

Duties and Responsibilities**Administration Section**

| <u>Designation</u> | <u>Activities undertaken by the designation</u> |
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| Managing Director | <ol style="list-style-type: none"> 1. Strategic Planning: Creating and implementing long -term business strategies, goals and policies aligned with the Corporation’s vision and mission. 2. Operational Management: Supervising daily operations, ensuring departmental efficiency, and overseeing resource allocation. 3. Financial Oversight: Developing, implementing and monitoring budgets, as well as managing cash flow to ensure solvency. 4. Board Reporting: Reporting company performance, risks, and strategic initiatives to the Board of Directors and Chairperson. 5. Compliance and Governance: Ensuring compliance with all legal, regulatory and ethical standards. 6. Leadership and Culture: Leading the executive team, fostering a positive corporate culture, and managing human resources. 7. Stakeholders Relations: Representing the company in negotiations with partners, suppliers, clients, and the public. 8. Ensure smooth and efficient working in the day -to- day operations of the Corporation. 9. Crisis Management: Navigating the company through challenges and making critical decisions. 10. Growth and Innovation: Identifying market opportunities and promoting research to boost growth. 11. First Appellate Authority for RTI Appeals: Giving opportunity to public to get required information through RTI Appeals. |
| Officer on Special Duty | <ol style="list-style-type: none"> 1. Advise M.D. on all matters pertaining to his post specifically with regard to handling of press releases. 2. Dealing with the officer’s study tour and travel. 3. H.S.D. pump licenses of all depots and their renewals. 4. Looking after the matters in connection with the registration of immoveable property in respect of land record / offices/ authorities. 5. Repair and maintenance of light vehicles, Xerox machines etc. 6. Telephone matters including EPABX Board. |

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| | <ol style="list-style-type: none"> 7. To perform such other duties as assigned to him by the M.D. from time to time. 8. To perform any other duty as and when assigned by his superiors. 9. Training Programme to Officers and staff at C.I.R.T. Pune. 10. Verification and Verifying Attendance and Causal leave record of Officers. |
| <p>Senior Stenographer</p> | <ol style="list-style-type: none"> 1. Dictation and Transcription: Taking dictation for speeches, meetings, and conferences and transcribing them into accurate typed documentation. 2. Administrative Support: Managing the officer's diary, fixing appointments, arranging meetings, handling telephone calls, and organizing travel/ tours. 3. Records Management: Maintaining files, registers, and records of incoming /outgoing correspondences. This includes handing confidential and secret documents securely. Overlooking the central Registry. 4. Technical Assistance: Operating and maintaining office equipment like computers, printers and Xerox machines etc. 5. Drafting and Correspondence: Drafting routine letters, memos, and reports on behalf of the officer. 6. Making Travel arrangements for officers going on official tours. 7. Arranging for timely services of all the light motor vehicles attached to Head Office. 8. To verify the Biometric attendance of all the staff / officers of Head office. 9. Maintaining Casual Leaves /RH/Special leaves of all the officers 10. To look after the HSD pump licenses of all depots and their renewals. 11. To perform any duties assigned by the Managing Director and superiors from time to time. 12. To prepare monthly report of the Line Checking activity performed by officers. |
| <p>Junior Stenographer</p> | <ol style="list-style-type: none"> 1. Taking dictation for speeches, meetings, and conferences and transcribing them into accurate typed documentation. 2. To perform any other work assigned by higher authority. |

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| Cashier Cum Lower Division Clerk | <ol style="list-style-type: none"> 1. Postage of letters: speed post, R/Ad, Ordinary post. 2. Postage Statement. 3. Inward Outward: Central Registry. 4. Handling Outward: Dak of Panaji/ Vasco/ Margao/ Porvorim. 5. Handling Stationery requirement of Admin section. 6. Handling Inward / Outward files. 7. Managing task related to RTI and LAQs of Admn. 8. Performing work assigned by Estate Officer. 9. Undertaking any work assigned by Hon'ble Chairman. 10. Undertaking any work assigned by MD. |
| Assistant Data Entry Operator | <ol style="list-style-type: none"> 1. Drafting and typing of letters and any other office documents. 2. To create and manage spreadsheet data. 3. Proper handling of Office equipment such as Computer and Printer 4. Entering of data and ensuring the data entered is correct and error free. 5. Maintaining confidentiality of information. 6. Inward/outward and any other work assigned by higher authority. |
| Peon/MTS | <ol style="list-style-type: none"> 1. File Movement: Carrying files, DAK and documents to and from MD's office and other departments. 2. Office Maintenance: Keeping MD's cabin clean, tidy and dusted before and after office hours. 3. Visitors Management: Informing MD or Personal Assistant of arrival of visitors 4. Opening and Closing of office. 5. Serving tea, water or refreshment to MD and visitors in the cabin or meeting room. 6. Operating photocopying machines. |
| Security Assistant | <ol style="list-style-type: none"> 1. Patrolling & Surveillance: Conducting regular day and night, foot or vehicle patrols of premises, including parking lots. |

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| | <ol style="list-style-type: none"> 2. Reporting & Compliance: Reporting safety hazards, security breaches or suspicious activity to authorities. 3. Operational Support: Controlling visitors access, and securing confidential areas. 4. Emergency Responses: Implementing emergency procedures. 5. Administrative Tasks: Maintaining security log book, for entry and exit of visitors. |
| <p>Heavy Vehicle Driver</p> | <ol style="list-style-type: none"> 1. Driving MD's vehicle 2. Maintaining and ensuring cleanliness of vehicle 3. Following MD's official schedules 4. Reporting any malfunction or any other issue with vehicle to concerned authority 5. Maintaining of logbook, records of mileage and fuel consumption |

