Deputy Manager (Production) interalia would include the following

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| 1 | To assist G.M. (Production) in preparation, implementation & monitoring certified/foundation/breeder Seed Production Programme within the State and outside Maharashtra. |
| 2 | To assist the G.M. (production) to select growers and help in monitoring their performance. |
| 3 | To undertake field visits to the various places for inspection and establishing the progress made in the execution of production programme within the State of Maharashtra and Outside Maharashtra . |
| 4 | To maintain close liaison with Agril. Deptt. Of the Central Govt. State Government as well as Seed Certification Agency and Agril. Universities. |
| 5 | To assist the General Manager (Production)in fixation of procurement prices. |
| 6 | Over all incharge of monitoring of vegetable seed production within and Outstates. |
| 7 | Submission of various subsidy claims to respective Government under of various schemes as and when announced by Central Govt./ State Govt. and reconciliation of the claims submitted/received etc. |
| 8 | Maintain close liaison with Regional / District Offices in connection with the entire seed production programme activities, distribution of breeder / foundation seed, declaration of procurement prices as per the declared policy of the Corporation from time to time etc. |
| 9 | To exercise control over the entire activities required to be performed by the staff working in production department at head office. |
| 10 | Any other work assigned by the GM (Production) or any other superior officers in the organization. |

DEPUTY GENERAL MANAGER (PROCESSING)

Deputy Manager (Processing) shall perform supervisory and managerial duties with reference to processing activities at all seed processing plants. This includes the project planning, planning of stores and machinery inclusive of spares, working out the seed processing schedule based on load in every season & monitoring of actual processing activity. The Deputy Manager (Processing) is expected to exercise initiative and independent judgment in bringing about technical advances, value engineering and increased productivity in processing related work.

The duties and responsibilities to be performed by this post are as under :

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| 1 | To visit all the MSSCL owned and custom hired Seed Processing Plants and work closely with the plant engineers to ensure proper quality and timely delivery of processed and standard seeds. |
| 2 | Implement all possible productivity oriented measures to cut costs and reduce wastages in the activities of seed processing plants. |
| 3 | Ensure proper preventive maintenance schedules in processing plants and also ensure timely day to day maintenance. |
| 4 | To workout the schedule of processing in every season after assessing the arrival of seed at different processing plants. |
| 5 | Work closely with the local seed certification agency to ensure timely start of processing activities and also smooth running of various shifts during the processing period. Plan, monitor and execute up-gradation of technology wherever possible to improve working of various activities in the plant. |
| 6 | Assist GM (Processing) by proper consolidated reporting about processing activities and by ensuring implementation of guidelines given by him. |
| 7 | Preparation of Tender papers, floating the tender and finalisation of orders for the plants and machineries to be procured in consultation with G.M.(Processing) |
| 8 | Ensure proper storage of processing material. |
| 9 | Installation of plants and machinery |
| 10 | Develop manning tables and manpower norms for various plants and various crops/packing sizes and activities and implementation of manpower norms.. |
| 11 | Study existing load charts and recommend up-gradation, addition to the facilities wherever necessary. |
| 12 | Preparation of detailed project reports in case of <ul style="list-style-type: none"> • Addition to existing capacity • building up of new capacity • adaptation of new technology |
| 13 | Cost analysis for current cost structure of processing plants. |
| 14 | Any other work that will be assigned by the superiors /superior offices etc. |
| 15 | To act as a link between the Regional and District Offices and will clarify queries if any and receive information pertaining to the Processing department relating to the day to day operations. |
| 16 | To check the work sheets of the subordinate staff working in the section |
| 17 | To take review of all pending works at least once in a month without fail. |
| 18 | To exercise control over the entire activities required to be performed by the staff working in the processing department at head office and also other departments where the processing staff is posted. |
| 19 | Any other work assigned by the GM (Processing) or any other superior officers in the organization. |

DEPUTY GENERAL MANAGER (MARKETING) :

The person holding this post shall be reporting to the General Manager (Marketing). This is a second line managerial and supervisory post in the Marketing Department at Head Office and the concerned shall look after and assist in the activities such as sales forecasting, advertisement & publicity wing, marketing and distribution, coordinating the work at the Corporate and District Offices, implementation of policies of seed distribution, pricing, sales promotion and publicity on time, analyse market related information with respect to pricing, distribution and marketing with recommendations, receipt and dispatch of timely information in particular format etc. as per the guidelines issued by the Management from time to time. He shall inter-act with the Regional and District Offices and obtain as well as give information on pricing, marketing and distribution decisions.

If, for administrative reasons, this post happens to be occupied by Regional Manager, then Regional Manager (Marketing) interalia would discharge duties and responsibilities of Dy.Manager (Marketing) as enumerated and enlisted hereunder..

The duties and responsibilities to be performed by this post are ;

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| 1 | To prepare the annual sales forecasts, analyse the same objectively and put it up for Finalisation. |
| 2 | To supervise and by way of coordinate with the district offices and the other officials at the Corporate office to ensure that all the backup data is available and utilized for preparation of the sales forecasts. |
| 3 | To initiate the advance booking scheme , ensure that targets for advance booking are achieved, analyse the results of the advance booking and put-up the final position for review. |
| 4 | To coordinate with the advertisement agency to ensure proper implementation of the sales, publicity and promotion plan. Responsible for distribution of requirements to the district offices. |
| 5 | Responsible for preparation of Circulars relating to the policy decisions and after finalisation communicating the same to the District Offices/Reg.Offices etc. |
| 6 | To ensure timely fixation of sales targets, finalisation of movement plan and communicating the same to all the District Offices / Processing Plants. |
| 7 | To act as a link between the Regional and District Offices and to clarify and receive information on behalf of the sales and marketing department relating to the day to day operations. |
| 8 | To check the work sheets of the subordinate staff working in the section |
| 9 | To take review of all pending works at least once in a month without fail. |
| 10 | To exercise, coordinating and supervising control over the entire activities required to be performed by the staff working in marketing department at head office. |
| 11 | Marketing account of head office and various payments and agreement in marketing transactions are to be handled by Dy.Manager |
| 12 | Analysis of the marketing information and its logical presentation. |
| 13 | Any other work that will be assigned by the management from time to time. |

SYSTEM MANAGER

The person holding this post shall be reporting to the General Manager (Finance) or any other Head of the Department as designated by Managing Director depending upon awareness, aptitude and interest of the incumbent HOD, as well as Managing Director. This post has been created for developing and implementing various software needs of the organisation and also to identify and install proper hardware systems at various places. He should have knowledge of recent developments in the information technology, popular languages, software and operating systems. He shall also have the ability to develop and guide people with good leadership qualities. Its supervisory post and involves lot of coordination, dedication, strict vigil to supervise system analysis.

The duties and responsibilities to be performed by the person holding this post are ;

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| 1 | Work closely with all department heads to identify systems needs for the entire corporation. |
| 2 | Break these needs into small module for development |
| 3 | Draw systems design flow charts and develop systems specifications. |
| 4 | Get these systems specifications approved in the management team |
| 5 | Plan software development schedule and get programmes developed. |
| 6 | Schedule implementation programmes of developed software in the different Regions /Districts. |
| 7 | Deal entire correspondence regarding purchase of computers/printers/UPS and other electronic machines and equipments. |
| 8 | Ensure proper maintenance of machines, computers and all sophisticated electronic equipments. |
| 9 | To finalise the specifications of machines equipments required according to needs. |
| 10 | To finalise the Annual maintenance contract with the companies for computers / printers / UPS and other electronic machines such as FAX/XEROX/Digital Printers etc. |
| 11 | To organize the Training programme of employees as per the decision of the Board of Directors for the employees who are already in employment and for those who will join in the organisation ,conduct their Examination etc. as per the directives issued by the management. |
| 12 | Submission of Agenda Items for purchases of computers / printers/ UPS and other electronic machines and equipments as per the directives of the superior officers. |
| 13 | Issue necessary guidelines to the District /Regional offices for maintenance of computers / printers and its proper usage. |
| 14 | To promote the use of computers as well as information technology for speedy disposal etc. |
| 15 | To exercise control over the entire activities required to be performed by the staff regarding computerization in all department at head office as well as Regional and District Offices etc. |
| 16 | Design and implement the low economy communication measures and systems for flow of information. |
| 17 | Developing innovative means of compilation/analysis and interpretations of various field data and data related to company's affairs and to take measures to preserve it for desired period of time. |
| 18 | Designing and developing the systems for storage, analysis or interpretation of various returns and MIS. |
| 19 | Any other work assigned by any superior officers in the organization. |

REGIONAL MANAGER

The Regional Manager is key supervisory post in the organisation and he is administrative head for all activities and is over all Incharge of the production, processing, marketing, quality control, finance & accounts, legal and administration related work for the entire region in which he is posted. The role of Regional Manager within the organisation is of important nature. They are the representatives of the Management at Regional levels and part and parcel of the management and are expected to carry all the directives of the management of the Corporation in true sense. This is achieved by RMs through District Managers/Dist. Unit Incharges, Plant Engineers, Jr.Plant Engineers, Plant Incharges posted at various district offices/ processing plants in their region. They shall be reporting to the concerned Head of Department in the related matters and to the Managing Director in all the matters. They are expected to perform the following duties and responsibilities with full sense of integrity for the benefit of the organisation. The Management also expects high degree of morality and motivation level in the Regional Managers to ensure the achievement of Targets through the workforce provided to them at the District Offices/Processing Plants. They are expected to have good leadership qualities.

The duties and responsibilities to be performed are ;

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| 1 | To devise the strategic production programmes and marketing plan in the region based on climatic conditions and soil types of the region and guide / direct various District Managers/DUIs/AMs to take production programmes and ensure achievement of targets in production, Marketing planning, inventory planning in godown, looking into the targets of A category dealers, fixation of dealers credit worthiness and over all financial control on marketing, achievement of sales targets etc. |
| 2 | To ensure proper placement of processed seed by way of least cost economic solution in various districts. |
| 3 | Develop dealers network to ensure growth in over all sales in the region. |
| 4 | Direct Plant Engineers/ Jr. Plant Engineer Plant Incharges to ensure smooth running of various processing units and adherence to the quality norms specified by the Management from time to time. To carefully watch Engagement and dis-engagement of labours at various seed processing plants according to norms. |
| 5 | Direct the AAO/Accountants/Accounts Assistant to compile accounts on regular basis and report the same to the Head Office. To remit the statutory deductions to the respective authorities such as CPF of daily-wages workers etc. within due date. |
| 6 | Ensure proper implementation of computer system and latest communication means in the region. |
| 7 | Ensure proper industrial relations among all the employees working in the region. |
| 8 | Ensure that the excess manpower is reported properly and that the manpower strength is controlled at the minimum at the region level. |
| 9 | To see that the duties assigned to the DMs/DUIs and all other staff under their control are being performed as indicated and to establish over all control over the production, accounts, processing, marketing, administration, legal , quality control activities etc. and to see that the corporation is not put to any loss on account of his supervisory lapses in not performing duties as Regional Manager. |

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| 10 | He will be held responsible for any loss caused to the Corporation arising out of he not-performing his duties, supporting any act of misappropriation or fraud and he intentionally supervising the communication of such information to Head office after having full knowledge about such acts of misappropriation / frauds etc. |
| 11 | Personally follow-up all legal matters pertaining to various courts of law in the Region and should be in constant touch with the DM/DUI/AMs/Advocates etc. till the final disposal of such cases . |
| 12 | Follow-up on decree orders issued by the Courts and its recovery and initiation of action against the party after consulting Advocate/ Head Office. |
| 13 | To strictly observe and act according to the guidelines issued by the Management from time to time and also enforce its rigid implementation in the region. |
| 14 | To take review of work of all ministerial and field staff in the Regional Office at least once in a month |
| 15 | Liaisoning with Government agencies, government officers, local leaders/ cultivators in the region |
| 16 | To analyse profit eating elements such as carryover seed, large scale failure of seed frequent secondary transactions and transit loss of sales due to non availability in one part of the region and something remain unsold in other part and formulate policy based on these feedbacks in consultation with Head Office. |
| 17 | Sorting out dealers problems and creating healthy business atmosphere in the region is the responsibility of the RM |
| 18 | Chairing of Dealers meet / farmers meets as a Regional head. |
| 19 | RM is the over all administrative head of the region and all adjustments related records service books of the employees etc. should be kept updated and in proper form. |
| 20 | Supervise and check on seed processing plants to ensure the quality of seed, quality of packing / printing stitching of bags, proper storage etc. |
| 21 | Ensure timely recovery from dealers and report major outstanding to Head Office from time to time. |
| 22 | Ensure that there are no outstanding with growers on account of foundation seed cost etc. |
| 23 | Critical review of advances with seed growers and its reporting to the management with analysis |
| 24 | Ensure that the expenditure levels are in line with budgeted amount throughout the region |
| 25 | Ensure prompt compliance to statutory auditors / internal auditors queries/physical verification shortages. |
| 26 | To implement the profit center concept in the region. |
| 27 | To initiate efforts, if he expects seed balances in his region due to various reasons (such as drought reduction in acreage, sudden change in cropping pattern etc) by way of liquidation in other geographical areas or by way of implementing certain immediate action plan with the approval of Head Office so that in odd situation also we sale ahead of competitors and also to have good control on inventory. |
| 28 | Any other work that will be assigned by superiors/ management from time to time. |

REGIONAL MANAGER (PRODUCTION)

He will be reporting to the General Manager (Production) and his work is supervisory and he shall be over all Incharge for the Management and execution of production programme. This will include production programme within the State of Maharashtra and Outstate. He will also work closely with Commissionerate of Agril. Pune, State Seed Certification Agency Agricultural Universities & ICAR institution. He will also be over all responsible for ensuring foundation seed availability and its production programme and coordinate with Agril.Universities for ensuring timely supply and distribution of foundation seed. He should have good technical knowledge of factors relating to crop characteristics & cultivation practices for crops grown in Maharashtra out state and their peculiarities with respect to climatic conditions biotic and abiotic stresses.

The duties and responsibilities to be performed by the Regional Manager (Production) interalia would include the following

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| 1 | To assist G.M. (Production) in preparation, implementation & monitoring certified/foundation/breeder Seed Production Programme within the State and outside Maharashtra. |
| 2 | To assist the G.M. (production) to select growers and help in monitoring their performance. |
| 3 | To undertake field visits to the various places for inspection and establishing the progress made in the execution of production programme within the State of Maharashtra and Outside Maharashtra. |
| 4 | To maintain close liaison with Agril. Deptt. Of the Central Govt. State Government as well as Seed Certification Agency and Agril. Universities. |
| 5 | To assist the General Manager (Production)in fixation of procurement prices. |
| 6 | Over all incharge of monitoring of vegetable seed production within and Outstates. |
| 7 | Submission of various subsidy claims to respective Government under of various schemes as and when announced by Central Govt./ State Govt. and reconciliation of the claims submitted/received etc. |
| 8 | Maintain close liaison with Regional / District Offices in connection with the entire seed production programme activities, distribution of breeder / foundation seed, declaration of procurement prices as per the declared policy of the Corporation from time to time etc. |
| 9 | To exercise control over the entire activities required to be performed by the staff working in production department at head office. |
| 10 | Any other work assigned by the GM (Production) or any other superior officers in the organization. |

DISTRICT MANAGER:

The Role of District Manager within the organisation is of important nature. They are the representatives of the Management at the district level and are part and parcel of the management. It is expected that they should carryout the directives of the management of the corporation in true sense. The management expects that the DM should carryout the following activities with full integrity and with zeal for the benefit of the organisation Management also expects high level of morality in the DM and good dynamism & leadership qualities to achieve targets through the workforce provided to them at the District office. He has to carryout all activities pertaining to Production, Processing, Marketing, Quality Control, Legal & Administrative, and Finance Departments. This is supervisory cadre post and involves total supervision, administrative and financial control over entire activities in the district.

The Duties and Responsibilities to be performed by this post are;

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| 1 | Plan and organize detailed work plan of all activities of production, marketing and processing including all AFOs target blockwise working in the district. |
| 2 | Regularly visit all growers to ensure proper quality and progress of the programme undertaken by the growers. |
| 3 | Visit and ensure proper support to dealers and solve their problems related to quality, storage, availability of seeds etc. and also ensure their support and loyalty to the Corporation and also to ensure timely recovery of MSSCL receivables. |
| 4 | Identify training and development needs of various FOs/AFOs to ensure proper growth of these individuals. |
| 5 | To get necessary information from all the concerned field staff at frequent interval for the purpose of reconciliation of production accounts / dues such as foundation seed distribution slips, money such as foundation seed distribution slips, money receipts / bank challans, block-wise foundation seed distribution register, growers control accounts etc. Similarly reconciliation of dealers account, invoicewise and sending dealers accounts abstract to them and getting confirmation |
| 6 | To inform the Regional Manager in case any particular field staff fails to submit the information / deposit the amount collected into MSSC account/ fails to perform his duties even after repeated instructions within the stipulated period. |
| 7 | To propose action against the concerned staff for non-submission of records / non-deposition of money into MSSC account, non-performance of duties to the concerned Regional Manager within stipulated period. |
| 8 | To exercise proper control over the staff working under their control and take suitable actions as per the guidelines issued by Head office / Regional Office from time to time. |
| 9 | To submit the information to the Regional Manager as well as the Head Office as and when called for within stipulated date. |
| 10 | Inspection of Quality complaints, scrutiny of reports related to quality complaint and submission of factual position to Head Office through RM with clear remarks. |
| 11 | Random check of physical seed quality, information given on containers, spraying schedule followed, chemicals used for spraying/fumigation in storage during visit to seed processing plants/seed storage godowns. |
| 12 | Collection of paper cuttings/local complaints received regarding seed quality in his area and submission of updated report to QC department along-with necessary documentation. |

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| 13 | Personally handle all court case matters and should be in constant touch with the Advocate etc. till the disposal of case and keep all such records in his custody. |
| 14 | Follow-up on decree orders issued by the Court and its recovery position and initiation of action against the party after consulting Advocate/ Head Office. |
| 15 | To exercise all financial as well as administrative powers delegated by the Management from time to time. |
| 16 | To undertake inspection of each and every employee working in the district office atleast once in a quarter |
| 17 | To take review of all pending works at least once in a month without fail. |
| 18 | Market survey of the district related to marketing potential, competition and SWOT analysis of MSSC for his district |
| 19 | Dealers evaluation, dealers appraisal and development of dealers net work |
| 20 | Business forecasting, godown planning, inventory planning etc. |
| 21 | Direct Liaisoning with A category dealers to enhance the business |
| 22 | Achievement of sales targets given and tight control on receivables. |
| 23 | Finalisation of credit worthiness of dealers and based on that developing inventory pressure on dealers |
| 24 | Monitoring of field demonstration / use of advertisement material and active participation in farmers and dealers meeting. |
| 25 | Supervise and check on plants to know the quality of seed, quality of packing printing stitching of bags, proper storage etc. |
| 26 | Ensure timely recovery from dealers and report major outstanding to Head Office |
| 27 | Ensure that there are no outstanding with growers on account of foundation seed cost etc. |
| 28 | Critical review of advances with seed growers and its reporting to the management with analysis |
| 29 | Ensure that the expenditure levels are as budgeted and budgetable throughout the region |
| 30 | Ensure prompt compliance to statutory auditors / internal auditors /physical verification queries. |
| 31 | To implement the profit center concept in the region. |
| 32 | Implement seed village concept in seed production programme |
| 33 | Enforcement of 100% field inspection of foundation seed production programme and random inspection of certified seed production programme in the district including TSFs |
| 34 | To act as occupier of the processing plants as per the directives of the Board and fulfill the requirements of the Factories Act, guidelines issued by the head office from time to time in this regard. |
| 35 | DM shall have good control on processing unit in his district and he should look into execution of seed movement plan given by Head Office in view of proper seed placement in all the districts. |
| 36 | Reporting of misappropriation/shortages and any act of irregularities to the Head Office for further disciplinary action. |
| 37 | He is total custodian of the MSSCL assets and Incharge of security and should keep liaison with all District Offices and other related offices. |
| 38 | Responsible for insurance of stock and buildings and filing of their claims to the concerning authority in case of losses and damages to the properties. |
| 39 | Any other work that will be assigned by the management /superior officers from time to time. |

DISTRICT MANAGER (PRODUCTION) at Head Office

He will be reporting to the General Manager (Production)/Regional Manager (Production) or Dy.Manager (Production) and would be over all Incharge for monitoring and execution of production programme. This will include production programme within the State of Maharashtra and Outside the State of Maharashtra. He will also work closely with Commisionerate of Agril. Pune, State Seed Certification Agency and Agricultural Universities. He will be also over all responsible for ensuring foundation seed availability and its production programme and coordinate with Agril.Universities for ensuring timely supply and distribution of foundation seed. He should have good technical knowledge of factors relating to crop cultivation practices, characteristics of crops, crops grown in Maharashtra and Outstate and their peculiarities with respect to climatic conditions abiotic and biotic stresses etc.

The Duties and Responsibilities to be performed by the person holding this post are;

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| 1 | To assist the Gm (Production) and other superiors in connection with the organization of certified / Breeder / foundation Seed production programme, planning and monitoring and compilation of inspection reports of the production activities within Stat and Outside Maharashtra. |
| 2 | Preparation of documents required for various conferences, meetings called at National, State, Regional, District levels organized by Central / State Government, ICAR/IARI and other Agencies, Agril. Universities, Agriculture related Institutes etc. |
| 3 | Timely follow up of the schedule of seed production programme organized in different districts, agencies, farms, organizations, State Seed corporations etc. as per the policy of the management from time to time and timely compilation of periodical returns. |
| 4 | Monitoring of foundation seed stores activities in the State at various locations for timely processing and positioning of foundation seed at the required time and destinations. |
| 5 | Planning and Monitoring Breeder seed /foundation seed collection / lifting and movement from the Agriculture (IARI/ICAR) Institutes, Agril. Universities and Corporations own plants |
| 6 | Planning of Nucleus to Breeder seed production programme, execution and monitoring of field inspections, raw seed arrivals, submission of reports in time to the concerned authorities and related correspondence. |
| 7 | Monitoring of activities of field tests of foundation seeds production programme and follow-up action. |
| 8 | General correspondence, budgetary provisions, quality control issues pertaining to production department and its activities. |
| 9 | Reply to the LAQs, preparation, verification scrutiny and submission of subsidy claims etc. and other Government Correspondence from (CAMS/Secretary (Agril), Accountant & Auditor General and also Internal Auditors. |

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| 10 | Any other work assigned by the GM/Dy.Manager/RM/ and any other superior officers depending upon the exigencies in the interests of the Corporation. |
| 11 | To act as a link between the Regional and District Offices and will clarify and receive information on behalf of the production department relating to the day to day operations. |
| 12 | Completion of formalities related with entering into an agreement in connection with the production programme organized through organizers, agencies, seed companies, Government organisations, corporation growers etc. in Maharashtra and its related correspondence |
| 13 | Verification of Work-sheets of the subordinate staff working in the Section /Department |
| 14 | To supervise and review the subordinate staff and their progress of work / pending works and timely reporting to the superiors. |
| 15 | Any other work that will be assigned by the Controlling Officer and other superior officers |

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| | <u>OUTSTATE:</u> |
| 1 | Planning and initiation of proposals of organisation of Breeder /foundation/certified seed production programme in Outstate based on the requirement including floating and processing of tenders. |
| 2 | Organisation /allocation as well as supervision and monitoring of all Outstate seed production programme i.e. foundation/certified seed stages along with supplies of breeder/foundation source seed under the guidance of the controlling officer |
| 3 | Periodical visit to Outstate seed production areas in all seasons and preparation of status reports as well as assessment of seed arrivals, observation, corrective measures etc. and submission of reports to the management. |
| 4 | Completion of formalities related with entering into agreements in connection with the production programme organized through organizers, agencies, seed companies, Government organisations, corporation growers etc. in Outstate and its related correspondence |
| 5 | To assist the GM Production in planning and execution of seed production programme in Outstate including compilation of inspection reports |
| 6 | To maintain the past history of the different organizers, agencies about their performance related to supply (qty.and timely) and quality complaint issues, bank guarantee recoveries etc. |
| 7 | Maintain close liaison with organizers, Govt. officials, MSSC officials etc. in Outstate offices about the seed production programme organized in different states, issue of necessary instructions, seed arrivals etc. and correspondence thereof. |
| 8 | Correspondence and issue of orders related with Outstate in relation to procurement rates, breeder/foundation seed selling rates, raw seed advance, raw seed estimates, performance of the organizers, growers, corrective steps in production etc. |
| 9 | Monitoring of payments to seed growers /organizers and to keep up-to-date information etc. (to be obtained from individual out state Incharges) for timely reporting to the GM production/management. |
| 10 | Any other work that will be assigned by the superior officers |

DISTRICT MANAGER (TISSUE CULTURE)

This is supervisory post is equivalent to the cadre of District Manager and basically assigned to look after the Tissue Culture activities .The Board of MSSCL in its 85th meeting dt. 7/8/92 had approved the project of establishment of Tissue Culture Lab.for large-scale production of banana plantlets by tissue culture method. He should be Incharge of Tissue Culture Lab. and biotechnology and/or genetic engineering research work in the Corporation and for this should possess very sound knowledge of latest developments and principles of genetics molecular research and bioengineering. .

I – BIOTECHNOLOGY

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| 1 | Incharge of Biotechnology and related Bioengineering and molecular research activity at MSSCL. |
| 2 | Assistance to GM (Production) in preparing Biotech Projects and its implementation and preservation in scientific gathering. |
| 3 | Initiation and Execution of Transgenic project. |
| 4 | Planning and execution planting material through Tissue Culture techniques and its marketing activity. |
| 5 | Development of new tissue culture techniques for commercial exploitation of suitable plant material. |
| 6 | Monitoring and Collection of mother material, media preparation, subculture cycles, hardening and marketing of tissue culture plants. |
| 7 | Purchases of necessary items for tissue culture lab. |
| 8 | Looking after regular correspondence and files. |
| 9 | Import of seeds, production/multiplication and marketing of high quality and scare seeds from outside countries. |

II – NURSERY

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| 10 | Incharge for nursery activity located at four centres in the State. |
| 11 | Planning and execution of production and marketing of nursery plants. |
| 12 | Purchases of nursery plants from Outstate and other locations. |
| 13 | Initiation of pricing structure proposal and its submission to the Management for approval |
| 14 | Landscape designing and its commercialisation. |
| 15 | Verification of Work sheets of the subordinate staff working in the Section /Department alongwith supervision and control of subordinate staff. |
| 16 | Planning and implementation for Increased aesthetic value to the Corporation's assets by garden planning etc. |
| 17 | Keep proper financial control over expenditure, receipt at all such locations wherever the MSSCL in relation to Tissue Culture and nursery activity is being done |
| 18 | He is totally responsible for implementation of the progress and ensure that the operations are profitable |
| 19 | Economic feasibility of the new project be worked out atleast for further five years in order to continue the project on long-term basis. |
| 24 | Any other work that will be assigned by the superiors and management from time to time |

DISTRICT MANAGER (QC) AT HO/RO/DO

This is supervisory post and equivalent to the post of District Manager. The person holding this post shall be reporting to the General Manager (QC) at Head Office and the Regional Managers at their regional head quarters. He shall be over all Incharge of the areas allotted to him for quality check and shall ensure quality of seeds being processed and marketed by the Corporation. This applies to seeds produced within State and also in other States. He should have good knowledge of seed pathology, man-management and communication skills, convincing and negotiating abilities leadership qualities etc.

The duties and responsibilities to be performed by the post are;

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| 1 | Monitoring Q.C. squad by planning their programme and scheduling their visits and analysing their visit report, monitoring receipt of rectification report from units based on these visits and implementation quality audit. |
| 2 | Planning and monitoring of grow-out test carried out during the year. |
| 3 | Updating the complaints information if any, status of samples drawn by Q.C. Inspector and matters related to Consumer Forum in connection with seed quality problem. |
| 4 | Compilation of reports of the AFO (QC) related to field inspection, quality complaints and visit reports of Plants / Godowns and follow-up for corrective steps. |
| 5 | Timely compilation and submission of LAQ information related to seed quality control problems. |
| 6 | Surprise visit to processing plants / seed storage godowns, fields for cross check. |
| 7 | Maintenance of updated record about various provisions of Seed Act and the amendments made from time to time. |
| 8 | Updation of Notified varieties record of different crops as updated by Govt. of India from time to time. |
| 9 | Close follow-up of status of consumer forum cases about quality of the seed amount of compensation, etc. filed in various Courts and giving feedback to production, marketing and finance department about withholding the amount/payment, if any. |
| 11 | Submission of status of complaints received regarding Seed Quality in the newspapers in the entire state and compliance thereof. |
| 12 | To check the work sheets of the subordinate staff working in the section |
| 13 | To take review of all pending works at least once in a month without fail. |
| 14 | He is responsible for carrying out quality audit in the area allotted to him, its observation compilation and compliance from subordinate offices in every cropping season of the year. |
| 15 | He is responsible for carrying out timely quality check in godown hired or MSSCL and its measures to control infestation and damages caused through it in the entire area assigned to him. |
| 16 | Timely and surprise visits to A.C. godowns to look after quality and infestation problems. |
| 17 | Timely inspection of foundation. /breeder seeds storage places, its proper quality control measures and also to exercise strict vigil and inspection of seeds for marketing before its dispatches. |
| 18 | Coordinate with Breeder and field staff and inspect the fields for various production programme undertaken by MSSCL and suggest timely measures to minimise admixture and deterioration of quality of seeds. |
| 19 | Any other work assigned by the Management from time to time |

SEED TESTING OFFICER:**This is supervisory post equivalent to District Manager.**

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| 1 | He is responsible for advance planning/organising the entire seed testing plan in a season with strict vigil, quality and high level secrecy. |
| 2 | Providing necessary feed back of relevant data to the management from time to time for purchases of seeds and processing material. |
| 3 | Over all Incharge of the Laboratory Section as a supervising officer |
| 4 | Planning and Monitoring the various activities including various tests undertaken in the laboratory |
| 5 | Planning and Monitoring and coding of seed samples received for G.O.T. |
| 6 | Advance planning and Monitoring the work at QCL at different locations |
| 7 | Periodical checkup of Equipments & Machinery at the Seed Testing Lab. and their collaboration and standardization from time to time with standard norms. |
| 8 | Scheduling of Seed Testing Programme during every season |
| 9 | To monitor the field tests at various locations, planning of manpower required for conducting the field tests and other allied activities. |
| 10 | Strict observance of norms prescribed in Seed Act, Quality control norms etc. and the guidelines and instructions issued by superiors from time to time. |
| 11 | Maintenance of updated record about various provisions of Seed Act and the amendments made from time to time. |
| 12 | Updation of list of Notified varieties of different crops by Govt. of India from time to time & noting their characters for record. |
| 13 | Submission of status of complaints received regarding Seed Quality in the newspapers in the entire state and compliance thereof. |
| 14 | Exercise administrative and financial control over the staff working under him as per directives issued by management from time to time and take timely review of their performance and reporting under performances to the management. |
| 15 | Any other work that will be assigned by the superiors from time to time |

SENIOR BREEDER:

The Board in its 85th meeting held on 7th August 1992 has approved the proposal of setting up Research and Development wing in the organisation initially in the crops like Cotton, Sorghum, Forage Sorghum, Sunflower etc. For implementation of this project the Management has created the post of Breeder. The person working on this post shall be under the control of General Manager (Production) .He shall possess utmost sincerity/dedication/devotion towards works and shall be responsible for maintaining all secrecy and preservation of research material. The duties and responsibilities of the post are;

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| 1 | To act as an Officer Incharge of Research and Development Unit. |
| 2 | To exercise over all control over the staff working in R and D Deptt. |
| 3 | Should have basic idea about the hybridisation and other concepts of genetics and plant breeding alongwith latest developments in genetic engineering and biotechnology. |
| 4 | To keep up-to-date technical information regarding released and notified varieties /hybrids/research varieties /hybrids and technology of production of the varieties, hybrids and parents, package of practices which will help in guiding seed growers for increasing the productivity in the seed production area and to produce quality foundation seeds. |
| 5 | Up-to-date knowledge about field inspection /field and lab standards of seeds, methods to be applied for counting off types, methods to be followed for raw seed estimates etc. so as to enable them to sort out the problems in breeder to foundation seed for quality. |
| 6 | Planning, finalisation and implementation of research programme in consultation with GM Production and Managing Director. |
| 7 | Collection of germplasm, synthesis of lines and maintenance of pedigree records and maintenance of germplasm. |
| 8 | Maintenance of breeding material of MSSCL research & its proper preservation and maintaining its secrecy & confidentiality. |
| 9 | Formation of different trial including project / station trials and trials in MSSCL farms/locations of the crops /varieties assigned. |
| 10 | Collection of research trial data and feedback of the grower of promoted hybrids. |
| 11 | Research trial analysis and inferences about the best hybrid for promotion |
| 12 | The Breeder shall test newly released Hybrids or variety with check of most popular hybrid /varieties in that crop group and that data should be made available to Management from time to time. He shall test their newly released hybrids for various parameters such as susceptibility to disease/pest by plotting in sick areas, drought resistance, response to soil variability to know wide adoptability, response to fertilizer dosages etc. and that data should be made available. This information is to be shared with Marketing Deptt.also while marketing the product |
| 13 | Planning, Monitoring, inspection, rouging etc. of Breeder to foundation and nucleus to breeder seeds production programme of growers /TSF and Agril. Universities in Kharif/Rabi/Summer in State and Outstate |

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| 14 | Regular inspection of breeder to foundation seed production programme and completion of rouging etc. before joint inspection of certification agency, regular feed back of status of breeder to foundation programme to head office. To take all the precautions in the seed production programme like isolation distance, roguing, removal of off type and shedders, identification of characters of the varieties, productivity per unit area etc. |
| 15 | Monitoring of activities related to breeder seed lifting and supply of breeder /F1 seed to various district /units for organisation of foundation seed production programme. |
| 16 | Organisation of corrective programme of Breeder to foundation. |
| 17 | Monitoring of tendering of foundation seed within time |
| 18 | Monitoring of foundation seed processing activities for its timely availability |
| 19 | Production of foundation seed programme as per the SMR standards declared by CAMS. The knowledge of Seed Act for proper interaction with certification agency and breeders etc. |
| 20 | Inter action with Agril.Universities, Breeders & Scientists of different institutes, certification agency, breeder seed supplying agencies etc. To sort out the problems if arises in the breeder to foundation seed production programme |
| 21 | Maintenance of list of the seed growers, village-wise, district-wise, regarding breeder to foundation seed programme. Micro scheduling of inspection programme and issuing directives to the concerned field staff for immediate action |
| 22 | Liaisoning with all concerned to whom the foundation/breeder seed is allotted and problems to be sorted out if necessary by coordinating with the respective dispatching units. |
| 23 | Organising campaign in villages during field inspection so as to motivate the seed growers for undertaking roguing operations |
| 24 | Training to AFO/Technical staff farmers etc. in the field. |
| 25 | District level administration, organisation of seed production programme, monitoring processing and marketing activities if found necessary from time to time. |
| 26 | Computerised system of reporting and keeping the up-to-date information growerwise, villagewise, districtwise crop and varietywise and timely updating the information for breeder / foundation and certified seed. |
| 27 | Verification and inspection of Work sheets of the subordinate staff working in the Section /Department at least once in a month and periodically. |
| 28 | Any other work that will be assigned by the GM (Production) and superior Management from time to time |

ASSISTANT ACCOUNTS OFFICER

(if posted in Internal Audit Deptt.)

The person handling the post is supposed to report to the General manager (IA). The concerned would be primarily responsible for undertaking the financial audit and systems audit at various district and Head Office in the areas of cost control., verification of accounts of all offices, compliances of Audit Queries raised by the Government Auditors, Statutory Auditors etc.

The duties and responsibilities to be performed by the holder of this post in supervisory cadre are as under:

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| 1 | Review of implementation of various financial and non-financial systems at various district / regional offices and internal control. |
| 2 | Discussions on audit reports with DMs/ DUIs/ Asst.Managers/ Regional Managers. |
| 3 | Implementation of audit reports at districts. /persuasion of compliance of old outstanding paras. |
| 4 | Discussions on audit reports with External Audit firms. |
| 5 | Surprise verification of districts/processing plants/godowns. |
| 6 | Review cases of misappropriation and immediate submission of special report thereon |
| 7 | Determining areas of cost control and cost reduction. |
| 8 | Efficiency Audit. |
| 9 | Ensure strict observance of H.O. instructions in connection with stores / accounts / material etc. |
| 10 | Strict implementation of the H.O. instructions at all levels issued by Finance / Administration and other Departments issued by way of Circulars / Office Orders / policies etc. |
| 11 | Checking of marketing accounts i.e. Bills, Cash memos, Delivery Orders, Material Transfer Notes, Stock Books, Sales Register, Debtor ledger etc. |
| 12 | Checking of Production Records i.e. Challans, Distribution Registers, Stock Books, Sales Register, Production Control Registers, Growers Ledgers etc. |
| 13 | Checking of plant's records i.e. Raw Seed Receipt Register, Processing Control Registers, Revalidation Register, Costing Registers, Stock Books of Seeds etc. |
| 14 | Stocks in Processing Materials, Labour Attendance Registers, Handling Registers etc. |
| 15 | Checking of financial records i.e. All types of cash books, all vouchers, ledgers, subsidiary ledgers, Journal Registers etc. |
| 16 | Scrutiny of final accounts of units and Head office along with all final statements and participation in Annual Stock verification, verification of stock valuation, verification of Govt. claims, subsidies etc. |

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| 17 | The audit Notes which have not been compiled satisfactorily and where the corporation has sustained financial loss are to be reported to the competent authority for further action. |
| 18 | To check Service Books, entries of Earned leave / Medical leave balances /credit /debit etc. as per the entitlement of the concerned employee.. |
| 19 | To check and verify the implementation of punishment orders issued by the Head Office / Regional Level. |
| 20 | To thoroughly check the Traveling Allowance Bills and see whether all requirements are fulfilled by the concerned. |
| 21 | To check Electric bills /water supply bills issued by the competent authority, its rates charged based on the location of the site etc. |
| 22 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 23 | Vouching of petty cash vouchers, bank vouchers, journal vouchers, NOCA vouchers |
| 24 | Verification of tender papers in respect of various contracts i.e. Transportation, handling, maintenance and repairs. |
| 25 | Verification of measurements / bills of civil construction contractors etc. |
| 26 | Scanning of bank reconciliation statement of current accounts as well as non-operating current accounts. Lapses on the part of MSSCL as well as Bank in respect of idle funds and its quantum. |
| 27 | Scrutiny of General Ledger with subsidiary ledgers and reporting head-wise differences. |
| 28 | Scrutiny of final account files and schedules, which is to be presented to the statutory auditors. |
| 29 | Scrutiny of sundry debtors balances as on 31 st March along-with age-wise analysis and comments in respect of over due accounts. |
| 30 | Scrutiny of production records such as individual growers accounts etc. |
| 31 | Scrutiny of application, inspection fees received and payable to the seed certification agency. |
| 32 | Scrutiny of advances given to the growers, which are not recovered till date. |
| 33 | Report on differences between growers control account and subsidiary ledger and comments. |
| 34 | Scrutiny of low grade and failed seed records, quantity account with specific comments, scrutiny of low grade failed seed tenders etc. |
| 35 | Verification of quantity account of foundation seed, certified seed with financial books as well as processing records and its certification. |
| 36 | Report on credit balances which are not paid since very long with reasons and suggestions. |

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| 37 | Report on the compliance of various acts such as P.F. income-tax, sales-tax, ESI, TDS loan salary as well as contractor with specific reference to delay in deposition. |
| 38 | Scrutiny of marketing policies and its implementation among dealers |
| 39 | Scrutiny of dealers outstanding agewise amountwise and reporting of any suspicious and wrong dealing. |
| 40 | Scrutiny of all receipts and its proper and timely remittances, levying of interest penalties for delayed remittance and realisation. |
| 42 | Scrutiny of all expenditure accounts with reference to the management policy and norms. |
| 42 | Scrutiny of all agreement/ treaties and business deal with reference to company's business with reference to company's economic policies. |
| 43 | Any other work that will be assigned by superiors from time to time. |

ASSISTANT ACCOUNTS OFFICER
(Head office & Regional level):

The Post of AAOs is supervisory post and created for controlling the Accounts at Regional Level. Their Head Quarters is fixed at Regional Office. They are reporting to the Regional Manager as well as General Manager (Finance) at Head Office. The AAOs working at Head Office are reporting to the Dy.Manager (F&A) and the General Manager (Finance). The AAOs posted at Regional offices are supposed to monitor the accounting activities, supervision, compliances of reports and queries raised by the Head Office as well as the Internal Auditors during the audit of the respective unit office. Further they should also monitor the timely submission of financial reports, Trial Balances, Remittances, Reconciliation of Accounts etc. The Duties and Responsibilities to be performed by the holder of the post are as under;

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| 1 | To supervise the day-to-day operations of accounts of their region and personal custody of cash/cheque and other financial documents. |
| 2 | Compilation of monthly accounts, preparation of trial balances. |
| 3 | Scrutiny of accounts on routine basis, such as growers khata register, bank reconciliation, marketing dealers accounts, advance to suppliers, control ledgers, subsidiary ledgers. |
| 4 | Ensure proper maintenance of accounting records, marketing records, production records in the district / region. |
| 5 | Ensure statutory deductions recoveries and remittance to the appropriate authorities or to head office. |
| 6 | Ensure and exercise proper check over insurance of fixed and movable assets of the Corporation and their claims of reimbursement. |
| 7 | Supervision and guidance to District Accounts Incharge and over all control over the accounting activities. |
| 8 | Attending queries of internal auditors, statutory auditors and its compliance within stipulated time. |
| 9 | Compilation of taxation details for tax audit purpose and head office queries. |
| 10 | Monthly visit to district offices, plants, godowns, checking of all vouchers, /bills where the amount involved in more than Rs.10, 000/- and random checking of vouchers involving the amount less than Rs.10, 000/-, checking stock books in godowns and random checking of physical stock in the godown etc. and reporting to finance Deptt. At head office. |
| 11 | Supervise inter unit / inter office reconciliation on monthly basis and proper remittance of MSSCL money and account of MSSCL stock. |
| 12 | Implement accounting guidelines as per instructions from head office from time to time. |
| 13 | Monitoring prompt remittances from NOCA to Head Office and its reconciliation with bank. |
| 14 | Compilation and comparison of budgets given by H.O. any excess expenditure must be reported on regular intervals through Regional Manager. |
| 15 | Monitoring data feeding in computer for marketing, finance and production deptt CPF package within statutory limit set by management. |

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| 16 | Timely/monthly remittance of CPF contribution of labors working at various offices in the district/regional office to the respective CPF authorities and submission of RETURNS / information well in time, compliance of their quarries. |
| 17 | Compilation of MIS and ensuring regular MIS to Head Office as per directives from time to time in the prescribed formats. |
| 18 | Attend low/grade failed seed auctions and negotiations and follow the procedures of finalisation of such sale. |
| 19 | To check the work sheets of the subordinate staff working under his control |
| 20 | To undertake review of the pending works at least once in a week |
| 21 | Bring to the notice of RM outstanding dues of all debtors and follow-up recovery thereof. |
| 22 | Reconciliation of accounts of Government organisations such as Taluka Seed Farms/ Agri.Universities /MSFC /Certification Agency etc. |
| 23 | Checking of APMC rates and submission of proposal for finalisation of procurement rates and pricing policy. |
| 24 | Grower's payment within 10 days from the date of receipt of raw seed and final payment after declaration of results. |
| 25 | Signing of cheque as per the guidelines issued by the management from time to time. |
| 26 | Reporting of financial irregularities, breach of conditions of agreement/contracts frauds, mis-appropriation, tampering of records etc. to the concerned DM/DUI/AM/RM as well as concerned H.O.D. |
| 27 | Checking of Service Books and leave account of the staff working in the Region. |
| 28 | Monitoring Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 29 | Thorough checking of all claims of employees i.e. Arrears/Increments/encashment /LTC/HTC/Pay and Allowances /Earned Leave as well As Medical Leave and other leave balances according to Service Books and ensuring proper recording of its entries in the S.B.before its release/passing |
| 30 | Analyse outstanding with seed growers on account of foundation seed lowgrade and point out to the DM/DUI and Regional Manager |
| 31 | Any other duties assigned by the Controlling Regional Manager/Dy.Manager (Fin), General Manager (Finance) and any other superior officers from time to time. |

SENIOR AGRICULTURE ENGINEER:

They shall discharge managerial and supervisory responsibilities related to all seed processing plants. This interalia includes the details of project planning, planning of stores and machinery, working out the seed processing schedule in every season and monitoring of processing activities amongst others. They are expected to exercise initiative and independent judgment to bring about technical advances, value engineering, increase productivity and efficiency in work. This is supervisory cadre post and involves lot of responsibilities in handling seeds processing affairs and also appointment and retrenchment of labours.

The duties and responsibilities to be performed by this post are as under:

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| 1 | To manage processing operations such as raw seed receipt and its storage sampling of raw seed and its testing, issue of raw seed receipt to seed grower, stacking of raw seed, grading of raw seed, bagging and tagging of seed, stacking of tagged seed and dispatch of seeds meeting standards and as per policy of the Corporation. |
| 2 | To keep liaison with Seed Certification Agency and its officers working in the processing plant. |
| 3 | To intimate seed growers regarding likely grading date, quantity seed account, lifting of low grade and disposal of low grade and failed seed etc. |
| 4 | To make arrangement to meet requirements of labour safety, fire fighting arrangement, staff security, stock security, insurance, machinery, civil structures, repairs and maintenance as per Factories Act and Factory Rules 1963. |
| 5 | To make provision in the plant as per Air Pollution and Water Pollution Act such as clean environment, disposal of effluent, air pollution control system etc. and minimum use of reserves |
| 6 | Micro planning of processing schedule for all seasons and also for processing material. |
| 7 | Management of labour in the plant on day to day basis and getting the work done from labour as per Labour and Output norms and by following latest cost techniques. |
| 8 | Engaging and disengaging labours as per requirement and as per the Industrial Dispute Act/ as per the norms and minimum requirement. |
| 9 | Attending labour Court cases and Seed Quality Complaint cases. |
| 10 | Compliance of all biannual audit requirement and physical stock verification requirements / audit queries pertaining to seed processing plants / records etc. |
| 11 | Following seed packing practices as per the Weights and Measurement Act. |
| 12 | Compliance of queries raised by Factories Inspector and other Govt. officials. |
| 13 | Seed storage planning and movement of stock as per requirement, Maintaining seed Hygiene during Seed storage and following scientific practices during seed storage and planning for hired godowns if necessary. |
| 14 | Plant record maintenance and correspondence with Govt. and semi Govt., private parties and official correspondence with officers of the Corporation. |
| 15 | Ensure proper and timely reporting to the DM/RM/Head Office of regular prescribed returns. |

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| 16 | Maintenance of seniority lists of daily rated lab ours at the seed processing plants. |
| 17 | Statutory deductions from the wages of lab ours and its reporting to the respective offices as per the prescribed procedure laid down by the management from time to time. |
| 18 | Liaisoning with: Labour Officer / Labour Union/ Factory Inspector |
| 19 | To keep liaison with Maharashtra State Cotton Federation, MSEB, Quality Control Inspectors, District Supply Officer and Zilla Parishads. |
| 20 | Timely despatches of passed and qualified seed to various destinations for marketing. |
| 21 | Installation of any machinery/additional machinery. Machinery repairs and maintenance, civil structure repairs and maintenance , fabrication of machinery |
| 22 | Materials control to ensure proper working of plant, coordinate with DM/RM/ HO to ensure timely availability of all the items required for treating, bagging, tagging operations. |
| 23 | Internal Quality control to ensure proper seed treatment . |
| 24 | To contribute towards improvement in productivity. |
| 25 | To check the work sheets of the subordinate staff working in the section |
| 26 | To take review of all pending works at least once in a month without fail. |
| 27 | Ensure proper storage of processing material and give information about its consumption, utilization, quantity audit etc. |
| 28 | Develop manning tables for various plants. |
| 29 | Control manpower required and manpower used. |
| 30 | Study existing load charts and recommend up-gradation, addition to the facilities. |
| 31 | Preparation of detailed project reports in case of <ul style="list-style-type: none"> • Addition to existing capacity • buildingup of new capacity • adaptation of new technology |
| 32 | Cost analysis for current cost structure of processing plants. |
| 33 | To visit all the Seed Processing Plants in the region and work closely with the plant engineers to ensure proper quality and timely delivery of seeds/maintenance and repairs of machines / machines installation / up gradation etc. |
| 34 | Reporting of biannual physical verification shortages, abnormal losses in moisture, processing operation. Also prompt reporting and timely action for losses caused due to natural calamity and proper filing of claim with insurance and other parties. |
| 35 | Rigid implementation and application of all factory norms and due compliances which manager and occupier ought to follow under relevant law. |
| 36 | Strict vigil and proper care of MSSC stock and property with the help of security staff. |
| 37 | Any other work assigned by superior management from time to time. |

DEPUTY REGIONAL MANAGER

(Posted at Outstate)

The person holding this post is in supervisory cadre and over all Incharge of the production, processing, marketing, quality control, finance & accounts, legal and administration for the entire area of the State. The role of Assistant Manager within the organisation is of important nature. They shall be reporting to the concerned Head of Department in the related matters and the Managing Director in all matters. They are expected to perform the following duties and responsibilities with full sense of integrity for the benefit of the organisation. The Management also expects high-level morality & leadership qualities in the Area Managers to ensure the achievement of Targets through the workforce provided to them. Area Manager has to discharge all duties and responsibilities which are assigned to District Manager/District Unit Incharge & Regional Manager in the State and specific duties allotted by Head Office with different area location.

The duties and responsibilities to be performed by this post are as under :

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| 1 | Plan and organize detailed work plan for all spheres of activities for all technical and non-technical staff. working in the Outstate |
| 2 | Regularly visit all growers to ensure proper quality and progress of the programme undertaken by the growers/organizers /Govt. agencies etc. |
| 3 | Visit and ensure proper support to dealers and solve their problems related to quality, storage, availability of seeds etc. |
| 4 | Identify the market need based on the surplus stock and for vegetable seeds and forecast and plan the marketing activities based on the Corporation needs and availability of stock. |
| 5 | Identify training and development needs of various AFOs to ensure proper growth of these individuals. |
| 6 | To get necessary information from all the concerned field staff at frequent interval necessary for the purpose of reconciliation of production accounts / dues such as foundation seed distribution slips, money receipts / bank challans, block-wise foundation seed distribution register, growers control accounts etc. Also reconcile organizers account, processing material reconciliation etc. |
| 7 | To inform the concerned HOD/Regional Manager in case of any particular field staff dealers/stockists fails to submit the information / deposit the amount collected into MSSC account/ fails to perform his duties even after repeated instructions within the stipulated period. |
| 8 | To propose action against the concerned staff agencies/oraniser/dealer stockists for non-submission of records / non-deposition of money into MSSC account, non-performance of duties to the concerned controlling officers within stipulated period. |
| 9 | To exercise proper control over the staff working under their control and take suitable actions as per the guidelines issued by Head office / Regional Office from time to time. |
| 10 | To submit the information periodical returns to the controlling officers as and when called for within stipulated date with all accuracy. |
| 11 | Inspection of Quality complaints, scrutiny of reports related to quality complaint and submission of factual position to Head Office with clear remarks. |
| 12 | Random check of physical seed quality, information given on containers, spraying schedule followed, chemicals used for spraying/fumigation in storage during visit to seed processing plants/seed storage godowns. |

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| 13 | Collection of paper cuttings/local complaints received regarding seed quality in his area and submission of updated report to QC department along-with necessary documentation. |
| 14 | Personal handling of all court case matters and should be in constant touch with the Advocate etc. till the final disposal of the cases and keep all such records in his custody. |
| 15 | Follow-up on decree orders issued by the Court and its recovery position and initiation of action against the party after consulting Advocate/ Head Office. |
| 16 | To exercise all financial as well as administrative powers delegated by the Management from time to time including audit compliances & physical verification. |
| 17 | To undertake work review of each and every employee working under his control once in a quarter |
| 18 | To take review of all pending works at least once in a month without fail. |
| 19 | Any other work that will be assigned by the Superiors from time to time. |

PLANT ENGINEER:

The person holding this post shall be reporting to the concerned District Manager and through them to Regional Manager and the General Manager (Proc & Engg). He is assigned the work of smooth running the processing plants, repairs and maintenance of machineries installed at the plant, making the qualified standards seed available in sorted, treated, bagged and tagged conditions. They have to ensure that the processed seed is available at the distribution end well in time before the respective seasons. This is supervisory post and involves lot of responsibilities in handling seed processing affairs and also appointment and retrenchment of labours at processing plants.

The Duties and Responsibilities to be performed by this post are as under ;

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| 1 | To manage processing operations such as raw seed receipt and its storage sampling of raw seed and its testing, issue of raw seed receipt to seed grower, stacking of raw seed, grading of raw seed, bagging and tagging of seed , stacking of tagged seed and dispatches of seeds meeting standards and as per policy of the Corporation. |
| 2 | To keep liaison with Seed Certification Agency and its officers working in the processing plant. |
| 3 | To intimate seed growers regarding likely grading date, quantity seed account, lifting of low grade and disposal of low grade and failed seed etc. |
| 4 | To make arrangement to meet requirements of labour safety, fire fighting arrangement, staff security, stock security, insurance, machinery , civil structures, repairs and maintenance as per Factories Act and Factory Rules 1963. |
| 5 | To make provision in the plant as per Air Pollution and Water Pollution Act such as clean environment, disposal of effluent, air pollution control system etc. and minimum use of reserves |
| 6 | Micro planning of processing schedule for all seasons and also for processing material . |
| 7 | Management of labour in the plant on day to day basis and getting the work done from labour as per Labour and Output norms and by following latest cost techniques. |
| 8 | Engaging and disengaging labours as per requirement and as per the Industrial Dispute Act/ as per the norms and minimum requirement. |
| 9 | Attending labour Court cases and Seed Quality Complaint cases. |
| 10 | Compliance of all biannual audit requirement and physical stock verification requirements / audit queries pertaining to seed processing plants / records etc. |
| 11 | Following seed packing practices as per the Weights and Measurement Act. |
| 12 | Compliance of queries raised by Factories Inspector and other Govt. officials. |
| 13 | Seed storage planning and movement of stock as per requirement, Maintaining seed Hygiene during Seed storage and following scientific practices during seed storage and planning for hired godowns if necessary. |
| 14 | Plant record maintenance and correspondence with Govt. and semi Govt., private parties and official correspondence with officers of the Corporation. |

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| 15 | Ensure proper and timely reporting to the DM/RM/Head Office of regular prescribed returns. |
| 16 | Maintenance of seniority lists of daily rated labours at the seed processing plants. |
| 17 | Statutory deductions from the wages of labours and its reporting to the respective offices as per the prescribed procedure laid down by the management from time to time. |
| 18 | Liaisoning with : Labour Officer / Labour Union/ Factory Inspector |
| 19 | To keep liaison with Maharashtra State Cotton Federation, MSEB, Quality Control Inspectors, District Supply Officer and Zilla Parishads. |
| 20 | Timely despatches of passed and qualified seed to various destinations for marketing. |
| 21 | Installation of any machinery/additional machinery. machinery repairs and maintenance, civil structure repairs and maintenance , fabrication of machinery |
| 22 | Materials control to ensure proper working of plant, coordinate with DM/RM/ HO to ensure timely availability of all the items required for treating, bagging, tagging operations. |
| 23 | Internal Quality control to ensure proper seed treatment . |
| 24 | To contribute towards improvement in productivity. |
| 25 | To check the work sheets of the subordinate staff working in the section |
| 26 | To take review of all pending works at least once in a month without fail. |
| 27 | Making passed and qualified seed available timely and ensuring its effective movement. |
| 31 | Quality of seed grading, packing, stamping, stitching should be the responsibility of PE |
| 32 | Shall be responsible for follow-up to get all release orders well in time as required for revalidation of seeds in time |
| 33 | Delivering and despatching passed/qualified seed even on holidays if necessary in the commercial and business interest of the Corporation and completing the works on day to day basis itself during the season |
| 34 | Ensure proper record maintenance (stock book) of stock of raw seed , good seed, failed seed, lowgrade etc. |
| 35 | Ensure preparation of processing cost per qtl. for various crops in different packing sizes seasonwise and submission to head office |
| 36 | Ensure effective control over plant expenses as well as keep close watch on petty cash account at plants. |
| 37 | Ensure proper compliance of internal audit queries |
| 38 | Submission of seasonwise quantity account of all the processing material to processing material wing and finance department. |
| 39 | Reporting of biannual physical verification shortages, abnormal losses in moisture, processing operation. Also prompt reporting and timely action for losses caused due to natural calamity and proper filing of claim with insurance and other parties. |
| 40 | Rigid implementation and application of all factory norms and due compliances which manager and occupier ought to follow under relevant law. |
| 41 | Strict vigil and proper care of MSSC stock and property with the help of security staff. |
| 42 | Any other work assigned by superior management from time to time. |

MANAGER (PROCESSING MATERIAL (AT HEAD OFFICE)) :

For the purpose of handling the major activity of purchases and distribution of processing material the officers in the rank of Sr.Agril.Engineer/ Plant Engineer/ District Manager etc. are posted at Head Office. This is supervisory post and duties and responsibilities interalia includes :

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| 1 | Planning of processing material procurement by working out the estimated net requirement of processing material based on fresh and carry over stock and policies informed by Production, Processing and Marketing Department and exercising proper control over inventory. |
| 2 | Assessment of new packing sizes as per requirement of marketing and production seed rate. |
| 3 | Evaluation of impact of new packaging material from competitors point of view and also quality testing of new packaging material. |
| 4 | Ensure proper valuation of stock six monthly and reporting losses to the superior's notice during half yearly verification or any shortage during service and physical counting. |
| 5 | Ensure proper safety and insurance of stock from the authority. Timely payment of premium and filing of claims with the competent authority. |
| 6 | Procurement of Processing Material and Spares by following the procedure prescribed by the Management from time to time. <ul style="list-style-type: none"> a) Preparation of Tender Notice b) Preparation of Tender Papers c) Scrutiny of tender papers, evaluation and finalisation d) To put up proposals to GM (QC)/Hon.MD/Sub-committee/ Board for approval e) Preparation of Tenders f) Preparation of Agreements for supply from the approved parties |
| 7 | Inspection of processing material as per the prescribed specifications/norms /standards and getting the samples tested from the recognized institutions/labs etc. and maintenance of quality as per norms specified by the management |
| 8 | Maintenance of balances between requirement and purchases and monitoring of processing material availability and submission of proposals for additional purchases or curtailment if any to the controlling Officers and its further process like preparation of Agenda Items and its submission to Sub-committee /Board etc. |
| 9 | Preparation of processing material movement plans on the basis of processing schedule from the Processing Department. |
| 10 | Reallocation of processing material from Regions / Assessment of processing material stock available with different processing plants/ godowns and its further re-allocations etc. |
| 11 | To monitor dispatches as per the movement plan and receipt of processing material from the approved parties and units. |
| 12 | To find out ,study and analyse new packing material which will be cost effective, economical as well as suitable for use as per the standards prescribed and also in constant touch with the respective authorities at Government level as well as also ascertain the package and practices being followed in the market by different reputed seed companies and submit such report/ideas before the management from time to time. |

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| 13 | To check and recommend the payments to the extent of 90% and final payments only after satisfying the terms and conditions of supply orders, other recoveries etc. |
| 14 | To workout and submit the costing per qtl/per kg etc. of processing material to determine the selling rates and landing cost etc. |
| 15 | Maintain close liaison with Regional / District Offices /Seed Processing Plants for their requirement of processing material and take action accordingly. |
| 16 | To exercise control over the entire activities required to be performed by the staff working in P.M.W. department at head office. |
| 18 | Route the policy decision matters, financial and administrative matters ,technical matters etc. through the controlling officers only. |
| 19 | To ensure the availability and supply of processing material for packing the seed as per estimated seed production etc. |
| 20 | To take periodical review of the pending works in the departments. It shall be the personal responsibility of the Incharge PMW to complete the assigned work within time and getting it done from the subordinate as the case may be. |
| 21 | Any other work assigned by the GM (QC) or any other superior officers in the organization. |

DEPUTY ENGINEER :

The post of Dy.Engineer is filled in by taking a person on deputation from the Public Works Department of the State Government . The post is in supervisory cadre and the duties and responsibilities interalia include :

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| 1 | The Deputy Engineer has to prepare master plan for the civil work in the Corporation and shall execute according to the Board instructions so as to have maximum utility of fixed assets. |
| 2 | Shall prepare annual budget for civil/electrical and repair and maintenance and for new projects to be executed during the financial year. |
| 3 | Shall prepare a master plan for 10 years for repairs and maintenance of the civil/electrical works according to the P.W.D. manual and management instructions so as to have uniform repairs and colouring to all buildings and civil/electrical works. |
| 4 | To oversee all the buildings and works in MSSCL |
| 5 | To report to the GM (Processing) all incidences and work execution weekly and if required daily. |
| 6 | To ensure the scientific and mathematical instruments for civil works are properly cared for and will report on their condition to the Management at the end of each year. Any damage/ injury to the instruments due to negligence or carelessness should be made good at the expenses of the officer or subordinate responsible for the damage. |
| 7 | To inspect and suggest measures for protection of civil structures belonging to the MSSCL |
| 8 | To assign and get the works and duties done from Junior Engineers posted in the regional offices/plants and head office. |
| 9 | To supervise construction work of godowns, plant buildings and administrative building. |
| 10 | To supervise repairs and maintenance of civil structures belonging to MSSCL such as plants, godowns, office buildings and any other structure. |
| 11 | He shall be fully responsible for the quality of construction work and all civil works must be carried out as per the technical design and drawings given by the Architects and approved by the management. |
| 12 | To carryout routine office work, correspondence within and outside MSSCL |
| 13 | To get the work done within stipulated time limit from the contractor. |
| 14 | To attend the meetings called by the Management for work concerning civil and electrical work and carryout the works as per directions of authorities from time to time. |
| 15 | To exercise thorough and efficient control and check over the technical and ministerial staff and carefully examine the measurement books, papers, drawings, design, payment bills and all other official records. |
| 16 | To maintain close liaison with the GM (Processing) for technical matters such a selection of sites, preparation of project report, preparation of plans and estimates, designs and drawings of all civil and electrical works. |

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| 17 | To assist and advise the GM (Processing) to procure steel, payment of any other construction material from the market. |
| 18 | To prepare tender papers, tender notice and other documents and assist in evaluation of tenders for awarding contracts. |
| 19 | To get approval of plans of construction from the respective authorities such as Municipal Corporation/ Town Planning, State and Central Government authorities. |
| 20 | To exercise the powers delegated by the Management from time to time. |
| 21 | Any other work allotted by the Management from time to time. |

LABOUR WELFARE OFFICER :

The post of Labour Welfare Officer is supervisory post and is created as per the provisions contained in the "Maharashtra Welfare officer (Duties, Qualifications and Conditions of Service)Rules,1966. The LWO has to see that the relations between the Labours, Employees and the Management are harmonious, cordial etc.

The Duties and Responsibilities to be performed by the post are ;

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| 1 | To look after the labour disputes, grievances of all workers working at various offices and seed processing plants in Maharashtra and other states. |
| 2 | Shall maintain constant and continuous Liaisoning with the various plant Incharges, District Managers/DUIs /AMS / RMs HODs to the extent of matters concerning to the workers and employees who fall in the category of Industrial Dispute Act,1947 and Factories Act,1948 along with various labour enactments in this regard. |
| 3 | To establish contact and hold consultation with a view to maintaining harmonious relations between the MSSCL management and Labour /karmachari union as well as workers. |
| 4 | To bring to the notice of the management the grievances of Unions and workers, individual as well as collective with a view to securing their expeditious redressal. |
| 5 | To study and understand the point of view of karmachari union, labour in order to help the MSSCL management to shape and formulate labour policies and to interpret these policies to the workers in a language they can understand. |
| 6 | To watch industrial relations with a view to using his/her influence to prevent and persuade dispute arising between the management and Karmachari Unions as well as workers. In the event of a dispute having arising to help and bring about a settlement by persuasive efforts. |
| 7 | To advise Karmachari union and workers against going on illegal strikes and to advise the management against declaring illegal lockouts and to help in preventing anti-social activities. |
| 8 | To maintain an impartial attitude during lawful strikes or lockouts and to help bring about a peaceful settlement. |
| 9 | To advise and assist the management in the fulfillment of obligations, statutory or otherwise concerning the application of the provisions of the Factories Act,1948 and the rules made there under and to establish liaison with the Factory Inspector and the Medical service concerning medical examinations of workers, health records, supervision of hazardous jobs, sick visiting and convalescence, accident , prevention and supervision of safety committee, systematic plant inspection, safety education, investigation of accidents, maternity benefits and workmen compensation. |
| 10 | To promote good relations between management and workers so as to ensure productive efficiency as well as improvement in the working conditions and to help workers to adjust and adopt themselves to their working environments. |
| 11 | To encourage the formation of works and joint production committee cooperative societies and safety first and welfare committees and to supervise their work. |

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| 12 | To advise and assist management in making provision for amenities, such as canteens, shelters for rest, crèches, adequate latrine facilities, drinking water, sickness and benevolent scheme payments, pension and superannuating funds, and gratuity, reconciliation of provident fund amount remitted with the respective PF authorities in respect of employees / workers, issue of PF account slips, assist the Labours in withdrawal of their P.F. |
| 13 | Advise and assist management in providing welfare facilities such as housing facilities, foodstuff, social and recreational facilities , sanitation, education of children and to advise on individual personal problems. |
| 14 | To advise the management on questions relating to training of new starters, apprentices, workers on transfer and promotion instructors and supervisors, supervision and control of notice board and information bulletins to further education of workers and to encourage their attendance at technical institutes. |
| 15 | To suggest measures which will serve to raise the standard of living of workers and in general promote their well-being. |
| 16 | To bring to the notice of workers their rights and liabilities under the standing orders of the factory and other rules . |
| 17 | Dealing with CPF/ESIC Medical relief and insurance claims and matters in connection with disputes etc. |
| 18 | Any other work that will be assigned by the superiors from time to time |

FIELD OFFICER /ASSTT. FIELD OFFICER
(Posted at Tissue Culture & Nursery):

This is supervisory post under the overall control of General Manager (Production). The duties and responsibilities for the post interalia include :

| TISSUE CULTURE | |
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| 1 | Preparation of stock solutions of chemicals for media and its storage. |
| 2 | Preparation of media, its separation and storage |
| 3 | Selection of elite suckers and their development |
| 4 | Initiation of fresh culture and training to newly joined operators. |
| 5 | Checking of physical condition (Temperature, Humidity, Photoperiod, light intensity etc). |
| 6 | Checking the growth of culture and distribution of cultures to operators for further transfer to multiplication or rooting media. |
| 7 | Checking the source of contamination and fumigation of media storage, insulation and growth room etc. |
| 8 | Checking the proper working of all machineries, equipments. |
| 9 | Ensuring cleaning and washing of glassware and steel wares of media. |
| 10 | Ensuring cleaning and swabbing of lab. With phenyl for maintaining hygiene condition. |
| 11 | Supervision of transfer work of rooted plantlets from glass bottles to sail rite |
| 12 | Supervision of temperature and humidity in garden, green house for proper hardening and healthy growth of plantlets. |
| 13 | Supervision of watering, soil media mix, fertigation, spraying of insecticides and pesticides on hardened plants. |
| 14 | Taking of advance booking for Tissue culture .banana and papaya and other plants, deposition of money in MSSC account with bank and giving delivery of plants as per booking schedule and after following the required procedure. |
| 15 | Visit to the field for seeing field performance of plants, selection of best fields for demonstration labeling of elite mother plants for selection of close suckers for next year Tissue culture. multiplication. |
| 16 | Management of labours, maintenance of their attendance, work allotment, work register and their regular and statutory payment, deposition of statutory dues with the competent authorities and engagement and retrenchment of labours as per norms set by the management. |
| 17 | Preparation of production planning of the year, budget and pricing structure of plants. |
| 18 | Processing of files for approval. Payment of purchases (like chemicals, sail rite, soil media, Polly bags etc) labour payment, production and sale reports etc. |
| 19 | Correspondence of files, official letters and their maintenance |
| 20 | Purchases of miscellaneous items for TCL and Nursery |
| 21 | Predicting the trend and sale of horticultural and floriculture plant and planning its timely sale as per the demand and supply in the different areas of the State. |
| 22 | Maintenance of livestock of nursery plants and its accounting, pricing and sale records. |
| 23 | Providing consultancy services in respect of kitchen gardening, garden layout and land scaping designing. |
| 24 | Any other work assigned by superiors and the management. |

FIELD OFFICER/ASSISTANT FIELD OFFICER (HO PRODUCTION)

It is supervisory post in the Production Department at Head Office under the control of General Manager (Production) . The duties and responsibilities interalia includes

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| 1 | To assist the Controlling Officers in different activities such as Planning and execution of seed production programme in different districts through growers, organizers, agencies, organizations etc. |
| 2 | To look after the general correspondence with the Region / District offices and also correspondence in connection with the seed production programme, availability, movement of foundation seeds, raw seeds arrivals etc. |
| 3 | Compilation of periodical progress reports of seed production programme, preparation of information required for various Central / State / Divisional / District level meetings , maintenance of records according to the norms fixed by the Management. |
| 4 | Monitoring and supervision from H.O. the production programme allotted to Govt. agencies, Corporations etc |
| 5 | Quality control complaints and related issues |
| 6 | Correspondence with seed certification agency and inter action in the issued relating to seed certification. |
| 7 | Correspondence with Central / State Government Certification Agency, Agril Universities etc. in connection with seed production and other related matters. |
| 8 | To maintain the Worksheet as per the procedure already laid down by the Management. |
| 9 | Maintenance of record of foundation seed production programmes and other related subject matters as per the work assigned etc. and submission of season-wise foundation seed production stage wise. |
| 10 | Maintenance of records in respect of recovery of foundation seeds cost in every district in the state and payment of seeds cost to various Agril. Universities and research institutions and reconciliation of the entire seed payment accounts. |
| 11 | Any other work allotted by the superiors in the interest of Corporation inclusive of work and attendant related activities of seed production programme in Outstate, if any. |

FIELD OFFICER / ASSTT.FIELD OFFICER POSTED IN VEGETABLE SEED PRODUCTION CELL AT HEAD OFFICE :

This is supervisory post under the control of General Manager (Production) and duties shall interalia include :

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| 1 | To assist the Head of Deptt. / Controlling officers in different activities such as planning and execution of vegetable seed production programme organized in various districts and through various agencies, organizations etc. within and outside Maharashtra. |
| 2 | Monitoring of Breeder /Foundation /Certified seeds placing of indents, lifting, movement and supplies of vegetable seeds in all seasons and seed cost recovery. |
| 3 | To look after the general correspondence with the Regional / District Offices and also correspondence in connection with the seed production programme, availability, movement of foundation seeds, raw seed arrivals etc. of vegetable seeds with MSSC offices and outside agencies etc. |

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| 4 | Compilation of periodical progress reports of seed production programme, preparation of information required for various Central /State / Divisional level meetings as well as Regional meetings etc. maintenance of records regarding targets assigned to various regions / districts in connection with vegetable seeds. |
| 5 | Correspondence with Central / State Govt. Certification Agency, Agril. Universities etc. in connection with vegetable seed production and other related matters. |
| 6 | Maintenance of records of foundation seed production programmes etc. and submission of season wise foundation seed production stage-wise. |
| 7 | Reconciliation of vegetable production (foundation) seeds sales accounts with different agencies and Agril. University and quick disposal of balance seeds as per management policy. |
| 8 | Field inspection/quality complaints and production grievances. |
| 9 | Preparation of proposal for pricing, distribution plan and claiming subsidies, if available. |
| 10 | Brief the management about the trend in the market and availability of different varieties of vegetable seeds so as to plan the production programme for the future. |
| 11 | To analyse and report relative strengths and weaknesses of other vegetable seed marketing companies to decide on MSSCL strategies and if necessary and decide by Board of MSSCL, entering into collaborative arrangements (and attendant activities) with some of such companies. |
| 12 | Collection and compilation of data in respect of sales statistics of MSSCL brand. |
| 13 | Any other work assigned by superior and management from time to time. |

FIELD OFFICERS (FO)/ASSTT.FIELD OFFICER (AFO)
(POSTED IN VARIOUS TALUKAS/DISTRICTS)

This post has been created for managing the activities in the field of Seed Production, processing, marketing, quality control, and Tissue Culture laboratories, Seed Testing Laboratories. The FOs/AFOs have to play an important role in these areas to achieve the targets assigned by the State Government and meet the challenges before the management. This is supervisory cadre post and he is Incharge for all activities of production, processing and marketing activities to be undertaken in the assigned area.

The duties to be performed by the Field Officers/Asstt.Field Officer posted for different activities are as under ;

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| 1 | To supply Breeder/ Foundation / Certified seed to the seed growers for organization of Breeder/ foundation seed / certified seed production programme. |
| 2 | Monitoring of Registration of seed production programmes of breeder to foundation, foundation to certified, stages etc. within time frame as per production policy finalised by the management. |
| 3 | Regular inspection as per the standard norms of breeder, foundation, certified seed production programme and completion of roguing etc. before joint inspection of certification agency. |
| 4 | Regular feed back of status of seed production programme to Head Office / Regional / District offices as the case may be. |
| 5 | Monitoring of tendering of produce out of production programme within the time schedule as defined by the Head Office. |
| 6 | To take all precautions in the seed production programme like isolation distance, roguing, removal of off types and shedders, identification of characters of the varieties, productivity per unit area etc. |
| 7 | To keep liaison with the seed certification agency to sort out the problems in the field inspections. |
| 8 | To maintain list of the seed growers, village wise, district wise regarding the seed production programme. Micro scheduling of inspection programme and issuance of instructions to the seed growers for necessary measures. |
| 9 | To organize campaign in villages during field inspection so as to motivate the seed growers for undertaking the required operations etc. |
| 10 | To keep upto date technical information regarding technology of the varieties, hybrids and parents, package of practices which will help in guiding seed growers for increasing the productivity in the seed production area and to produce quality seeds. |
| 11 | Feed back and suggestions for the production programme to be organized on the basis of suitability of the climate, irrigation facilities, productivity etc. |
| 12 | Upto date knowledge about the field inspection, field and lab. Standards of seeds, methods to be applied for counting off types, methods to be followed for raw seed estimates etc. |
| 13 | Should know the norms of certification, quality standards, Seed Act for proper inter actions with the Seed Certification Agency, Seed Growers. |
| 14 | FO/AFOs will be expected to undertake frequent field visits to the seed growers and assess the crop condition, solve farmers difficulties etc |

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| 15 | Will be fully responsible for achievement of targets assigned to him in connection with Production, Processing and marketing activities according to the norms/policy fixed by the management and communicated by the respective departments from time to time. |
| 16 | It shall be the responsibility of the FO/AFO to recover all outstanding as well as current dues from the seed growers, dealers towards supply of foundation seeds, certified seeds, inspection fees , all other dues etc. |
| 17 | To distribute the foundation seed as per the production policy given by the Management. |
| 18 | To deposit the amount collected within three days from the date of receipt of money from seed growers failure to which it shall be treated as misappropriation. |
| 19 | To issue money receipt to the persons / growers from whom the amount is collected. Further every document issued must bear the date on which the document has been issued. |
| 20 | In case of tempering of cash receipt, money receipt or any other documents will be liable for strong disciplinary action as may be decided by the Management. |
| 21 | To issue the foundation seed distribution slips to the seed growers who have undertaken production programme on the basis of acceptance of cash or as per the production policy. |
| 22 | No amount collected on behalf of the Corporation should be utilized for any personal and for private use and shall be remitted under proper account within 3 days of its recovery. |
| 23 | To record the exact quantity of foundation seed distributed in the foundation seed distribution register, record the quantitative details of foundation seed distributed on the back of the foundation seed distribution slip , obtain signature of the seed growers concerned wherever required such as foundation seed distribution register, money receipt etc. Every document issued by him on behalf of the Corporation must be signed with date etc. |
| 24 | To maintain stock books, preparation of quantity account and its reconciliation. |
| 25 | To submit money receipts, foundation seed distribution slips etc. for further action at the district office on weekly basis. |
| 26 | To submit the growers control account for reconciliation to the district office by stipulated date. |
| 27 | No breeder / foundation seed should be distributed on credit failing which it will be the responsibility of the concerned for the entire amount of seed given on credit plus the loss of interest not less than 3% per month and administrative action which may be decided by the management. |
| 28 | To submit the reports as has been prescribed by the Management from time to time in connection production targets, achievements, registration of programme with seed certification agency , field inspection, sealing, collection and dispatches of raw seed at processing plants. |
| 29 | To maintain all records, registers, accounts, other documents related to the activities entrusted to him in connection with production, processing, marketing in the area of operation. |
| 30 | To maintain contact with the DM/DUI and inform them from time to time regarding the progress of the production programme, growers problems etc |

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| 31 | Inspect Quality complaints received out of seed production programme. Ensure complaints by cross verification of the fields of same lot. Submit first hand information immediately to DM/DUI/AM with the remarks. |
| 32 | To verify the stock for physical status available for distribution, verification of information given on tag, bag and label before seed distribution and management . |
| 33 | Any other work assigned by the superiors and management. |
| In case of Field Officer/Assistant Field Officer handling Marketing following additional duties and responsibilities | |
| 1 | To obtain demand for advance booking from the dealers and give it to the district office. |
| 2 | To ensure that the maximum quantity is booked in advance through proper and continuous liaison with the dealer. |
| 3 | To do the market survey and provide information on dealers problems, suitability of discount and incentives offered to dealers, effectiveness of the sales promotion and publicity programme, strategies followed by competitors, demand and supply trends, price trends, availability of stock with private companies etc. The information should be a base for formation of future business strategies of the Corporation as a whole. |
| 4 | To ensure timely execution of the sales publicity and promotion plan, the receipt and distribution of points of purchase (POP) promotion items, availability of printed literatures etc. |
| 5 | To be in constant touch with the dealers and maintain an effective rapport and ensure the interest of the dealers and resolve their difficulties as and when they arise with due concurrence from the district head and should make sincere efforts in increasing the MSSCL market share. |
| 6 | Maintenance of marketing godown, its stocks and timely disinfestations schedule along with all preventative measures to safeguard MSSCL marketing stock and quality deterioration. |
| 7 | To provide information on the current prices of competitors, required for review, give the demand and supply position and any other information that will make brand name of MSSC effective in the market during the entire selling season of Kharif, Rabi and Summer. |
| 8 | To maintain close liaison with the District /Taluka level Govt. officials particularly in Agril. Deptt. And attend meetings convened as and when called. |
| 9 | Will be fully responsible for monitoring of marketing activities in the area of his operation. |
| 10 | To raise invoices towards the seed supplied to the dealers/ parties/ Govt. offices etc. and also MSSCL Officers/Staff / Govt.,officials, non-officials etc.(for personal use) |
| 11 | To maintain stock book of receipts and transfer of certified seed and MTN account update. |
| 12 | To follow the instructions in connection with supply of seed as per the policy framed by Head Office during the particular season. |

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| 13 | To maintain the dealers visit book on which he should obtain the signature of the dealer with date of visit ,time etc. and should submit the same alongwith the Tour Diary. |
| 14 | Attend quality complaint out of seed sold for commercial purpose. Cross check the status of complaint lot after verification of the same lot in another area and submit report to DM/DUI/AM with remarks. Godown inspection of dealer, MSSC transit godown to check the physical quality of the seed and information given on container. |
| 15 | Arranging field demonstrations Jeep/special campaign and field visit and submission of feed back data to the management about such trial of promising varieties. |
| 16 | Participation in Exhibition and display of MSSCL stock as and when assigned. |
| 17 | Promotion of good variety/research brand and its USP in the better interest of Corporation. |
| 18 | To maintain a worksheet as per the procedure already laid down by the Management |
| 19 | To ensure intactness of the bags, tags, labels and seed quality during acceptance of sales return. |
| 20 | Any other work that will be assigned by the superiors from time to time. |
| <u>FIELD OFFICER / ASSTT.FIELD OFFICER RESEARCH ASSOCIATE (R&D UNIT)</u> | |
| It is supervisory pos under the control of General Manager (Production) and Managing Director. The duties and responsibilities shall interalia include : | |
| 1 | Hybrid Development in assigned crops/varieties, Conventional hybrids in hirsutum /deshi, vegetables etc. |
| 2 | Collection, evaluation, maintenance of germplasm and synthesis of lines for the development of hybrids. Restoration lines conversion. |
| 3 | Shall be the Incharge of the assignment given from time to time. |
| 4 | Monitoring duties of the farm management including land development, crop management, crop protection, harvesting etc. |
| 5 | Handling and compliance of the correspondence of the subject matters assigned from time to time. |
| 6 | Official initiation of farm product selling.. |
| 7 | Keeping the pedigree record of lines. |
| 8 | Hybrid trial formation and conducting of trials in research crops. |
| 9 | Collection of data of hybrid trials and its statistical analysis for the identification of best hybrids. |
| 10 | Purification of notified varieties of the crops/varieties assigned |
| 11 | Assisting the Breeder / Incharge for the crops management etc. |
| 12 | Seed production of parental line of vegetable & other hybrids in the test marketing. |
| 13 | Management of labours and its payment and statutory payments and deductions at the farms /site and to get the required work done. |
| 14 | Taking observations of station trials according to norms and collection of data of the same. |
| 15 | Maintenance of parental lines of MAHABEEJ research hybrids already in market. |

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| 16 | Field inspection of parental seed plots of research hybrids / new research hybrids etc. |
| 17 | Statistical analysis of research hybrid trials. |
| 18 | Clearance of field test of research hybrids etc. |
| 19 | Processing / packing of foundation seed for research hybrids etc. production programme. |
| 20 | Preparation / packing of seed for field demonstration/ multiplication / project trials. |
| 21 | Assisting the Other Incharges in breeding programmes. |
| 22 | Attending seminars / workshops / training from time to time. |
| 23 | Maintenance of upto date records of the works assigned. |
| 24 | Maintenance of Stock book |
| 25 | Engagement and Retrenchment of labours/technical staff through contractor systems, their records and its maintenance and statutory remittances. |
| 26 | Any other work assigned by superior or management from time to time. |

**FIELD OFFICER/ASSTT.FIELD OFFICER (Quality Control) at
HO/RO/DO/Talukas :**

The person holding this post shall be reporting to the General Manager (QC) at Head Office and the Regional Managers at their regional head quarters. He shall be over all Incharge of the area allotted to him for quality check and shall ensure quality of seeds being processed and marketed by the Corporation. This applies to seeds produced within State and also in other States. This post is in supervisory cadre and hence the person should have good knowledge of seed pathology, man-management and communication skills, convincing negotiating abilities AND leadership qualities etc.

The duties and responsibilities to be performed by the post are ;

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| 1 | To inspect the Breeder, foundation, certified and Truthful seed plots at random from the area assigned. Inspection should be done periodically preferably done at flowering stage to ensure conformance of field inspection. |
| 2 | To issue suitable instructions for proper rouging and maintenance of quality of seed. |
| 3 | To verify the quality of seed received from Outstate Organizers for marketing purpose by way of drawing samples and tests it in QCL. |
| 4 | To visit the godowns and seed processing plants during the processing season in their area of operation at least twice in a month and give specific observations and follow their rectification wherever applicable. |
| 5 | To ensure that the raw-seed, good seed, carry-over seed is stacked properly |
| 6 | To ensure that proper screens are used for grading, proper doses of chemicals are used for seed treatment. |
| 7 | To inspect the physical status of seed including insect damage and conduct quality audit as per the programme finalised by the management. |
| 8 | To inspect the information printed on cloth bags, labels, gunny bags etc. |
| 9 | To inspect the weight of cloth bags / weights and measurements etc. |
| 10 | To ensure that prescribed measures are adopted to check seed infestation. |
| 11 | To check whether recommended doses of pesticides within validity period are used for spraying, proper record of spraying, dusting, fumigation is maintained. |
| 12 | To check the seed moisture and compare the moisture content of the same lot recorded earlier during receipt of raw seed, draw random samples for QCL test. |
| 13 | To maintain and check the status of number of samples drawn by Quality Control Inspector. |
| 14 | Attend quality complaints received from production field / commercial area. if lot under complaint. Cross check another field of same lot to assess the reason of complaints. |
| 15 | Prepare proper documentation and submit report to H.O. as per policy. |
| 16 | To collect the newspaper cuttings in case of any complaint appeared in the newspaper and bring it to the notice of the head office. |
| 17 | To pay visit to dealers' godown at random and check that the seed is stored properly, lot numbers are mentioned on the bills. Copy of the R.O. is available with the dealer, proper contents are mentioned on the supplied bags of seed, seed is free from insect damage. In case any lacunas are observed it should be informed to the concerned DM/DUI. |

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| 18 | To attend the Field Test whenever required as per the instructions from Head Office. |
| 19 | To submit the comprehensive report alongwith remarks after performing the tour. |
| 20 | During visit to District Office, check number of complaints received at district office and action taken on them and submit report to H.O. Review number of show cause notices issued by Quality Control Inspector and status thereof. Review number of consumer form cases lodged in the district and its status. |
| 21 | Monitoring Q.C. squad by planning their programme and scheduling their visits. |
| 22 | Planning and monitoring of grow-out test carried out during the year. |
| 23 | Timely compilation and submission of LAQ information related to seed quality control problems. |
| 24 | Maintenance of update record about various provisions of Seed Act and the amendments made from time to time. |
| 25 | Updation of Notified varieties of different crops by Govt. of India from time to time. |
| 26 | Constant watch and follow-up on Status of consumer forum cases about quality of the seed etc. filed in various Courts. |
| 27 | To check the work sheets of the subordinate staff working in the section |
| 28 | To take review of all pending works once in a month without fail. |
| 29 | Any other work assigned by the superior and management from time to time. |

JUNIOR PLANT ENGINEER :

The person holding this post shall be reporting to the concerned District Manager or District Unit Incharge (as the case may be) and through them to Regional Manager and the General Manager (Proc & Engg). He is assigned the work of smooth running the processing plants, repairs and maintenance of machineries installed at the plant, making the qualified standards seed available in sorted, treated, bagged and tagged conditions. They have to ensure that the processed seed is available at the distribution end well in time before the respective seasons. This is supervisory post and involves lot of responsibilities in handling seed processing affairs and also appointment and retrenchment of labours at processing plants.

The Duties and Responsibilities to be performed by this post are as under;

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| 1 | To manage processing operations such as raw seed receipt and its storage sampling of raw seed and its testing, issue of raw seed receipt to seed grower, stacking of raw seed, grading of raw seed, bagging and tagging of seed , stacking of tagged seed and dispatches of seeds meeting standards and as per policy of the Corporation. |
| 2 | To keep liaison with Seed Certification Agency and its officers working in the processing plant. |
| 3 | To intimate seed growers regarding likely grading date, quantity seed account, lifting of low grade and disposal of low grade and failed seed etc. |
| 4 | To make arrangement to meet requirements of labour safety, fire fighting arrangement, staff security, stock security, insurance, machinery , civil structures, repairs and maintenance as per Factories Act and Factory Rules 1963. |
| 5 | To make provision in the plant as per Air Pollution and Water Pollution Act such as clean environment, disposal of effluent, air pollution control system etc. and minimum use of reserves |
| 6 | Micro planning of processing schedule for all seasons and also for processing material . |
| 7 | Management of labour in the plant on day to day basis and getting the work done from labour as per Labour and Output norms and by following latest cost techniques. |
| 8 | Engaging and disengaging labours as per requirement and as per the Industrial Dispute Act/ as per the norms and minimum requirement. |
| 9 | Attending labour Court cases and Seed Quality Complaint cases. |
| 10 | Compliance of all biannual audit requirement and physical stock verification requirements / audit queries pertaining to seed processing plants / records etc. |
| 11 | Following seed packing practices as per the Weights and Measurement Act. |
| 12 | Compliance of queries raised by Factories Inspector and other Govt. officials. |
| 13 | Seed storage planning and movement of stock as per requirement, Maintaining seed Hygiene during Seed storage and following scientific practices during seed storage and planning for hired godowns if necessary. |
| 14 | Plant record maintenance and correspondence with Govt. and semi Govt., private parties and official correspondence with officers of the Corporation. |

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| 15 | Ensure proper and timely reporting to the DM/RM/Head Office of regular prescribed returns. |
| 16 | Maintenance of seniority lists of daily rated lab ours at the seed processing plants. |
| 17 | Statutory deductions from the wages of lab ours and its reporting to the respective offices as per the prescribed procedure laid down by the management from time to time. |
| 18 | Liaisoning with : Labour Officer / Labour Union/ Factory Inspector |
| 19 | To keep liaison with Maharashtra State Cotton Federation, MSEB, Quality Control Inspectors, District Supply Officer and Zilla Parishads. |
| 20 | Timely despatches of passed and qualified seed to various destinations for marketing. |
| 21 | Installation of any machinery/additional machinery. machinery repairs and maintenance, civil structure repairs and maintenance , fabrication of machinery |
| 22 | Materials control to ensure proper working of plant, coordinate with DM/RM/ HO to ensure timely availability of all the items required for treating, bagging, tagging operations. |
| 23 | Internal Quality control to ensure proper seed treatment . |
| 24 | To contribute towards improvement in productivity. |
| 25 | To check the work sheets of the subordinate staff working in the section |
| 26 | To take review of all pending works at least once in a month without fail. |
| 27 | Making passed and qualified seed available timely and ensuring its effective movement. |
| 31 | Quality of seed grading, packing, stamping, stitching should be the responsibility of JPE |
| 32 | Shall be responsible for follow-up to get all release orders well in time as required for revalidation of seeds in time |
| 33 | Delivering and despatching passed/qualified seed even on holidays if necessary in the commercial and business interest of the Corporation and completing the works on day to day basis itself during the season |
| 34 | Ensure proper record maintenance (stock book) of stock of raw seed , good seed, failed seed, lowgrade etc. |
| 35 | Ensure preparation of processing cost per qtl. for various crops in different packing sizes seasonwise and submission to head office |
| 36 | Ensure effective control over plant expenses as well as keep close watch on petty cash account at plants. |
| 37 | Ensure proper compliance of internal audit queries |
| 38 | Submission of seasonwise quantity account of all the processing material to processing material wing and finance department. |
| 39 | Reporting of biannual physical verification shortages, abnormal losses in moisture, processing operation. Also prompt reporting and timely action for losses caused due to natural calamity and proper filing of claim with insurance and other parties. |
| 40 | Rigid implementation and application of all factory norms and due compliances which manager and occupier ought to follow under relevant law. |
| 41 | Strict vigil and proper care have MSSC stock and property with the help of security staff. |
| 42 | Any other work assigned by superior management from time to time. |

ACCOUNTANT

(while posted at Head Office/District Office)

The posts of Accountants are created mainly for managing the accounting activities at the District Offices, Regional Offices. Taking into account the volume of transaction at district offices, seed processing plants located in the district the accountants are posted for managing the entire accounting activities. They have also to perform the works assigned by the Regional Offices, Head Office from time to time. The post of Accountant is interchangeable with that of Internal Auditors.

The Duties and Responsibilities to be performed by this post are supervisory in nature and they are as follows ;

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| 1 | To keep the follow-up with the processing plants / godowns in the districts for getting the required information for reconciliation of production / processing / marketing accounts. |
| 2 | To reconcile the individual growers/dealers/parties accounts after getting the required information for finding out the quantum of seed distributed /or any other material on credit/ not distributed according to prevailing corporations policy and inform the DM/DUI/AM with a copy to RM regarding the status of outstanding amount against the individual growers of Kharif/Rabi or any other dues. |
| 3 | To effect the recoveries from the further payment due to the growers /dealers /parties etc. after ascertaining the correct recoverable amount against the individual growers/ dealers/ parties in respect of foundation/breeder/certified or any other seeds, materials or any other dues . |
| 4 | To maintain/update growers accounts of entire transactions through computerized accounting package which should be self explanatory for the purpose of any analysis on any date. |
| 5 | To inform the suspected happenings of any mis-appropriation, shortages, frauds, breach of contracts, agreements etc. to the DM/DUI/AM / RM with a copy to the Head Office from time to time as also suggest necessary action to be taken to eliminate the happenings of such events. |
| 6 | To submit the factual position about growers / dealers / parties / employees outstanding by stipulated date in respect of current seasons / old recoveries to the AM/DM/DUI/RM as well as H.O. with details of list of such growers /dealers /parties / employees etc. amount outstanding with remarks for the proposed action to be taken for making thorough analysis of each individual. |
| 7 | To visit Processing Plants/ Godowns in the districts twice in a month and check the records such as cash book/ petty cash books/ wages registers /attendance registers/ stock books of raw seeds, failed seed, certified/foundation/breeder/ nucleus seeds / processing materials etc. and ensure its proper maintenance and balances etc. and shortfall/excesses if any be brought to the notice of the controlling DM/DUI/AM/RM for needful action with a copy to the concerned office in Head Office. |
| 8 | Growers payment within 10 days from the date of receipt of raw seed and final payment after declaration of results. |
| 9 | Reconciliation of accounts of Government organisations such as Taluka Seed Farms/ Agri.Universities /MSFC /Certification Agency etc. |

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| 10 | Signing of cheque and proper release of payment as per the powers delegated by the Management from time to time. |
| 11 | Checking of APMC rates and submission of proposal for finalisation of procurement rates and pricing policy . |
| 12 | Maintenance of daily work sheet and maintenance of records as per six-bundle system. |
| 13 | Monitoring Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 14 | Thorough checking all claims of employees i.e. TA/DA/ Arrears/Increments/ encashment /LTC/HTC/Pay and Allowances /Earned Leave as well As Medical Leave and other leave balances according to Service Books its proper entries in the S.B..before its release/passing |
| 15 | Compilation of monthly accounts, preparation of trial balances. |
| 16 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 17 | Monitoring data feeding in computer for marketing, financial, production ,pay, CPF package etc.. |
| 18 | Timely monthly payment and remittance of CPF contribution of labours working at various offices in the district office/plants /godowns etc. to the respective CPF authorities and submission of RETURNS / information well in time, compliance of their queries. |
| 19 | Compilation of MIS and ensuring regular MIS to R.O./Head Office as per directives from time to time in the prescribed formats. |
| 20 | Attend low/grade failed seed auctions and negotiations and follow the procedures of finalisation of such deal . |
| 21 | To check the work sheets of the subordinate staff working under his control |
| 22 | Timely remittances of statutory deductions / entire taxation matters and its remittances ,compliance thereof . |
| 23 | Attending queries of internal auditors ,statutory auditors and its compliance within stipulated time. |
| 24 | Compilation of taxation details for tax audit purpose and head office quarries. |
| 25 | Compilation and comparison of budgets given by Head Office and any excess expenditure must be reported on regular intervals to the head office through controlling DM/DUI/AM/RM as the case may be. |
| 26 | Monitoring Data feeding in computer for marketing, financial, production, processing, pay and allowances, CPF . |
| 27 | Any other duties assigned by the superiors from time to time. |
| 28 | Scrutiny and checking of computer data entry for the purpose of correction |
| 29 | Scrutiny of minimum 10 ledger heads every month to see that the balances of ledger are correct. |
| 30 | Scrutiny of statement of excess/shortage observed during physical verification in terms of quantity as well as value and reporting to the head offices the losses. |

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| 31 | Preparation of Revenue budget for the Corporation. |
| 32 | Monitoring the work of reconciliation of NOCA as well as Current Account |
| 33 | Day to day transactions of H.O. relating to purchases and sales |
| 34 | Processing of payment file of all departments and personal custody of chequebook and account related ledgers. |
| 35 | Insurance of MSSCL Plants. Buildings, Seeds, Transit Insurance etc. its timely remittance of premium and claims settlement. |
| 36 | Reconciliation of Account of Outstate parties. |
| 37 | To attend the Internal Auditors. |
| 38 | Matters relating to Sales-tax Income-tax i.e. attending sales-tax ,income-tax Assessments, preparation and filing of appeals, Tribunals of Maharashtra as well as Outstate. And statutory deduction under income-tax/ sales tax/ professional tax etc. |
| 39 | Filing of monthly returns of sales-tax , income-tax of Maharashtra as well as Outstate offices alongwith other statutory returns. |
| 40 | Compilation of required information for the purposes of sales-tax and income-tax and other taxes. |
| 41 | Contact with the sales-tax, income-tax consultants and proper coordination with all financial agencies. |
| 42 | Government Correspondence coordination with all Govt. and semi-Govt and private agencies. |
| 43 | Attending Government and Company Auditors and compliance of Audit paras |
| 44 | Capital budget, Government claims like buffer stocks etc. |
| 45 | Government Guarantee and maintenance of its records. |
| 46 | Checking and maintenance of records of various deposits viz. Telephone bills/MSEB bills of plants and offices / Govt. taxes /rent. Ocroi and other statutory remittances. |
| 47 | Any other duties assigned by the Controlling officers and any other superior officers from time to time. |

ACCOUNTANT (while posted at Regional Office) :

Accountants posted at Regional Offices are assigned the work of supervision of the accounts of the district offices in that region . Their Head Quarters is fixed at Regional Office. They are reporting to the Regional Manager as well as Deputy Manager (F&A) and General Manager (Finance) at Head Office. The Regional Accountants are supposed to monitor the accounting activities, supervision, compliances of reports and queries raised by the Head Office as well as the Internal Auditors during the audit of the respective unit office. Further he has to monitor the timely submission of financial reports, Trial Balances, Remittances, Reconciliation of Accounts etc. The Duties and Responsibilities to be performed by the post are as under ;

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| 1 | To supervise the day to day operations of accounts of their region. |
| 2 | Compilation of monthly accounts, preparation of trial balances of the district as well as all Units of the Region |
| 3 | Scrutiny of accounts on routine basis, such as growers khata register, bank reconciliation, marketing dealers accounts, advance to suppliers, control ledgers, subsidiary ledgers. |
| 4 | Ensure proper maintenance of accounting records, marketing records, production records in the district / region. |
| 5 | Supervision and guidance to District Accounts Incharge and over all control over the accounting activities in the region. |
| 6 | Attending queries of internal auditors ,statutory auditors and its compliance within stipulated time. |
| 7 | Compilation of taxation details for tax audit purpose and head office quarries. |
| 8 | Monthly visit to district offices, plants, godowns, checking of all vouchers,/bills where the amount involved in more than Rs.10,000/- and random checking of vouchers involving the amount less than Rs.10,000/-,checking stock books in godowns and random checking of physical stock in the godown etc. and reporting to finance Deptt.at head office. |
| 9 | Supervise inter unit / inter office reconciliation on monthly basis. |
| 10 | Implement accounting guidelines as per instructions from head office from time to time. |
| 11 | Monitoring H.O. remittances in NOCA and proper utilization of funds and its reconciliation. |
| 12 | Compilation and comparison of budgets given by H.O. any excess expenditure must be reported on regular intervals through Regional Manager. |
| 13 | Monitoring data feeding in computer for marketing, financial, production pay CPF package. |
| 14 | Ensure proper and timely payments to the parties and statutory deductions if any and signing of Cheque alone and jointly with Regional Manager as per management policy. |
| 15 | Checking and maintenance of records of various deposits viz. telephone bills/ MSEB bills of plant and offices/ Govt. taxes/ Rents/ Octroi and other statutory remittances. |

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| 16 | Timely monthly remittance of CPF contribution of labours working at various offices in the district/regional office to the respective CPF authorities and submission of RETURNS / information well in time, compliance of their quarries and issuance of CPF slips to the employees/daily wages workers and settlement of grievances of d/w workers regarding CPF and wages etc. |
| 17 | Compilation of MIS and ensuring regular MIS to Head Office as per directives from time to time in the prescribed formats. |
| 18 | Attend low/grade failed seed auctions and negotiations and follow the procedures of finalisation of such deal . |
| 19 | Bring to the notice of RM outstanding dues of all debtors and recovery follow-up thereof. Outstanding amount with growers towards foundation/breeder seeds distribution and remittance of MSSCL money by the AO/FO and other staff. |
| 20 | Reconciliation of accounts of Government organisations such as Taluka Seed Farms/ Agri.Universities /MSFC /Certification Agency etc. |
| 21 | Checking of APMC rates and submission of proposal for finalisation of procurement rates and pricing policy . |
| 22 | Growers payment within 10 days from the date of receipt of raw seed and final payment after declaration of results. |
| 23 | Signing of cheque and its custody as per the guidelines issued by the management from time to time. |
| 24 | Scrutiny and checking of computer data entry for the purpose of correction |
| 25 | Scrutiny of minimum 10 ledger heads every month to see that the balances of ledger are correct. |
| 26 | Scrutiny of statement of excess/shortage observed during physical verification in terms of quantity as well as value. |
| 27 | Preparation of Revenue budget for the Corporation. |
| 28 | Thorough checking of all claims of employees i.e.TA/DA Arrears/Increments /encashment/ LTC/ HTC/ Pay and Allowances /Earned Leave as well as Medical Leave and other leave balances according to Service Books its proper entries in the S.B. before its release/passing |
| 29 | Monitoring Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 30 | Ensure the timely remittance of insurance premium of fixed and moveable assets of the Corporation and proper filing of claims within limitation. |
| 31 | Ensure proper levy of taxes and rent to the assets of the Corporation and to seed stocks and other materials. |
| 32 | To take review of pending works with the subordinate staff once in a week |
| 33 | To check work sheet of the subordinate staff every day |
| 34 | Timely Reporting of financial irregularities, breach of conditions of agreement/ contracts frauds, mis-appropriation shortages/ late depositions to the superiors. |
| 35 | Checking of Service Books and leave account of the staff working in the Region. |
| 36 | Any other duties assigned by the Controlling Regional Manager/Dy.Manager (Fin), General Manager (Finance) and any other superior officers from time to time. |

INTERNAL AUDITORS:

The person handling the post is supposed to report to the General manager (IA). Would be primarily responsible for undertaking the audit of management and systems audit at various district and Head Office detecting areas of cost control. verification of accounts of all offices, compliances of Audit Queries raised by the Government Auditors, Statutory Auditors etc. The post of Internal Auditors is inter-changeable with the cadre of Accountant as far as postings in the Corporation/Seniority is concerned taking into consideration the qualifications required for the post.

The duties and responsibilities to be performed by the post are supervisory in nature and they are as under:

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| 1 | Review of implementation of systems at various district / regional offices and internal control. |
| 2 | Discussions on audit reports with DMs/ DUIs/ Asst.Managers/ Regional Managers. |
| 3 | Implementation of audit reports at districts. |
| 4 | Discussions on audit reports with External Audit firms. |
| 5 | Surprise verification of districts. |
| 6 | Review cases of misappropriation and immediate submission of special report thereon |
| 7 | Determining areas of cost control and cost reduction. |
| 8 | Efficiency Audit. |
| 9 | Ensure strict observance of H.O. instructions in connection with stores / accounts / material etc. |
| 10 | Strict implementation of the H.O. instructions at all levels issued by Finance / Administration and other Departments issued by way of Circulars / Office Orders / policies etc. |
| 11 | Checking of marketing accounts i.e. Bills, Cash memos, Delivery Orders, Material Transfer Notes, Stock Books, Sales Register, Debtor ledger etc. |
| 12 | Checking of Production Records i.e. Challans, Distribution Registers, Stock Books, Sales Register, Production Control Registers, Growers Ledgers etc. |
| 13 | Checking of plant's records i.e. Raw Seed Receipt Register, Processing Control Registers, Revalidation Register, Costing Registers, Stock Books of Seeds etc. |
| 14 | Stocks in Processing Materials, Labour Attendance Registers, Handling Registers etc. |
| 15 | Checking of financial records i.e. All types of cash books, all vouchers, ledgers, subsidiary ledgers, Journal Registers etc. |
| 16 | Scrutiny of final accounts of units and Head office along with all final statements and participation in Annual Stock verification, verification of stock valuation, verification of Govt. claims, subsidies etc. |
| 17 | The audit Notes which have not been compiled satisfactorily and where the corporation has sustained financial loss are reported to the competent authority for further action. |
| 18 | To check Service Books, entries of Earned leave / Medical leave balances /credit /debit etc. as per their entitlement. |

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| 19 | To check and verify the implementation of punishment orders issued by the Head Office / Regional Level. |
| 20 | To thoroughly check the Traveling Allowance Bills and see whether all requirements are fulfilled by the concerned. |
| 21 | To check Electric bills /water supply bills issued by the competent authority, its rates charged based on the location of the site etc. |
| 22 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 23 | Vouching of petty cash vouchers, bank vouchers, journal vouchers, NOCA vouchers |
| 24 | Verification of tender papers in respect of various contracts i.e. Transportation, handling, maintenance and repairs. |
| 25 | Verification of measurements / bills of civil construction contractors etc. |
| 26 | Scanning of bank reconciliation statement of current accounts as well as non-operating current accounts. Lapses on the part of MSSCL as well as Bank in respect of idle funds and its quantum. |
| 27 | Scrutiny of General Ledger with subsidiary ledgers and reporting head-wise differences. |
| 28 | Scrutiny of final account files and schedules, which is to be presented to the statutory auditors. |
| 29 | Scrutiny of sundry debtors balances as on 31 st March along-with age-wise analysis and comments in respect of over due accounts. |
| 30 | Scrutiny of production records such as individual growers accounts etc. |
| 31 | Scrutiny of application, inspection fees received and payable to the seed certification agency (being a major qualification by statutory auditors) |
| 32 | Scrutiny of advances given to the growers, which are not recovered till date. |
| 33 | Report on differences between growers control account and subsidiary ledger and comments. |
| 34 | Scrutiny of low grade and failed seed records, quantity account with specific comments, scrutiny of low grade failed seed tenders etc. |
| 35 | Verification of quantity account of foundation seed, certified seed with financial books as well as processing records and its certification. |
| 36 | Report on credit balances which are not paid since very long with reasons and suggestions. |
| 37 | Report on the compliance of various acts such as P.F. income-tax, sales-tax, ESI, TDS loan salary as well as contractor with specific reference to delay in deposition. |
| 38 | Scrutiny of marketing policies and its implementation among dealers |
| 39 | Scrutiny of dealers outstanding agewise amountwise and reporting of any suspicious and wrong dealing. |
| 40 | Scrutiny of all receipts and its proper and timely remittances, levying of interest penalties for delayed remittance and realisation. |
| 41 | Scrutiny of all expenditure accounts with reference to the management policy and norms. |
| 42 | Scrutiny of all agreement/ treaties and business deal with reference to company's business with reference to company's economic policies. |
| 43 | Any other work assigned by superiors/management |

P.A. TO MANAGING DIRECTOR:

The person handling this post has to mainly assist the Managing Director under whom he has been posted and has to mainly assist the M.D. in taking down dictation and also maintenance of records of confidential nature, preparation of tour programme, booking of Hotels, Railway tickets, preparation of Tour programme of the concerned officer etc.

The duties and responsibilities of the post are;

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| 1 | To attend the duties of Managing Director for taking down dictation and typing. |
| 2 | Maintenance of Confidential Files, personal files and correspondence related thereto. |
| 3 | Maintenance of monthly attendance of the section and drawing of monthly abstract, movement register and other administrative periodical assigned to the section. |
| 4 | Circulation of Tour Programme of the controlling officer. Advance booking of reservation for Railway and accommodation. |
| 5 | Preparation of T.A.Bill of the concerned controlling officer |
| 6 | Maintenance of Telephone /Trunk Call/ S.T.D. calls, Phonogram Register |
| 7 | Verification of Telephone bills and its scrutiny. In case of any personal calls the same should be debited to the account of that particular employee. No trunkcall / STD call/ Phonogram should be booked without taking entry in the register. |
| 8 | Proper maintenance of Computers installed in the Section and its periodical checking and in case of any fault or problem in any of the electronic equipment / machines / computer / printer the same should be got repaired from the agency concerned. |
| 9 | Maintain cleanliness and updating of machines and other office equipments and furniture. in the section. |
| 10 | To ensure punctuality of peons in attendance and making arrangement during absence of peon /driver and tour or leave etc. |
| 11 | Receive confidential correspondence in the name of concerned controlling officer / other superiors |
| 12 | Computer Data feeding/ MIS and periodicals updation. |
| 13 | Timely submission of Confidential Report formats to the concerned for initiating the C.R. and its onward submission to the Admn. Department. |
| 14 | Maintenance of Log-book/history sheet of the vehicle. |
| 15 | Drawing of weekly abstract of pending compliances and its timely submission to the controlling authority. |
| 16 | Any other duties assigned by the superior and controlling officers. |

JUNIOR ENGINEER (Electrical)

The post of Junior Engineer (Electrical) has been created by the Management mainly to supervise the Electrical installation works of new locations,, major and minor electric repairs and maintenance of electric fittings at various plants and buildings of the Corporation, submission of plans and estimates, regular maintenance of office premises etc.

The duties to be performed by this post are;

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| 1 | Preparation of Estimates for the entire electrical installation works after visiting the site for plant building, godown, offices, official residence, rented buildings, premises and any other civil structures, Air conditioned and dehumidified godowns, air conditioners, and security cabins, Transformer room, generator room, computer network, tube lights, bulbs, wiring, cable, high tension, low tension lines, single phase, three phase line, electronic machines, mechanical machine, transformer, generator set, electrification of the plant building and godown, office buildings, water supply arrangement and any other works directed by the Management and higher authorities. |
| 2 | Execution of electrical work after allotment of work to the contractors at our sites / or departmentally. |
| 3 | Recording of measurements in measurement book accurately as per actual measurement at site and getting it signed by the Contractor / his authorized signatory. |
| 4 | Supervision of electrical works and getting work done as per schedule and as per norms of work defined in Manual of Public Works Department and as per directives of superiors. |
| 5 | Repairs and Maintenance of electrical installations, electronic machines, starters, motors, machines, transformers, switches, switch gears, lights, tubes, wire, cables, generator sets, electrical fittings, computer hard-wares, electrical appliances, machinery work in plant buildings and godowns owned by the Corporation as well as rented by the Corporation as and when required as per necessity. |
| 6 | Electrical installation for water supply arrangement at each major establishment of the MSSCL to avoid any fire Hazard or natural hazard. |
| 7 | Survey of the buildings of MSSCL and also rented godowns/buildings in order to safeguard the building from hazard like fire, shocks, electrical failure, short circuits etc. |
| 8 | Preparation of drawings of electrical installation work along-with estimate. Preparation of drawings of executed works underground and over ground. |
| 9 | Preparation of detailed Tender Notice and publication of Tender notices in the newspaper decided by the management. |
| 10 | Maintenance of electrical works in plant premises and other establishments of MSSCL and observing all security and safety measures to avoid any mishap or accident |
| 11 | Preparation of rental data for electrical works of the buildings to be rented by the Corporation. |

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| 12 | Touring for the works to be executed outside the head quarters such as electrical installation, repairs and maintenance works follow-up with Govt. and Semi Govt. MSEB Offices and any other organisation. |
| 13 | Scrutiny of the estimates as per DSR or market rates for making proposal for approval, attending meeting for suggestions, instructions, liaison with Contractors, Govt. and Semi Government offices, private organisations for getting the work done. |
| 14 | Arrangement for meetings, Annual General Meetings, National Flag Hoisting days and any other work in case of exigency as directed by the Management and higher authority as and when required. |
| 15 | Any other works such as monitoring of dispatches, charges of seed processing plant, attending meeting in Mantralaya with Govt. Semi Govt. offices and private organisations. |
| 16 | Consultancy service to Govt. Semi Govt. and any other organisation as and when required as per directives of the management. |
| 17 | Monitoring and supervision and checking of energy consumption bills from MSEB and power factor, penalties and levies charges by MSEB or any other organisations. |
| 18 | Fault finding and its rectification and safety measures to avoid failures of cables, AC, AC and D., bulbs, Tubes, Electrical fittings. |
| 19 | Training to Operators and getting work done and proper utilisation of staff. |
| 20 | Any other work assigned by the superiors /management |

JUNIOR ENGINEER (Civil)

The post of Junior Engineer (Civil) has been created by the Management mainly to supervise the Construction works, major and minor repairs and maintenance of plants, buildings that are being undertaken by the management at different locations, submission of plans and estimates, regular maintenance of office premises etc. The post is Supervisory and the duties to be performed by this post are;

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| 1 | Preparation of Estimates for the entire civil works / repairs after visiting the sites. Internal decoration of buildings, office furnishing, furniture, water supply, sanitation, open well, bore-well, fabrication, pipe line, pipe line fittings, compound wall, over head tanks and any other works directed by the Management from time to time. |
| 2 | Execution of the construction work after allotment of work to the contractors at our sites / or departmentally. |
| 3 | Recording of measurements in measurement book accurately as per actual measured at site and getting it signed by the Contractor / his authorized signatory. |
| 4 | Supervision of civil works and getting work done as per schedule and as per norms of work defined in Manual of Public Works Department and as per directives of superiors. |
| 5 | Repairs and Maintenance of civil structures owned by the Corporation as well as rented by the Corporation as and when required as per necessity. Repairs and Maintenance of flooring, wall, compound wall, brick wall, roof, low grade shed, platform, bridges, road, ventilation, doors, window and any other civil structures etc. |
| 6 | Preparation of proposal for water supply arrangement at each establishment of the MSSL to avoid any fire Hazard or natural hazard. |
| 7 | Survey of the buildings of MSSCL and also rented godowns/buildings and proposals in order to safeguard the building from hazard like fire, theft etc. |
| 8 | Preparation of drawings such as elevation, cross section, plan, side view, front view for execution of work along with estimate. |
| 9 | Preparation of detailed Tender Notice and publication of Tender notices in the newspaper decided by the management. |
| 10 | Preparation of rental data of the buildings to be rented by the Corporation. |
| 11 | Touring for the works to be executed outside the head quarters such as construction works, repairs and maintenance, water supply, follow-up with Govt. and Semi Govt. and any other organisations. |
| 12 | Scrutiny of the estimates as per DSR or market rates for making proposal for approval, attending meeting for suggestions, instructions, liaison with Contractors, Govt. and Semi Government offices, private organisations for getting the work done. |
| 13 | Arrangement for meetings, Annual General Meetings, National Flag Hoisting days and any other work in case of exigency as directed by the Management and higher authority as and when required. |
| 14 | Any other works in case of exigencies such as attending meeting in Mantralaya with Govt. Semi Govt. offices and private organisations. |
| 15 | Activities related to purchases and possession of land from Govt. authorities, MIDC, local private land holders, its sale deed, agreement etc. |

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| 16 | Preparation of Board/Sub-committee Agenda items and entire correspondence pertaining to the works assigned. |
| 17 | Preparation of budget for the financial year of civil works. |
| 18 | Consultancy service to Govt./ Semi Govt. and any other organisation as and when required as per the directives of the management. |
| 19 | Getting permission for construction work from Gram Panchayat, Municipal Council/ Corporation, Revenue Deptt. Boards and any other Govt. agency as per requirement under the Rules. |

STENOGRAPHER (Higher Grade):

The person handling this post has to mainly assist the officer under whom he has been posted and also the superior officers in the section and also has to mainly assist in taking down dictation and also maintenance of records of confidential nature, preparation of tour programme, booking of Hotels, Railway tickets, preparation of Tour programme of the concerned officer etc.

The duties and responsibilities of the post are;

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| 1 | To attend the duties of controlling officer for taking down dictation and typing. |
| 2 | Maintenance of Confidential Files, personal files and correspondence related thereto. |
| 3 | Maintenance of monthly attendance of the section and drawing of monthly abstract, movement register and other administrative periodical assigned to the section. |
| 4 | Circulation of Tour Programme of the controlling officer. Advance booking of reservation for Railway and accommodation. |
| 5 | Preparation of T.A.Bill of the concerned controlling officer |
| 6 | Maintenance of Telephone /Trunk Call/ S.T.D. calls, Phonogram Register |
| 7 | Verification of Telephone bills and its scrutiny. In case of any personal calls the same should be debited to the account of that particular employee. No trunkcall / STD call/ Phonogram should be booked without taking entry in the register. |
| 8 | Proper maintenance of Computers installed in the Section and its periodical checking and in case of any fault or problem in any of the electronic equipment / machines / computer / printer the same should be got repaired from the agency concerned. |
| 9 | Maintain cleanliness and updation of machines and other office equipments and furniture. in the section. |
| 10 | To ensure punctuality of peons in attendance and making arrangement during absence of peon /driver and tour or leave etc. |
| 11 | Receive confidential correspondence in the name of concerned controlling officer / other superiors |
| 12 | Computer Data feeding/ MIS and periodicals updation. |
| 13 | Timely submission of Confidential Report formats to the concerned for initiating the C.R. and its onward submission to the Admn. Department. |
| 14 | Maintenance of Log-book/history sheet of the vehicle. |
| 15 | Drawing of weekly abstract of pending compliances and its timely submission to the controlling authority. |
| 16 | Any other duties assigned by the superior and controlling officers. |

STENOGRAPHER (Lower Grade):

The person handling this post has to mainly assist the officer under whom he has been posted and also the superior officers in the section and also has to mainly assist in taking down dictation and also maintenance of records of confidential nature, preparation of tour programme, booking of Hotels, Railway tickets, preparation of Tour programme of the concerned officer etc.

The duties and responsibilities of the post are;

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| 1 | To attend the duties of controlling officer for taking down dictation and typing. |
| 2 | Maintenance of Confidential Files, personal files and correspondence related thereto. |
| 3 | Maintenance of monthly attendance of the section and drawing of monthly abstract, movement register and other administrative periodical assigned to the section. |
| 4 | Circulation of Tour Programme of the controlling officer. Advance booking of reservation for Railway and accommodation. |
| 5 | Preparation of T.A.Bill of the concerned controlling officer |
| 6 | Maintenance of Telephone /Trunk Call/ S.T.D. calls, Phonogram Register |
| 7 | Verification of Telephone bills and its scrutiny. In case of any personal calls the same should be debited to the account of that particular employee. No trunk call / STD call/ Phonogram should be booked without taking entry in the register. |
| 8 | Proper maintenance of Computers installed in the Section and its periodical checking and in case of any fault or problem in any of the electronic equipment / machines / computer / printer the same should be got repaired from the agency concerned. |
| 9 | Maintain cleanliness and updation of machines and other office equipments and furniture. in the section. |
| 10 | To ensure punctuality of peons in attendance and making arrangement during absence of peon /driver and tour or leave etc. |
| 11 | Receive confidential correspondence in the name of concerned controlling officer / other superiors |
| 12 | Computer Data feeding/ MIS and periodicals updation. |
| 13 | Timely submission of Confidential Report formats to the concerned for initiating the C.R. and its onward submission to the Admn. Department. |
| 14 | Maintenance of Log-book/history sheet of the vehicle. |
| 15 | Drawing of weekly abstract of pending compliances and its timely submission to the controlling authority. |
| 16 | Any other duties assigned by the superior and controlling officers. |

OFFICE SUPERINTENDENT:

The post of Office Superintendent is in supervisory category to look after the over all administrative matters. The duties and responsibilities interalia includes:

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| 1 | Monitoring and maintenance of attendance / late register / movement register for all employees at Head Office and Section. |
| 2 | Preparation and arrangement for all National/Days/ Anniversaries / occasions and programmes finalised by Government of Maharashtra from time to time. |
| 3 | Strict maintenance of discipline/decorum and official uniform wearing and strict implementation of administrative discipline. |
| 4 | Collection and compilation of information - submission of returns to higher authorities/ MIS and its compilation |
| 5 | Processing the proposals for recruitment and promotions and arranging selection committee meetings – rendering assistance to the higher officers and selection committee whenever necessary. Preparation of reports and custody thereof. |
| 6 | Collection of Confidential Reports of all employees working in the Corporation and also custody of C.Rs and communication of adverse remarks to the employees. |
| 7 | To assist the Superiors in procedural matters in processing the cases arising out of conduct and discipline. |
| 8 | Collection of Property Returns, agreements/sureties/bonds etc. of all employees in the Corporation |
| 9 | Custody of Property Return, agreements / sureties/ bonds etc. of the employees |
| 10 | Annual procurement of Stationery items and its uniform distribution among all employees.. |
| 11 | Monitoring claims of the employees: <ol style="list-style-type: none"> 1. Finalisation of Gratuity Claims 2. Submission of Gratuity claims of other employees. 3. Release of Increments 4. Release of Advances i.e. Salary Advance/Cycle Advance/Vehicle Advance/ Medical Advance etc. 5. Leave encashment / Earned Leave / LTC and HTC claims 6. Medical Bills 7. Pay Fixation cases 8. all other administrative matters |
| 12 | Monitoring and Weeding of old records and disposal of waste papers, storage and preservation of records as per management policy. |
| 13 | Scrutiny of Personal Files /Service Books and personal records/Confirmation proposals |
| 14 | Collection of employees' grievance for Redressal at appropriate time and by appropriate authority. |
| 15 | Processing all type of leave cases |
| 16 | Processing the transfer proposal till the issuance of orders, submitting the same to the respective higher authorities. |

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| 17 | Maintenance of LAQ register and furnishing the requisite information to higher authorities. |
| 18 | Compliance of Inspection Reports and Audit objections |
| 19 | Dealing with other matters of confidential nature pertaining to GAD as may be directed by the superiors. |
| 20 | Verification of Dead Stock /Inventory |
| 21 | Verification of Worksheet of the subordinate staff working in the section |
| 22 | Preparation of Agenda Items for the meetings such as Board/Sub-committee/RM/DM/DUI etc. |
| 23 | Tapal marking and its follow-up action. |
| 24 | Handling of all Govt. correspondences such as filling backlog compliance of Govt. queries pertaining to Administrative matters, proper maintenance of Roaster, filing of periodical returns to the Govt./B.C.Cell in Commissioner Office, Mantralaya with regard to backlog etc. |
| 25 | Any other work assigned by management superiors from time to time. |

SECURITY OFFICER

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| 1 | Enforcement of system of personnel identification and control at access gate as well as throughout the premises. To check entry and presence of unauthorized persons without fear, favour or exception and apprehending trespassers wherever necessitated. |
| 2 | Protection of property from all kinds of losses such as pilferage, fraud, theft, conspiracy, fire, waste and other form of damage or commission of criminal act. Here property includes plant and machinery, buildings, furniture, fixtures and other fixed assets along with office records, documents and drawings. |
| 3 | Control on main gates, manning of fixed points and patrolling of premises. When assigned fixed points or patrolling area the observation should be made for improper activities and security violations. |
| 4 | To take all precautions for preventing losses due to fire. |
| 5 | Weighbridge operations, if any. |
| 6 | Protection of data and information vital to company's interest. |
| 7 | Physical search of employees, visitors and other personnel and vehicles whenever and wherever needed. |
| 8 | Liaison with police authorities |
| 9 | Every company has its own customs, conventions and policies and he should see that these are adhered to accordingly. If any deviation in the system comes to his notice, he shall immediately report the matter with the management. |
| 10 | Security personnel shall behave with employees, visitors and other personnel with politeness but with firmness and without causing any embarrassment. |
| 11 | He shall have to stay at staff quarters only wherever such facilities are provided by the management. |
| 12 | Checking whether all protective lights are in working condition, if not get them replaced or repaired as early as possible and that emergency light system is in operation. |
| 13 | Ensure that vaults and safes are locked and wax/paper sealed properly and doors of departments roof staircases etc. locked properly. |
| 14 | To check that internal and external communication is in operative condition i.e. Telephone, intercom, FAX machines etc. |
| 15 | To see that all critical and risky areas have been covered and guarded, also they are kept under surveillance. |
| 16 | To ensure that the arrangements for security-men to perform proper and frequent patrolling of premises is sufficient. |
| 17 | That the alarm system against fire/theft/intrusion etc. is in working condition if not proper care should be taken to keep the same in working condition. |
| 18 | Special duties as may be assigned during an emergency like labour unrest, fire, disaster and other emergency. |
| 19 | He should share any information which he comes across during the course of discharge of his duty, which he thinks is related to some illegal and for immoral activity in the premises of the corporation or is injurious to the interests of the Corporation with his superiors either at Regional level or at head office level. |
| 20 | Entries of each and every outgoing and incoming material/ vehicles etc. should be taken in the Registers/records prescribed by the management. No material should be allowed to go outside the premises without Gate-pass or any equivalent valid document failing which it shall be responsibility of the security officer/personnel. The security personnel shall verify that the Gate Pass is signed by the authorized signatory only. |
| 21 | Any other duties that are assigned by superiors from time to time as per exigencies of work. |

ASSISTANT

(while posted at Head Office/District Office-for Accounts)

The posts of Assistant (Accounts) are created mainly for managing the accounting activities at the District Offices, Regional Offices. Taking into account the volume of transaction at district offices, seed processing plants located in the district the accountants are posted for managing the entire accounting activities. They have also to perform the works assigned by the Regional Offices, Head Office from time to time. The post of Accountant is interchangeable with that of Internal Auditors.

The Duties and Responsibilities to be performed by this post are supervisory in nature and they are as follows;

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| 1 | To keep the follow-up with the processing plants / godowns in the districts for getting the required information for reconciliation of production / processing / marketing accounts. |
| 2 | To reconcile the individual growers/dealers/parties accounts after getting the required information for finding out the quantum of seed distributed /or any other material on credit/ not distributed according to prevailing corporations policy and inform the DM/DUI/AM with a copy to RM regarding the status of outstanding amount against the individual growers of Kharif/Rabi or any other dues. |
| 3 | To effect the recoveries from the further payment due to the growers /dealers /parties etc. after ascertaining the correct recoverable amount against the individual growers/ dealers/ parties in respect of foundation/breeder/certified or any other seeds, materials or any other dues. |
| 4 | To maintain/update grower's accounts of entire transactions through computerized accounting package, which should be self explanatory for the purpose of any analysis on any date. |
| 5 | To inform the suspected happenings of any mis-appropriation, shortages, frauds, breach of contracts, agreements etc. to the DM/DUI/AM / RM with a copy to the Head Office from time to time as also suggest necessary action to be taken to eliminate the happenings of such events. |
| 6 | To submit the factual position about growers / dealers / parties / employees outstanding by stipulated date in respect of current seasons / old recoveries to the AM/DM/DUI/RM as well as H.O. with details of list of such growers /dealers /parties / employees etc. amount outstanding with remarks for the proposed action to be taken for making thorough analysis of each individual. |
| 7 | To visit Processing Plants/ Godowns in the districts twice in a month and check the records such as cash book/ petty cash books/ wages registers /attendance registers/ stock books of raw seeds, failed seed, certified/foundation/breeder/ nucleus seeds / processing materials etc. and ensure its proper maintenance and balances etc. and shortfall/excesses if any be brought to the notice of the controlling DM/DUI/AM/RM for needful action with a copy to the concerned office in Head Office. |
| 8 | Growers payment within 10 days from the date of receipt of raw seed and final payment after declaration of results. |
| 9 | Reconciliation of accounts of Government organizations such as Taluka Seed Farms/ Agri.Universities /MSFC /Certification Agency etc. |

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| 10 | Signing of cheque and proper release of payment as per the powers delegated by the Management from time to time. |
| 11 | Checking of APMC rates and submission of proposal for finalisation of procurement rates and pricing policy. |
| 12 | Maintenance of daily work sheet and maintenance of records as per six-bundle system. |
| 13 | Monitoring Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 14 | Thorough checking all claims of employees i.e. TA/DA/ Arrears/Increments/ encashment /LTC/HTC/Pay and Allowances /Earned Leave as well As Medical Leave and other leave balances according to Service Books its proper entries in the S.B. before its release/passing |
| 13 | Compilation of monthly accounts, preparation of trial balances. |
| 14 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 15 | Monitoring data feeding in computer for marketing, financial, production, pay, CPF package etc. |
| 16 | Timely monthly payment and remittance of CPF contribution of labours working at various offices in the district office/plants /godowns etc. to the respective CPF authorities and submission of RETURNS / information well in time, compliance of their queries. |
| 17 | Compilation of MIS and ensuring regular MIS to R.O./Head Office as per directives from time to time in the prescribed formats. |
| 18 | Attend low/grade failed seed auctions and negotiations and follow the procedures of finalisation of such deal. |
| 19 | To check the work sheets of the subordinate staff working under his control |
| 20 | Timely remittances of statutory deductions / entire taxation matters and its remittances, compliance thereof. |
| 21 | Attending queries of internal auditors, statutory auditors and its compliance within stipulated time. |
| 22 | Compilation of taxation details for tax audit purpose and head office quarries. |
| 23 | Compilation and comparison of budgets given by Head Office and any excess expenditure must be reported on regular intervals to the head office through controlling DM/DUI/AM/RM as the case may be. |
| 24 | Monitoring Data feeding in computer for marketing, financial, production, processing, pay and allowances, CPF. |
| 25 | Any other duties assigned by the superiors from time to time. |
| 26 | Scrutiny and checking of computer data entry for the purpose of correction |
| 27 | Scrutiny of minimum 10 ledger heads every month to see that the balances of ledger are correct. |
| 28 | Scrutiny of statement of excess/shortage observed during physical verification in terms of quantity as well as value and reporting to the head offices the losses. |

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| 29 | Preparation of Revenue budget for the Corporation. |
| 30 | Monitoring the work of reconciliation of NOCA as well as Current Account |
| 31 | Day to day transactions of H.O. relating to purchases and sales |
| 32 | Processing of payment file of all departments and personal custody of cheque book and account related ledgers. |
| 33 | Insurance of MSSCL Plants. Buildings, Seeds, Transit Insurance etc. its timely remittance of premium and claims settlement. |
| 34 | Reconciliation of Account of Outstate parties. |
| 35 | To attend the Internal Auditors. |
| 36 | Matters relating to Sales-tax Income-tax i.e. attending sales tax, income-tax Assessments, preparation and filing of appeals, Tribunals of Maharashtra as well as Outstate. And statutory deduction under income-tax/ sales tax/ professional tax etc. |
| 37 | Filing of monthly returns of sales-tax, income-tax of Maharashtra as well as Outstate offices alongwith other statutory returns. |
| 38 | Compilation of required information for the purposes of sales-tax and income-tax and other taxes. |
| 39 | Contact with the sales-tax, income-tax consultants and proper coordination with all financial agencies. |
| 40 | Government Correspondence coordination with all Govt. and semi-Govt and private agencies. |
| 41 | Attending Government and Company Auditors and compliance of Audit paras |
| 42 | Capital budget, Government claims like buffer stocks etc. |
| 43 | Government Guarantee and maintenance of its records. |
| 44 | Checking and maintenance of records of various deposits viz. Telephone bills/MSEB bills of plants and offices / Govt. taxes /rent. Ocroi and other statutory remittances. |
| 45 | Any other duties assigned by the Controlling officers and any other superior officers from time to time. |

| ASSISTANT (if posted in Accounts Department at Head Office) | |
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| 1 | Monitoring of C.P.F. accounts of Labours as well as Regular Employees of the Corporation maintained at Head Office / Regional Offices. |
| 2 | Submission of Statutory Returns of CPF to the respective Regional P.F.Commissioners well before the scheduled date for permanent employees |
| 3 | Settlement of CPF final withdrawal claims of employees (Retired /resigned/ terminated/ expired etc) |
| 4 | Submission of CPF loan proposals of the employees / officers |
| 5 | Timely issuance of C.P.F. Slips to the employees / officers |
| 6 | Submission of proposals for settlement of claims of Gratuity, LIC claims of employees etc. |
| 7 | Attending the cases in connection with the C.P.F. at Regional P.F. commissioners office |
| 8 | Sorting out the problems being faced by the Unit offices in connection with labour / employees CPF |
| 9 | Annual requirement of various stationary items, Calling of requirement from the District/Regional Head Office etc. Submission of proposal for purchase of stationery, issue of Tender Notice and other allied procedures. Preparation of comparative statement, placing of orders, receipt of stationery and its distribution. |
| 10 | Maintenance of Increment Order files, release of increments, drawing of arrears of various kinds payable to the employees. |
| 11 | Pay fixation of the employees and its scrutiny as per the guidelines issued by the Management from time to time. |
| 12 | Maintenance of Standing Orders issued by the Administration /Finance Deptt. from time to time. |
| 13 | Maintenance of Employees Credit Society Account |
| 14 | Deduction of Statutory payments like CPF, LIC, GIS, Taxes etc. and its timely deposition with the appropriate authorities |
| 15 | Preparation of Pay and Allowance bills and drawing of requisite schedules it's posting in the accounting package etc.based on the monthly attendance received from various departments. |
| 16 | Reconciliation of H.O Pay and Allowances on quarterly basis |
| 17 | Preparation and issuance of LPC of the employees transferred, employees salary certificates etc. |
| 18 | Maintenance of Daily Worksheet and drawing of weekly abstract and submit the same to superiors without fail, maintenance of Standing Order files as per the procedure already defined by the Management from time to time. |
| 19 | Subject-wise files of the work allotted. |
| 20 | Sorting of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 21 | Any other work that will be assigned by the superiors from time to time |

| ASSISTANT (If posted in Marketing Department at Head Office) | |
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| 1 | Timely Preparation and submission of claims of subsidy, buffer stock and its related correspondence and followup. |
| 2 | Scrutiny and checking of various claims, T.A.bills, etc. pertaining to marketing department until final payments are released and accounts are finally settled. |
| 3 | Preparation and maintenance of entire accounting record of Marketing Department and produce the same to Finance Deptt. / Auditors as and when required. |
| 4 | Compliance of audit paras / inspection reports pertaining to marketing and monitoring compliance by unit offices. |
| 5 | Keep the record of sundry debtors up-to-date at Head office collecting related data from the unit office periodically review for ensuring recovery of the dues from sundry debtors. Data entry in computer. |
| 6 | Submission of details of sales and sales-tax recovered to accounts department. |
| 7 | Maintenance of -Daily Worksheet and submitting weekly abstract to the superiors regularly, Standing Order files as per the procedure already defined by the Management from time to time. |
| 8 | Checking and scrutiny of T.A. bills and all other bills is to be made according to the accounting standards and the procedure prescribed by the Management / Service Rules, Acts, Ruling and recommended for payment or adjustment duly countersigning vouchers, Sundry Advance Forms etc. |
| 9 | Subject-wise files of the work allotted. |
| 10 | Sorting of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 11 | Shall submit all bills received from parties from HO to FD on daily basis |
| 12 | Monitor recoveries from all such outstanding parties within state parties dealt by marketing deptt. at H.O. |
| 13 | Shall consolidate position of dealers outstanding on season to season basis and give a copy to GM Mktg. As well as GM Finance |
| 14 | Any other work that will be assigned by the superiors from time to time |
| ASSISTANT (if posted in Processing Material Wing in Head Office) | |
| 1 | All payment related matters and submitting files for payment through I/c and GM (QC) to finance section for payment |
| 2 | Stock Insurance and transit insurance of processing material being stored and moved from central stores. |
| 3 | He will liaison with In-charge, Central Store Finance Section and Insurance company to ensure that the stock remains insured throughout the year. |
| 4 | Scrutiny and checking of consumption of processing material at the processing plants as per the reports received from the Plant In-charge compared with the final processing report of plants. |
| 5 | Compliance and attending queries of Statutory Audit / Internal Audit /Tax Audit and submission of returns thereof and report to Head Office or others as the case may be. |
| 6 | Compilation of taxation details for tax audit purpose and head office quarries. |

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| 7 | Scrutiny and checking of computer data entry for the purpose of correction |
| 8 | Maintenance of - Daily Worksheet and submit the weekly abstract to the superiors without fail, Standing Order files as per the procedure already defined by the Management from time to time. |
| 9 | To workout costing of processing material and to put up proposals for approval of selling rates. |
| 10 | Preparation and submission of Agenda Items pertaining to Processing Material Department |
| 11 | Disposal of unserviceable material plant-wise <ol style="list-style-type: none"> 1. Stock estimation 2. Sample quality check 3. Initiate timely condemnation of above material region-wise 4. Tender paper finalisation 5. Organising floating of Tenders 6. Finalisation of tender paper with the consent of superiors 7. Cost analysis and recommendation for approval / further negotiation |
| 12 | Scrutiny and submission of Proposal of refund of EMD, Security Deposit and Retention money to the Suppliers/Contractors |
| 13 | Handling of correspondence with the suppliers. |
| 14 | Subject-wise files of the work allotted. |
| 15 | Sorting of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 16 | Checking and scrutiny of T.A. bills and all other bills is to be made according to the accounting standards and the procedure prescribed by the Management / Service Rules, Acts, Ruling and recommended for payment or adjustment duly countersigning vouchers, Sundry Advance Forms etc. |
| 17 | Shall carryout due reconciliation of processing material purchased as per PMW and as per books of accounts at six months interval |
| 18 | Shall submit all bills received in respect of sales of processing material to HO FD timely for monitoring recovery from parties. |
| 19 | Shall inform amount to be recovered from parties while settlement of Outstate parties account |
| 20 | Shall carryout regular scrutiny of advance to suppliers and submit bills for adjustment to H.O. for settlement of account |
| 21 | Any other work that will be assigned by the superiors from time to time. |

ASSISTANT (If posted in Processing Department at Head Office)

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| 1 | All payment pertaining to processing machineries etc. and submitting files for payment through I/c and GM (Proc) to finance section for payment after due scrutiny |
| 2 | Insurance of Plant and Machineries, buildings details of computation be submitted to F.D. |
| 3 | Maintenance of Fixed Assets Register of Plant Machineries /Buildings / Godowns /Land etc. |
| 4 | Compliance and attending queries of Statutory Audit / Internal Audit /Tax Audit and submission of returns thereof and report to Head Office or others as the case may be. |
| 6 | Compilation of taxation details for tax audit purpose and head office quarries. |
| 7 | Scrutiny and checking of Construction Bills of the Contractors / Measurement Books |

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| 8 | Maintenance of - Daily Worksheet and drawing of weekly abstract and submit the same to superiors without fail every week, Standing Order files as per the procedure already defined by the Management from time to time. |
| 9 | Subject-wise files of the work allotted. |
| 10 | Sorting of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 11 | To workout costing of processing charges and to submit a proposals for approval of processing charges / custom processing. |
| 12 | Preparation and submission of Agenda Items pertaining to Processing Material Department |
| 13 | Disposal of unserviceable material plant-wise 8. Stock estimation 9. Sample quality check 10. Initiate timely condemnation of above material region-wise 11. Tender paper finalisation 12. Organising floating of Tenders region-wise 13. Finalisation of tender paper with the consent of superiors 14. cost analysis and recommendation for approval / further negotiation |
| 14 | Lowgrade and Failed seed Tender papers / reconciliation of quantity at various processing plants its planning of auction / finalisation of tenders /tender documents pertaining to sale of low-grade and failed seed etc. |
| 15 | Scrutiny and submission of Proposal of refund of EMD, Security Deposit and Retention money to the Suppliers/Contractors |
| 16 | Checking and scrutiny of T.A. bills and all other bills is to be made according to the accounting standards and the procedure prescribed by the Management / Service Rules, Acts, Ruling and recommended for payment or adjustment duly countersigning vouchers, Sundry Advance Forms etc. |
| 17 | Submission of seasonwise processing cost /qty to Head Office Finance, Marketing and M.D. |
| 18 | Monitoring regular scrutiny of advance to supplier and submit bills for adjustment to finance department |

ASSISTANT (If posted at Central Stores)

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| 1 | Receipt, verification and stacking of processing material correctly. |
| 2 | Maintenance of Stock Book of receipt and transfer of Processing Material, storage of material category-wise |
| 3 | While accepting the stock from the suppliers /parties it is to be verified whether the said stock is as per the specification given in the supply order and in case of any differences it should be immediately brought to the notice of the Processing Material Wing in Head Office. |
| 4 | Dispatches of Processing Material to various processing units as per the instructions of Head office. |
| 5 | Submission of reports regarding arrival and dispatches of the processing material on regular interval |
| 6 | Maintenance of all relevant files, Registers, records as per the specified standards. |
| 7 | Update the information regarding item-wise availability of stocks well before the season |

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| 8 | Stock Insurance and transit insurance of processing material being stored and moved from central stores. |
| 9 | Maintenance of Daily Worksheet and Standing Order files as per the procedure already defined by the Management from time to time. |
| 13 | Subject-wise files of the work allotted. |
| 14 | Sorting of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 15 | Stacking of the seed bags / seed gunny bags and other material should be arranged for easy spraying, dusting, fumigation and shifting / movement of stock. The stacked seed bags / gunny bags should invariably bear the STACK/BIN card wherein the details of seed grade/class/crop/variety/ stacking height /number of seed bags, gunny bags, other material should be arranged as per specification etc. all this responsibility shall be of the person who is Store In-charge itself |
| 16 | At the time of closing the godown the concerned In-charge of the godown shall personally seal and lock the shutters/doors / windows etc. of the godown and shall handover the keys of the godown /office to the Security Section and necessary entries at the time of handing over keys such as Name of the person, Date, Time, Signature should be made personally by the In-charge of the Godown |
| 17 | The responsibility of taking all precautions for preservation of stocks from insect damage, rains, cleanliness of the godown and premises of the godown shall be of the concerned In-charge of the godown |
| 18 | It shall be the responsibility of the person handling the godown that at the time of storing of material received at the Godown no infested, outdated material, time barred material etc. should not be stored behind the good seed. |
| 19 | At the time of yearly/half yearly stock verification all stocks in the godown should be arranged according to the Stock Book. In case of any shortages / excesses the same should be brought to the notice of the controlling officer |
| 20 | Timely renewal of fire-fighting equipment etc. should be made well before its expiry and in case of any faults, defects etc. getting the renewal, repaired etc. shall be the responsibility of the concerned Incharge /employee |
| 21 | Hamali Register should be maintained. It shall be the responsibility of the concerned person handling the godown that unnecessary movement of stock from one place to another is not made and unnecessary hamali charges are incurred. |
| 22 | For dispatches of the stock from the godown to outside the premises/places etc. the transport contractor with whom the arrangement for sparing of trucks has been finalised by the controlling offices should only be asked to provide the trucks. The concerned godown Incharge shall maintain cordial relations with the transport contractor |
| 23 | The Godown Incharge shall maintain a visit register and entries should be recorded in the said register. |
| 24 | Due to negligence of the Godown Incharge in case any damage is caused to the seed stocks and thereby shortages are occurred and losses caused due to negligence shall be the responsibility of the Godown Incharge |
| 25 | He shall follow the instructions given by the concerned controlling officers from time to time. |
| 26 | Any other work allotted by superiors / management from time to time. |

ASSISTANT (If posted in Administration at Head Office / R.O. for handling administrative matters)

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| 1 | Personal service matters in respect of the employees of the corporation allotted by the controlling officer from time to time. |
| 2 | All Government Correspondence and its timely compliances |
| 3 | Maintenance and updation of reservation roaster and drawing of backlog for filling vacant posts. He will be custodian and incharge of all papers related to backward cell. |
| 4 | Timely submission of promotion file/ Time Bound promotion proposals as per the schedule declared by the Management in each and every cadre after working out the present status, backlog etc. |
| 5 | Government compliances regarding Reservations/ Recruitment / Backlog immediately on its receipt |
| 6 | Timely Submission of periodical returns to the Divisional Commissioner/ State Government regarding Maintenance of Roster /Filling up backlog and correspondence thereof. |
| 7 | Pay fixation, scrutiny of pay fixation and related correspondence |
| 8 | Maintenance of standing order files of MSSCL as well as State Government guidelines pertaining to all administrative matters i.e. Board Resolutions, Administrative guidelines, as well as financial matters |
| 9 | Submission of proposals of confirmation of the employees/officers of he allotted cadres within one month from due date. |
| 10 | Submission of Proposals for release of Annual Increments within 10 days before the due date. |
| 11 | Submission of Transfer Proposals as directed by the controlling officer |
| 12 | Compliance of Employees/Officers grievances within 15 DAYS from the receipt of representation. |
| 13 | Submission of proposal for acceptance of resignation Within one Month after receipt of resignation |
| 14 | Issue of Circular for writing of confidential reports 1ST week of March every year <ol style="list-style-type: none"> 1. Initiation of CRs by concerned authorities. by 15th April every year 2. Review of CRs by the Reviewing Authority..... By 31st April every year 3. Counter signing by M.D.....in June every year 4. Communication of Adverse/Outstanding Remarks..... within one month 5. Considering representations on Adverse/Average and expunging.....within one month |
| 15 | Maintenance of all confidential reports for all employees, communication of adverse remarks and its safety custody. |
| 16 | Calling of property returns from all employees of the Corporation every year as prescribed by the Management and its compliance |
| 17 | MIS /compilation of performance report to draw the work load an efficiency of the unit. |
| 18 | Submission of Agenda Items for Board/Sub-committee meetings within 7 days from the date of such meeting. |

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| 19 | <ol style="list-style-type: none"> 1. Issuance of Circular for Housing Subsidy..... 1st week of March every year 2. Submission of proposal for Subsidy..... .by 15th April every year 3. Issuance of Order for payment of Subsidy.....by the End of April every year |
| 20 | <p>Maintenance of following records as per the procedure already laid down by the Management from time to time:</p> <ul style="list-style-type: none"> ➤ Receipt & Distribution of Tapal/DAK /Files /Notes etc. received and its entries in the respective Registers. ➤ Register for L.A.Q. ➤ Register for the letters received from the State Government ➤ Entries of the letters received in the Branch Diary Register ➤ Self Indexing Files (Subject-wise) ➤ Standing Order files of the orders issued by the Management from time to time. ➤ Submission of Monthly abstract of the cases by 5th of every month ➤ Maintenance of WORKSHEET which includes <ol style="list-style-type: none"> 1. Letters/Files/Notes of all types received by the concerned Clerk 2. Out of the letters received action to be taken by the concerned clerk 3. Notes submitted to the controlling officers for taking necessary action on the letters/notes/files which are to be replied by the controlling officer 4. Number of Notes /letters/files (as received at Sr.No.3) returned by the Controlling officer with remarks. 5. Number of files /Notes/ letters returned by the controlling officer with recommendations. 6. Await cum control register 7. PR-A and PR-B register |
| 21 | Subject-wise files of the work allotted. |
| 22 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 23 | Submission of proposals for creation/abolition of posts / recruitments immediately as directed by the controlling officer from time to time. |
| 24 | <p>Publication of Seniority List- After every Five years in the month of January Directed Calling of objection of Seniority List Within 15 days from its publication Scrutiny of Objections received..... within 8 days</p> |
| 25 | Compliance of grievances received from the Employees Union/employees |
| 26 | Filling and Updating of Service Cards / Service Records of the employees /officers |
| 27 | Maintenance of Daily Worksheet, drawing of weekly abstract and its submission to superiors regularly. |
| 28 | Any other work assigned by superiors/ management from time to time. |

| ASSISTANT ((DEPARTMENTAL ENQUIRIES /LEGAL MATTERS) (following duties are in addition to the common duties of Clerk) | |
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| 1 | Issue of show cause notices as per the remarks of the superior officers within seven days from the date of instructions / remarks etc. |
| 2 | Maintenance of all files pertaining to Departmental Enquiry and its day to day correspondence with pate numbers. /Appointment of Enquiry Officer etc. |
| 3 | Framing of Charges and allegations within 8 days from the date of receipt of proposal. |
| 4 | Issue of D.E. order /Charge sheet etc. immediately after the approval of M.D. |
| 5 | Fixation of Date of Hearings in consultation with E.O. and Issuance of notices of D.E. hearing etc. |
| 6 | Submission of proposal for action on D.E. report immediately after the receipt of Enquiry Report. |
| 7 | Submission of report of pending D.E. cases on fifth of Every Month. |
| 8 | Initiating Action on Internal Audit Paras wherever necessary within 8 days from its receipt. |
| 9 | Shall be personally responsible and custodian of all cases and papers related with its enquiry and its proper secrecy. |
| 10 | Maintenance of Daily Worksheet and drawing of its weekly abstract. |
| 11 | Own Typing work as well as the typing work allotted by superiors. |
| 12 | Subject-wise files of the work allotted. Subject-wise standing orders issued by the Management from time to time. |
| 13 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 14 | Return of record to the concerned offices called for the D.E. purposes immediately after the work is over. |
| 15 | Filing of Written statement to complaints /WPs within 8 days or as early as possible |
| 16 | Submission of Documents to the Lawyer /Court on due date or well in advance before the actual date of case. |
| 17 | Review of legal cases on 5 th of every month |
| 18 | Payment of D.E.O. /Advocate within 8 days from the date of receipt of bill. |
| 19 | Inward and Outward Register of correspondence received /dispatched |
| 20 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 21 | Any other work that will be assigned by the Superiors from time to time. |

ASSISTANT (if posted in Internal Audit Deptt):

The person handling the post is supposed to report to the General manager (IA). Would be primarily responsible for undertaking the audit of management and systems audit at various district and Head Office detecting areas of cost control, verification of accounts of all offices, compliances of Audit Queries raised by the Government Auditors, Statutory Auditors etc. The post of Internal Auditors is inter-changeable with the cadre of Accountant as far as posting in the Corporation/Seniority is concerned taking into consideration the qualifications required for the post.

The duties and responsibilities to be performed by the post are supervisory in nature and they as under:

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| 1 | Review of implementation of systems at various district / regional offices and internal control. |
| 2 | Discussions on audit reports with DMs/ DUIs/ Asst.Managers/ Regional Managers. |
| 3 | Implementation of audit reports at districts. |
| 4 | Discussions on audit reports with External Audit firms. |
| 5 | Surprise verification of districts. |
| 6 | Review cases of misappropriation and immediate submission of special report thereon |
| 7 | Determining areas of cost control and cost reduction. |
| 8 | Efficiency Audit. |
| 9 | Ensure strict observance of H.O. instructions in connection with stores / accounts / material etc. |
| 10 | Strict implementation of the H.O. instructions at all levels issued by Finance / Administration and other Departments issued by way of Circulars / Office Orders / policies etc. |
| 11 | Checking of marketing accounts i.e. Bills, Cash memos, Delivery Orders, Material Transfer Notes, Stock Books, Sales Register, Debtor ledger etc. |
| 12 | Checking of Production Records i.e. Challans, Distribution Registers, Stock Books, Sales Register, Production Control Registers, Growers Ledgers etc. |
| 13 | Checking of plant's records i.e. Raw Seed Receipt Register, Processing Control Registers, Revalidation Register, Costing Registers, Stock Books of Seeds etc. |
| 14 | Stocks in Processing Materials, Labour Attendance Registers, Handling Registers etc. |
| 15 | Checking of financial records i.e. All types of cash books, all vouchers, ledgers, subsidiary ledgers, Journal Registers etc. |
| 16 | Scrutiny of final accounts of units and Head office along with all final statements and participation in Annual Stock verification, verification of stock valuation, verification of Govt. claims, subsidies etc. |
| 17 | The audit Notes which have not been compiled satisfactorily and where the corporation has sustained financial loss are reported to the competent authority for further action. |

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| 18 | To check Service Books, entries of Earned leave / Medical leave balances /credit /debit etc. as per their entitlement. |
| 19 | To check and verify the implementation of punishment orders issued by the Head Office / Regional Level. |
| 20 | To thoroughly check the Traveling Allowance Bills and see whether all requirements are fulfilled by the concerned. |
| 21 | To check Electric bills /water supply bills issued by the competent authority, its rates charged based on the location of the site etc. |
| 22 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 23 | Vouching of petty cash vouchers, bank vouchers, journal vouchers, NOCA vouchers |
| 24 | Verification of tender papers in respect of various contracts i.e. Transportation, handling, maintenance and repairs. |
| 25 | Verification of measurements / bills of civil construction contractors etc. |
| 26 | Scanning of bank reconciliation statement of current accounts as well as non-operating current accounts. Lapses on the part of MSSCL as well as Bank in respect of idle funds and its quantum. |
| 27 | Scrutiny of General Ledger with subsidiary ledgers and reporting head-wise differences. |
| 28 | Scrutiny of final account files and schedules, which is to be presented to the statutory auditors. |
| 29 | Scrutiny of sundry debtors balances as on 31 st March along-with age-wise analysis and comments in respect of over due accounts. |
| 30 | Scrutiny of production records such as individual growers accounts etc. |
| 31 | Scrutiny of application, inspection fees received and payable to the seed certification agency (being a major qualification by statutory auditors) |
| 32 | Scrutiny of advances given to the growers, which are not recovered till date. |
| 33 | Report on differences between growers control account and subsidiary ledger and comments. |
| 34 | Scrutiny of low grade and failed seed records, quantity account with specific comments, scrutiny of low grade failed seed tenders etc. |
| 35 | Verification of quantity account of foundation seed, certified seed with financial books as well as processing records and its certification. |
| 36 | Report on credit balances which are not paid since very long with reasons and suggestions. |
| 37 | Report on the compliance of various acts such as P.F. income-tax, sales-tax, ESI, TDS loan salary as well as contractor with specific reference to delay in deposition. |
| 38 | Scrutiny of marketing policies and its implementation among dealers |
| 39 | Scrutiny of dealers outstanding agewise amountwise and reporting of any suspicious and wrong dealing. |
| 40 | Scrutiny of all receipts and its proper and timely remittances, levying of interest penalties for delayed remittance and realisation. |
| 41 | Scrutiny of all expenditure accounts with reference to the management policy and norms. |
| 42 | Scrutiny of all agreement/ treaties and business deal with reference to company's business with reference to company's economic policies. |
| 43 | Any other work that will be assigned by superiors from time to time. |

VEHICLES INCHARGE/SECURITY CONTROLLER:

This post is in supervisory category and has to discharge the following duties and responsibilities:

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| 1 | Preparation of annual budgets for purchase of vehicles / requirement of fuel, oil and repairs and maintenance of all types of vehicles including forklift trucks etc. |
| 2 | Supervision over the Drivers |
| 3 | To maintain all records of each and every vehicle/machinery/spare parts etc. including forklift trucks Monthly Checking of Log-books, history sheets, spare parts etc |
| 4 | To complete entire formalities regarding Registration of Vehicles with the R.T.O., Insurance etc. and remittance of premium and receiving of insurance claims |
| 5 | To complete all formalities of raising claims with the respective insurance company in case of any accident i.e. lodging complaint with Police authorities, Panchanamas, contacting surveyors etc. and claiming of Insurance of vehicles (all types) with the respective Insurance company. |
| 6 | Preparation of proposal for purchase of New heavy / light Vehicles, its registration with Insurance company (New purchases / Accident etc). |
| 7 | Preparation of proposal for finalisation of dealers for purchases of spares parts of light as well as heavy vehicles. \ |
| 8 | Sparing allotment of vehicles according to the requirements given by the Officers from time to time |
| 9 | Submission of proposals of Auction of Vehicles/ Scrap spare parts /tyres, tubes etc. and completing the required formalities after following the requisite procedure and process for auctions as well as hiring of private vehicle as per management policy. |
| 10 | To periodically check the log-books, history sheet, spare parts of vehicles running at Head Office etc. and reporting to superiors of official and private use monthly abstract. |
| 11 | To make arrangement of vehicles required by various department at Head office on receipt of their requisition and on priority taking into consideration the importance and nature of work. |
| 12 | To make the arrangement of vehicle at the time of Board Meeting, Sub-Committee, Annual General meeting from amongst the available vehicle and submit proposal in case the need be for hiring vehicle after following the requisite procedure. |
| 13 | To make the stay arrangement of VIPs at Government Guest Houses, their transport arrangement, receive them at the Railway station, Air Port etc. |
| 14 | He shall act as Caretaker for maintenance, sanitation, watch & ward of the office buildings. Periodically check the arrangements and see that the office premises at Head office buildings are neat and clean. |
| 15 | He shall also look after the security arrangement at Head Office, Regional/District Offices, Processing Plants, and Godowns etc. act as Incharge of the Security Arrangement and provide the security guards as per the requirement and on receipt of requisition from the respective offices. |
| 16 | Any Other work that will be assigned by the superiors. |

SENIOR OPERATORS:

The Services of Senior Operators are generally utilized at the Seed Processing. They are required to perform their duties in Grading Unit, Bagging and tagging operations, Electrical, various Machines operation, repairs and maintenance of machines etc.

| WHILE ASSIGNED THE WORK ON GRADING MACHINE | |
|---|---|
| 1 | The Operator working in the unit shall clean the entire processing hall, all machines with the help of air compressor / vacuum cleaner on day to day basis. |
| 2 | Fitting of Elevator, belts to the required tension so that it does not loose or get tightened. |
| 3 | To clean the Air Chamber of the Grading Machine and remove Sutli pieces and obstructions. |
| 4 | To keep separate screens from grading machine and air chamber and adjustment of screens cropwise in the grading machine and to ensure that the operation of grading machine is proper |
| 5 | To check regularly whether the Treater Sampler, and weigher bagger are working properly or not. In case of any problem the same should be got adjusted /repaired etc. as the case may be immediately. The Operator concerned shall be held responsible for timely action to keep the same in working condition. |
| 6 | To preparing the mixing of seed treatment chemical for wet treatment to seed. The quantity consumed for treatment should be recorded in the register and entire record should be maintained properly. |
| 7 | To start the grading machine at 8.00 AM in morning regularly and to see that there is no any disturbance in the grading activities due to fault in grading machine. Keeping it in condition shall be the duty of the Operator concerned |
| 8 | Properly maintain log book of machine and its day to day maintenance of register and shall be personally responsible for up keeping and normal functioning of machines. |
| 9 | At the time of processing the quality of grading should be checked thoroughly, good seed as well as low grade is separated properly and there is no mixing etc. and see that their record is maintained separately. |
| 10 | The Operator concerned shall see that there is no mishap due to negligence and injury is occurred to any of the labour at the time of machine operation. The Operator should be alert and vigilant while performing their duties and shall not allow any casual or unskilled labour to operate or monitor the machines in his absence. |
| 11 | After completion of the grading of first lot the grading of another lot should be taken within two hours after cleaning of sieves/screen, preparation of screens, cleaning of machine through vacuum cleaner /compressor, cleaning of elevator and treater, cleaning of processing hall 3 to 4 times, lifting/storing of good seed, making available the processing material etc. |
| 12 | The Sr. Operator shall strictly follow the instructions given in writing /oral by the superiors from time to time. |
| 13 | Shall attend any other work assigned by the superiors from time to time. |

BAG CLOSER OPERATOR (Usually well trained casual worker is engaged for this work but in big units or where valuable seeds are processed operators are assigned the duty of bag closing operation).

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| 1 | The person operating bag closer machine does not know about his duty assignment he shall get to know his assignment from the Sr. Operator and should remain present along-with entire unit well before start of shift. |
| 2 | The bag closer operator shall take all precautions that the Machine remains in working condition, oiling or any other minor repairs should e carried out before the start of shift and see that the unit is ready for operation well before the shift. |
| 3 | In case, at the time of bagging/tagging the JPA concerned is busy in any other activity, the operator concerned shall not wait for the JPA for making available the seed for bagging/tagging. It shall be the responsibility of the Operator concerned to see that the work sufficient work is available well in advance before commencement of shift. |
| 4 | The Operator shall maintain the record of bagging and tagging done during the shift and shall submit the report to the Operator. The Operator shall submit weekly report to the plant Incharge /engineer concerned regularly. It will be the responsibility of operator to maintain the entire stock and account of tags properly and observe all precautions and safety while it is put in use. |
| 5 | It will be personal responsibility of BCO to see the proper tags for proper seeds, type viz. Truthful, foundation, certified seed along with proper subscriptions of seed details date of packing and accuracy of weighing as per norms. |
| 6 | The Operator shall make arrangement of temporary switch board at the place of his operation. He shall personally see that the electric wires are not loose and there is no leakage of electric current. In case any injury is occurred due to electric current to any of the labour during the shift the Operator shall be |
| 7 | The Jr. Operator shall strictly follow the instructions given in writing /oral by the superiors from time to time. |
| 8 | Shall attend any other work assigned by the superiors from time to time. |

If assigned the Electrical Work.

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| 1 | The Jr. Operator posted under the district shall be responsible for recording the Meter Reading of electric consumption at various unit (meter wise) on day to day basis Plant/Godown/Office/Quarters etc. |
| 2 | Proper maintenance of Generators its timely servicing, repairs, ample availability of fuel required for Generator etc. shall be the responsibility of the Operator. |
| 3 | In case of the Batteries of Generator are not in working condition, the Operator concerned, with the due approval of the Plant Incharge/Engineer shall hire the batteries from the local market and see that due to power cut the work at the processing is not held-up. |
| 4 | As and when the power cut is observed in any area the MSEB used to declare about the power cut on any particular day, the Operator concerned shall always be in touch with the MSEB authority about the power cut and shall make the required arrangement well in advance |
| 5 | The Operator concerned shall see that the Capacitors installed for controlling the electric current are in working condition and are in operation. |
| 6 | At the time when the MSEB person visits the plant/office/godown etc. the Operator should remain present in the premises and check that the proper reading is recorded by MSEB personnel and the date, time and meter reading should be recorded in the Register and a report be submitted to the Plant Incharge /Engineer about the power consumption during the period etc. |

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| 7 | The Operator shall be responsible for immediate repairs and maintenance, installation of equipments etc. at the processing plant, office premises, godowns, quarters etc. and shall see that the work is not hampered and inconvenience caused due to non-repair of fault /installation etc. |
| 8 | The Operator shall submit a report on every THURSDAY about the situation of Generator and Electric House as the case may be regularly without fail. |
| 9 | The Operator shall submit a report on every MONDAY without fail about the total run of Generator during the week and the total hours of power cut by MSEB during the week. |
| 10 | The Operator shall check the electric wiring /connections etc.in the premises Plant Premises/ Office /Quarters once in every week and in case of any fault undertake repairs and maintain it properly;. |
| 11 | He shall be personally responsible for maintenance of uninterrupted electric supply through out the processing schedule set by the Management and schedule shall not be delayed for disturbances in electric supply. |
| 12 | He shall also monitor the tariff, which are being charged by the MSEB to the Corporation towards electric consumption. |
| 13 | It will be the responsibility of the Electric operator to maintain all electric installation in the premises, godowns, AC godowns to the point of safety and shall observe the variation of temp. and defect if any. |

DRAUGHTSMAN:

This is a promotional post from Tracer and is supervisory in nature. The person holding this post shall report to the Executive Engineer as well as the General Manager (Processing). His primary duties are to prepare and draw designs plans, of buildings, machineries as has been assigned to him by the Management. In addition he is also to look after the land purchases, building purchases deals with the Government and other private parties. The liability of the Corporation towards rent/taxes and Nagar Palika and Gram Panchayat taxes are also handled by the draughtsman.

The duties to be performed by this post are;

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| 1 | Preparation of elevation, cross section, plan, side view for the civil, machinery and electrical work.. |
| 2 | Preparation of machinery installation drawings. |
| 3 | Preparation of blue print of various drawings. |
| 4 | Maintenance of files of estimates and drawings, architects files, rental data files, repairs and maintenance expenditure incurred on building location-wise, making proposal for rental of the building for offices, plants and godowns etc. |
| 5 | Preparation of building inauguration like engraving name on stone, fixing stone, decoral fixing, arrangement of all materials required for inauguration and ceramonies. |
| 6 | Liaison with Govt. Semi Govt. offices for property maintenance, permission, allotment of land Govt. or private taking measurement of plot and its possession. |
| 7 | Maintenance of all liability and payable records of the Corporation's immovable property viz. Land Value, N.A.A. taxes, local government taxes their revision and arrears payment. |
| 8 | Making arrangement of materials, cleanliness, colouring for flag hosting on national and State flag Hosting day. |
| 9 | Looking after minor repairs and maintenance of head office and M.D's residence including civil, electrical and any other work. |
| 10 | Preparation and implementation of master plan for repairs and maintenance of buildings, garden and immovable assets of Corporation. |
| 11 | Maintenance and updating fixed asset register. |
| 12 | Any other work assigned by the superiors/management from time to time |

MALI:

The duties and responsibilities for the post of Mali are as under:

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| 1 | Daily Maintenance of MSSCL Garden and Nursery. |
| 2 | Plantation of new variety flower plants / horticulture plants and its maintenance |
| 3 | Allocation of work to daily wages workers at the Garden/Nursery. |
| 4 | Providing information to the consumers of the new plant |
| 5 | Preparation of bills/ collection of cash and its deposition in the MSSCL account at the Bank and submitting its account to the Accounts Department on daily basis |
| 6 | Preparation of land for plantation of flower /horticulture plants/ornamental plants etc. |
| 7 | To visit the nurseries at different locations as per the guidelines of the DM Tissue Culture. |
| 8 | Preparation of bouquet / garlands as per the directives received from the DM (TC) |
| 9 | Any other work allotted by superiors. |

CLERKS:**(Common duties for all Clerks)**

The Clerk is a ministerial cadre post and they are required to work in various department like Production, Processing, Marketing, Finance, Legal, Administration, Quality Control, Seed processing Plants, Godowns, Gardens, Nursery, Farms etc. There are few common duties to be performed by the Clerks. The Clerks are reporting to the Assistant, Accountant, Regional Accountants, Assistant Accounts Officer, District Managers, DUIs and other officers /senior officials. The Common duties to be performed by the Clerks are as under:

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| 1 | Maintenance of Daily Worksheet |
| 2 | Own Typing work as well as the typing work allotted by superiors. |
| 3 | <p>Maintenance of following records as per the procedure already laid down by the Management from time to time:</p> <ul style="list-style-type: none"> ➤ Receipt & Distribution of Tapal/DAK /Files /Notes etc. received and its entries in the respective Registers. ➤ Register for L.A.Q. ➤ Register for the letters received from the State Government ➤ Entries of the letters received in the Branch Diary Register ➤ Self Indexing Files (Subject-wise) ➤ Standing Order files of the orders issued by the Management from time to time. ➤ Submission of Monthly abstract of the cases by 5th of every month ➤ Maintenance of WORKSHEET which includes <ol style="list-style-type: none"> 1. Letters/Files/Notes of all types received by the concerned Clerk 2. Out of the letters received action to be taken by the concerned clerk 3. Notes submitted to the controlling officers for taking necessary action on the letters/notes/files which are to be replied by the controlling officer 4. Number of Notes /letters/files (as received at Sr.No.3) returned by the Controlling officer with remarks. 5. Number of files /Notes/ letters returned by the controlling officer with recommendations. 6. Await cum control register 7. PR-A and PR-B register 8. D-papers /files and its destructions as per norms 9. Maintenance of dead stock and its physical verification 10. MIS and its timely updation. |
| 4 | Subject-wise files of the work allotted. |
| 5 | Maintenance of Record of Furniture and office equipments. And its stock book, dead stock book / year-wise purchases / repairs to furniture and other equipments etc. Submission of proposal for approval and other formalities within 8 days from receipt of proposal and placing order immediately on receipt of approval from the competent authority. |
| 6 | Maintenance of records and its proper maintenance and preservation in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 7 | Renewal of Telegraphic address / Post Box / registration with the respective authorities and maintenance of stamp accounts. |
| 8 | Any other work assigned by superior or the Management. |

CLERK if posted in SECRETARIAL Department

(following duties are in addition to the common duties of Clerk)

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| 1 | Preparation of Agenda Item for the Board / Sub-committee meetings and preservation of minutes after meeting. |
| 2 | Maintenance of minutes departmentwise and subjectwise. |
| 2 | Correspondence with share holders, Govt. and Unit Offices |
| 3 | Maintenance of Share holders record on the basis of the details obtained from Unit offices. |
| 4 | Work relating to transfer and transmission of shares |
| 5 | Filing of various returns and forms with the Registrar of Companies from time to time as per the provisions of Companies Act. |
| 6 | Holding of Annual General meeting /Extra Ordinary General meetings and correspondence relating thereto. |
| 7 | Correspondence regarding making arrangement of polling stations and other related works. |
| 8 | Work relating to convening and holding of Annual General Meeting and making necessary arrangement. |
| 9 | Correspondence regarding appointment of auditors and their remuneration. |
| 10 | Work related to issue of discount coupons and Dividend Warrants to the shareholder growers. |
| 11 | Maintenance of Files of legal cases pertaining to C.S. department. |
| 12 | Typing work of department |
| 13 | Maintenance of Register of Shareholders |
| 14 | Operating computer for compilation of MIS reports and Dividend Reconciliation |
| 15 | Filing work relating to the entire correspondence of secretarial department |
| 16 | Maintenance of Branch Diary / Inward and Outward of secretarial department as well as personal |
| 17 | Writing of Share certificates |
| 18 | Any other work assigned by the Management /superiors. |

CLERK if posted in Administration Department

(following duties are in addition to the common duties of Clerk)

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| 1 | Maintenance of records in the SIX BUNDLE system prescribed by the Management. |
| 2 | Shall be personally responsible for maintenance / updating and custody of personal files of employees |
| 3 | Shall handle all Establishment matters of different cadres i.e. Appointment/Personal Files / Entire Leave record/transfers /deputation /service records / Service Books / Publication of Seniority List/ confirmation etc. of all cadres assigned by the concerned H.O.D. |
| 4 | Caste Verification of the employees of different assigned cadres and custodian of backward cell in the Corporation. |
| 5 | Trainings files of different cadre employees. |
| 6 | Filling of Service Cards of the employees and its updation |
| 7 | Maintenance of Daily Worksheet /drawing of weekly abstract and disposal of old pending references in week's time. |
| 8 | Own Typing work as well as the typing work allotted by superiors. |
| 9 | Subject-wise files of the work allotted. |
| 10 | Maintenance of Record of Furniture and office equipments. And its stock book, dead stock book / year-wise purchases / repairs to furniture and other equipments etc. Submission of proposal for approval and other formalities within 8 days from receipt of proposal and placing order immediately on receipt of approval from the competent authority. |
| 11 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 12 | Renewal of Telegraphic address / Post Box / registration with the respective authorities, proper and economic usage and payment to courier agencies. |
| 13 | Correspondence regarding Uniforms purchases supply to the respective employees and its maintenance of record. |
| 14 | Maintenance of stock book of office stationery purchases / distribution to other offices and to the employees and bring in the notice of superiors any shortages and damages immediately. |
| 15 | Maintenance of records as well as register of Office Library / book purchases for official use and disposal of old books as per approval. And submitting the report of books purchased year-wise. |
| 16 | Preparation of MIS Reports pertaining to Administration/ Secretarial and Legal works. |
| 17 | Confirmation proposals should be submitted within one month from the due date of confirmation |
| 18 | Proposal for release of Annual Increment should be submitted 10 days before the due date. |
| 19 | Proposal of EL Encashment/ E.L. LTC/HTC /Special Salary Advance / Festival Advance / Vehicle Loans etc. should be submitted within a week after receipt of application its sanction and proper recording in service book. |
| 20 | Transfer proposal should be submitted as per the norms prescribed and as directed by the Management from time to time. |

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| 21 | Maintenance of confidential reports and communication of adverse remarks to the employees. |
| 22 | Updation of service book, leave balances, and all entries pertaining to service matters and its annual verification. |
| 23 | Should maintain the register of request transfers / mutual transfer application received from the employee of the cadre concerned and should be submitted at the time of general transfers every year. |
| 24 | Any representation / grievances received from any of the employee should be replied within fifteen days of its receipt and compliance reported to the concerned controlling officer and compliances of pending references in respective administrative matters |
| 25 | Proposal of acceptance of resignation of employee should be submitted immediately for further decision of the management. |
| 26 | Acceptance of resignation of the concerned employee should be communicated after completion of all formalities / recoveries if any and after necessary NOC. |
| 27 | Compliance of the letters received from any Unit / Regional Office should be made within 8 to 10 days or immediately depending upon the subject matter. |
| 28 | The Seniority List should be published after every five years in the month of JANUARY or as directed calling objections within 15 days from the date of its publication. The scrutiny of objections should be made within a week from the date of its receipt and objections if any should be finalised within 15 days or by the end of February. |
| 29 | Maintenance of Muster Roll and late register and checking should be made every day at 11 .00 a.m. and maintenance of movement register. |
| 30 | Timely submission of all periodical returns / statutory returns /Quarterly Progress Reports / Renewal of Insurance Policies / Remittances of Insurance premiums / Death claims / Gratuity Claims / inclusion of new members should be submitted to the respective authorities within due date. |
| 31 | Registration of New Employees, changes in the GIS, GSLI and other Insurance matters |
| 32 | Collection of Books / Periodicals from supplier its proper recording in the stock book. |
| 33 | Maintenance of Stock book for magazine / News papers in Library. Its day to day entries in the stock book of newspapers. |
| 34 | Payment of News paper / magazines to the supplier within 8 days from the date of receipt of bill |
| 35 | Issue of Show cause notices / calling explanation from the employees /officers as the case may be and directed by the higher authorities within a week from the date of instructions etc. |
| 36 | Inward and Outward Register of correspondence received /dispatched |
| 37 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 38 | Any other work that will be assigned by the Superiors from time to time. |

| CLERK (DEPARTMENTAL ENQUIRIES /LEGAL MATTERS) (following duties are in addition to the common duties of Clerk) | |
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| 1 | Issue of show cause notices as per the remarks of the superior officers within seven days from the date of instructions / remarks etc. |
| 2 | Maintenance of all files pertaining to Departmental Enquiry and its day to day correspondence with pate numbers. /Appointment of Enquiry Officer etc. |
| 3 | Framing of Charges and allegations within 8 days from the date of receipt of proposal. |
| 4 | Issue of D.E. order /Charge sheet etc. immediately after the approval of M.D. |
| 5 | Fixation of Date of Hearings in consultation with E.O. and Issuance of notices of D.E. hearing etc. |
| 6 | Submission of proposal for action on D.E. report immediately after the receipt of Enquiry Report. |
| 7 | Submission of report of pending D.E. cases on fifth of Every Month. |
| 8 | Initiating Action on Internal Audit Paras wherever necessary within 8 days from its receipt. |
| 9 | Shall be personally responsible and custodian of all cases and papers related with its enquiry and its proper secrecy. |
| 10 | Maintenance of Daily Worksheet and drawing of its weekly abstract. |
| 11 | Own Typing work as well as the typing work allotted by superiors. |
| 12 | Subject-wise files of the work allotted. Subject-wise standing orders issued by the Management from time to time. |
| 13 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 14 | Return of record to the concerned offices called for the D.E. purposes immediately after the work is over. |
| 15 | Filing of Written statement to plaints /WPs within 8 days or as early as possible |
| 16 | Submission of Documents to the Lawyer /Court on due date or well in advance before the actual date of case. |
| 17 | Review of legal cases on 5 th of every month |
| 18 | Payment of D.E.O. /Advocate within 8 days from the date of receipt of bill. |
| 19 | Inward and Outward Register of correspondence received /dispatched |
| 20 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 21 | Any other work that will be assigned by the Superiors from time to time. |

CLERK (if posted to handle the work in Finance & Accounts matters)

(following duties are in addition to the common duties of Clerk)

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| 1 | Maintenance and disposal of files as per six bundle system |
| 2 | Vouchers Preparation 1. NOCA 2. Operating (Bank/ Cash) |
| 3 | Data Feeding of NOCA/Operating (Bank/cash)/ JVs. The data entry should not be in arrears for more than 1 or 2 days. |
| 4 | Reconciliation of NOCA/Operating accounts |
| 5 | Bills Preparation / checking and Journal Voucher preparation (TA Bills/ Transportation/ Hamali and other expenses. |
| 6 | Growers payment bills preparation and maintaining therein the amount of recovery, if any and its allied schedules/registers/ records / advance payment registers/records etc. and submission of weekly growers payment reports, data feeding, Updation of growers Khata Account etc.. |
| 7 | H.O. accounts reconciliation |
| 8 | Cheque Issue Register / M.R. issue Register and personal custody of cheque book and related financial papers. |
| 9 | Maintenance of correspondence files / agreement files / |
| 10 | Submission of MIS reports pertaining to Accounts Department |
| 11 | Consolidation of Accounts MIS reports received from Regional/Units and its compilations |
| 12 | Preparation of Financial Schedules |
| 13 | Maintenance of records of requirement of funds for the unit / release of funds to various offices etc. |
| 14 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 15 | Maintenance of Daily Worksheet and drawing of weekly abstract and regular submission to superiors. |
| 16 | Own Typing work as well as the typing work allotted by superiors. |
| 17 | Inward and Outward Register of correspondence received /dispatched |
| 18 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 19 | Processing of file for payment to all parties concerned such as Marketing, Processing, Production, PMW, QCM Civil including miscellaneous payments. |
| 20 | Maintenance and scrutiny of accounts of advance to suppliers, scrutiny of account of security deposit, EMD, Retention money on quarterly basis. |
| 21 | Adjustment of all bills such as T, A.Bills, expenses bills. |
| 22 | Posting of JVs, Maintenance of JV Register, Posting of T.A.watch register on day to day basis. |
| 23 | Preparation of list regarding deduction of sundry advance from the salary of the employees on monthly basis. |

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| 24 | Reconciliation of DMs adjustment account on quarterly basis. |
| 25 | Preparation of pay bills on monthly basis, making statutory payments to the authorities like LIC, CPF, GIS, Gratuity within stipulated dates. |
| 26 | Reconciliation of H.O pay and allowances on quarterly basis. |
| 27 | Collection of required information for the purpose of Sales-tax, Income-tax for Maharashtra and Outstate tax authorities. |
| 28 | Proposing the payments of sales-tax against the tax collected on regular basis. |
| 29 | Making payment to the Banks in respect of the tax deduction from the contractors as well as employees. |
| 30 | Issue of T.D.S. certificates to the contractor |
| 31 | Issue of C-Forms to the parties from whom we have purchased material on regular basis. |
| 32 | Keeping necessary records of Issue of C-Forms, TDS certificates and correspondence pertaining thereto. |
| 33 | Issue of Form No.16 to the employees of the Corporation regarding taxable income. |
| 34 | Timely Submission of Return of Income-tax |
| 35 | Data Entry of CPF of regular employees and its reconciliation and timely submission of various returns to the respective authorities. |
| 36 | Scrutiny of advances paid to employees and its reconciliation. |
| 37 | Preparation of stock statement for banks. |
| 38 | Any other work that will be assigned by the Superiors from time to time. |

CLERK (if posted to handle the work in Production activities)

(following duties are in addition to the common duties of Clerk)

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| 1 | Issue of Growers Challans / Distribution Slips as per remittance of challans |
| 2 | Maintenance of files as per Six bundle System |
| 3 | Data Feeding of Distribution Slips in Computer |
| 4 | Maintenance of Growers Control Register |
| 5 | To incorporate entries of production programme, raw seed receipt, certified seed receipts. |
| 6 | Preparation of Growers Bonus/subsidy Payments and maintenance of account cropwise and yearwise. |
| 7 | Consolidation of information received from Asstt. Field Officers of District/Region etc. and informing superiors shortfall, irregularities and failure of programme |
| 8 | Timely Submission of MIS Reports to RM/Head Office |
| 9 | Correspondence with Growers, Seed Certification Agency, Agricultural Universities, Taluka Seed Farms, Zilla Parishads and other Government agencies etc. |
| 10 | Internal Correspondence with AFOs/DMs/DUIs/RMs/Head Office |
| 11 | Information compilation of scarcity floods and damages of crop so as to plan for emergency planning. |

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| 12 | Reconciliation of NOCA account and bank scroll in consultation of Accountant about receipt of payments / dues /recoveries from growers etc. |
| 13 | Initial planning and compilation of production suitable area as per the policy set by the Management for different crops. |
| 14 | Reconciliation of foundation seed sales, total sales, block-wise sales and maintenance of allied records, registers, submission of periodical reports to the RM/Head Office etc. |
| 15 | Inter Unit Receipts and Transfers of stock. |
| 16 | Payments to Seed Certification Agency and maintenance of its register /records/ reconciliation of pending dues. |
| 17 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 18 | Maintenance of Daily Worksheet as per the procedure laid down by the Management from time to time and weekly submission of abstract to the superiors. |
| 19 | Maintenance of information of production/distribution of seeds and receipt from TSFs and Agril.Farms and reconciliation of its old dues. |
| 20 | If foundation seed is to be processed separately then its proper accounting and maintenance of account of low grade and its disposal. |
| 21 | Own Typing work as well as the typing work allotted by superiors. |
| 22 | Inward and Outward Register of correspondence received /dispatched |
| 23 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 24 | Any other work that will be assigned by the Superiors from time to time. |

CLERK (if assigned the Marketing work)

(following duties are in addition to the common duties of Clerk)

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| 1 | Maintenance of Central Stock Book /cleanliness in the storage premises and protection of stock from any insect/other damages etc. |
| 2 | Maintenance of seed distribution to dealers and maintaining of record of sales return |
| 3 | Preparation of Delivery Memo/Order, Invoices and timely acknowledgement |
| 4 | Timely deposition of marketing cheques/Demand Drafts into bank or Forwarding of Cheque to the Accounts Deptt .as per the procedure laid down by the Finance Department from time to time. Reporting of instances of bouncing of cheque to controlling head office. |
| 5 | Allotment of seed stocks to the dealers according to the Advance Booking scheme announced by the management from time to time. |
| 6 | Preparation of seed movement plan and transportation plan and POP material |
| 7 | Data feeding of marketing DO/Bills and Receipts |
| 8 | Issue of Debit Notes / Credit Notes of discount, bank charges and any other scheme announced by the management during the season, levy of interest for outstanding dues. |
| 9 | Consolidation of information of all marketing activities. |
| 10 | To keep latest position of dealers outstanding and it's day to day updation. |
| 11 | Reconciliation of stocks and MTN and quantity account |
| 12 | Reconciliation of sales (block-wise and total) and reporting of shortages to the Management |

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| 13 | Reconciliation of inters stock transfers and proper acknowledgement and updation. |
| 14 | Reconciliation of parties accounts and timely issue of account abstract to the parties |
| 16 | Maintenance of Daily Worksheet as per the procedure lay down by the Management from time to time. |
| 17 | Own Typing work as well as the typing work allotted by superiors. |
| 18 | Inward and Outward Register of correspondence received /dispatched |
| 19 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 20 | Timely and properly deposition – <ul style="list-style-type: none"> • Of marketing record as per the management policy prepared in this regard • Hiring of temporary godown and its payment and insurance etc. during season. • Insurance of all marketing products as per he management policy. |
| 21 | Any other work that will be assigned by the Superiors from time to time. |

CLERK (if assigned the Processing work)

(Following duties are in addition to the common duties of Clerk)

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| 1 | Preparation of Wage-sheet and disbursement of wages along with the wages slip |
| 2 | Preparation and submission of CPF deduction schedules of daily wages workers |
| 3 | Handling bills and miscellaneous payments /certifying of contract payments |
| 4 | Payment of statutory dues / plant rents / taxes etc. and correspondence thereof. |
| 5 | Submission of Returns Certification/ statistics / Air pollution reports |
| 6 | Personal files of staff working at processing plants |
| 7 | Maintenance of Leave records of the staff working at the seed processing plant |
| 8 | Maintenance of record of compensatory leave to JPAs during the season etc. |
| 9 | Payment of Bonus / Leave wages/Gratuity to daily wages workers and maintenance of its yearly records. |
| 10 | To handle Correspondence with DM/DUI/RM/Head Office / Seed Growers |
| 12 | Maintenance of Daily Worksheet as per the procedure laid down by the Management from time to time. |
| 13 | Own Typing work as well as the typing work allotted by superiors. |
| 14 | Inward and Outward Register of correspondence received /dispatched |
| 15 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 16 | Insurance of machine and plant premises as per the management policy and updation of fire fighting measures. |
| 17 | Ensure implementation of all factory norms as required under Factories Act with the help of Plant Engineer/ Occupier. |
| 18 | Timely submission of various reports and returns to the statutory authorities, communicated by the Management. |

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| 19 | Stacking of the seed bags / seed gunny bags should be arranged for easy spraying, dusting, fumigation and shifting / movement of seed stock. The stacked seed bags / gunny bags should invariably bear the STACK/BIN card wherein the details of seed grade/class/crop/variety/ stacking height /number of seed bags, gunny bags etc. all this responsibility shall be of the person who is Store In-charge itself. |
| 20 | At the time of closing the godown the concerned In-charge of the godown shall personally seal and lock the shutters/doors / windows etc. of the godown and shall handover the keys of the godown /office to the Security Section and necessary entries at the time of handing over keys such as Name of the person, Date, Time, Signature should be made personally by the In-charge of the Godown. |
| 21 | The responsibility of taking all precautions for preservation of seed stocks from insect damage, rains, cleanliness of the godown and premises of the seed godown shall be of the concerned In-charge of the godown |
| 22 | It shall be the responsibility of the person handling the godown that at the time of storing of seed received at the Godown no other seeds i.e. revalidated, failed seed stocks should not be stored behind the good seed. On receipt of results of the seed stocks sorting of passed and failed seed should be made and it should be separated immediately. In case failed seed is dispatched for marketing the concerned Incharge of the godown shall be held responsible |
| 23 | At the time of yearly/half yearly stock verification all seed stocks in the godown should be arranged according to the Stock Book. In case of any shortages / excesses the same should be brought to the notice of the controlling officer. |
| 24 | Timely renewal of fire-fighting equipment etc. should be made well before its expiry and in case of any faults, defects etc. getting the renewal, repaired etc. shall be the responsibility of the concerned Incharge /employee |
| 25 | During the marketing season it shall be the responsibility of the concerned godown Incharge to submit the D.L. Marketing Report to Head Office and other controlling offices |
| 26 | Hamali Register should be maintained. It shall be the responsibility of the concerned person handling the godown that unnecessary movement of seed stock from one place to another is not made and unnecessary hamali charges are incurred. |
| 27 | For dispatches of the seed stock from the godown to outside the premises/places etc. the transport contractor with whom the arrangement for sparing of trucks has been finalised by the controlling offices should only be asked to provide the trucks. The concerned godown Incharge shall maintain cordial relations with the transport contractor |
| 28 | The Godown Incharge shall maintain a visit register and entries should be recorded in the said register. |
| 29 | Due to negligence of the Godown Incharge in case any damage is caused to the seed stocks and thereby shortages are occurred and losses caused due to negligence shall be the responsibility of the Godown Incharge |
| 30 | He shall follow the instructions given by the concerned controlling officers from time to time. |
| 31 | Any other work that will be assigned by the Superiors from time to time. |

CLERK (if assigned the work in Engineering department)

(Following duties are in addition to the common duties of Clerk)

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| 1 | Preparation of Agenda Item for the Engineering (Construction) Department. |
| 2 | Preparation of Draft Tender Notice for New construction/ Electrical works /repairs and maintenance etc. |
| 3 | Preparation of Tender Papers |
| 4 | Maintenance of Registers, records pertaining to building repairs and maintenance etc. |
| 5 | Preparation and Maintenance of Tender Issue Register |
| 6 | Maintenance of Records of EMD/Security Deposit/Retention Money etc. and forwarding the same to Finance Department through the controlling officer |
| 7 | Preparation and submission of comparative statement |
| 8 | Issue of Work Order / acceptance letters to the contractors |
| 9 | Scrutiny and Checking of bills for construction /electrical installation, repairs and maintenance etc. and forwarding the same through controlling officer to the finance department. |
| 10 | Processing the files for release of payment to the contractors through the controlling officer |
| 11 | Submission of proposal for refund of EMD/Security Deposit/ Retention Money etc. to the contractor through the controlling officer |
| 12 | Maintenance of Files pertaining to the Civil and Electrical Engineering section |
| 13 | Submission of proposal for forfeiture of EMD and proposal for conversion of EMD into Security Deposit etc. |
| 15 | Reconciliation of Contractors accounts |
| 16 | Maintenance of Daily Worksheet as per the procedure laid down by the Management from time to time. |
| 17 | Own Typing work as well as the typing work allotted by superiors. |
| 18 | Sorting and preservation of records as per management policy. |
| 19 | Inward and Outward Register of correspondence received /dispatched |
| 20 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 21 | Any other work that will be assigned by the Superiors from time to time. |

CLERK (if posted and assigned the work of Raw Seed handling)

(Following duties are in addition to the common duties of Clerk)

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| 1 | To accept the raw seed brought by the seed growers for tendering/processing on first cum first served basis and in sequence of the tokens issued by the Security Section |
| 2 | To handle the raw seed register carefully/properly and to record the accurate weight of the seed tendered by the individual seed growers in the register in presence of the seed grower or his representative. Also to check before accepting the seed and ensure that the details such as name of the crop/variety/ name of village etc. are written on each gunny bags. |

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| 3 | To incorporate all details of raw seed receipts in the Raw Seed Receipt Register /Stock Book etc. and issue final receipt to the respective growers under his signature and also obtain the signature of the respective grower or his representative |
| 4 | Unsealed raw seed gunny bags and which do not carry the threshing slips/certificate should not be accepted in any case and shall be returned immediately to the concern growers. |
| 5 | The raw seed should be stacked variety-wise/village-wise as per the guidelines issued by the Processing Deptt. from time to time. |
| 6 | To draw 1 kg. sample from the raw-seed from the seed stock of each individual seed grower for its further tests i.e. Germination, Purity, O.D.V., O.C.S etc. and low-grade, moisture percentage etc. and send the same to the Seed Testing Laboratory. |
| 7 | To check the moisture percentage of the seed lot before the individual seed grower and record its entry in the raw seed receipt register and obtain the signature of the seed grower. |
| 8 | Data entry in the computer assigned by superiors about the availability of raw seed and related information. |
| 9 | To submit weekly report of Total Raw Seed Received and other details as per the format designed by the management. |
| 10 | To undertake fumigation / spraying / dusting etc. of all seed stocks/stacks as per the norms prescribed and maintain a register in the prescribed format with signature. |
| 11 | To take all precautions to avoid infestation in the seed godowns. |
| 12 | As per the micro-seed processing schedule the individual seed grower should be informed well in advance (before 8 to 10 days) through letters (the letter is to be sent “ Under Postal Certificate”) remain present at the time of processing of his seed lot. In case it is not possible to inform the concerned growers through letter, intimation is sent telegraphically or through messenger. |
| 13 | To hand over the raw seed along-with the threshing report/slips, STL/QCL report and other details etc. to the shift in-charge through the internal material transfer note. |
| 14 | To maintain cordial relations with the seed growers / their representatives and extend all possible help to sort-out their problems / grievances, complaints to their entire satisfaction etc. |
| 15 | To ensure that the seed growers are not put to any loss by way of charging exorbitant Hamali / Handling charges by the Hamals etc. |
| 16 | To ensure that sufficient quantity of raw seed is made available /provided to the Shift Incharge for processing, for want of raw-seed the processing work should not be hampered. |
| 17 | To properly lock and seal the godowns and all Keys should be deposited with the Security Section after recording its entry in the respective register. |
| 18 | Maintenance of Daily Worksheet as per the procedure laid down by the Management from time to time. |
| 19 | Own Typing work as well as the typing work allotted by superiors. |
| 21 | To handle Correspondence with DM/DUI/RM/Head Office / Seed Growers etc. |

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| 21 | Arrange/supervise loading and unloading of seed stocks etc. maintenance of hamali register |
| 22 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 23 | Maintenance and update all relevant records/ registers etc. prescribed for the purpose and to submit the periodical reports to the respective authorities and also Subjectwise file of standing orders issued by the Management from time to time. |
| 24 | Stacking of the seed bags / seed gunny bags should be arranged for easy spraying, dusting, fumigation and shifting / movement of seed stock. The stacked seed bags / gunny bags should invariably bear the STACK/BIN card wherein the details of seed grade/class/crop/variety/ stacking height /number of seed bags, gunny bags etc. all this responsibility shall be of the person who is Store In-charge itself |
| 25 | At the time of closing the godown the concerned In-charge of the godown shall personally seal and lock the shutters/doors / windows etc. of the godown and shall handover the keys of the godown /office to the Security Section and necessary entries at the time of handing over keys such as Name of the person, Date, Time, Signature should be made personally by the In-charge of the Godown |
| 26 | The responsibility of taking all precautions for preservation of seed stocks from insect damage, rains, cleanliness of the godown and premises of the seed godown shall be of the concerned In-charge of the godown |
| 27 | It shall be the responsibility of the person handling the godown that at the time of storing of seed received at the Godown no other seeds i.e. revalidated, failed seed stocks should not be stored behind the good seed. On receipt of results of the seed stocks sorting of passed and failed seed should be made and it should be separated immediately. In case failed seed is dispatched for marketing the concerned Incharge of the godown shall be held responsible. |
| 28 | At the time of yearly/half yearly stock verification all seed stocks in the godown should be arranged according to the Stock Book. In case of any shortages / excesses the same should be brought to the notice of the controlling officer. |
| 29 | Timely renewal of fire-fighting equipment etc. should be made well before its expiry and in case of any faults, defects etc. getting the renewal, repaired etc. shall be the responsibility of the concerned Incharge /employee |
| 30 | During the marketing season it shall be the responsibility of the concerned godown Incharge to submit the D.L. Marketing Report to Head Office and other controlling offices |
| 31 | Hamali Register should be maintained. It shall be the responsibility of the concerned person handling the godown that unnecessary movement of seed stock from one place to another is not made and unnecessary hamali charges are incurred. |
| 32 | For dispatches of the seed stock from the godown to outside the premises/places etc. the transport contractor with whom the arrangement for sparing of trucks has been finalised by the controlling offices should only be asked to provide the trucks. The concerned godown Incharge shall maintain cordial relations with the transport contractor |

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| 33 | The Godown Incharge shall maintain a visit register and entries should be recorded in the said register. |
| 34 | Due to negligence of the Godown Incharge in case any damage is caused to the seed stocks and thereby shortages are occurred and losses caused due to negligence shall be the responsibility of the Godown Incharge |
| 35 | He shall follow the instructions given by the concerned controlling officers from time to time. |
| 36 | Giving back the raw seed if it is not fit to be processed |
| 37 | Giving of raw seed for processing |
| 38 | Maintaining full quantity account of raw seed |
| 39 | Any other work assigned by the superiors from time to time. |

CLERK (Cashier at SPP/Head Office/Dist Office / Regional Office)

(Following duties are in addition to the common duties of Clerk)

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| 1 | To prepare/draw wages of daily wages workers and maintain their Muster properly and regularly and effect their payment within stipulated date. |
| 2 | To handle the entire correspondence pertaining to the wages, statutory deduction from the wages, legal matters of d/w workers etc. and submit the required returns within stipulated date and time. |
| 3 | To write/maintain the Cash Book on daily basis and reconciliation of cash transactions on day-to-day basis. |
| 4 | To prepare and submit the costing report, budget to the respective authority within the time schedule prescribed therefore. |
| 5 | Maintenance of cash advance and sundry advance account of each employee. |
| 5 | To preparation/ scrutiny of bills of seed certification charges and submit the same to the respective offices. |
| 6 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 10 | To submit the attendance of regular employees working in the processing plant to the District / Regional office. |
| 11 | No payment of any bill should be effected without the permission or clearance of the Plant Incharge. |
| 12 | To effect the payment of Electric Bills/ Water Charges / Statutory Fees / Taxes etc. within the time schedule after approval of the controlling officer or as per the procedure laid down by the management from time to time. |
| 13 | Whenever a cheque book is obtained from the Bank entry of receipt of such cheque book be made in the register mentioning the Serial Numbers of the Cheque, numbers contained in the cheque book, against which number of cheque book received etc. The cheque book will be in personal custody of the Cashier. |
| 14 | All cheque books used for making payment to seed growers/ other parties etc. should be marked Account Payee immediately at the moment the cheque book is received in the office in no circumstances any cross Account payee cheque should be counter signed so as to make it bearer. |

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| 15 | For withdrawal of cash from Bank a separate cheque book may be used and since such withdrawal is not permitted on account payee cheque, such cheque may not be stamped Account Payee. |
| 16 | The cheque book should be handled by Cashier only and in no circumstances should be got written from any other person/employee etc. |
| 17 | No cheque /books should be handed over to any daily wages worker either for deposition of such cheque into the bank or for writing of such cheque for handing over a signed cheque to any other third party. |
| 18 | In no case the account payee cheque be cancelled and issued to any third party/office employee. |
| 19 | For obtaining the signature on the cheque, the Cashier should carry the cheque book himself and obtain the signature of the authorized signatory. Cheque book should not be sent through Peon or any other employee for obtaining the signature. |
| 20 | While issuing cheque to the growers / third parties acknowledgement of cheque received should be obtained after affixing revenue stamp wherever essential. |
| 21 | If distribution of cheque are done at Taluka / village level through Field staff acknowledgement of such field staff be taken. |
| 22 | In respect of all other acknowledgement either by field staff or growers or through third person separate cheque/D.D. acknowledgement register be maintained as per the guidelines issued. |
| 23 | In case of proceeding on leave the Cashier should handover the blank cheque after due counting and the person taking over should ensure that he has received all blank cheque. The charge handing over report be prepared indicating the details of charge handed over such as Number of cheque / Number of cheque-books received / handed over in addition to other details of cash as per the procedure already circulated from time to time. |
| 24 | Manual maintenance of cheque issue register on day to day basis is essential although the cheque register is getting generated through computer. |
| 25 | The H.O. cashier who has to issue cheque/D.Ds pertaining to payment files from different section, the payment shall not be made by him directly to the party or his representative or any third party. All such Cheque / D.Ds should be handed over to the concerned Department only. |
| 26 | No cheque or Demand Drafts should be handed over to daily rated workers. It should be given to the regular peon / authorized person of the concerned Department only. |
| 27 | Keep all documents in proper custody such as fixed deposits receipts, bank guarantees and make them available when desired by the superiors |
| 28 | The Cheque/DD received from other parties / individuals should be deposited in to the bank account on the same day so as to avoid any loss of interest on such amount. |
| 29 | Reconciliation of bank account at the closing week and balances shall be worked out properly so that no cheque shall be refunded as dishonoured with endorsement of insufficient funds. |
| 30 | Immediate report to the superiors for loss of cheque /DD refund of cheque on account of dishonour so as to take immediate legal action against the concerning. |

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| 31 | Handling of cash for outstation from bank to office in value one lakh or more should be under proper security and police |
| 32 | Maintenance of Daily Worksheet as per the procedure laid down by the Management from time to time. |
| 33 | Own Typing work as well as the typing work allotted by superiors. |
| 34 | Any other work assigned by the superiors from time to time. |
| CLERK (if assigned the work of handling Low-grade / failed seed etc) (Following duties are in addition to the common duties of Clerk) | |
| 1 | To accept the low-grade/ failed seed as recorded in the Issue Note and ensure its weight as per the Issue Note, weight of low-grade/failed seed, empty gunny bags |
| 2 | Arrange proper storage of the low-grade/failed seed of the individual seed growers as per the instructions issued from time to time. |
| 3 | As per the policy of the management from time to time the low-grade and failed seed/empty gunny bags etc. should be returned to the respective seed growers and there should not be any complaint of the seed growers. |
| 4 | Proper correspondence should be entertained with the respective seed growers about lifting of low grade and failed seed. There should not be any damage to the good seed and other seed material due to storage /lying of failed seed /low-grade seed in the godown. In case there is no response from the seed growers within the time limit necessary arrangement of its storage in the godown be made as per the guidelines of the Plant In-charge. |
| 5 | To submit the quantity account of the low-grade and failed seed to the controlling DM/RM on every Thursday or the day prescribed from time to time. |
| 6 | To take in possession the sweepage seed material (crop-wise) as per the Issue Note, record its entries in the stock book. Separate account should be maintained of the mixed seeds sweepage material should be maintained. |
| 7 | To record the entries of the low-grade /failed seed returned to the seed growers / stored in the godown allocated for storing low-grade and failed seed in the Control register from the concerned. |
| 8 | The failed seed received in bags along with tags as per the Issue Note should be loosed and the empty cloth bags, gunny bags, leaflets, lead seals, advance tags, TF tags, Certified seed tags if any should be returned to the concerned. |
| 9 | While handing over the low-grade failed seed to the respective seed grower or to any party an undertaking should be obtained from them that the seed stock is treated with chemicals/ poisons and not to be utilized for human consumption. Proper care for handling of such treated stock be observed as per norms of food and drug administration. |
| 10 | The low-grade and failed seed should be returned to the respective seed grower or his authorized representative (after obtaining an undertaking from the seed grower) and in case of any difficulty action should be taken as per the guidelines from the Plant Incharge. |
| 11 | Ensure delivery of low-grade / failed seed to the grower concern or to the party authorised in tender after proper remittance of advances and tendering amount by the party |
| 12 | To make proper arrangement of seed stocks before the physical stock verification for proper store verification and necessary records should be made available for verification in standard packing. |
| 13 | To verify that low-grade and failed seed received from outside godowns or units the receiving unit dealing clerk should see that the quantity received by him is per the quantity mentioned in the transportation bill and the MTN and thereafter only the bills should be submitted for payment. |

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| 14 | Fumigation, spraying and dusting should be undertaken as per the requirement. And guidelines issued from time to time. |
| 15 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 16 | Maintenance of Daily Worksheet as per the procedure laid down by the Management from time to time. |
| 17 | Own Typing work as well as the typing work allotted by superiors. |
| 18 | To maintain cleanliness in the godown and surrounding premises of the godown to avoid any infestation to the good seed. All unwanted material should be disposed off as per the guidelines issued from time to time. |
| 19 | Stacking of the seed bags / seed gunny bags should be arranged for easy spraying, dusting, fumigation and shifting / movement of seed stock. The stacked seed bags / gunny bags should invariably bear the STACK/BIN card wherein the details of seed grade/class/crop/variety/ stacking height /number of seed bags, gunny bags etc. all this responsibility shall be of the person who is Store In-charge itself. |
| 20 | At the time of closing the godown the concerned In-charge of the godown shall personally seal and lock the shutters/doors / windows etc. of the godown and shall handover the keys of the godown /office to the Security Section and necessary entries at the time of handing over keys such as Name of the person, Date, Time, Signature should be made personally by the In-charge of the Godown. |
| 21 | The responsibility of taking all precautions for preservation of seed stocks from insect damage, rains, cleanliness of the godown and premises of the seed godown shall be of the concerned In-charge of the godown |
| 22 | It shall be the responsibility of the person handling the godown that at the time of storing of seed received at the Godown no other seeds i.e. revalidated, failed seed stocks should not be stored behind the good seed. On receipt of results of the seed stocks sorting of passed and failed seed should be made and it should be separated immediately. In case failed seed is dispatched for marketing the concerned Incharge of the godown shall be held responsible |
| 23 | At the time of yearly/half yearly stock verification all seed stocks in the godown should be arranged according to the Stock Book. In case of any shortages / excesses the same should be brought to the notice of the controlling officer. |
| 24 | Timely renewal of fire-fighting equipment etc. should be made well before its expiry and in case of any faults, defects etc. getting the renewal, repaired etc. shall be the responsibility of the concerned Incharge /employee |
| 25 | During the marketing season it shall be the responsibility of the concerned godown Incharge to submit the D.L. Marketing Report to Head Office and other controlling offices |
| 26 | Hamali Register should be maintained. It shall be the responsibility of the concerned person handling the godown that unnecessary movement of seed stock from one place to another is not made and unnecessary hamali charges are incurred. |

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| 27 | For dispatches of the seed stock from the godown to outside the premises/places etc. the transport contractor with whom the arrangement for sparing of trucks has been finalised by the controlling offices should only be asked to provide the trucks. The concerned godown Incharge shall maintain cordial relations with the transport contractor |
| 28 | The Godown Incharge shall maintain a visit register and entries should be recorded in the said register. |
| 29 | Due to negligence of the Godown Incharge in case any damage is caused to the seed stocks and thereby shortages are occurred and losses caused due to negligence shall be the responsibility of the Godown Incharge |
| 30 | He shall follow the instructions given by the concerned controlling officers from time to time. |
| 31 | Any other work assigned by the superiors from time to time. |

CLERK (if assigned the work in Computer Cell /EDP/MIS)

(Following duties are in addition to the common duties of Clerk)

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| 1 | To maintain all correspondence pertaining to Computer Cell |
| 2 | Maintenance of Standing Order files of the instructions issued by the management from time to time |
| 3 | Scheduling of Computer Training programme and examination for the employees as per the directives issued by the management. |
| 4 | To assist the Deputy Manger (EDP/MIS) in his day to day working. |
| 5 | Submission of proposal for purchases of Computer / Printers / UPS spare parts of the computer and other electronic machines as well as equipment. |
| 6 | Maintenance of Stock Book of the Computers / Printers and other allied equipments as well as other electronic equipments and submission of its report to the controlling officer from time to time. |
| 7 | Submission of proposal for purchase of computer peripherals after following required procedure and maintenance of its stock book. |
| 8 | Attending any grievance/complaint about non-functioning or improper functioning of the computer / electronic machines. |
| 9 | Follow-up of the complaint registered and its immediate repairs contacting the agency with whom the AMC has been entered into. |
| 10 | Maintenance of record of AMCs and other contracts / guarantee / warranty period of the valuable spare parts and its proper replacement and storing records. |
| 11 | Any other work assigned by superior/management |

CLERK (if assigned the Internal Audit work)

(Following duties are in addition to the common duties of Clerk)

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| 1 | Review of implementation of systems at various district / regional offices and internal control. |
| 2 | Implementation of audit reports at districts in respect of receipt and expenditure |
| 3 | Surprise verification of districts and cash and quantity verification. |
| 4 | Determining areas of cost control and cost reduction. |
| 5 | Ensure strict observance of H.O. instructions in connection with stores / accounts / Revenue receipts /material expenditure etc. |
| 6 | Strict implementation of the H.O. instructions at all levels issued by Finance / Administration and other Departments issued by way of Circulars / Office Orders / policies etc. |
| 7 | Checking of marketing accounts i.e. Bills, Cash memos, Delivery Orders, Material Transfer Notes, Stock Books, Sales Register, Debtor ledger etc. |
| 8 | Checking of Production Records i.e. Challans, Distribution Registers, Stock Books, Sales Register, Production Control Registers, Growers Ledgers etc. |
| 9 | Checking of plant's records i.e. Raw Seed Receipt Register, Processing Control Registers, Revalidation Register, Costing Registers, Stock Books of Seeds etc. |
| 10 | Stocks in Processing Materials, Labour Attendance Registers, Handling Registers etc. |
| 11 | Checking of financial records i.e. All types of cash books, all vouchers, ledgers, subsidiary ledgers, Journal Registers etc. |
| 12 | Scrutiny of final accounts of units and Head office along with all final statements and participation in Annual Stock verification, verification of stock valuation, verification of Govt. claims, subsidies etc. |
| 13 | To check Service Books, entries of Earned leave / Medical leave balances /credit /debit etc. as per their entitlement. |
| 14 | To check and verify the implementation of punishment orders issued by the Head Office / Regional Level. |
| 15 | To thoroughly check the Traveling Allowance Bills and see whether all requirements are fulfilled by the concerned. |
| 16 | To check Electric bills /water supply bills issued by the competent authority, its rates charged based on the location of the site etc. |
| 17 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 18 | Vouching of petty cash vouchers, bank vouchers, journal vouchers, NOCA vouchers |
| 19 | Verification of tender papers in respect of various contracts i.e. Transportation, handling, maintenance and repairs. |
| 20 | Verification of measurements / bills of civil construction contractors etc. |
| 21 | Scanning of bank reconciliation statement of current accounts as well as non-operating current accounts. Lapses on the part of MSSCL as well as Bank in respect of idle funds and its quantum. |

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| 22 | Scrutiny of General Ledger with subsidiary ledgers and reporting head-wise differences. |
| 23 | Scrutiny of final account files and schedules, which is to be presented to the statutory auditors. |
| 24 | Scrutiny of sundry debtors balances as on 31 st March along-with age-wise analysis and comments in respect of over due accounts. |
| 25 | Scrutiny of production records such as individual growers accounts etc |
| 26 | Scrutiny of application, inspection fees received and payable to the seed certification agency (being a major qualification by statutory auditors) |
| 27 | Scrutiny of advances given to the growers, which are not recovered till date. |
| 28 | Report on differences between growers control account and subsidiary ledger and comments. |
| 29 | Scrutiny of low grade and failed seed records, quantity account with specific comments, scrutiny of low grade failed seed tenders etc. |
| 30 | Verification of quantity account of foundation seed, certified seed with financial books as well as processing records and its certification. |
| 31 | Report on credit balances which are not paid since very long with reasons and suggestions. |
| 32 | Scrutiny of marketing policies and its implementation among dealers |
| 33 | Scrutiny of dealers outstanding agewise amountwise and reporting of any suspicious and wrong dealing. |
| 34 | Scrutiny of all receipts and its proper and timely remittances, levying of interest penalties for delayed remittance and realisation. |
| 35 | Scrutiny of all expenditure accounts with reference to the management policy and norms. |
| 36 | Scrutiny of all agreement/ treaties and business deal with reference to company's business with reference to company's economic policies. |
| 32 | Any other work that will be assigned by superiors from time to time. |

CLERK (Seed Store certified/foundation and other material)

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| 1 | The person handling the certified seed / seed received for certification shall be responsible for its proper storage in the godown and AC godown. |
| 2 | Entries of Receipt and Dispatches of the seed stock should invariably be taken in the Stock Book without fail. |
| 3 | Timely fumigation, dusting, spraying of the seed stocks stored in the seed godown should be undertaken according to the standards prescribed and its record should be maintained. |
| 4 | As per the instructions received from the superior offices the seed stock should be dispatched / accepted according to the Movement plan/ instructions and entries of Material Transfer /Material Receipt/ Gate Pass etc. should be taken in the Stock Book. |
| 5 | Due to inadequate availability of space in the godown if the seed stocks is required to be stored outside the godown necessary precautions should be taken to stack the seed bags /gunny bags on Wooden Pallets / Steel Pallets and it should be covered by Tarpaulins so as to save the damage due to rains and other natural calamities without fail. |
| 6 | Any shifting of stock/transfer of stock / movement of stock should not be made without prior permission of the concerned controlling officer failure to do so the concerned dealing person shall be held responsible. |

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| 7 | Stacking of the seed bags / seed gunny bags should be arranged for easy spraying, dusting, fumigation and shifting / movement of seed stock. The stacked seed bags / gunny bags should invariably bear the STACK/BIN card wherein the details of seed grade/class/crop/variety/ stacking height /number of seed bags, gunny bags etc. all this responsibility shall be of the person who is Store In-charge itself. |
| 8 | At the time of closing the godown the concerned In-charge of the godown shall personally seal and lock the shutters/doors / windows etc. of the godown and shall handover the keys of the godown /office to the Security Section and necessary entries at the time of handing over keys such as Name of the person, Date, Time, Signature should be made personally by the In-charge of the Godown. |
| 9 | The responsibility of taking all precautions for preservation of seed stocks from insect damage, rains, cleanliness of the godown and premises of the seed godown shall be of the concerned In-charge of the godown |
| 10 | It shall be the responsibility of the person handling the godown that at the time of storing of seed received at the Godown no other seeds i.e. revalidated, failed seed stocks should not be stored behind the good seed. On receipt of results of the seed stocks sorting of passed and failed seed should be made and it should be separated immediately. In case failed seed is dispatched for marketing the concerned Incharge of the godown shall be held responsible. |
| 11 | At the time of yearly/half yearly stock verification all seed stocks in the godown should be arranged according to the Stock Book. In case of any shortages / excesses the same should be brought to the notice of the controlling officer. |
| 12 | Timely renewal of fire-fighting equipment etc. should be made well before its expiry and in case of any faults, defects etc. getting the renewal, repaired etc. shall be the responsibility of the concerned Incharge /employee. |
| 13 | During the marketing season it shall be the responsibility of the concerned godown Incharge to submit the D.L. Marketing Report to Head Office and other controlling offices. |
| 14 | Hamali Register should be maintained. It shall be the responsibility of the concerned person handling the godown that unnecessary movement of seed stock from one place to another is not made and unnecessary hamali charges are incurred. |
| 15 | For dispatches of the seed stock from the godown to outside the premises/places etc. the transport contractor with whom the arrangement for sparing of trucks has been finalised by the controlling offices should only be asked to provide the trucks. The concerned godown Incharge shall maintain cordial relations with the transport contractor. |
| 16 | The Godown Incharge shall maintain a visit register and entries should be recorded in the said register. |
| 17 | Due to negligence of the Godown Incharge in case any damage is caused to the seed stocks and thereby shortages are occurred and losses caused due to negligence shall be the responsibility of the Godown Incharge. |
| 18 | He shall follow the instructions given by the concerned controlling officers from time to time. |

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| 19 | Maintenance of Daily Worksheet |
| 20 | Own Typing work as well as the typing work allotted by superiors. |
| 21 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 22 | Any other work that will be assigned by superiors from time to time. |
| 23 | When receives the seed from outside state /other districts shall give acknowledgement and write his name below his signature and shall stamp for the purpose of easy identification on the MTN copy of the dispatches unit. |
| CLERK (Quality Control) | |
| 1 | Maintenance of Inward and Outward register of the Dak/Tapal Files /Notes etc. received in the department and its onward distribution to the concerned officers/employee. |
| 2 | Maintenance of Daily Worksheet and drawing of weekly abstract to be shown to superiors |
| 3 | Own Typing work as well as the typing work allotted by superiors. |
| 5 | Proper maintenance of Subject-wise files of the work allotted. |
| 6 | Maintenance of Record of Furniture and office equipments. And its stock book, dead stock book / year-wise purchases / repairs to furniture and other equipments etc. Submission of proposal for approval and other formalities within 8 days from receipt of proposal and placing order immediately on receipt of approval from the competent authority. |
| 7 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 8 | Payment of Telephone bills |
| 9 | Correspondence regarding Uniforms purchases supply to the respective employees and its maintenance of record. |
| 10 | Maintenance of stock book of office stationery purchases / distribution to other offices and to the employees. |
| 11 | Maintenance of records as well as register of Office Library / book purchases for official use And submitting the report of books purchased year-wise. |
| 12 | Preparation of MIS Reports pertaining to the Department |
| 13 | Maintenance of weekly/monthly and yearly returns/ norms |
| 14 | Maintenance of stick vigil and confidential working of the department with respect to quality testing and its results. |
| 15 | Any other work that will be assigned by the superiors from time to time |

PBX Machine Operation: There is no cadre of PBX Operator in the Corporation however at present the person working in the cadre of Clerk has been assigned the work of PBX machine operation. The duties and responsibilities of this post are;

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| 1 | It shall be the personal responsibility of the PBX Operator to keep the PBX machine as well as all the telephone i.e. telephones installed in the PBX as well as the telephones installed at different departments in working condition. |
| 2 | Timely Maintenance and repairs of the PBX machine as well as PBX instruments provided in different departments. |
| 3 | Keeping record of all outgoing local, STD, ISD as well as Mobile Calls. |
| 4 | Keeping record of all personal calls made by Officers/Employees and sending note to the Accounts Department for debiting the amount of call to the respective employee. |
| 5 | Economy in telephone calls and its expenses shall be his personal responsibility and he shall observe the instructions issued by the Management from time to time in curtailing the telephone expenses. |
| 6 | Verification of telephone bills shall be his personal responsibility and he shall certify the bills and forward the same to the Accounts section for making before the due date. |
| 7 | To follow-up with the Telephone department with regard to breakdown in telephone lines and keep the telephones in working condition. |
| 8 | Maintain the stock book of the telephone and its related instruments, cables, batteries etc.and its maintenance and repairs |
| 9 | Timely renewal of licenses, batteries charging and discharging. |
| 10 | Submission of monthly abstract of PBX telephone-wise expenditure. |
| 11 | Regular attendance in office. |
| 12 | During assembly session passing messages to the respective officers and its communication. |
| 13 | Keeping the record all important telephone numbers of Ministers, VVIPs, VIPs, all concerned Government officials, seed corporations, seed distributors etc. and making the same available as and when required. |
| 14 | Any other work that may be assigned by the superiors / management |

LABORATORY ASSISTANT:

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| 1 | Registration of Samples and maintenance of its secrecy. |
| 2 | Preparation of samples for various tests and coding and e-coding as per norms |
| 3 | Testing of samples for physical purity and other determination |
| 4 | Grading of samples |
| 5 | Putting of samples for germination |
| 6 | Moisture Testing |
| 7 | Other test as and when required |
| 8 | Proper maintenance of machinery and equipments and maintenance of their accreditation, standardization to the norms set by Seed Certification Agency. |
| 9 | Recording of test reports |
| 10 | Seedling evaluation |
| 11 | The work of field test and its allied activities. |
| 12 | Considering the exigencies of Corporation work and in the interest of the organisation shall also look after the duties of JPAs. |
| 13 | Rigid implementation of standards, norms and instructions to carryout to all test and standardization as defined in the blue book. |
| 14 | Maintenance and up gradation of instructions of seeds certification in house testing and amendments to rules and regulations thereof. |
| 15 | Any other work assigned by the management from time to time. |

JUNIOR CLERKS:**(Common duties for all Jr.Clerks)**

The Jr.Clerk is a ministerial cadre post and they are required to work in various department like Production, Processing, Marketing, Finance, Legal, Administration, Quality Control, Seed processing Plants, Godowns, Gardens, Nursery, Farms etc. There are few common duties to be performed by the Jr.Clerks. The Jr.Clerks are reporting to the Assistant, Accountant, Regional Accountants, Assistant Accounts Officer, District Managers, DUIs and other officers /senior officials. The Common duties to be performed by the Jr.Clerks are as under:

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| 1 | Maintenance of Daily Worksheet |
| 2 | Own Typing work as well as the typing work allotted by superiors. |
| 3 | <p>Maintenance of following records as per the procedure already laid down by the Management from time to time:</p> <ul style="list-style-type: none"> ➤ Receipt & Distribution of Tapal/DAK /Files /Notes etc. received and its entries in the respective Registers. ➤ Register for L.A.Q. ➤ Register for the letters received from the State Government ➤ Entries of the letters received in the Branch Diary Register ➤ Self Indexing Files (Subject-wise) ➤ Standing Order files of the orders issued by the Management from time to time. ➤ Submission of Monthly abstract of the cases by 5th of every month ➤ Maintenance of WORKSHEET which includes <ol style="list-style-type: none"> 1. Letters/Files/Notes of all types received by the concerned Jr.Clerk 2. Out of the letters received action to be taken by the concerned Jr.Clerk 3. Notes submitted to the controlling officers for taking necessary action on the letters/notes/files which are to be replied by the controlling officer 4. Number of Notes /letters/files (as received at Sr.No.3) returned by the Controlling officer with remarks. 5. Number of files /Notes/ letters returned by the controlling officer with recommendations. 6. Await cum control register 7. PR-A and PR-B register 8. D-papers /files and its destructions as per norms 9. Maintenance of dead stock and its physical verification 10. MIS and its timely updation. |
| 4 | Subject-wise files of the work allotted. |
| 5 | Maintenance of Record of Furniture and office equipments. And its stock book, dead stock book / year-wise purchases / repairs to furniture and other equipments etc. Submission of proposal for approval and other formalities within 8 days from receipt of proposal and placing order immediately on receipt of approval from the competent authority. |
| 6 | Maintenance of records and its proper maintenance and preservation in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 7 | Renewal of Telegraphic address / Post Box / registration with the respective authorities and maintenance of stamp accounts. |
| 8 | Any other work assigned by superior or the Management. |

JR.CLERK if posted in SECRETARIAL Department

(Following duties are in addition to the common duties of Jr.Clerk)

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| 1 | Preparation of Agenda Item for the Board / Sub-committee meetings and preservation of minutes after meeting. |
| 2 | Maintenance of minutes departmentwise and subjectwise. |
| 2 | Correspondence with share holders, Govt. and Unit Offices |
| 3 | Maintenance of Share holders record on the basis of the details obtained from Unit offices. |
| 4 | Work relating to transfer and transmission of shares |
| 5 | Filing of various returns and forms with the Registrar of Companies from time to time as per the provisions of Companies Act. |
| 6 | Holding of Annual General meeting /Extra Ordinary General meetings and correspondence relating thereto. |
| 7 | Correspondence regarding making arrangement of polling stations and other related works. |
| 8 | Work relating to convening and holding of Annual General Meeting and making necessary arrangement. |
| 9 | Correspondence regarding appointment of auditors and their remuneration. |
| 10 | Work related to issue of discount coupons and Dividend Warrants to the shareholder growers. |
| 11 | Maintenance of Files of legal cases pertaining to C.S. department. |
| 12 | Typing work of department |
| 13 | Maintenance of Register of Shareholders |
| 14 | Operating computer for compilation of MIS reports and Dividend Reconciliation |
| 15 | Filing work relating to the entire correspondence of secretarial department |
| 16 | Maintenance of Branch Diary / Inward and Outward of secretarial department as well as personal |
| 17 | Writing of Share certificates |
| 18 | Any other work assigned by the Management /superiors. |

JR.CLERK if posted in Administration Department

(Following duties are in addition to the common duties of Jr.Clerk)

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| 1 | Maintenance of records in the SIX BUNDLE system prescribed by the Management. |
| 2 | Shall be personally responsible for maintenance / updating and custody of personal files of employees |
| 3 | Shall handle all Establishment matters of different cadres i.e. Appointment/Personal Files / Entire Leave record/transfers /deputation /service records / Service Books / Publication of Seniority List/ confirmation etc. of all cadres assigned by the concerned H.O.D. |
| 4 | Caste Verification of the employees of different assigned cadres and custodian of backward cell in the Corporation. |
| 5 | Trainings files of different cadre employees. |
| 6 | Filling of Service Cards of the employees and its updation |
| 7 | Maintenance of Daily Worksheet /drawing of weekly abstract and disposal of old pending references in week's time. |
| 8 | Own Typing work as well as the typing work allotted by superiors. |
| 9 | Subject-wise files of the work allotted. |
| 10 | Maintenance of Record of Furniture and office equipments. And its stock book, dead stock book / year-wise purchases / repairs to furniture and other equipments etc. Submission of proposal for approval and other formalities within 8 days from receipt of proposal and placing order immediately on receipt of approval from the competent authority. |
| 11 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 12 | Renewal of Telegraphic address / Post Box / registration with the respective authorities, proper and economic usage and payment to courier agencies. |
| 13 | Correspondence regarding Uniforms purchases supply to the respective employees and its maintenance of record. |
| 14 | Maintenance of stock book of office stationery purchases / distribution to other offices and to the employees and bring in the notice of superiors any shortages and damages immediately. |
| 15 | Maintenance of records as well as register of Office Library / book purchases for official use and disposal of old books as per approval. And submitting the report of books purchased year-wise. |
| 16 | Preparation of MIS Reports pertaining to Administration/ Secretarial and Legal works. |
| 17 | Confirmation proposals should be submitted within one month from the due date of confirmation |
| 18 | Proposal for release of Annual Increment should be submitted 10 days before the due date. |
| 19 | Proposal of EL Encashment/ E.L. LTC/HTC /Special Salary Advance / Festival Advance / Vehicle Loans etc. should be submitted within a week after receipt of application its sanction and proper recording in service book. |
| 20 | Transfer proposal should be submitted as per the norms prescribed and as directed by the Management from time to time. |

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| 21 | Maintenance of confidential reports and communication of adverse remarks to the employees. |
| 22 | Updation of service book, leave balances, and all entries pertaining to service matters and its annual verification. |
| 23 | Should maintain the register of request transfers / mutual transfer application received from the employee of the cadre concerned and should be submitted at the time of general transfers every year. |
| 24 | Any representation / grievances received from any of the employee should be replied within fifteen days of its receipt and compliance reported to the concerned controlling officer and compliances of pending references in respective administrative matters |
| 25 | Proposal of acceptance of resignation of employee should be submitted immediately for further decision of the management. |
| 26 | Acceptance of resignation of the concerned employee should be communicated after completion of all formalities / recoveries if any and after necessary NOC. |
| 27 | Compliance of the letters received from any Unit / Regional Office should be made within 8 to 10 days or immediately depending upon the subject matter. |
| 28 | The Seniority List should be published after every five years in the month of JANUARY or as directed calling objections within 15 days from the date of its publication. The scrutiny of objections should be made within a week from the date of its receipt and objections if any should be finalised within 15 days or by the end of February. |
| 29 | Maintenance of Muster Roll and late register and checking should be made every day at 11 .00 a.m. and maintenance of movement register. |
| 30 | Timely submission of all periodical returns / statutory returns /Quarterly Progress Reports / Renewal of Insurance Policies / Remittances of Insurance premiums / Death claims / Gratuity Claims / inclusion of new members should be submitted to the respective authorities within due date. |
| 31 | Registration of New Employees, changes in the GIS, GSLI and other Insurance matters |
| 32 | Collection of Books / Periodicals from supplier its proper recording in the stock book. |
| 33 | Maintenance of Stock book for magazine / News papers in Library. Its day to day entries in the stock book of newspapers. |
| 34 | Payment of News paper / magazines to the supplier within 8 days from the date of receipt of bill |
| 35 | Issue of Show cause notices / calling explanation from the employees /officers as the case may be and directed by the higher authorities within a week from the date of instructions etc. |
| 36 | Inward and Outward Register of correspondence received /dispatched |
| 37 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 38 | Any other work that will be assigned by the Superiors from time to time. |

JR. CLERK (DEPARTMENTAL ENQUIRIES /LEGAL MATTERS)

(Following duties are in addition to the common duties of Jr.Clerk)

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| 1 | Issue of show cause notices as per the remarks of the superior officers within seven days from the date of instructions / remarks etc. |
| 2 | Maintenance of all files pertaining to Departmental Enquiry and its day-to-day correspondence with pate numbers. /Appointment of Enquiry Officer etc. |
| 3 | Framing of Charges and allegations within 8 days from the date of receipt of proposal. |
| 4 | Issue of D.E. order /Charge sheet etc. immediately after the approval of M.D. |
| 5 | Fixation of Date of Hearings in consultation with E.O. and Issuance of notices of D.E. hearing etc. |
| 6 | Submission of proposal for action on D.E. report immediately after the receipt of Enquiry Report. |
| 7 | Submission of report of pending D.E. cases on fifth of Every Month. |
| 8 | Initiating Action on Internal Audit Paras wherever necessary within 8 days from its receipt. |
| 9 | Shall be personally responsible and custodian of all cases and papers related with its enquiry and its proper secrecy. |
| 10 | Maintenance of Daily Worksheet and drawing of its weekly abstract. |
| 11 | Own Typing work as well as the typing work allotted by superiors. |
| 12 | Subject-wise files of the work allotted. Subject-wise standing orders issued by the Management from time to time. |
| 13 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 14 | Return of record to the concerned offices called for the D.E. purposes immediately after the work is over. |
| 15 | Filing of Written statement to plaints /WPs within 8 days or as early as possible |
| 16 | Submission of Documents to the Lawyer /Court on due date or well in advance before the actual date of case. |
| 17 | Review of legal cases on 5 th of every month |
| 18 | Payment of D.E.O. /Advocate within 8 days from the date of receipt of bill. |
| 19 | Inward and Outward Register of correspondence received /dispatched |
| 20 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 21 | Any other work that will be assigned by the Superiors from time to time. |

| JR.CLERK (if posted to handle the work in Finance & Accounts matters) (Following duties are in addition to the common duties of Jr.Clerk) | |
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| 1 | Maintenance and disposal of files as per six bundle system |
| 2 | Vouchers Preparation 3. NOCA 4. Operating (Bank/ Cash) |
| 3 | Data Feeding of NOCA/Operating (Bank/cash)/ JVs. The data entry should not be in arrears for more than 1 or 2 days. |
| 4 | Reconciliation of NOCA/Operating accounts |
| 5 | Bills Preparation / checking and Journal Voucher preparation (TA Bills/ Transportation/ Hamali and other expenses. |
| 6 | Growers payment bills preparation and maintaining therein the amount of recovery, if any and its allied schedules/registers/ records / advance payment registers/records etc. and submission of weekly growers payment reports, data feeding, Updation of growers Khata Account etc. |
| 7 | H.O. accounts reconciliation |
| 8 | Cheque Issue Register / M.R. issue Register and personal custody of cheque book and related financial papers. |
| 9 | Maintenance of correspondence files / agreement files / |
| 10 | Submission of MIS reports pertaining to Accounts Department |
| 11 | Consolidation of Accounts MIS reports received from Regional/Units and its compilations |
| 12 | Preparation of Financial Schedules |
| 13 | Maintenance of records of requirement of funds for the unit / release of funds to various offices etc. |
| 14 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 15 | Maintenance of Daily Worksheet and drawing of weekly abstract and regular submission to superiors. |
| 16 | Own Typing work as well as the typing work allotted by superiors. |
| 17 | Inward and Outward Register of correspondence received /dispatched |
| 18 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 19 | Processing of file for payment to all parties concerned such as Marketing, Processing, Production, PMW, QCM Civil including miscellaneous payments. |
| 20 | Maintenance and scrutiny of accounts of advance to suppliers, scrutiny of account of security deposit, EMD, Retention money on quarterly basis. |
| 21 | Adjustment of all bills such as T, A.Bills, expenses bills. |
| 22 | Posting of JVs, Maintenance of JV Register, Posting of T.A.watch register on day to day basis. |
| 23 | Preparation of list regarding deduction of sundry advance from the salary of the employees on monthly basis. |

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| 24 | Reconciliation of DMs adjustment account on quarterly basis. |
| 25 | Preparation of pay bills on monthly basis, making statutory payments to the authorities like LIC, CPF, GIS, Gratuity within stipulated dates. |
| 26 | Reconciliation of H.O pay and allowances on quarterly basis. |
| 27 | Collection of required information for the purpose of Sales-tax, Income-tax for Maharashtra and Outstate tax authorities. |
| 28 | Proposing the payments of sales-tax against the tax collected on regular basis. |
| 29 | Making payment to the Banks in respect of the tax deduction from the contractors as well as employees. |
| 30 | Issue of T.D.S. certificates to the contractor |
| 31 | Issue of C-Forms to the parties from whom we have purchased material on regular basis. |
| 32 | Keeping necessary records of Issue of C-Forms, TDS certificates and correspondence pertaining thereto. |
| 33 | Issue of Form No.16 to the employees of the Corporation regarding taxable income. |
| 34 | Timely Submission of Return of Income-tax |
| 35 | Data Entry of CPF of regular employees and its reconciliation and timely submission of various returns to the respective authorities. |
| 36 | Scrutiny of advances paid to employees and its reconciliation. |
| 37 | Preparation of stock statement for banks. |
| 38 | Any other work that will be assigned by the Superiors from time to time. |

JR.CLERK (if posted to handle the work in Production activities)

(Following duties are in addition to the common duties of Jr.Clerk)

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| 1 | Issue of Growers Challans / Distribution Slips as per remittance of challans |
| 2 | Maintenance of files as per Six bundle System |
| 3 | Data Feeding of Distribution Slips in Computer |
| 4 | Maintenance of Growers Control Register |
| 5 | To incorporate entries of production programme, raw seed receipt, certified seed receipts. |
| 6 | Preparation of Growers Bonus/subsidy Payments and maintenance of account cropwise and yearwise. |
| 7 | Consolidation of information received from Asstt. Field Officers of District/Region etc. and informing superiors shortfall, irregularities and failure of programme |
| 8 | Timely Submission of MIS Reports to RM/Head Office |
| 9 | Correspondence with Growers, Seed Certification Agency, Agricultural Universities, Taluka Seed Farms, Zilla Parishads and other Government agencies etc. |
| 10 | Internal Correspondence with AFOs/DMs/DUIs/RMs/Head Office |
| 11 | Information compilation of scarcity floods and damages of crop so as to plan for emergency planning. |

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| 12 | Reconciliation of NOCA account and bank scroll in consultation of Accountant about receipt of payments / dues /recoveries from growers etc. |
| 13 | Initial planning and compilation of production suitable area as per the policy set by the Management for different crops. |
| 14 | Reconciliation of foundation seed sales, total sales, block-wise sales and maintenance of allied records, registers, submission of periodical reports to the RM/Head Office etc. |
| 15 | Inter Unit Receipts and Transfers of stock. |
| 16 | Payments to Seed Certification Agency and maintenance of its register /records/reconciliation of pending dues. |
| 17 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| 18 | Maintenance of Daily Worksheet as per the procedure laid down by the Management from time to time and weekly submission of abstract to the superiors. |
| 19 | Maintenance of information of production/distribution of seeds and receipt from TSFs and Agril.Farms and reconciliation of its old dues. |
| 20 | If foundation seed is to be processed separately then its proper accounting and maintenance of account of low grade and its disposal. |
| 21 | Own Typing work as well as the typing work allotted by superiors. |
| 22 | Inward and Outward Register of correspondence received /dispatched |
| 23 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 24 | Any other work that will be assigned by the Superiors from time to time. |

JR.CLERK (if assigned the Marketing work)

(Following duties are in addition to the common duties of Jr.Clerk)

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| 1 | Maintenance of Central Stock Book /cleanliness in the storage premises and protection of stock from any insect/other damages etc. |
| 2 | Maintenance of seed distribution to dealers and maintaining of record of sales return |
| 3 | Preparation of Delivery Memo/Order, Invoices and timely acknowledgement |
| 4 | Timely deposition of marketing cheques/Demand Drafts into bank or Forwarding of Cheques to the Accounts Deptt .as per the procedure laid down by the Finance Department from time to time. Reporting of instances of bouncing of cheque to controlling head office. |
| 5 | Allotment of seed stocks to the dealers according to the Advance Booking scheme announced by the management from time to time. |
| 6 | Preparation of seed movement plan and transportation plan and POP material |
| 7 | Data feeding of marketing DO/Bills and Receipts |
| 8 | Issue of Debit Notes / Credit Notes of discount, bank charges and any other scheme announced by the management during the season, levy of interest for outstanding dues. |
| 9 | Consolidation of information of all marketing activities. |
| 10 | To keep latest position of dealers outstanding and its day to day updation. |
| 11 | Reconciliation of stocks and MTN and quantity account |
| 12 | Reconciliation of sales (block-wise and total) and reporting of shortages to the Management |

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| 13 | Reconciliation of inter stock transfers and proper acknowledgement and updation. |
| 14 | Reconciliation of parties accounts and timely issue of account abstract to the parties |
| 16 | Maintenance of Daily Worksheet as per the procedure laid down by the Management from time to time. |
| 17 | Own Typing work as well as the typing work allotted by superiors. |
| 18 | Inward and Outward Register of correspondence received /dispatched |
| 19 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 20 | Timely and properly deposition – <ul style="list-style-type: none"> • Of marketing record as per the management policy prepared in this regard • Hiring of temporary godown and its payment and insurance etc. during season. • Insurance of all marketing products as per the management policy. |
| 21 | Any other work that will be assigned by the Superiors from time to time. |

JR.CLERK (if assigned the Processing work)

(Following duties are in addition to the common duties of Jr.Clerk)

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| 1 | Preparation of Wage-sheet and disbursement of wages along with the wages slip |
| 2 | Preparation and submission of CPF deduction schedules of daily wages workers |
| 3 | Handling bills and miscellaneous payments /certifying of contract payments |
| 4 | Payment of statutory dues / plant rents / taxes etc. and correspondence thereof. |
| 5 | Submission of Returns Certification/ statistics / Air pollution reports |
| 6 | Personal files of staff working at processing plants |
| 7 | Maintenance of Leave records of the staff working at the seed processing plant |
| 8 | Maintenance of record of compensatory leave to JPAs during the season etc. |
| 9 | Payment of Bonus / Leave wages/Gratuity to daily wages workers and maintenance of its yearly records. |
| 10 | To handle Correspondence with DM/DUI/RM/Head Office / Seed Growers |
| 12 | Maintenance of Daily Worksheet as per the procedure laid down by the Management from time to time. |
| 13 | Own Typing work as well as the typing work allotted by superiors. |
| 14 | Inward and Outward Register of correspondence received /dispatched |
| 15 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 16 | Insurance of machine and plant premises as per the management policy and updation of fire fighting measures. |
| 17 | Ensure implementation of all factory norms as required under Factories Act with the help of Plant Engineer/ Occupier. |
| 18 | Timely submission of various reports and returns to the statutory authorities, communicated by the Management. |

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| 19 | Stacking of the seed bags / seed gunny bags should be arranged for easy spraying, dusting, fumigation and shifting / movement of seed stock. The stacked seed bags / gunny bags should invariably bear the STACK/BIN card wherein the details of seed grade/class/crop/variety/ stacking height /number of seed bags, gunny bags etc. all this responsibility shall be of the person who is Store In-charge itself. |
| 20 | At the time of closing the godown the concerned In-charge of the godown shall personally seal and lock the shutters/doors / windows etc. of the godown and shall handover the keys of the godown /office to the Security Section and necessary entries at the time of handing over keys such as Name of the person, Date, Time, Signature should be made personally by the In-charge of the Godown. |
| 21 | The responsibility of taking all precautions for preservation of seed stocks from insect damage, rains, cleanliness of the godown and premises of the seed godown shall be of the concerned In-charge of the godown |
| 22 | It shall be the responsibility of the person handling the godown that at the time of storing of seed received at the Godown no other seeds i.e. revalidated, failed seed stocks should not be stored behind the good seed. On receipt of results of the seed stocks sorting of passed and failed seed should be made and it should be separated immediately. In case failed seed is dispatched for marketing the concerned Incharge of the godown shall be held responsible |
| 23 | At the time of yearly/half yearly stock verification all seed stocks in the godown should be arranged according to the Stock Book. In case of any shortages / excesses the same should be brought to the notice of the controlling officer. |
| 24 | Timely renewal of fire-fighting equipment etc. should be made well before its expiry and in case of any faults, defects etc. getting the renewal, repaired etc. shall be the responsibility of the concerned Incharge /employee |
| 25 | During the marketing season it shall be the responsibility of the concerned godown Incharge to submit the D.L. Marketing Report to Head Office and other controlling offices |
| 26 | Hamali Register should be maintained. It shall be the responsibility of the concerned person handling the godown that unnecessary movement of seed stock from one place to another is not made and unnecessary hamali charges are incurred. |
| 27 | For dispatches of the seed stock from the godown to outside the premises/places etc. the transport contractor with whom the arrangement for sparing of trucks has been finalised by the controlling offices should only be asked to provide the trucks. The concerned godown Incharge shall maintain cordial relations with the transport contractor |
| 28 | The Godown Incharge shall maintain a visit register and entries should be recorded in the said register. |
| 29 | Due to negligence of the Godown Incharge in case any damage is caused to the seed stocks and thereby shortages are occurred and losses caused due to negligence shall be the responsibility of the Godown Incharge |
| 30 | He shall follow the instructions given by the concerned controlling officers from time to time. |
| 31 | Any other work that will be assigned by the Superiors from time to time. |

| JR.CLERK (if assigned the work in Engineering department) (Following duties are in addition to the common duties of Jr.Clerk) | |
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| 1 | Preparation of Agenda Item for the Engineering (Construction) Department. |
| 2 | Preparation of Draft Tender Notice for New construction/ Electrical works /repairs and maintenance etc. |
| 3 | Preparation of Tender Papers |
| 4 | Maintenance of Registers, records pertaining to building repairs and maintenance etc. |
| 5 | Preparation and Maintenance of Tender Issue Register |
| 6 | Maintenance of Records of EMD/Security Deposit/Retention Money etc. and forwarding the same to Finance Department through the controlling officer |
| 7 | Preparation and submission of comparative statement |
| 8 | Issue of Work Order / acceptance letters to the contractors |
| 9 | Scrutiny and Checking of bills for construction /electrical installation, repairs and maintenance etc. and forwarding the same through controlling officer to the finance department. |
| 10 | Processing the files for release of payment to the contractors through the controlling officer |
| 11 | Submission of proposal for refund of EMD/Security Deposit/ Retention Money etc. to the contractor through the controlling officer |
| 12 | Maintenance of Files pertaining to the Civil and Electrical Engineering section |
| 13 | Submission of proposal for forfeiture of EMD and proposal for conversion of EMD into Security Deposit etc. |
| 15 | Reconciliation of Contractors accounts |
| 16 | Maintenance of Daily Worksheet as per the procedure laid down by the Management from time to time. |
| 17 | Own Typing work as well as the typing work allotted by superiors. |
| 18 | Sorting and preservation of records as per management policy. |
| 19 | Inward and Outward Register of correspondence received /dispatched |
| 20 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 21 | Any other work that will be assigned by the Superiors from time to time. |
| JR.CLERK (if posted and assigned the work of Raw Seed handling) (Following duties are in addition to the common duties of Jr.Clerk) | |
| 1 | To accept the raw seed brought by the seed growers for tendering/processing on first cum first served basis and in sequence of the tokens issued by the Security Section |
| 2 | To handle the raw seed register carefully/properly and to record the accurate weight of the seed tendered by the individual seed growers in the register in presence of the seed grower or his representative. Also to check before accepting the seed and ensure that the details such as name of the crop/variety/ name of village etc. are written on each gunny bags. |

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| 3 | To incorporate all details of raw seed receipts in the Raw Seed Receipt Register /Stock Book etc. and issue final receipt to the respective growers under his signature and also obtain the signature of the respective grower or his representative |
| 4 | Unsealed raw seed gunny bags and which do not carry the threshing slips/certificate should not be accepted in any case and shall be returned immediately to the concern growers. |
| 5 | The raw seed should be stacked variety-wise/village-wise as per the guidelines issued by the Processing Deptt. from time to time.. |
| 6 | To draw 1 kg. sample from the raw-seed from the seed stock of each individual seed grower for its further tests i.e. Germination, Purity, O.D.V., O.C.S etc. and low-grade, moisture percentage etc. and send the same to the Seed Testing Laboratory. |
| 7 | To check the moisture percentage of the seed lot before the individual seed grower and record its entry in the raw seed receipt register and obtain the signature of the seed grower. |
| 8 | Data entry in the computer assigned by superiors about the availability of raw seed and related information. |
| 9 | To submit weekly report of Total Raw Seed Received and other details as per the format designed by the management. |
| 10 | To undertake fumigation / spraying / dusting etc. of all seed stocks/stacks as per the norms prescribed and maintain a register in the prescribed format with signature. |
| 11 | To take all precautions to avoid infestation in the seed godowns. |
| 12 | As per the micro-seed processing schedule the individual seed grower should be informed well in advance (before 8 to 10 days) through letters (the letter is to be sent “ Under Postal Certificate”) remain present at the time of processing of his seed lot. In case it is not possible to inform the concerned growers through letter, intimation is sent telegraphically or through messenger. |
| 13 | To hand over the raw seed along-with the threshing report/slips, STL/QCL report and other details etc. to the shift in-charge through the internal material transfer note. |
| 14 | To maintain cordial relations with the seed growers / their representatives and extend all possible help to sort-out their problems / grievances, complaints to their entire satisfaction etc. |
| 15 | To ensure that the seed growers are not put to any loss by way of charging exorbitant Hamali / Handling charges by the Hamals etc. |
| 16 | To ensure that sufficient quantity of raw seed is made available /provided to the Shift Incharge for processing, for want of raw-seed the processing work should not be hampered. |
| 17 | To properly lock and seal the godowns and all Keys should be deposited with the Security Section after recording its entry in the respective register. |
| 18 | Maintenance of Daily Worksheet as per the procedure laid down by the Management from time to time. |
| 19 | Own Typing work as well as the typing work allotted by superiors. |
| 20 | To handle Correspondence with DM/DUI/RM/Head Office / Seed Growers etc. |

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| 21 | Arrange/supervise loading and unloading of seed stocks etc. maintenance of hamali register |
| 22 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 23 | Maintenance and update all relevant records/ registers etc. prescribed for the purpose and to submit the periodical reports to the respective authorities and also Subjectwise file of standing orders issued by the Management from time to time. |
| 24 | Stacking of the seed bags / seed gunny bags should be arranged for easy spraying, dusting, fumigation and shifting / movement of seed stock. The stacked seed bags / gunny bags should invariably bear the STACK/BIN card wherein the details of seed grade/class/crop/variety/ stacking height /number of seed bags, gunny bags etc. all this responsibility shall be of the person who is Store In-charge itself |
| 25 | At the time of closing the godown the concerned In-charge of the godown shall personally seal and lock the shutters/doors / windows etc. of the godown and shall handover the keys of the godown /office to the Security Section and necessary entries at the time of handing over keys such as Name of the person, Date, Time, Signature should be made personally by the In-charge of the Godown |
| 26 | The responsibility of taking all precautions for preservation of seed stocks from insect damage, rains, cleanliness of the godown and premises of the seed godown shall be of the concerned In-charge of the godown |
| 27 | It shall be the responsibility of the person handling the godown that at the time of storing of seed received at the Godown no other seeds i.e. revalidated, failed seed stocks should not be stored behind the good seed. On receipt of results of the seed stocks sorting of passed and failed seed should be made and it should be separated immediately. In case failed seed is dispatched for marketing the concerned Incharge of the godown shall be held responsible. |
| 28 | At the time of yearly/half yearly stock verification all seed stocks in the godown should be arranged according to the Stock Book. In case of any shortages / excesses the same should be brought to the notice of the controlling officer. |
| 29 | Timely renewal of fire-fighting equipment etc. should be made well before its expiry and in case of any faults, defects etc. getting the renewal, repaired etc. shall be the responsibility of the concerned Incharge /employee |
| 30 | During the marketing season it shall be the responsibility of the concerned godown Incharge to submit the D.L. Marketing Report to Head Office and other controlling offices |
| 31 | Hamali Register should be maintained. It shall be the responsibility of the concerned person handling the godown that unnecessary movement of seed stock from one place to another is not made and unnecessary hamali charges are incurred. |
| 32 | For dispatches of the seed stock from the godown to outside the premises/places etc. the transport contractor with whom the arrangement for sparing of trucks has been finalised by the controlling offices should only be asked to provide the trucks. The concerned godown Incharge shall maintain cordial relations with the transport contractor |

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| 33 | The Godown Incharge shall maintain a visit register and entries should be recorded in the said register. |
| 34 | Due to negligence of the Godown Incharge in case any damage is caused to the seed stocks and thereby shortages are occurred and losses caused due to negligence shall be the responsibility of the Godown Incharge |
| 35 | He shall follow the instructions given by the concerned controlling officers from time to time. |
| 36 | Giving back the raw seed if it is not fit to be processed |
| 37 | Giving of raw seed for processing |
| 38 | Maintaining full quantity account of raw seed |
| 39 | Any other work assigned by the superiors from time to time. |

| JR.CLERK (Cashier at SPP/Head Office/Dist Office / Regional Office) (Following duties are in addition to the common duties of Jr.Clerk) | |
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| 1 | To prepare/draw wages of daily wages workers and maintain their Muster properly and regularly and effect their payment within stipulated date. |
| 2 | To handle the entire correspondence pertaining to the wages, statutory deduction from the wages, legal matters of d/w workers etc. and submit the required returns within stipulated date and time. |
| 3 | To write/maintain the Cash Book on daily basis and reconciliation of cash transactions on day-to-day basis. |
| 4 | To prepare and submit the costing report, budget to the respective authority within the time schedule prescribed therefore. |
| 5 | Maintenance of cash advance and sundry advance account of each employee. |
| 5 | To preparation/ scrutiny of bills of seed certification charges and submit the same to the respective offices. |
| 6 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 10 | To submit the attendance of regular employees working in the processing plant to the District / Regional office. |
| 11 | No payment of any bill should be effected without the permission or clearance of the Plant Incharge. |
| 12 | To effect the payment of Electric Bills/ Water Charges / Statutory Fees / Taxes etc. within the time schedule after approval of the controlling officer or as per the procedure laid down by the management from time to time. |
| 13 | Whenever a cheque book is obtained from the Bank entry of receipt of such cheque book be made in the register mentioning the Serial Numbers of the Cheque, numbers contained in the cheque book, against which number of cheque book received etc. The cheque book will be in personal custody of the Cashier. |
| 14 | All cheque books used for making payment to seed growers/ other parties etc. should be marked Account Payee immediately at the moment the cheque book is received in the office in no circumstances any cross Account payee cheque should be counter signed so as to make it bearer. |

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| 15 | For withdrawal of cash from Bank a separate cheque book may be used and since such withdrawal is not permitted on account payee cheque, such cheque may not be stamped Account Payee. |
| 16 | The cheque book should be handled by Cashier only and in no circumstances should be got written from any other person/employee etc. |
| 17 | No cheque /books should be handed over to any daily wages worker either for deposition of such cheque into the bank or for writing of such cheque for handing over a signed cheque to any other third party. |
| 18 | In no case the account payee cheque be cancelled and issued to any third party/office employee. |
| 19 | For obtaining the signature on the cheque, the Cashier should carry the cheque book himself and obtain the signature of the authorized signatory. Cheque book should not be sent through Peon or any other employee for obtaining the signature. |
| 20 | While issuing cheque to the growers / third parties acknowledgement of cheque received should be obtained after affixing revenue stamp wherever essential. |
| 21 | If distribution of cheque are done at Taluka / village level through Field staff acknowledgement of such field staff be taken. |
| 22 | In respect of all other acknowledgement either by field staff or growers or through third person separate cheque/D.D. acknowledgement register be maintained as per the guidelines issued. |
| 23 | In case of proceeding on leave the Cashier should handover the blank cheque after due counting and the person taking over should ensure that he has received all blank cheque. The charge handing over report be prepared indicating the details of charge handed over such as Number of cheque / Number of cheque-books received / handed over in addition to other details of cash as per the procedure already circulated from time to time. |
| 24 | Manual maintenance of cheque issue register on day to day basis is essential although the cheque register is getting generated through computer. |

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| 25 | The H.O. cashier who has to issue cheque/D.Ds pertaining to payment files from different section, the payment shall not be made by him directly to the party or his representative or any third party. All such Cheque / D.Ds should be handed over to the concerned Department only. |
| 26 | No cheque or Demand Drafts should be handed over to daily rated workers. It should be given to the regular peon / authorized person of the concerned Department only. |
| 27 | Keep all documents in proper custody such as fixed deposits receipts, bank guarantees and make them available when desired by the superiors |
| 28 | The Cheque/DD received from other parties / individuals should be deposited in to the bank account on the same day so as to avoid any loss of interest on such amount. |
| 29 | Reconciliation of bank account at the closing week and balances shall be worked out properly so that no cheque shall be refunded as dishonoured with endorsement of insufficient funds. |
| 30 | Immediate report to the superiors for loss of cheque /DD refund of cheque on account of dishonour so as to take immediate legal action against the concerning. |

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| 31 | Handling of cash for outstation from bank to office in value one lakh or more should be under proper security and police |
| 32 | Maintenance of Daily Worksheet as per the procedure laid down by the Management from time to time. |
| 33 | Own Typing work as well as the typing work allotted by superiors. |
| 34 | Any other work assigned by the superiors from time to time. |
| JR.CLERK (if assigned the work of handling Low-grade / failed seed etc) (Following duties are in addition to the common duties of Jr.Clerk) | |
| 1 | To accept the low-grade/ failed seed as recorded in the Issue Note and ensure its weight as per the Issue Note, weight of low-grade/failed seed, empty gunny bags |
| 2 | Arrange proper storage of the low-grade/failed seed of the individual seed growers as per the instructions issued from time to time. |
| 3 | As per the policy of the management from time to time the low-grade and failed seed/empty gunny bags etc. should be returned to the respective seed growers and there should not be any complaint of the seed growers. |
| 4 | Proper correspondence should be entertained with the respective seed growers about lifting of low grade and failed seed. There should not be any damage to the good seed and other seed material due to storage /lying of failed seed /low-grade seed in the godown. In case there is no response from the seed growers within the time limit necessary arrangement of its storage in the godown be made as per the guidelines of the Plant In-charge. |
| 5 | To submit the quantity account of the low-grade and failed seed to the controlling DM/RM on every Thursday or the day prescribed from time to time. |
| 6 | To take in possession the sweepage seed material (crop-wise) as per the Issue Note, record its entries in the stock book. Separate account should be maintained of the mixed seeds sweepage material should be maintained. |
| 7 | To record the entries of the low-grade /failed seed returned to the seed growers / stored in the godown allocated for storing low-grade and failed seed in the Control register from the concerned. |
| 8 | The failed seed received in bags along with tags as per the Issue Note should be loosed and the empty cloth bags, gunny bags, leaflets, lead seals, advance tags, TF tags, Certified seed tags if any should be returned to the concerned. |
| 9 | While handing over the low-grade failed seed to the respective seed grower or to any party an undertaking should be obtained from them that the seed stock is treated with chemicals/ poisons and not to be utilized for human consumption. Proper care for handling of such treated stock be observed as per norms of food and drug administration. |
| 10 | The low-grade and failed seed should be returned to the respective seed grower or his authorized representative (after obtaining an undertaking from the seed grower) and in case of any difficulty action should be taken as per the guidelines from the Plant Incharge. |
| 11 | Ensure delivery of low-grade / failed seed to the grower concern or to the party authorised in tender after proper remittance of advances and tendering amount by the party |

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| 12 | To make proper arrangement of seed stocks before the physical stock verification for proper store verification and necessary records should be made available for verification in standard packing. |
| 13 | To verify that low-grade and failed seed received from outside godowns or units the receiving unit dealing Jr.Clerk should see that the quantity received by him is per the quantity mentioned in the transportation bill and the MTN and thereafter only the bills should be submitted for payment. |
| 14 | Fumigation, spraying and dusting should be undertaken as per the requirement. And guidelines issued from time to time. |
| 15 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 16 | Maintenance of Daily Worksheet as per the procedure laid down by the Management from time to time. |
| 17 | Own Typing work as well as the typing work allotted by superiors. |
| 18 | To maintain cleanliness in the godown and surrounding premises of the godown to avoid any infestation to the good seed. All unwanted material should be disposed off as per the guidelines issued from time to time. |
| 19 | Stacking of the seed bags / seed gunny bags should be arranged for easy spraying, dusting, fumigation and shifting / movement of seed stock. The stacked seed bags / gunny bags should invariably bear the STACK/BIN card wherein the details of seed grade/class/crop/variety/ stacking height /number of seed bags, gunny bags etc. all this responsibility shall be of the person who is Store In-charge itself. |

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| 20 | At the time of closing the godown the concerned In-charge of the godown shall personally seal and lock the shutters/doors / windows etc. of the godown and shall handover the keys of the godown /office to the Security Section and necessary entries at the time of handing over keys such as Name of the person, Date, Time, Signature should be made personally by the In-charge of the Godown. |
| 21 | The responsibility of taking all precautions for preservation of seed stocks from insect damage, rains, cleanliness of the godown and premises of the seed godown shall be of the concerned In-charge of the godown |
| 22 | It shall be the responsibility of the person handling the godown that at the time of storing of seed received at the Godown no other seeds i.e. revalidated, failed seed stocks should not be stored behind the good seed. On receipt of results of the seed stocks sorting of passed and failed seed should be made and it should be separated immediately. In case failed seed is dispatched for marketing the concerned Incharge of the godown shall be held responsible |
| 23 | At the time of yearly/half yearly stock verification all seed stocks in the godown should be arranged according to the Stock Book. In case of any shortages / excesses the same should be brought to the notice of the controlling officer. |
| 24 | Timely renewal of fire-fighting equipment etc. should be made well before its expiry and in case of any faults, defects etc. getting the renewal, repaired etc. shall be the responsibility of the concerned Incharge /employee |
| 25 | During the marketing season it shall be the responsibility of the concerned godown Incharge to submit the D.L. Marketing Report to Head Office and other controlling offices |

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| 26 | Hamali Register should be maintained. It shall be the responsibility of the concerned person handling the godown that unnecessary movement of seed stock from one place to another is not made and unnecessary hamali charges are incurred. |
| 27 | For dispatches of the seed stock from the godown to outside the premises/places etc. the transport contractor with whom the arrangement for sparing of trucks has been finalised by the controlling offices should only be asked to provide the trucks. The concerned godown Incharge shall maintain cordial relations with the transport contractor |
| 28 | The Godown Incharge shall maintain a visit register and entries should be recorded in the said register. |
| 29 | Due to negligence of the Godown Incharge in case any damage is caused to the seed stocks and thereby shortages are occurred and losses caused due to negligence shall be the responsibility of the Godown Incharge |
| 30 | He shall follow the instructions given by the concerned controlling officers from time to time. |
| 31 | Any other work assigned by the superiors from time to time. |

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| JR.CLERK (if assigned the work in Computer Cell /EDP/MIS) | |
| (Following duties are in addition to the common duties of Jr.Clerk) | |
| 1 | To maintain all correspondence pertaining to Computer Cell |
| 2 | Maintenance of Standing Order files of the instructions issued by the management from time to time |
| 3 | Scheduling of Computer Training programme and examination for the employees as per the directives issued by the management. |
| 4 | To assist the Deputy Manger (EDP/MIS) in his day to day working. |
| 5 | Submission of proposal for purchases of Computer / Printers / UPS spare parts of the computer and other electronic machines as well as equipment. |
| 6 | Maintenance of Stock Book of the Computers / Printers and other allied equipments as well as other electronic equipments and submission of its report to the controlling officer from time to time. |
| 7 | Submission of proposal for purchase of computer peripherals after following required procedure and maintenance of its stock book. |
| 8 | Attending any grievance/complaint about non-functioning or improper functioning of the computer / electronic machines. |
| 9 | Follow-up of the complaint registered and its immediate repairs contacting the agency with whom the AMC has been entered into. |
| 10 | Maintenance of record of AMCs and other contracts / guarantee / warranty period of the valuable spare parts and its proper replacement and storing records. |
| 11 | Any other work assigned by superior/management |

| JR.CLERK (if assigned the Internal Audit work) | | |
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| (Following duties are in addition to the common duties of Jr.Clerk) | | |
| 1 | Review of implementation of systems at various district / regional offices and internal control. | |
| 2 | Implementation of audit reports at districts in respect of receipt and expenditure | |
| 3 | Surprise verification of districts and cash and quantity verification. | |
| 4 | Determining areas of cost control and cost reduction. | |
| 5 | Ensure strict observance of H.O. instructions in connection with stores / accounts / Revenue receipts /material expenditure etc. | |
| 6 | Strict implementation of the H.O. instructions at all levels issued by Finance / Administration and other Departments issued by way of Circulars / Office Orders / policies etc. | |
| 7 | Checking of marketing accounts i.e. Bills, Cash memos, Delivery Orders, Material Transfer Notes, Stock Books, Sales Register, Debtor ledger etc. | |
| 8 | Checking of Production Records i.e. Challans, Distribution Registers, Stock Books, Sales Register, Production Control Registers, Growers Ledgers etc. | |
| 9 | Checking of plant's records i.e. Raw Seed Receipt Register, Processing Control Registers, Revalidation Register, Costing Registers, Stock Books of Seeds etc. | |
| 10 | Stocks in Processing Materials, Labour Attendance Registers, Handling Registers etc. | |
| 11 | Checking of financial records i.e. All types of cash books, all vouchers, ledgers, subsidiary ledgers, Journal Registers etc. | |
| 12 | Scrutiny of final accounts of units and Head office along with all final statements and participation in Annual Stock verification, verification of stock valuation, verification of Govt. claims, subsidies etc. | |
| 13 | To check Service Books, entries of Earned leave / Medical leave balances /credit /debit etc. as per their entitlement. | |
| 14 | To check and verify the implementation of punishment orders issued by the Head Office / Regional Level. | |
| 15 | To thoroughly check the Traveling Allowance Bills and see whether all requirements are fulfilled by the concerned. | |
| 16 | To check Electric bills /water supply bills issued by the competent authority, its rates charged based on the location of the site etc. | |
| 17 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. | |
| 18 | Vouching of petty cash vouchers, bank vouchers, journal vouchers, NOCA vouchers | |
| 19 | Verification of tender papers in respect of various contracts i.e. Transportation, handling, maintenance and repairs. | |
| 20 | Verification of measurements / bills of civil construction contractors etc. | |
| 21 | Scanning of bank reconciliation statement of current accounts as well as non-operating current accounts. Lapses on the part of MSSCL as well as Bank in respect of idle funds and its quantum. | |

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| 22 | Scrutiny of General Ledger with subsidiary ledgers and reporting head-wise differences. |
| 23 | Scrutiny of final account files and schedules, which is to be presented to the statutory auditors. |
| 24 | Scrutiny of sundry debtors balances as on 31 st March along-with age-wise analysis and comments in respect of over due accounts. |
| 25 | Scrutiny of production records such as individual growers accounts etc |
| 26 | Scrutiny of application, inspection fees received and payable to the seed certification agency (being a major qualification by statutory auditors) |
| 27 | Scrutiny of advances given to the growers, which are not recovered till date. |
| 28 | Report on differences between growers control account and subsidiary ledger and comments. |
| 29 | Scrutiny of low grade and failed seed records, quantity account with specific comments, scrutiny of low grade failed seed tenders etc. |
| 30 | Verification of quantity account of foundation seed, certified seed with financial books as well as processing records and its certification. |
| 31 | Report on credit balances which are not paid since very long with reasons and suggestions. |
| 32 | Scrutiny of marketing policies and its implementation among dealers |
| 33 | Scrutiny of dealers outstanding agewise amountwise and reporting of any suspicious and wrong dealing. |
| 34 | Scrutiny of all receipts and its proper and timely remittances, levying of interest penalties for delayed remittance and realisation. |
| 35 | Scrutiny of all expenditure accounts with reference to the management policy and norms. |
| 36 | Scrutiny of all agreement/ treaties and business deal with reference to company's business with reference to company's economic policies. |
| 32 | Any other work that will be assigned by superiors from time to time. |

JR.CLERK (Seed Store certified/foundation and other material)

(Following duties are in addition to the common duties of Jr.Clerk)

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| 1 | The person handling the certified seed / seed received for certification shall be responsible for its proper storage in the godown and AC godown. |
| 2 | Entries of Receipt and Dispatches of the seed stock should invariably be taken in the Stock Book without fail. |
| 3 | Timely fumigation, dusting, spraying of the seed stocks stored in the seed godown should be undertaken according to the standards prescribed and its record should be maintained. |
| 4 | As per the instructions received from the superior offices the seed stock should be dispatched / accepted according to the Movement plan/ instructions and entries of Material Transfer /Material Receipt/ Gate Pass etc. should be taken in the Stock Book. |
| 5 | Due to inadequate availability of space in the godown if the seed stocks is required to be stored outside the godown necessary precautions should be taken to stack the seed bags /gunny bags on Wooden Pallets / Steel Pallets and it should be covered by Tarpaulins so as to save the damage due to rains and other natural calamities without fail. |
| 6 | Any shifting of stock/transfer of stock / movement of stock should not be made without prior permission of the concerned controlling officer failure to do so the concerned dealing person shall be held responsible. |

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| 7 | Stacking of the seed bags / seed gunny bags should be arranged for easy spraying, dusting, fumigation and shifting / movement of seed stock. The stacked seed bags / gunny bags should invariably bear the STACK/BIN card wherein the details of seed grade/class/crop/variety/ stacking height /number of seed bags, gunny bags etc. all this responsibility shall be of the person who is Store In-charge itself. |
| 8 | At the time of closing the godown the concerned In-charge of the godown shall personally seal and lock the shutters/doors / windows etc. of the godown and shall handover the keys of the godown /office to the Security Section and necessary entries at the time of handing over keys such as Name of the person, Date, Time, Signature should be made personally by the In-charge of the Godown. |
| 9 | The responsibility of taking all precautions for preservation of seed stocks from insect damage, rains, cleanliness of the godown and premises of the seed godown shall be of the concerned In-charge of the godown |
| 10 | It shall be the responsibility of the person handling the godown that at the time of storing of seed received at the Godown no other seeds i.e. revalidated, failed seed stocks should not be stored behind the good seed. On receipt of results of the seed stocks sorting of passed and failed seed should be made and it should be separated immediately. In case failed seed is dispatched for marketing the concerned Incharge of the godown shall be held responsible. |
| 11 | At the time of yearly/half yearly stock verification all seed stocks in the godown should be arranged according to the Stock Book. In case of any shortages / excesses the same should be brought to the notice of the controlling officer. |
| 12 | Timely renewal of fire-fighting equipment etc. should be made well before its expiry and in case of any faults, defects etc. getting the renewal, repaired etc. shall be the responsibility of the concerned Incharge /employee. |
| 13 | During the marketing season it shall be the responsibility of the concerned godown Incharge to submit the D.L. Marketing Report to Head Office and other controlling offices. |
| 14 | Hamali Register should be maintained. It shall be the responsibility of the concerned person handling the godown that unnecessary movement of seed stock from one place to another is not made and unnecessary hamali charges are incurred. |
| 15 | For dispatches of the seed stock from the godown to outside the premises/places etc. the transport contractor with whom the arrangement for sparing of trucks has been finalised by the controlling offices should only be asked to provide the trucks. The concerned godown Incharge shall maintain cordial relations with the transport contractor. |
| 16 | The Godown Incharge shall maintain a visit register and entries should be recorded in the said register. |
| 17 | Due to negligence of the Godown Incharge in case any damage is caused to the seed stocks and thereby shortages are occurred and losses caused due to negligence shall be the responsibility of the Godown Incharge. |
| 18 | He shall follow the instructions given by the concerned controlling officers from time to time. |
| 19 | Maintenance of Daily Worksheet |

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| | 20 | Own Typing work as well as the typing work allotted by superiors. |
| | 21 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| | 22 | Any other work that will be assigned by superiors from time to time. |
| | 23 | When receives the seed from outside state /other districts shall give acknowledgement and write his name below his signature and shall stamp for the purpose of easy identification on the MTN copy of the dispatches unit. |
| JR.CLERK (Quality Control) | | |
| (Following duties are in addition to the common duties of Jr.Clerk) | | |
| | 1 | Maintenance of Inward and Outward register of the Dak/Tapal Files /Notes etc. received in the department and its onward distribution to the concerned officers/employee. |
| | 2 | Maintenance of Daily Worksheet and drawing of weekly abstract to be shown to superiors |
| | 3 | Own Typing work as well as the typing work allotted by superiors. |
| | 5 | Proper maintenance of Subject-wise files of the work allotted. |
| | 6 | Maintenance of Record of Furniture and office equipments. And its stock book, dead stock book / year-wise purchases / repairs to furniture and other equipments etc. Submission of proposal for approval and other formalities within 8 days from receipt of proposal and placing order immediately on receipt of approval from the competent authority. |
| | 7 | Maintenance of records and its proper maintenance in Record Room, sorting of records to be weeded out as per the guidelines issued by the Management. |
| | 8 | Payment of Telephone bills |
| | 9 | Correspondence regarding Uniforms purchases supply to the respective employees and its maintenance of record. |
| | 10 | Maintenance of stock book of office stationery purchases / distribution to other offices and to the employees. |
| | 11 | Maintenance of records as well as register of Office Library / book purchases for official use And submitting the report of books purchased year-wise.. |
| | 12 | Preparation of MIS Reports pertaining to the Department |
| | 13 | Maintenance of weekly/monthly and yearly returns/ norms |
| | 14 | Maintenance of stick vigil and confidential working of the department with respect to quality testing and its results. |
| | 15 | Any other work that will be assigned by the superiors from time to time |

PBX Machine Operation: There is no cadre of PBX Operator in the Corporation however at present the person working in the cadre of Clerk has been assigned the work of PBX machine operation. The duties and responsibilities of this post are;

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| 1 | It shall be the personal responsibility of the PBX Operator to keep the PBX machine as well as all the telephone i.e. telephones installed in the PBX as well as the telephones installed at different departments in working condition. |
| 2 | Timely Maintenance and repairs of the PBX machine as well as PBX instruments provided in different departments.. |
| 3 | Keeping record of all outgoing local, STD, ISD as well as Mobile Calls. |
| 4 | Keeping record of all personal calls made by Officers/Employees and sending note to the Accounts Department for debiting the amount of call to the respective employee. |
| 5 | Economy in telephone calls and its expenses shall be his personal responsibility and he shall observe the instructions issued by the Management from time to time in curtailing the telephone expenses. |
| 6 | Verification of telephone bills shall be his personal responsibility and he shall certify the bills and forward the same to the Accounts section for making before the due date. |
| 7 | To followup with the Telephone department with regard to breakdown in telephone lines and keep the telephones in working condition. |
| 8 | Maintain the stock book of the telephone and its related instruments, cables, batteries etc.and its maintenance and repairs |
| 9 | Timely renewal of licenses, batteries charging and discharging. |
| 10 | Submission of monthly abstract of PBX telephone-wise expenditure. |
| 11 | Regular attendance in office. |
| 12 | During assembly session passing messages to the respective officers and its communication. |
| 13 | Keeping the record all important telephone numbers of Ministers, VVIPs, VIPs, all concerned Government officials, seed corporations, seed distributors etc. and making the same available as and when required. |
| 14 | Any other work that may be assigned by the superiors / management |

DRIVERS:

The duties and responsibilities for the post of Drivers are;

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| 1 | Shall be responsible for attend the officer to whom the vehicle has been allotted half an hour before the schedule working without influence of any intoxicant item, wearing neat and clean uniform affixed with I-card., shaved, polished boots etc. Failing which he shall be liable for disciplinary action. |
| 2 | Immediately after reporting to duty daily washing, cleaning should be carried out. The level of oil, fuel and water should also be checked and maintained according to the norms. |
| 3 | In case any defect is noticed in the vehicle the same should be brought to the notice of the controlling officer and should be got repaired within the specified time according to the instructions issued by the management from time to time. |
| 4 | Thoroughly check the quality and quantity of the fuel, oil, air pressure, water level, break oil etc. and see whether it is according to the norms given by the manufacturer of the vehicle. |
| 5 | The driving should be perfect and should match the standards of driving and the fuel consumption should be within the standard norms. |
| 6 | Should strictly adhere to the driving rules, traffic rules, police rules, insurance rules with regard to driving and vehicles, |
| 7 | In case of any road accident to the vehicle the same should be reported to the office as well as necessary police/ insurance formalities should be completed. |
| 8 | Shall maintain cordial relations with the officers as well as staff members and strictly adhere to the instructions given by the officers. |
| 9 | Without prior permission of the controlling officer the vehicle should not be used for any purpose, during the duty period the driver should stay with the vehicle only and shall not leave the vehicle. |
| 10 | At the time when the vehicle is taken to a workshop, the driver concerned shall remain present physically and purchase he required genuine spare parts as per the guidelines issued by the Management from time to time and get the vehicle repaired in his presence and see that the repairs are carried out to the satisfaction. |
| 11 | Shall not proceed on leave without prior approval of the controlling officer |
| 12 | Shall take entries in the history sheet of the vehicle and maintain it properly. |
| 13 | Daily updation of the vehicle log-book, and its place to place entries in the said log book and obtaining the signature of the controlling officer on day to day basis shall be the personal responsibility of the driver. In case any incomplete entries are noticed in the log book the driver concerned shall be liable for disciplinary action. |
| 14 | The driver shall make entry in the log book the purpose of tour, run of the vehicle in kms., reading etc. after confirming from the controlling officer, counter sign the same and obtain the signature of the controlling officer. |
| 15 | Regular maintenance of the vehicle, cleaning of vehicles, protecting it from rains, sun-strokes shall be the personal responsibility of the driver. |
| 16 | Any other work assigned by superiors / management from time to time. |

JUNIOR PROCESSING ASSISTANT:

The employee working in this cadre have to play a very important role in the organisation in all important functions in the area of Production, Processing, Marketing, Quality Control, Godowns etc. Their main role is displayed in the Seed Processing at various plants. Considering the workload at the different processing plants they are required to be shifted from one place to another very frequently. The employees working in this cadre have to be very cautious at the time of receipt of raw-seed, stacking of seed, delivering the seed for processing, separation of raw seed, good seed, lowgrade, failed seed etc. and all this depends on their dedication, integrity and devotion towards the job and the organisation. The Junior Processing Assistant is supervisory cadre post and alone under his supervision the entire processing grading and storage operations are performed including engaging and retrenchment of labours as per norms.

The duties and responsibilities to be performed by this post in various areas of operation are;

| IF ASSIGNED THE WORK IN PROCESSING MATERIAL UNIT | |
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| 1 | To supply and dispatch the processing material as per the requisition received from the concerned units after taking its required entries in the stock books and completing other procedures prescribed by the management from time to time |
| 2 | To inform the central store Incharge or the concerned PE/PI/AFO as the case may be about the requirement of processing material after taking into account the balance stock of processing material and the likely quantity of raw seed of various crops and varieties/ quantity to be revalidated etc. received for processing on season to season basis. |
| 3 | To submit the quantity account of processing material on every MONDAY i.e. receipts and its consumption |
| 4 | Based on the processing schedule advance arrangements of processing material required for the purpose before taking the stock for grading should be verified and in case there is any shortfall in the processing material or any other difficulty the same should be brought to the notice of the concerned Plant Engineer/Incharge as the case may be. |
| 5 | On fifth day of every month the quantity account of processing material should be prepared and submitted to the concerned controlling officer. In case of any shortfall or surplus quantity of any processing material item the same should also be specifically brought to the notice of the controlling officer etc. |
| 6 | To keep the day to day record of the processing material utilization and maintenance of its record in the prescribed formats designed by the management and its regular recording on the stack cards and other formats etc. |
| 7 | The processing material should be arranged on quality, quantity, size basis and necessary description should appear on the stacking card and its receipt and issue entries should be incorporated in the stacking card as and when the same is received or delivered as the case may be. |
| 8 | While accepting the quantity of pesticides, insecticides etc. the contents on the label of the requisite material should be checked thoroughly i.e. the expiry date. The stock /material which has specific utilization period should be utilized first before reaching to its expiry period and to see that it is properly utilized |

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| 9 | The report of utilization of insecticides, pesticides etc. should be submitted on regular interval. |
| 10 | It shall be the responsibility of the concerned JPA to see that the any item of processing material is not mis-utilised, in case it is observed by him about its utilization the same should be reported to the concerned controlling officer |
| 11 | The Cloth bags of failed seed, the bags remained after bulking should be segregated separately as useable and not useable and the same should be stacked separately. The bags, which are in useable condition necessary fumigation of such bags, should be undertaken and it should be utilized FIRST at the time of grading. The detailed report of all such bags (useable / not useable) should be prepared and submitted to the concerned PE/Accountant/DM/DUI as the case may be and the same should be got certified. |
| 12 | An separate account of empty drums, torn gunny bags /cloth bags, iron plates, cartoon boxes unserviceable spare parts etc. should be maintained and the same should be made available for auction as and when required. |
| 13 | The JPAs shall see that the Tarpaulins, Fumigation Covers are properly utilized. After end of the same any repairs if required should be carried out after obtaining necessary approval from the controlling officer and stacked at the appropriate place for its further utilization |
| 14 | Make necessary arrangement of the processing material well before the annual and half yearly stock verification |
| 15 | Separate account of thirum and other chemical taken out from failed seed cloth bags /gunny bags should be maintained. It is to be verified whether the chemical is in useable condition or not. In case it is the same should be utilized on priority and it case it cannot be utilized the same should be disposed off in consultation with the concerned controlling officer. |
| 16 | Necessary arrangement of preventing the stock of processing material from rains / rats, any natural calamities which can pose damage to the material stored in the godown and outside godown /open premises should be made |
| 17 | To deliver the quantity of processing material sold through tender to the respective parties and the copy of D.O. should be sent to the Accounts Department for further action. |
| 18 | The cloth bags, which cannot be used further, necessary size-wise sample bags out of the said bags, should be prepared and the account thereof should be maintained. |
| 19 | The stock such as Tarpaulin, Fumigation covers etc. which is moved out of the godown for temporary basis, necessary recording of the same should be maintained in the register and it shall be the responsibility of the concerned to see that the same is received in the given time. |
| 20 | Engagement and retrenchment of casual workers with minimum needs and as per norms set by the management. Their regular recording of attendance and payment etc. |
| 21 | Any other duty assigned by the controlling officer and superiors from time to time. |

IF POSTED AT GRADING UNIT

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| 1 | To take care and precautions that there is sufficient raw seed available throughout the shift / day complete with all relevant documents such as TC, IDTC, QCL, results etc. The seed lot should be undertaken for grading as per the Micro Scheduling, before undertaking the grading the JPA concerned shall personally record the details such as Moisture %, Germination%, Low grade % etc. in the Grading Register. If the raw seed is not available then it be made available from the concerned well before the grading of earlier lot is over. |
| 2 | The work of processing must begin at the time of shift. Prior to commencement of the shift all cleaning of processing hall, machines, equipments should be over. In any case the work of tagging should be taken on hand by 8.15 AM and advance tagging by 8.30 AM (in case there are instructions) .All such arrangement should be made earlier day after the shift is over. The JPA concerned shall personally see that the seed quantity is not spread in the processing hall etc. and cleanliness is maintained in the processing hall. |
| 3 | Based on the QCL results (in case available) whether to use gravity separator or not, for passing the lot how much low-grade is required to be taken out etc. is to be decided on the basis of Quality of the seed lot and low grade. |
| 4 | To engage and retrench the labours as per norms set by the management and to record the attendance of labour twice in a shift i.e. at the time of start of shift and at the end of the shift. The labours should be engaged as per SENIORITY LIST only. In case of any discrepancy arose due to seniority, number of labours etc. the concerned JPA shall be answerable for the same. The labours should be utilized as per the norms communicated by the Head Office and to ensure that the processing is done as per the norms fixed/micro schedule etc. |
| 5 | The lot of the growers who have been communicated that the grading of their lot would be undertaken on a particular date should be taken on that date only. In case of any change the permission should be sought from the Plant Incharge/Engineer as the case may be. |
| 6 | Before taking the seed for grading it is to be verified and ensured that the Operator has fixed the Sieve size /screen of particular crop/variety only, adjustment of gravity separator is according to the norms. It shall be the responsibility of the JPA concerned to see that the grading is being done properly |
| 7 | To see that the seed treatment material is used as per the prescribed norms. In case the seed treatment is not required as per the norms, the same should be got adjusted from the Operator. The JPA concerned shall obtain a report from the Operator concerned on every THURSDAY about the seed treatment material such as fungicide, insecticides etc. used for total quantity of seed, crop/wise and lot-wise. |
| 8 | After completion of one lot immediately after Five Minutes the second lot be taken for grading after recording the details of its processing. On completion of grading of the lot bagging of the said lot be undertaken immediately for which required arrangement of labours, weighments, cloth bags, seals, tags etc. be made well before the bagging. |
| 9 | It shall be the responsibility of JPA to report immediately to superior the abnormal shortages, abnormal lowgrade and moisture losses alongwith sweepage quantity so as to take immediate measures and reconciliation of stock |

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| 10 | After completion of the grading of a particular lot the details of good seed obtained, low grade, seed used for sampling etc. should be recorded in the Books prescribed for the purpose. It is to be seen and ensured that the shortage is minimum and not more than 2% in any case. In case the grower or his representative is present at the time of grading he should be informed about the shortage quantity and his signature should be obtained on the Register |
| 11 | It shall be the responsibility of the JPA concerned to keep a watch of labours whether they are working properly or not, grading is being carried out as per the schedule prescribed and according to the norms and the quality of the grading is properly maintained. |
| 12 | The JPA at grading unit after processing of the lot shall handover the good seed and low-grade seed to the respective JPA, maintain the record in the prescribed control register. |
| 13 | To see that the samples of graded lots/ low-grade etc. are handed to the Agril.Officer. |
| 14 | After completing the grading of last lot for undertaking cleaning of the machines labours be provided to the Operator. To see that the quantity of good seed and low-grade seed is lifted immediately. Intimation should be given to the concerned grower/officer and before taking up the seed for grading all relevant papers be submitted to the Agriculture Officer. The A.O. concerned should be requested to see that all arrangements have been made for undertaking the grading of another lot and after his satisfaction only the grading work should be undertaken. |
| 15 | The processing material required for undertaking the grading of the seed lot should be taken into possession well in advance and shall see that there is no wastage of processing material. After completion of the grading the account of processing material used item-wise should be recorded in the books prescribed for the purpose. The JPA concerned shall specifically see that there is no misuse of processing material in any case. |
| 16 | The details of handling work (Hamali) performed be immediately recorded on the handling register or to make a note on the issue register accordingly. |
| 17 | The insect damaged /infested raw seed lot should not be taken for grading. In case the said lot is undertaken for grading, after completing the grading of the said lot the concerned should be informed to undertake fumigation of the good seed and lowgrade seed immediately. |
| 18 | The JPA concerned should present well before the commencement of Shift and record the attendance of the labours before start of the work and avoid wastage of time. He is also responsible for distribution of uniform and all statutory payable to labours due and wages etc. |
| 19 | He shall maintain the labour attendance cards, wages cards etc. before their deployment on job. |
| 20 | He should take utmost care of any mishap or hazardous handling of product so as to secured all health and safety norms. Insist labours to wear gun boots and goggles whenever required. |
| 21 | While working in the shift it shall be the responsibility of the JPA concerned to maintain the Shift Register, Grading Register, Tagging Register and other relevant records documents and entries are recorded on day to day basis. In case of any difference in quantity, over-writing, incomplete entries etc. the JPA concerned shall be held responsible for the same. |

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| 22 | The JPA concerned shall issue the low-grade and empty gunny bags to the Incharge of Low-grade through Issue Note for its onward delivery to the grower concerned. Similarly the quantity of good seed should be handed over he Incharge of Good Seed by way of Issue Note. |
| 23 | While working in the shift the JPA concerned shall verify and ensure that the weight of the cloth-bags, gunny bags is according to the norms and the required printing matter i.e. Name of Crop, variety, Lot No/. MRP etc. is printed /stamped on the cloth bags /gunny bags properly. Before filling the cloth bags into gunny bags the JPA concerned shall see that a Slip recording the quantity of cloth bags, weight etc. is filled in and put in the gunny bag properly and them only the cloth bags are pored in properly. In case of any discrepancy arises at the time of marketing the concerned JPA shall be answerable for the discrepancy, if any. |
| 24 | To take all precautions that the grading work is not suffered for want of labours, processing material, the processing is carried out as per norms and schedule, all records should be maintained by the JPA concerned in his own handwriting only with his signature etc. shall be the responsibility of the JPA concerned |
| 25 | To keep and maintain the record of he Certification Material given by the Agril. Officer and its proper utilization as per the guidelines/norms shall be the responsibility of the JPA concerned. |
| 26 | After completion of the Shift a report of the work undertaken during the shift should be submitted by the JPA concerned under his signature to the Plant Incharge/Engineer. Being the shift Incharge the concerned JPA shall be answerable for all happenings, transactions etc. occurred during the shift. |
| 27 | He is incharge and custodian of all records pertaining to processing of sees and shall arrange it in a systematic way to have easy access to the records and also its timely destructions and preservation as per the norms set by the management. |
| 28 | He shall be responsible for proper checking and standardisation of all machine, weighing and sealing equipment before its use begins and shall report to the plant incharge if any discrepancy noticed. |
| 29 | He shall be responsible for maintaining all norms and standard set of conditions as stipulated and explained in the Factory Act, 1948 |
| 30 | The JPA concerned shall see that each cloth bag should bear only one Certified /Truthful Seed Tag. The quantity filled in the cloth bags and the quantity of seed recorded in the Grading Register should tally with each other and there is no difference in the quantity. In case any difference is noticed the concerned JPA shall be answerable. |
| 31 | The JPA concerned in the shift shall maintain cordial relation with the Seed Certification Staff/officer and shall provide the required information as and when called for by them. He shall see that the speed of work is maintained to minimise the wastage of mandays. |
| 32 | In case the seed grower or his representative is present at the time of grading the JPA concerned shall also maintain cordial relation with them and shall provide them required information and shall give satisfactory answers to the queries raised by them. |

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| 33 | During the visit of any officer, official guest, visitors etc. in absence of the Plant Incharge /Engineer the concerned JPA shall provide required information the such personnel and satisfy them about their queries etc. and shall submit a report to the concerned Plant Incharge/Engineer. |
| 34 | The JPA shall strictly follow the instructions given in writing /oral by the superior officers from time to time. |
| 35 | Shall attend any other work assigned by the superiors from time to time. |
| IF ASSIGNED EXTRA BAGGING AND TAGGING WORK | |
| 1 | During the marketing season in case of any technical reasons the bagging and tagging of seed lots is required to be done on receipt of results and the good seed in the gunny bags is required to be bagged and tagged on priority. The responsibility of bagging and tagging of such stock lies on the JPA concerned. |
| 2 | The bagging and tagging is to be undertaken according to the certification norms and as per the guidelines issued by the Management from time to time. |
| 3 | The JPA concerned should present well before the commencement of Shift and record the attendance of the labours before start of the work and avoid wastage of time. |
| 4 | While working in the shift it shall be the responsibility of the JPA concerned to maintain the Shift Register, Grading Register, Tagging Register and other relevant records documents and entries are recorded on day to day basis. In case of any difference in quantity, over-writing, incomplete entries etc. the JPA concerned shall be held responsible for the same. |
| 5 | While working in the shift the JPA concerned shall verify and ensure that the weight of the cloth-bags, gunny bags is according to the norms and the required printing matter i.e. Name of Crop, variety, Lot No/. MRP etc. is printed /stamped on the cloth bags /gunny bags properly. Before filling the cloth bags into gunny bags the JPA concerned shall see that a Slip recording the quantity of cloth bags, weight etc. is filled in and put in the gunny bag properly and them only the cloth bags are pored in properly. In case of any discrepancy arises at the time of marketing the concerned JPA shall be answerable for the discrepancy, if any. |
| 6 | To keep and maintain the safe custody and the record of he Certification Material given by the Agril.Officer and its proper utilization as per the guidelines/norms shall be the responsibility of the JPA concerned. Also ensure return of blank tags to A.O. as per the number and tallied record. |
| 7 | After completion of the Shift a report of the work undertaken during the shift should be submitted by the JPA concerned under his signature to the Plant Incharge/Engineer. Being the shift Incharge the concerned JPA shall be answerable for all happenings, transactions etc. occurred during the shift. |
| 8 | The JPA concerned shall see that each cloth bag should bear only one Certified /Truthful Seed Tag. The quantity filled in the cloth bags and the quantity of seed recorded in the Grading Register should tally with each other and there is no difference in the quantity. In case any difference is noticed the concerned JPA shall be answerable. |
| 9 | To record the attendance of labour twice in a shift i.e. at the time of start of shift and at the end of the shift. The labours should be engaged as per SENIORITY LIST only. In case of any discrepancy arose due to seniority, number of labours etc. the concerned JPA shall be answerable for the same. The labours should be utilized as per the norms communicated by the Head Office and to ensure that the processing is done as per the norms fixed/micro schedule etc. |

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| 10 | While performing the duties in the extra bagging and tagging unit the instructions/guidelines given by the Plant Incharge /Engineer should be followed scrupulously. |
| 11 | As per the guidelines of the marketing department during the marketing season the seed bags should be pored in the bunny bags as per the certification norms and details written on the gunny bags should be verified. |
| 12 | The processing material required for undertaking the grading of the seed lot should be taken into possession well in advance and shall see that there is no wastage of processing material. After completion of the grading the account of processing material used item-wise should be recorded in the books prescribed for the purpose .The JPA concerned shall specifically see that there is no misuse of processing material in any case. |
| 13 | The JPA shall strictly follow the instructions given in writing /oral by the superior officers from time to time. |
| 14 | Shall attend any other work assigned by the superiors from time to time. |
| SORTING AND BULKING UNIT: | |
| 1 | Before providing the details of the seed stock to the certification staff. The stock of seed received, revalidated seed stock should be sorted out crop/variety-wise, lot-wise etc. |
| 2 | Before sorting the seed the space required for bulking should be made available and should be cleaned. The seed stock to be bulked should be put on Tarpaulins. The torn cloth bags, damaged cloth bags, the bags do not bear the tag etc. should be separated and the quantity of such bags should be recorded in the register. |
| 3 | After sorting the seed bags the stock to be revalidated the details of the quantity i.e. Tag No. Lot No. should be recorded lot-wise and the history sheet be prepared. The information to be given to the Certification staff should be provided in the prescribed format under the signature of the Plant Incharge/Engineer along with release orders, if any. Obtaining of Release Orders and providing the requisite information to the certification staff shall be the responsibility of the JPA concerned. |
| 4 | On receipt of permission from the certification staff for bulking the seed, the bulking should be done in presence of the certification staff only. The bulking should be done lot-wise and according to the certification norms. While bulking the seed in gunny bags the gunny bags should bear the slip duly signed by the certification staff and the gunny bag should be sealed and stored properly. The JPA concerned shall be responsible to complete this operations. |
| 5 | To avoid insect damage etc. to the seed lot the fumigation/spraying etc. should be undertaken and record of such operation should be maintained in the prescribed format etc. as the case may be. |
| 6 | The infested seed lot should be sent for processing only after proper fumigation and spraying. |
| 7 | As reported by the Plant Engineer/Plant Incharge and shift Incharge a bulking statement should be prepared and provided to the certification staff and a copy of such details after obtaining the signature of the concerned certification staff duly countersigned by the JPA concerned be forwarded to the concerned section for further needful. |
| 8 | At the time of bulking the seed lots the empty cloth bags, gunny bags tags, should be preserved safely and its details be recorded in the register. The processing material required for bulking should be used properly. |

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| 9 | To record the attendance of labour twice in a shift i.e. at the time of start of shift and at the end of the shift. The labours should be engaged as per SENIORITY LIST only . In case of any discrepancy arose due to seniority, number of labours etc. the concerned JPA shall be answerable for the same. The labours should be utilised as per the norms communicated by the Head Office and to ensure that the processing is done as per the norms fixed / micro schedule etc. |
| 10 | For making the seed available for marketing the bulking and stacking should be undertaken on war footing. Bulking of seed and immediately making it available for processing shall be the responsibility of the JPA concerned. |
| 11 | While undertaking the bulking and sorting operation the crop/variety of the seed should be given special attention. Care should be taken that no admixture takes place and only pure seed is sent for processing. |
| 12 | It shall be the duty of JPA to inspect the every lot taken for bulking very carefully and only lot and crop and variety which management has granted permission for bulking of such lots shall only be considered for bulking and no other crop or variety be admixture to reconcile the quantity of seed stock. |
| 12 | The JPA shall strictly follow the instructions given in writing /oral by the superior officers from time to time. |
| 13 | Shall attend any other work assigned by the superiors from time to time. |
| IF ASSIGNED THE WORK AT RAW SEED UNIT: | |
| 1 | The JPA shall prepare advance planning for receiving raw seed its proper weighment and safety storage and shall follow rigidly so as to have smooth raw seed receipt. Process it with minimum problem with growers. |
| 2 | The raw seed should be accepted on token basis. The token shall be issued by the Security Section while entering the seed at the plant premises. The JPA concerned in raw seed section should carryout the weighment of the raw seed of the growers on first-cum-first served basis only. |
| 3 | The weighment of the raw seed should be carried out on GHODI KATA and the exact weight of each and every gunny bag should be recorded in the register in presence of the concerned seed grower or his representative. Before accepting the raw seed the JPA concerned shall ensure that the grower has written required details of the gunny bags such as name of village, name of crop and variety. In case the details are not found on the gunny bags the same should be got done from the grower/representative immediately. |
| 4 | All details of arrival of raw seed should be recorded in the raw seed receipt register. The detailed account of the raw seed receipt should be provided to the seed grower, which should bear the signature of the concerned JPA seed grower or his representative. |
| 5 | The unsealed raw seed and which do not bear the threshing slip should not be accepted in any case. |
| 6 | The storage of raw seed should be arranged as per the micro scheduling, crop/variety wise village-wise/The stacking height of the seed except Soyabean should not be more than Eight stacked gunny bags. The stacking height of Soyabean should not be more-than 6 stacks. |

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| 7 | From the stock of raw seed received from the seed grower, 1 kg representative sample be taken from the seed stock of each seed grower and the same should be sent to the Seed Testing Lab. For checking the Germination, Purity, Lowgrade etc. percentage and its various tests i.e. ODV, OCS, Moisture etc. The moisture test should be carried out in presence of the concerned seed grower. Its entry should be recorded in raw seed receipt register with the counter signature of the grower concerned. |
| 8 | The sample shall be drawn as per the certification standards and it shall represent entire lot of the stock instead of selective bags sampling. It shall be immediately sealed, coded and sent to laboratory for testing and proper storage. |
| 9 | The JPA concerned should submit a weekly report of raw seed arrival, quantity, lot No. STL results etc. |
| 10 | The raw seed register should be handled properly, there should not be over writing etc. Its proper maintenance clean and safety storage etc. shall be the responsibility of the JPA concerned. |
| 11 | If possible, the raw seed received should be stored on pallets and shall necessarily be stored in clean and unhygienic conditions. |
| 12 | Fumigation and spraying should be undertaken according to the norms prescribed. The ratio for utilization of Aluminum Phosphide /Celphos should be 3 grams per ton The distance between first and second fumigation should be 60 days. In case of any fungus attack, diseases etc. the fumigation should be carried out with regular interval and entries of the same should be recorded in the fumigation Register. |
| 13 | To avoid insect damage, pest attack, infection etc. all precautions be taken to keep the godown as well as the premises of the godown neat and clean. |
| 14 | At the time of closer of the godown the JPA concerned should ensure that the godown is locked and sealed properly and the keys of the godowns are handed over to the security section and entries must be recorded in the register both the times. |
| 15 | According to Micro processing schedule the seed grower whose seed is to be taken for processing advance intimation be sent to the concerned seed growers UNDER CERTIFICATE OF POSTING to remain present at the time of processing. In case it is not possible to inform the seed growers by way of letter, a message be sent through the messenger or over telephone and entries be recorded in the register. |
| 16 | The JPA handling raw seed at the time of handing over the raw seed to the shift Incharge for processing shall transfer the seed by way of internal material transfer note and while transferring such seed stock it should be accompanied by Threshing slips, Seed Testing Lab. Results and related documents. He shall also reconcile the loss on account of moisture during long storage and shall record in the book properly. |
| 17 | While performing the duties the instructions / guidelines issued/given by the controlling Plant Incharge, Plant Engineer from time to time should be followed scrupulously. |
| 18 | The JPA shall maintain cordial relations with the seed grower / representative and shall extend all possible help at the time of seed processing, clear all doubts satisfactorily, take immediate cognizance of their grievances, complaints and sort the same immediately. |

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| 19 | The JPA concerned shall also see that the hamali charges are not recovered from the seed growers at exorbitant rates, the rates charged by the hamals should be according to the agreed/contacted rate and they should not face any inconvenience etc. |
| 20 | At the time when the processing is in full swing or the plants are running continuously etc. JPA concerned shall ensure to provide the raw seed (lot-wise) for processing in the processing hall so that for want of raw seed the processing schedule is not hampered. In case the work is hampered for want of this the JPA concerned shall be held responsible. |
| 21 | The JPA shall strictly follow the instructions given in writing /oral by the superior officers from time to time. |
| 22 | Shall attend any other work assigned by the superiors from time to time. |
| IF ASSIGNED HE WORK AT LOWGRADE AND FAILED SEED UNIT: | |
| 1 | To accept the low-grade/ failed seed as recorded in the Issue Note and ensure its weight as per the Issue Note, weight of low-grade/failed seed, empty gunny bags |
| 2 | Arrange proper storage of the low-grade/failed seed of the individual seed growers as per the instructions issued from time to time. |
| 3 | As per the policy of the management from time to time the low-grade and failed seed/empty gunny bags etc. should be returned to the respective seed growers and there should not be any complaint of the seed growers. |
| 4 | Proper correspondence should be entertained with the respective seed growers about lifting of low grade and failed seed. There should not be any damage to the good seed and other seed material due to storage /lying of failed seed /low-grade seed in the godown. In case there is no response from the seed growers within the time limit necessary arrangement of its storage in the godown be made as per the guidelines of the Plant In-charge. |
| 5 | To submit the quantity account of the low-grade and failed seed to the controlling DM/RM on every Thursday or the day prescribed from time to time. |
| 6 | To take in possession the sweepage seed material (crop-wise) as per the Issue Note, record its entries in the stock book. Separate account should be maintained of the mixed seeds sweepage material should be maintained. |
| 7 | To record the entries of the low-grade /failed seed returned to the seed growers / stored in the godown allocated for storing low-grade and failed seed in the Control register from the concerned. |
| 8 | The failed seed received in bags alongwith tags as per the Issue Note should be loosed and the empty cloth bags, gunny bags, leaflets, lead seals, advance tags, TF tags, Certified seed tags if any should be returned to the concerned. |
| 9 | While handing over the low-grade failed seed to the respective seed grower or to any party an undertaking should be obtained from them that the seed stock is treated with chemicals/ poisons and not to be utilized for human consumption |
| 10 | The low-grade and failed seed should be returned to the respective seed grower or his authorized representative (after obtaining an undertaking from the seed grower) and in case of any difficulty action should be taken as per the guidelines from the Plant Incharge. |
| 11 | To make proper arrangement of seed stocks before the physical stock verification for proper store verification and necessary records should be made available for verification in standard packing. |

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| 12 | To verify that low-grade and failed seed received from outside godowns or units the receiving unit dealing clerk should see that the quantity received by him is per the quantity mentioned in the transportation bill and the MTN and thereafter only the bills should be submitted for payment. |
| 13 | Fumigation, spraying and dusting should be undertaken as per the requirement. And guidelines issued from time to time. |
| 14 | To immediately bring the facts to the notice of controlling officers / superior officers about any misappropriation, frauds, embezzlements, scratching in the authorized documents / records, malpractices etc. |
| 15 | To maintain cleanliness in the godown and surrounding premises of the godown to avoid any infestation to the good seed. All unwanted material should be disposed off as per the guidelines issued from time to time. |
| 16 | The delivery of low-grade, failed seed stock in auction process should be as per the guidelines issued by the Management and JPA has to ensure the proper remittance of amount from the parties. |
| 17 | The JPA concerned shall also see that the hamali charges are not recovered from the seed growers at exorbitant rates, the rates charged by the hamals should be according to the agreed/contacted rate and they should not face any inconvenience etc. |
| 18 | The JPA shall maintain cordial relations with the seed grower / representative and shall extend all possible help at the time of failed seed delivery etc. clear all doubts satisfactorily, take immediate cognizance of their grievances, complaints and sort the same immediately. |
| 19 | While performing the duties the instructions / guidelines issued/given by the controlling Plant Incharge, Plant Engineer from time to time should be followed scrupulously. |
| 20 | To avoid insect damage, pest attack, infection etc. all precautions be taken to keep the godown as well as the premises of the godown neat and clean. |
| 21 | Any other work assigned by the superiors from time to time. |
| HANDLING PETTY CASH, LABOUR /HAMALI PAYMENTS ETC. | |
| 1 | The JPA handling the labour payment / petty cash shall maintain a Seniority List of the labours upto date and update the record relating to the same. In case of any discrepancy arising due to improper maintenance of seniority list, the JPA concerned shall be held responsible. |
| 2 | The JPA concerned shall be responsible for Preparation of Hamali bills / payment of hamali bills / labour wages etc. on the specified date. |
| 3 | Submission of regular details / information regarding CPF/FPF deduction and information regarding other deductions to the controlling office shall be the responsibility of the JPA concerned. In case of any discrepancy arising out of that the JPA shall be held responsible. |
| 4 | To submit the attendance of regular employees working in the processing plant to the controlling office on the specified date. |
| 5 | The petty cash should be handled properly and precautions should be taken that it should not be misutilised. |
| 6 | Costing Reports, Petty Cash Voucher Statement, other bills and information pertaining thereto should be submitted to the controlling office. |

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| 7 | Preparation of information pertaining to half yearly as well as yearly physical verification of the stock and its submission to the verifying authority shall be the responsibility of the JPA concerned. |
| 8 | No payment should be released without approval of the Plant Incharge /Engineer. |
| 9 | The JPA handling the petty cash and releasing payment to labours towards their wages should handle and maintain the labour muster properly |
| 10 | While performing the duties instructions given by the Plant Incharge /Engineer should be followed scrupulously. |
| 11 | While engaging the labours at the plant during the season they should be engaged according to the procedure laid down by the Government in this regard should be followed scrupulously. |
| 12 | Cash Transactions handled should be entered in the Cash Book/Petty Cash book on day to day basis and proper account be maintained. |
| 13 | It will be the responsibility of JPA to ensure the factory norms before engagement and retrenchment of every casual labour and general healthy working condition and all safety norms is adopted so as to avoid any mishap or serious accident/injury. |
| 14 | The JPA shall maintain wage slip/attendance cards and record pertaining to medical checkup, age etc. |
| 15 | If need be the JPA shall attend the cases pertaining to labours which are subjudice before various Courts with full information of the case, and shall submit the information to the controlling office or Head Office through the Plant Incharge /Engineer. |
| 16 | Budget for Telephone Expenses / Tea / Stationery etc. should be submitted to the controlling office within the stipulated date every year. |
| 17 | Payment of Telephone Bills as well as other dues pertaining to the processing plant, payment of taxes, fees, Renewal of licenses correspondence thereof, filing of returns etc.within scheduled date and time shall be the responsibility of the JPA concerned. |
| 18 | The JPA shall strictly follow the instructions given in writing /oral by the superior officers from time to time. |
| 19 | Shall attend any other work assigned by the superiors from time to time. |
| IF ASSIGNED THE WORK IN R & D /VEGETABLE UNIT | |
| 1 | Assist in the Vegetable crossing work as per the guidelines |
| 2 | Maintenance of vegetable breeding blocks |
| 3 | Labeling, record keeping and crossing of different vegetable crops |
| 4 | Extraction of hybrid seed and its processing |
| 5 | Recording of trial data |
| 6 | Labour supervision at the respective unit |
| 7 | Maintenance of files and submission of the same to the controlling office. |
| 8 | Preparation of information pertaining to half yearly as well as yearly physical verification of the stock and its submission to the verifying authority shall be the responsibility of the JPA concerned. |
| 9 | No payment should be released without approval of the controlling officer. |
| 10 | The JPA handling the petty cash and releasing payment to labours towards their wages should handle and maintain the labour muster properly |

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| 11 | While performing the duties instructions given by the controlling officer should be followed scrupulously. |
| 12 | While engaging the labours at the plant during the season they should be engaged according to the procedure laid down by the Government in this regard should be followed scrupulously. |
| 13 | Cash Transactions handled should be entered in the Cash Book/Petty Cash book on day to day basis and proper account be maintained. |
| 14 | If need be the JPA shall attend the cases pertaining to labours which are sub judice before various Courts with full information of the case, and shall submit the information to the controlling office or Head Office through the controlling officer |
| 15 | Budget for Telephone Expenses / Tea / Stationery etc. should be submitted to the controlling office within the stipulated date every year. |
| 16 | Payment of Telephone Bills as well as other dues pertaining to the processing plant, payment of taxes, fees, Renewal of licenses correspondence thereof, filing of returns etc. within scheduled date and time shall be the responsibility of the JPA concerned. |
| 17 | The JPA concerned shall maintain all records such as stock-book of all types of seeds handled in the R&D Unit |
| 18 | The JPA handling the petty cash and releasing payment to labours towards their wages should handle and maintain the labour muster properly |
| 19 | While performing the duties instructions given by the Plant Incharge /Engineer should be followed scrupulously. |
| 20 | While engaging the labours during the season they should be engaged according to the procedure laid down by the Government in this regard should be followed scrupulously. |
| 21 | The JPA shall strictly follow the instructions given in writing /oral by the superior officers from time to time. |
| 22 | Shall attend any other work assigned by the superiors from time to time. |

JUNIOR OPERATOR /HELPER:

The Services of Junior Operators/Helpers are generally utilized at the Seed Processing . They are required to perform their duties in Grading Unit, Bagging and tagging operations, Electrical, various Machines operation, repairs and maintenance of machines etc.

| WHILE ASSIGNED THE WORK ON GRADING MACHINE | |
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| 1 | The Operators/Helpers working in the unit shall clean the entire processing hall, all machines with the help of air compressor / vacuum cleaner on day to day basis. |
| 2 | Fitting of Elevator, belts to the required tension so that it does not loose or get tightened. |
| 3 | To clean the Air Chamber of the Grading Machine and remove Sutli pieces and obstructions. |
| 4 | To keep separate screens from grading machine and air chamber and adjustment of screens cropwise in the grading machine and to ensure that the operation of grading machine is proper |
| 5 | To check regularly whether the Treater Sampler, and weigher bagger are working properly or not. In case of any problem the same should be got adjusted /repaired etc. as the case may be immediately. The Operators/Helpers concerned shall be held responsible for timely action to keep the same in working condition. |
| 6 | To preparing the mixing of seed treatment chemical for wet treatment to seed. The quantity consumed for treatment should be recorded in the register and entire record should be maintained properly. |
| 7 | To start the grading machine at 8.00 AM in morning regularly and to see that there is no any disturbance in the grading activities due to fault in grading machine. Keeping it in condition shall be the duty of the Operators/Helpers concerned |
| 8 | Properly maintain log book of machine and its day to day maintenance of register and shall be personally responsible for up keeping and normal functioning of machines. |
| 10 | At the time of processing the quality of grading should be checked thoroughly, good seed as well as low grade is separated properly and there is no mixing etc. and see that their record is maintained separately. |
| 11 | The Operators/Helpers concerned shall see that there is no mishap due to negligence and injury is occurred to any of the labour at the time of machine operation. The Operators/Helpers should be alert and vigilant while performing their duties and shall not allow any casual or unskilled labour to operate or monitor the machines in his absence. |
| 12 | After completion of the grading of first lot the grading of another lot should be taken within two hours after cleaning of sieves/screen, preparation of screens, cleaning of machine through vacuum cleaner /compressor, cleaning of elevator and treater, cleaning of processing hall 3 to 4 times, lifting/storing of good seed, making available the processing material etc. |
| 13 | The Jr.Operators/Helpers shall strictly follow the instructions given in writing /oral by the superiors from time to time. |
| 14 | Shall attend any other work assigned by the superiors from time to time. |

BAG CLOSER OPERATOR /HELPER (Usually well trained casual worker is engaged for this work but in big units or where valuable seeds are processed Operators/Helpers are assigned the duty of bag closing operation).

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| 1 | The person operating bag closer machine does not know about his duty assignment he shall get to know his assignment from the and should remain present along-with entire unit well before start of shift. |
| 2 | The bag closer Operators/Helpers shall take all precautions that the Machine remains in working condition, oiling or any other minor repairs should e carried out before the start of shift and see that the unit is ready for operation well before the shift. |
| 3 | In case, at the time of bagging/tagging the JPA concerned is busy in any other activity, the Operators/Helpers concerned shall not wait for the JPA for making available the seed for bagging/tagging. It shall be the responsibility of the Operators/Helpers concerned to see that the work |
| 4 | The Operators/Helpers shall maintain the record of bagging and tagging done during the shift and shall submit the report to the Operators/Helpers. The Operators/Helpers shall submit weekly report to the plant Incharge /engineer concerned regularly. It will be the responsibility of Operators/Helpers to maintain the entire stock and account of tags properly and observe all precautions and safety while it is put in use. |
| 5 | It will be personal responsibility of BCO to see the proper tags for proper seeds, type viz. Truthful, foundation, certified seed along with proper subscriptions of seed details date of packing and accuracy of weighing as per norms. |
| 6 | The Operators/Helpers shall make arrangement of temporary switch board at the place of his operation. He shall personally see that the electric wires are not loose and there is no leakage of electric current. In case any injury is occurred due to electric current to any of the labour during the shift the Operators/Helpers shall be |
| 7 | The Jr. Operators/Helpers shall strictly follow the instructions given in writing /oral by the superiors from time to time. |
| 8 | Shall attend any other work assigned by the superiors from time to time. |

ELECTRICAL

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| 1 | The Jr. Operators/Helpers posted under the district shall be responsible for recording the Meter Reading of electric consumption at various unit (meter wise) on day to day basis Plant/Godown/Office/Quarters etc. |
| 2 | Proper maintenance of Generators its timely servicing, repairs, ample availability of fuel required for Generator etc. shall be the responsibility of the Operators/Helpers. |
| 3 | In case of the Batteries of Generator are not in working condition, the Operators/Helpers concerned, with the due approval of the Plant Incharge/Engineer shall hire the batteries from the local market and see that due to power cut the work at the processing is not held-up. |
| 4 | As and when the power cut is observed in any area the MSEB used to declare about the power cut on any particular day, the Operators/Helpers concerned shall always be in touch with the MSEB authority about the power cut and shall make the required arrangement well in advance |
| 5 | The Operators/Helpers concerned shall see that the Capacitors installed for controlling the electric current are in working condition and are in operation. |
| 6 | At the time when the MSEB person visits the plant/office/godown etc. the Operators/Helpers should remain present in the premises and check that the proper reading is recorded by MSEB personnel and the date, time and meter reading should be recorded in the Register and a report be submitted to the Plant Incharge /Engineer about the power consumption during the period etc. |

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| 7 | The Operators/Helpers shall be responsible for immediate repairs and maintenance, installation of equipments etc. at the processing plant, office premises, godowns, quarters etc. and shall see that the work is not hampered and inconvenience caused due to non-repair of fault /installation etc. |
| 8 | The Operators/Helpers shall submit a report on every THURSDAY about the situation of Generator and Electric House as the case may be regularly without fail. |
| 9 | The Operators/Helpers shall submit a report on every MONDAY without fail about the total run of Generator during the week and the total hours of power cut by MSEB during the week. |
| 10 | The Operators/Helpers shall check the electric wiring /connections etc.in the premises Plant Premises/ Office /Quarters once in every week and in case of any fault undertake repairs and maintain it properly;. |
| 11 | He shall be personally responsible for maintenance of uninterrupted electric supply through out the processing schedule set by the Management and schedule shall not be delayed for disturbances in electric supply. |
| 12 | He shall also monitor the tariff, which are being charged by the MSEB to the Corporation towards electric consumption. |
| 13 | It will be the responsibility of the Electric Operators/Helpers to maintain all electric installation in the premises, godowns, AC godowns to the point of safety and shall observe the variation of temp. and defect if any. |

PEON-cum-WATCHMAN:

The persons working in his cadre are either posted in office, plants, godowns as well as their services are utilised in Security. The duties and responsibilities of this post are:

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| 1 | Shall be responsible for attend the office one hour before the schedule working, wearing neat and clean uniform, affixed with I-card. . |
| 2 | Maintaining the cleanliness in the office premises as well as in the department where the duty has been assigned. |
| 3 | Attending telephone in early hours and giving messages to the respective officers/persons. |
| 4 | Arrangement of fresh drinking water, cleaning of glasses, buckets, water storage equipments, crockery before office hours |
| 5 | Daily Cleaning office, Tables, Chairs and other furniture, sweeping and disposal of sweepage etc. before office hours |
| 6 | Weekly cleaning of Cabin Glasses, partitions, doors, windows before office hours |
| 7 | Disposal of waste papers, used computer waste carbons papers etc |
| 8 | Economy in electricity and water |
| 9 | In case of any damage being caused by any person to the MSSCL premises, property it shall be the responsibility to bring it to the notice of the controlling officer. |
| 10 | In case the attitude of any outside person is observed doubtful the same should be brought to the notice of the controlling officer |
| 11 | Closing of lights, fans, all electric buttons, UPS, Computers, Printers and other Electrical/electronic instrument, windows, doors after the office hours. |
| 12 | To remain present in the office till the last person is out after office hours. |
| 13 | Checking the doors, windows locks etc. properly and see that they are closed and locked. |
| 14 | Every security person assigned the work as security guard shall attend the office in time, he should be well dressed and in normal condition. |
| 15 | Shall not leave the place of work and shall take entry of all equipments in the book. |
| 16 | Shall not leave the place of work without prior permission of the controlling officer and shall not proceed on leave without informing or without permission of controlling officer/superiors. |
| 17 | Shall keep record and make necessary entries in the prescribed document of the incoming and outgoing vehicles, persons, any sort of material with timings and duly signed without overwriting. |
| 18 | Shall see and personally verify whether the doors, shutters, cabins are closed and sealed properly by the concerned incharge. |
| 19 | Locks of seed processing plant, godowns, office are properly locked and entry of its opening and closing is recorded in the prescribed register. |
| 20 | Regular checking of the firefighting equipments and prevent the property of the Corporation from fire. |
| 21 | Timely communication of messages etc. to the concerned officers/employee received over telephones and Keeping the record of all incoming and outgoing telephone calls and messages. |

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| 22 | Perform continuous duty during duty period and patrolling along all corners of the premises and after every one hour give alarm. |
| 23 | In case of any doubt about the age of any worker below 18 years, he should not be allowed for any work. |
| 24 | Make thorough checking of each and every vehicle coming and going out of the premises, workers coming and going out of the premises and in case of any doubt with prior permission of superiors the checking of officers/employees should also be done. |
| 25 | In case of any mishap in the premises and wherever it is necessary to seek the help of fire brigade, civil hospital, police is essential the same should be informed immediately over telephone and information of all such important telephone numbers should be kept on record. |
| 26 | Making available clean drinking water arrangement for employees, workers, visitors shall be the responsibility of the security guard and misuse of water, electricity etc. should be avoided and restricted. |
| 27 | Children along with the women workers should not be allowed entry in the premises and their arrangement should be made at crèches. |
| 28 | All vehicles should be parked at the specified space and no vehicles should be allowed for parking at different places. |
| 29 | Entry of keys movement should be taken in the registers |
| 30 | Any other work assigned by the superiors / management from time to time. |

ASSISTANT MALI:

The duties and responsibilities for the post of Mali are as under:

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| 1 | Daily Maintenance of MSSCL Garden and Nursery. |
| 2 | Plantation of new variety flower plants / horticulture plants and its maintenance |
| 3 | Allocation of work to daily wages workers at the Garden/Nursery. |
| 4 | Providing information to the consumers of the new plant |
| 5 | Preparation of bills/ collection of cash and its deposition in the MSSCL account at the Bank and submitting its account to the Accounts Department on daily basis |
| 6 | Preparation of land for plantation of flower /horticulture plants/ornamental plants etc. |
| 7 | To visit the nurseries at different locations as per the guidelines of the DM Tissue Culture. |
| 8 | Preparation of bouquet / garlands as per the directives received from the DM (TC) |
| 9 | Any other work allotted by superiors. |

INDEX

| | |
|---|-------------------------------------|
| GENERAL DUTIES & RESPONSIBILITIES APPLICABLE TO ALL CONFIRMED EMPLOYEES AS WELL AS PROBATIONARS | 1 |
| GENERAL MANAGER (PRODUCTION) | 2 |
| GENERAL MANAGER (MARKETING) | 4 |
| GENERAL MANAGER (PROCESSING)..... | 6 |
| GENERAL MANAGER (QUALITY CONTROL)/RM (QC) | 8 |
| COMPANY SECRETARY & DY GENERAL MANAGER (LEGAL) | 10 |
| DEPUTY GENERAL MANAGER (INTERNAL AUDIT) | 172 |
| GENERAL MANAGER (FINANCE & ACCOUNTS) | 133 |
| GENERAL MANAGER (ADMINISTRATION) | 155 |
| DEPUTY GENERAL MANAGER (PRODUCTION)..... | 177 |
| DEPUTY GENERAL MANAGER (PROCESSING) | 18 |
| DEPUTY GENERAL MANAGER (MARKETING) : | 19 |
| SYSTEM MANAGER | 20 |
| REGIONAL MANAGER | Error! Bookmark not defined. |
| DISTRICT MANAGER: | Error! Bookmark not defined. |
| SEED TESTING OFFICER: | 30 |
| BREEDER: | 31 |
| ASSISTANT ACCOUNTS OFFICER | 33 |
| SENIOR AGRICULTURE ENGINEER: | 38 |
| DEPUTY REGIONAL MANAGER | 40 |
| PLANT ENGINEER:..... | 42 |
| MANAGER (PROC.MATERIAL) (AT HEAD OFFICE) :..... | 50 |
| DEPUTY ENGINEER :..... | 46 |
| LABOUR WELFARE OFFICER : | 48 |
| FIELD OFFICER /ASSTT. FIELD OFFICER..... | 50 |
| JUNIOR PLANT ENGINEER : | 60 |
| ACCOUNTANT | 62 |
| INTERNAL AUDITORS: | 67 |
| P.A. TO THE MANAGING DIRECTOR: | 69 |
| JUNIOR ENGINEER (Electrical) | 70 |
| JUNIOR ENGINEER (Civil)..... | 72 |
| STENOGRAPHER (Higher Grade): | 74 |
| STENOGRAPHER (Lower Grade): | 75 |
| OFFICE SUPERINTENDENT:..... | 76 |
| SECURITY OFFICER..... | 78 |
| ASSISTANT | 79 |
| VEHICLE INCHARGE & SECURITY CONTROLLER:..... | 93 |
| SENIOR OPERATORS:..... | 93 |
| DRAUGHTSMAN: | 96 |
| MALI: | 97 |
| CLERKS: | 98 |
| LABORATORY ASSISTANT:..... | 121 |
| JUNIOR CLERKS: | 122 |
| DRIVERS: | 145 |
| JUNIOR PROCESSING ASSISTANT: | 146 |
| JUNIOR OPERATOR /HELPER: | 159 |
| PEON-cum-WATCHMAN:..... | 162 |
| ASSISTANT MALI:..... | 163 |