

For Official Use

FUNCTIONS AND RESPONSIBILITIES
OF
SENIOR OFFICERS
OF THE
CORPORATION



FOOD CORPORATION OF INDIA
NEW DELHI

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INTRODUCTION

A booklet indicating demarcation of functions and responsibilities in the Head Office was issued earlier in July 1971. Since then there have been a number of changes in the organisational set up and allotment of duties and responsibilities among the various officers in the Head Office.

It was decided that the functions of all the senior posts may be studied upto-date and job description prepared. Accordingly a write-up indicating the up-to-date duties and responsibilities of all senior posts have been prepared and is herewith published for information and guidance of all concerned.

The duties and responsibilities of all categories of staff up to Joint Manager have already been circulated earlier.

B. C. BHASIN
Senior Deputy Manager (OMISS)

New Delhi

Class Title	Chairman
Pay Scale	Rs. 3500-125-4000.

Overall head of the organisation. Chairman of its Board of Directors and Executive Committee.

Advises Central Government on formulation of policy relating to procurement and distribution of foodgrains and food stuffs and their processing.

Guides the Board of Directors in formulating and implementation of policies relating to procurement, storage, movement, transport, distribution, sale of foodgrains and other food stuffs and their processing and laying down the objectives and targets thereof.

Establishes and maintains close liaison with Central and State Governments at appropriate level for promoting the interests of the Corporation.

Provides leadership, direction, guidance and advice in regard to the functions of the Corporation and exercises overall control over the affairs of the Corporation.

Exercises administrative and financial powers delegated to him by the Board of Directors in accordance with the Food Corporations Act.

Class Title**Managing Director****Pay Scale**

Rs. 3000-125-3500.

Is Chief Executive of the organisation and member of its Board of Directors and Executive Committee.

Develops and administers policies and programmes of the Corporation in accordance with the guidelines laid down by the Government of India and the Food Corporations Act and the Rules and Regulations thereunder.

In consultation with the Chairman and with the approval of Board of Directors and the Government of India, wherever required, establishes operational objectives, plans and policies relating to procurement, distribution, storage, imports, processing plants, etc. and ensures that the various operations of the Corporation are run efficiently and economically.

Directs and oversees the performance of the Heads of Divisions in the Headquarters, Zonal Managers, Regional Managers and other officers of the Corporation. Ensures effective flow of work between the different Divisions and Offices.

Exercises administrative and financial powers delegated to him by the Board of Directors in accordance with Food Corporations Act and obtains approval of Chairman/Board of Directors/Government of India in other matters.

In the absence of the Chairman, exercises the powers and duties of the Chairman.

Is ex-officio member of the Board of Directors of the Central Warehousing Corporation, Trustee of the Bombay Port Trust and Member of the Governing Council of the National Cooperative Development Corporation.

Class Title

**Chief Commercial Manager/
Commercial Manager**

Pay Scale

Rs. 2500-100-3000.

Directs, organises and coordinates the activities of the Corporation relating to subjects assigned to him.

Reviews, proposals referred to by the Divisions placed under his charge and recommends action and accords administrative approval in accordance with the powers delegated to him.

Participates in high level meetings of Government of India for determining the role of FCI relating to the activities dealt with by him.

Recommends policies on such activities of the Corporation which are assigned to his charge relating to Kharif and Rabi plans, procurement, sale, quality control, storage and contracts, processing units, imports and handling of fertilizers and foodgrains, etc.

Formulates and directs programme/schedule for implementation of policy decisions within his sphere of responsibility on matters such as procurement, sale and distribution of foodgrains, foodstuffs, sugar, quality control, imports, processing units etc.

Develops proposals, policies and advises the Managing Director and Chairman on different operational matters under his overall charge and for shaping organisational goals and objectives.

Performs other related work as may be assigned to him by Management.

Class Title**Financial Adviser**

Pay Scale

Rs. 2500-100-3000.

Functions as the principal adviser to the Managing Director/Chairman on all financial and cognate matters.

Accords financial concurrence to all the proposals which fall within the delegated powers of the Managing Director/Chairman.

Coordinates all functions of finance, accounts, budget, costing and internal audit and physical verification.

Plans the resources of the Corporation for the present and future needs.

Develops, coordinates and maintains accounting systems and financial procedures.

Formulates and administers fiscal and claim policies for the Corporation.

Coordinates the work of statutory auditors as well as the audit by the C & A.G.

Carries out special studies as may be required from time to time.

Administers the Provident and Pension Funds of the Corporation and acts as ex-officio President of the Board of Trustees of the CPF of the Corporation.

Class Title**Zonal Manager****Pay Scale**

Rs. 2500-100-3000.

Directs, manages and controls various activities of the Corporation in the different Regions under his Zone in accordance with the policies and procedures laid down by Headquarters.

Exercises effective superintendence and control in the Regions through inspection and advice by him and his other officers relating to the different functions and activities in the Regions such as storage, procurement, sales, processing plants, distribution, movement, quality control engineering, industrial and public relations, general administration and accounts.

Maintains close liaison with the State Governments at the highest level for promoting and safeguarding the interests of the Corporation and for evolving policy relating to procurement and distribution and explains to State Governments the Corporation's views on different matters relating to its activities, including fixing of margins, Corporation's role in procurement, distribution and other activities, recoveries of outstandings and other related matters.

Keeps the Headquarters informed about the view points of the State Governments and recommends to Headquarters about the procurement and distribution policy and planning for the future role of FCI in procurement, distribution and other activities in the Regions.

Reviews Rabi and Kharif plans prepared by the Regions and advises the Regional Managers about suitable modifications in the same. Arranges inter-regional deployment of staff and other resources according to the needs of each Region in accordance with the administrative and financial power delegated to him.

Maintains confidential records of Category II employees, convenes Zonal Promotion Committee meetings for promotions from Category III to Category II posts and makes inter-regional transfers for Category II, III & IV staff. Resolves difficult problems arising out of the various activities in the Regions, obtaining advice of Headquarters where he considers necessary.

Exercises administrative and financial powers as delegated to him from time to time.

Performs other related work as may be assigned to him by the Management.

Class Title

**Chief Traffic Manager/
Manager (Movement)**

Pay Scale

2250-125/2-2500/1800-100-2000-125/2-2250.

Formulates and implements policies, programmes and procedures for Rail-Road Transport plans. Analyses transportation routes and rates of different commodities by rail and/or road to determine the most economical mode and method of transportation.

Develops, recommends and executes policies, programmes and procedures for transportation of FCI commodities.

Provides technical advice, assistance and direction and coordinates implementation of traffic management operations.

Frames policies and procedures in connection with settlement of FCI claims with Railways.

Coordinates with Railways for finalisation of claims of FCI.

Directs and coordinates FCI Claim Cells located at places which are the Zonal Headquarters of various Railways.

Directs compilation and preparation of up to date statistical data for movement claims, operations of FCI and Traffic Library.

Maintains close liaison with the Railway Board, Zonal Railways and the Department of Food in connection with different matters relating to movement.

Directs preparation of instructions and forms to be used by FCI offices in the transportation and settlement of FCI claims.

Organises and coordinates on-the-job training of staff engaged on movement work.

Performs other related work as may be assigned to him by the Management.

Class Title**Personnel Manager**

Pay Scale

Rs. 2250-100-2750.

Directs and organises the Personnel Management work in the Corporation.

Plans, develops and executes policies relating to all phases of personnel activities such as recruitment, performance appraisal, promotion, deputation, placement, rationalisation of cadres, pay scales, increments, allowances, incentives, fringe benefits, etc.

Provides general advice and functional guidance to Zonal Managers, Regional Managers, Joint Managers (Port Operations) etc. on personnel matters.

Controls and administers all establishment matters relating to personnel in the headquarters office and the Category I officers throughout the Corporation including postings and transfers, grant of Earned Leave, Maintenance of Character Rolls, preparation of seniority lists, examination of representations and various other personnel matters.

Organises and directs man-power planning work in the organisation by keeping necessary record of different categories of employees in the Corporation sanctioned and in position in the different Zones and Regions.

Organises and directs organisation and methods activities for advising management on proper organisational set-up and staffing pattern, development of standards of output of work for different categories of employees, preparation of job descriptions, etc.

Exercises administrative and disciplinary powers as delegated to him from time to time.

Performs other related work as may be assigned to him by the Management.

Class Title**Additional Financial Adviser
Headquarters****Pay Scale**

Rs. 2250-100-2750.

Functions as the immediate coordinating officer of the Finance Division, next to the Financial Adviser.

Accords financial concurrence to all proposals which fall within the delegated powers of Chief Commercial Manager/Commercial Manager.

Examines the various audit paras received from the statutory auditors as well as Government auditors and initiates action not only for replying to the paras but also for rectifying the errors/modifying the procedures etc. as considered necessary.

Coordinates the work of Internal Audit and Physical Verification.

Performs other related work as may be assigned to him from time to time.

Class Title**Additional Financial Adviser
Zonal Office (East)****Pay Scale**

Rs. 2250-100-2750.

Functions as the principal adviser to the Zonal Manager on all financial matters.

Accords financial concurrence to all proposals which fall within the delegated powers of the Zonal Managers.

Directs and maintains for the Zone an integrated system of financial staff services including accounting, budgeting, management financial reporting, management analysis etc.

Formulates for the Zone the Annual Budget and after approval by Headquarters administers the same.

Exercises effective control over the financial resources of the organisation in the Zone. Administers fiscal and claim policies for FCI in the Zone.

Reviews, analyses, evaluates and reports on programmes accomplished in financial terms.

Performs other related work as may be assigned to him from time to time.

Class Title	Manager (Planning & Research)
Pay Scale	Rs. 1800-100-2000-125/2-2250/2250-125/2-2500.

Directs the planning & Research activities of the Corporation to facilitate the Management in formulating short-term and long-term policies and programmes pertaining to various functional activities in the Corporation for adoption and implementation.

Evaluates and appraises organisational policies and operations and identifies fields for intensive study.

Directs studies relating to appraisal of crop outlook and prospects, market arrivals, stocks, price trends etc, preparation of commodity price review for keeping the management aware about price behaviour of important commodities in different markets.

Directs the collection, analysis, interpretation of data on the various functions of the organisation such as procurement, movement, storage, distribution, imports handling, processing units for effective management decision making.

Directs the conducting of feasibility studies for taking of new projects for the diversification of the corporate activities, location of rice mills, dal mills, etc., project formulation and appraisal suggesting alternative plans and strategies.

Directs and coordinates the operation of the Management Information and control. Cell for effective planning and control activities inside as well as outside the organisation and other bodies which interact with the corporate working for establishing proper reporting system.

Guides and organises the Management Development Programmes and training aspects of the organisation. Identifies training needs and nominates officials on various training programmes conducted by various outside agencies and by Central Training Institute. Guides Central Training Institute and Zonal Training Cells in organising training programmes.

Organises and coordinates the work relating to Foodcrop Consultancy Services. Performs other related work as may be assigned to him by Management.

Class Title

Manager (Vigilance & Security)

Pay Scale

Rs. 1800-100-2000-125/2-2250

Organises, superintends and controls the work relating to Vigilance and Security in the Corporation and functions as the Principal Adviser of the Management in all matters connected with Vigilance and Security.

Plans, initiates and develops policies and set up for Vigilance & Security in the Organisation.

Advises on the various methods of organising Security including utilization of Industrial Security Force, Police Force, etc.

Formulates and administers instructions and procedures relating to various matters connected with Vigilance & Security, including verification of character and antecedents of employees, scrutiny of property returns, security of Corporation's property including stores, stocks, equipments, buildings, etc. in the offices, plants, depots and ports at the various stages of receipt, despatch, storage, movements, etc.

Directs and organises vigilance investigations and disciplinary proceedings.

Maintains liaison with the CBI, Central Vigilance Commission, Central Industrial Security Force, Department of Food, Vigilance organisations of other Government Departments/State Governments/Public undertakings, etc., in connection with Vigilance & Security work of the FCI.

Plans, organises, directs and coordinates periodical and surprise inspections in the different offices, storage points, etc. to assess the effectiveness of Vigilance & Security arrangements for optimum operational efficiency.

Administers Watch and Ward Cadre in the organisation.

Organises and advises on the training of Vigilance & Security staff including Watch and Ward staff.

Advises the field offices on Vigilance and Security problems.

Coordinates Vigilance & Security arrangements in the Zonal, Regional and District offices.

Performs other related work as may be assigned to him by Management.

Class Title	Chief Legal Manager/ Manager (Legal)
Pay Scale	Rs. 2250-125/2-2500 Rs. 1800-100-2000-125/2-2250

Directs and organises the legal work in the organisation including the field offices.

Advises the management on various legal matters involving legal rights, obligations and privileges, and provides advice to Zonal/Regional Offices, etc., on different legal matters including advisability of defending or prosecuting law suits.

Develops, recommends and executes policies, programmes and procedures for dealing with legal work.

Directs and/or personally undertakes the work of examining/tendering advice on legal matters involving litigation, arbitration, interpretation of laws, contracts, scrutiny of documents/agreements, writ petitions, vetting of tender documents, terms and conditions, bonds, counter affidavits, etc. and also vets/prepares brief for lawyers etc., in important cases.

Coordinates the activities of the Legal Division in the Headquarters and also the Legal Cells in the Zonal and Regional Offices.

Directs maintenance of upto-date information regarding decisions on relevant legal cases given by Supreme Court, High Courts, Tribunals, etc.

Performs other related work as may be assigned to him by Management.

Class Title**Secretary****Pay Scale**

Rs. 1800-100-2000-125/2-2250

—Convenes meetings of the Board of Directors, Executive Committee and other Committees of the Board and monthly meetings of Senior Officers of the Corporation in consultation with the Chairman/Managing Director.

Responsible for ensuring preparation and timely despatch of Agenda papers to Board of Directors/Members of the Executive Committee/Senior Officers. Records minutes of the meetings of the Board of Directors, Executive Committee and Senior Officers and watches their implementation.

Supervises coordination work including references from the Ministry, Parliamentary Committees, etc.

Responsible for collection and collation of material for monthly and quarterly reports on the activities of the Corporation, annual reports of the Ministry and Reserve Bank of India.

Directs and supervises work relating to house keeping such as hiring and maintenance of office buildings, indenting, purchase and distribution of office equipment, supplies, stationery, etc., purchase and up keep of staff cars and other vehicles, provision of liveries to entitled personnel, provision of office and residential telephones, receipt and despatch of dak, maintenance of guest rooms in the Head Office, up-keep of Record Rooms in the Head Office.

Exercises administrative and financial powers as delegated to him from time to time.

Performs other work as may be assigned to him by Management.

Class Title**Joint Personnel Manager****Pay Scale**

Rs. 1800-100-2000-125/2-2250

The Joint Personnel Manager deals, independently of the Personnel Manager, with the work relating to the following items :—

1. All functions relating to establishment matters pertaining to category II, III and IV employees.
2. All matters relating to the grant of pension and gratuity to the Corporation employees.
3. Functions of EP Branch relating to retirement benefits, LRP, provident fund; reimbursement of medical charges, LTC, etc.
4. OMISS Section dealing with works relating to sanction of strength and staff of all the offices of the Corporation, formulation of job description, job evaluation and job specifications of all the categories of officers and staff etc.
5. Integration Section dealing with matters relating to seniority etc. of all the categories of employees in the Corporation (matters requiring policy decision will be routed through the Personnel Manager).

He being the senior officer in the Personnel Division, next only to Personnel Manager, assists Personnel Manager in all important matters assigned to him from time to time.

Class Title

**Dy. Financial Adviser (Accounts)
Head Office**

Pay Scale

Rs. 1800-100-2000-125/2-2250.

Directs, coordinates and controls the internal audit and physical verification of the
sto of the Corporation and ensures submission of the completed accounts within the
targeted dates.

Coordinates and ensures preparation of the Annual Report along with relevant
statistics.

Formulates and issues instructions from time to time on compilation of accounts.

Reviews accounting procedures, systems and instructions on maintenance and
compilation of accounts.

Examines and prescribes accounting returns for the different units and enforces
timely receipt of the same.

Reviews observations made on the accounts of the Corporation by the Statutory
and Government auditors and ensures satisfactory replies to the same.

Advises and issues instructions relating to income tax matters and ensures com-
pliance with income tax law.

Directs and coordinates the compilation of accounts in connection with the
Government of India bills.

Performs other related work as may be assigned to him from time to time.

Class Title**Dy. Financial Adviser (Cost)
Head Office**

Pay Scale

Rs. 1800-100-2000-125/2-2250

Directs, coordinates and controls the preparation of budget estimates including performance budget. S

Maintains control on expenditure by keeping watch on actual expenses incurred under various heads against budget allotments and also against the expenses incurred in the previous periods and takes suitable action for correcting adverse trends.

Directs examination of costing proposals received from Divisions and fixation of incidentals and handling margins for the various activities.

Undertakes performance reviews of all the Processing Units as also financial reviews of the working of various Regions.

Examines proposals for equity and loan requirements for submission to the Government of India.

Directs processing and finalisation of subsidy bills to the Government of India on a periodical basis and watches settlement thereof.

Undertakes Fund Management, Cash Control of the Corporation and preparation of periodical cash flow forecasts and other relevant data.

Undertakes/directs special studies on the economics of various operations as required from time to time.

Directs examination and preparation of replies on Parliament Question relating to financial matters.

Performs other related work as may be assigned to him from time to time.

Class Title

**Dy. Financial Adviser (IA & PV)
H. O. and Z. O. (East)**

Pay Scale

Rs. 1800-100-2000-125/2-2250

Directs, coordinates and controls the internal audit and physical verification of the stocks of foodgrains and Fertilizers of the Corporation.

Reviews the Internal Audit & Physical Verification Reports and ensures follow up action.

Reviews the progress of compilation of accounts and submits monthly Reports on the same.

Reviews draft audit paras received from the C & AG and obtains comments/clarifications from the concerned offices and finalises replies.

Directs examination of write off of storage and transit loss cases.

Directs and controls work relating to review adjustment and clearance of the balances under the heads of accounts, sundry debtors, sundry creditors, advances, deposits, etc.

Reviews and suggests improvements in procedures, systems and instructions relating to Internal Audit and Physical Verification.

Performs other related work as may be assigned to him from time to time.

Class Title**Dy. Financial Adviser (Finance)
Head Office****Pay Scale****Rs. 1800-100-2000-125/2-2250**

Directs and controls preparation of bills for pay and allowance, and disbursements thereof, payment of personal claims of staff and officers in the Head Office and contractors' bills and other bills for supplies of goods and services rendered to the Corporation.

Issues instructions and clarifications on all financial matters and accords financial concurrence on all proposals which fall within the delegated powers of CCM/CM.

Directs and controls the work relating to sales tax.

Directs and controls the work of Finance Policy & Coordination.

Reviews and suggests improvements in procedures, systems and instructions relating to billing and payments and delegation of powers.

Directs and controls work relating to payment of cost of imported foodgrains and issue of IOG advices therefor.

Performs other related work as may be assigned to him from time to time.

Class Title

**Dy. Financial Adviser Zonal Offices
other than DFA, IA & PV (East Zone)**

Pay Scale

Rs. 1800-100-2000-125/2-2250

Directs and controls preparation of bills for pay and allowances and disbursement thereof and payment of personal payments of staff and officers in the Zonal Office and contractors' bills and other bills for supplies of goods and services.

Accords financial concurrence to all proposals which fall within the delegated powers of Zonal Manager.

Directs and controls work relating to compilation of accounts including CPF accounts for the Zone and ensures completion of the same within the targeted dates.

Reviews audit paras from C & AG and comments/observations of statutory auditors and obtains comments/clarifications from the concerned offices and finalises replies.

Undertakes cash management, budget and cost control within the Zone.

Directs examination of incidentals to be charged for the various services.

Directs and coordinates matters relating to finance policy, sales tax, income tax, etc.

Directs reconciliation and settlement of the outstanding due from the State Governments.

Undertakes performance reviews of all the Processing Units and also financial reviews of the working of various Regions.

Directs and controls the work relating to the preparation, submission and follow up action on bills for the handling charges of fertilizers.

Performs other related work as may be assigned to him from time to time.

Class Title**Deputy Zonal Manager****Pay Scale**

Rs. 1800-100-2000-125/2-2250

As the second senior most officer in the Zonal Office, he advises and assists Zonal Manager in the discharge of his various duties.

Holds independent charge of some Divisions in the Zonal Office, and to that extent relieves Zonal Manager of the supervision of the work of these Divisions, Coordinates, on behalf of Zonal Manager, the functioning of the various sections in the Zonal Office.

Performs the functions of Zonal Manager in his absence.

Convenes the meetings of the Zonal Promotion Committee for promotion from Category IV to III & within category III.

Performs such other duties as may be assigned to him by Management.

Class Title

Manager (Storage & Contract)

Pay Scale

Rs. 1800-100-2000-125/2-2250

Develops and recommends policies, programmes and procedures for location, acquisition and construction of storage accommodation and ensures implementation of such programmes by Regions/Zones.

Formulates budget proposals relating to construction of storage accommodation.

Scrutinizes estimates regarding construction work and the periodical release of funds to the various construction agencies.

Ensures maintenance of accounts relating to construction of godowns and silos and furnishes accounts of Projects financed by World Bank and other international agencies for effecting recoveries from these agencies through the Department of Economic Affairs.

Directs and administers budgeting, procurement and supply according to delivery schedule of various items such as gunny bags, jute twine, tarpaulins, polythene-sheets, weighing machines, etc., to the Depots, Ports, Procurement Centres, etc.

Plans and obtains approval for arranging additional storage capacity required by the Corporation and maintains upto-date statistical data relating to storage capacity owned by the Corporation, hired from private parties, State Governments and Warehousing Corporations.

Examines proposals received from field offices relating to acquisition of land and obtains and accords administrative approval.

Frames policies, procedures and forms in connection with transport/handling contracts at the Depots, clearance at Ports by road transport.

Formulates and finalises model tender forms for Handling/Transport Contracts at Depots. Directs examination of Tenders, court/arbitration cases relating to performance of services by Handling and Transport Contractors, etc. Recommends and obtains approval of extension of contracts in appropriate cases.

Works as coordinator for Committees (i) on Storage Losses, (ii) finalisation of Model Tender Forms, etc.

Directs updating of stocks accounts and physical verification of stocks. Reviews periodical stock accounts and physical verification of stock reports and advises remedial steps to be taken.

Performs other related work as may be assigned to him by Management.

Class Title**Manager (Public Relations)****Pay Scale**

Rs. 1800-100-2000-125/2-2250

Formulates and administers a deliberate and sustained Public Relations programme for promoting public understanding of Food Corporations' activities at all India and regional levels.

Advises management on Public Relations strategies to be adopted to bridge the credibility gap.

Organises Public Relations campaigns by utilising various mass communication media and other public relations tools and techniques.

Participates in conferences, seminars and addresses special groups for promoting the corporate image of the organisation.

- Organises and conducts press conference and directs preparation of back ground information and press releases.

Directs the production of all journals, manuals and other specialised publications of the Corporation.

Conducts all advertising campaigns on behalf of the Corporation.

Organises exhibitions and other audio-visual campaigns throughout the country.

Maintains liaison with the mass communication channels available with the Government of India e.g. Press Information Bureau, All India Radio, Films and the Photo Division.

Directs and supervises the library reference services.

Coordinates replies to Parliament questions, on behalf of FCI.

Performs other related works as may be assigned to him by Management.

Class Title**Manager (Industrial Relations)****Pay Scale**

Rs. 1800-100-2000-125/2-2250

Organises, directs and coordinates the Industrial Relations activities of the Corporation.

Advises the Management on various matters relating to Industrial Relations and provides general functional guidance and advice to the Zonal, Regional and other offices regarding Trade Union-Management relations.

Participates in discussions, agreements, settlements with different employees' bodies, in matters of policy or other matters of major importance as also matters having inter-zonal and inter-regional repercussions with a view to maintain uniformity in such matters. Formulates and recommends policy relating to recognition/facilities to Trade Unions in Food Corporation of India, Works Committees, Joint Consultative Committees, etc.

Studies current labour laws and regulations, arbitration decisions, collective bargaining contracts etc., and recommends to the management the policy to be adopted in such matters.

Provides general guidance and advice to Zonal/Regional Offices concerning Industrial Relations pertaining to Departmentalised Labour at Depots, Departmental Port Workers and Operations Staff, etc. engaged in handling/clearance of foodgrains/fertilizer vessels including matters relating to benefits to labour and settlements of their demands.

Maintains liaison with the Ministry of Labour and Employment of Government of India and ensures compliance with Government's directives relating to Labour and Industrial Relations.

Provides general guidance and advice to the Zonal/Regional offices etc. on matters relating to disputes at different stages viz., Conciliation, Arbitration, Adjudication, etc.

Advises the Zonal/Regional offices etc., regarding evolving of appropriate Procedure to be followed for prompt disposal of Individual Grievances of employees in Food Corporation of India.

Maintains upto-date information regarding various decisions in labour cases given by Tribunals, High Courts, Supreme Court etc., in consultation with Legal Division and renders guidance to Zonal/Regional offices, etc. based on such decisions.

Advises Zonal/Regional offices, etc., on all policy matters relating to provision of welfare measures/institutions and coordination of various welfare activities provided in Food Corporation of India like Cantcen, Clubs, Recreation and Welfare activities, Dramatic Clubs, Educational Institutions, Hospitals, welfare magazines and games/sports activities.

Performs other related work as may be assigned to him by Management.

Class Title**Manager (Shipping, Ports & Coordination)****Pay Scale**

Rs. 1800-100-2000-125/2-2250

Formulates and administers the programme for the receipt of imported foodgrains, gift consignments, etc., unloading from ships departmentally/through Port Trusts, Stevedores, etc., and outloading of assigned commodities received by ships at the designated Ports.

Develops instructions to be followed by the FCI Port Offices/inland depots in carrying out their assigned functions relating to handling of foodgrains etc.

Directs and organises finalisation of cargo claims and of freight accounts.

Provides advice and general guidance to Zonal Offices/Port Operation offices for award of stevedoring and handling contracts and sorting out of all operational problems to ensure optimum discharge, ex-vessels and expeditious clearance of cargo at the Ports.

Maintains important statistics relating to imports of foodgrains, gift consignments, etc.

Maintains liaison with the department of Food, Ministry of Transport and Shipping, etc. and coordination with all Heads of Divisions at headquarters relating to import of foodgrains, gift consignments, etc.

Performs other related work as may be assigned to him by Management.

Class Title**Manager (Port & Fertilizers)****Pay Scale**

Rs. 1800-100-2000-125/2-2250.

Formulates and administers the programme for the receipt of imported fertilizers, unloading from ships Departmentally/through Port Trust, Stevedores, etc. and outloading of fertilizers received by ships at the designated ports.

Administers handling and distribution programme of fertilizers as "Principals" on ownership basis at Ports and owned and hired Godowns of FCI.

Develops instructions to be followed by the FCI Port Offices/inland depots in carrying out their assigned functions relating to handling of fertilizers.

Directs and organises finalisation of lay time sheets of fertilizers vessels under cost, insurance and freight contracts and despatch/demurrage account on each fertilizer vessels.

Processes cargo claims of fertilizers ships in consultation with the Department of Agriculture.

Arranges disposal of substandard fertilizer and implementation of Fertilizer Control Order with regard to packing, stitching, marking and ensuring proper standardisation of the stocks before issue to State Governments, Commodity Boards, other users etc.

Maintains important statistics relating to imports of fertilizers.

Maintains liaison with the Government of Agriculture, Ministry of Transport and Shipping, etc. and coordination with all Heads of Divisions at Headquarters, relating to fertilizer work.

Performs other related work as may be assigned to him by Management.

Class Title**Manager (Sales)****Pay Scale**

Rs. 1800-100-2000-125/2-2250

Organises and directs the sales operations of FCI relating to foodgrains other than supplies of coarse grains, pulses and animal feed to Defence Department.

Coordinates sourcewise allocation of wheat to State Governments, Defence services, Relief Agencies, etc. Reviews requirements and stock position of wheat, rice, etc. of different Regions and ensures replenishment of stocks by issuing bulk allotments for movement of wheat/rice from surplus producing States to deficit states.

Scrutinises statement of sound and substandard foodgrains, grams, pulses, oil seeds, oil, maize products, rice bran, rice germs from rice mills, etc., and plans and issues instructions for issue of stocks for public distribution, roller flour mills, etc., and to traders and public through issue of tender notices, auction, negotiation, etc.

Examines and gives his recommendations on policy matters relating to wholesale trade in rice and wheat, public distribution of foodgrains by the Corporation in selected States and matters relating to export of superior Banaspati rice through STC etc., and fixation of issue prices of foodgrains allotted on State to State basis including Handling of Bilateral State Transactions.

Performs other related work as may be assigned to him by Management.

Class Title**Manager (Purchase)****Pay Scale**

Rs. 1800-100-2000-125/2-2250

Organises, directs and coordinates the purchase of pulses, animal feed grains to be supplied to the Defence Services and Commercial purchase of groundnut pods for the Ujjain Plant, as well as commercial purchase of coarse grains, etc.

Scrutinises the requirements of pulses, etc., of Army Purchase Organisation and plans and coordinates the Procurement of the same by the different Regions. Corresponds with the Zonal, Regional and District Managers on different matters relating to supply of the indented items according to the schedule.

Instructs and advises Zonal Managers and Regional Managers and District Managers for arranging timely milling operations to ensure delivery to APO according to the delivery schedule.

Scrutinises and reviews the costings by the Regions after despatch of the indented grains and after obtaining approval of the same, intimates the same to the APO.

Ensures timely billing of all supplies and expeditious recovery of payments for supply of foodgrains, pulses, animal feed grains, etc., to the APO. Also ensures the recovery of dues from the State Government, Government of India, etc. for supplies of foodgrains.

Advise the Zonal and Regional Managers for Commercial purchase of groundnut pods directly from the mandies for the Ujjain Plant and watches for its progress.

Performs other related work as may be assigned to him by Management.

Class Title**Manager (Procurement)****Pay Scale**

Rs. 1800-100-2000-125/2-2250

Formulates and recommends policies and measures designed to maximise procurement of foodgrains within the framework of the policy laid down by the Government of India.

Advises the Regional/Zonal Offices about the format and points to be covered in the Rabi and Kharif Plans meeting and fixes schedule for discussions of such plans.

Makes arrangement for Rabi and Kharif Plan meetings ; circulates copies of plans to the concerned divisions requesting them to attend the meetings, ensures to the point discussion on various administrative points requiring approval, circulates minutes of the Plan meetings requesting the concerned divisions to take further action on the decisions arrived at.

If required, participates in meetings in the Ministry and other departments/organisations in connection with formulation and execution of plans for procurement of foodgrains and other related issues.

Suggests measures and issues instructions for expeditious collection of levy share of wheat, paddy, rice, etc. in States where producers levy in respect of those commodities is imposed.

Advises the Zonal, Regional, District Offices about providing effective Price Support for procurement of foodgrains.

Ensures expeditious finalisation of incidental claims due to FCI by Government of India, State Governments, Cooperatives and recovery of unutilized funds and advances to Cooperatives.

Formulates policies and instructions relating to takeover of stocks for Central Pool, obtains administrative approval and advises the field offices for compliance with the same. Suggests measures and instructions for expeditious shelling of paddy purchased under Price Support Scheme. Prepares papers for circulation to the Board of Directors on such items which require Board's approval.

Obtains information from all sources and maintains statistics relating to general assessment of crop prospects, likely trend of prices, availability of stocks in various States and formulates procurement policies based on the same.

Performs other related work as may be assigned to him by Management.

Class Title**Manager (Products)****Pay Scale**

Rs. 1800-100-2000-125/2-2250

Organises and directs the Corporation's processing activities in its factories/processing units.

Interprets Corporation's policies and production procedures to subordinate supervisors and directs their activities.

Directs and conducts studies to rationalise production processes and suggests measures to improve production and Process Control methods, techniques, equipments performance and quality of products and suggests changes in working conditions and modifications in machines and equipment for optimising production and economic results.

Directs and advises the processing plants and rice mills and Balahar producing units regarding planning, estimating, scheduling and expediting the use of man-power, machines and material in the manufacturing process in their factories/processing units.

Confers with Heads of Processing Units, Heads of the concerned Divisions in the Headquarters and in the Zonal Offices for formulating programmes regarding availability of raw material, sale of finished products, maintenance of plant equipment and inventory of spare parts, related production records and other matters connected with production.

Provides general advice and functional guidance to the Processing Plants, Rice Mills and to Zonal and Regional Offices in matters relating to Processing Units, Rice Mills, Balahar, etc.

Directs and organises the supply of Balahar/nutrition foods to UNICEF, CARE and other feeding programmes.

Directs inspection/inspects equipment and facilities to recommended maintenance and replacement of obsolete machinery.

Examines and suggests Plans for diversifying the activities of the Processing Plants and marketing of their products.

Controls and Directs Research & Development activity for Processing Units.

Performs other related work as may be assigned to him by Management.

Class Title**Manager (Engineering) I—Projects****Pay Scale**

Rs. 1800-100-2000-125/2-2250

Organises and controls the Engineering activities of the organisation connected with the construction of specialised and large Engineering Projects such as Bulk Fertilizer Handling Project at Kandla, Grain Silos Project financed by the World Bank, Soyabean Processing Plant, Bulk Handling of foodgrains, etc.

Initiates proposals for new projects and other development activities and directs activities of Engineering and other staff in preparing plans to execute the projects under his control.

Determines methods of planning projects and approves designs, drawings, diagrams, specifications, Critical Path Method schedules and technical estimates ; prepares budget estimates and keeps watch over progress of expenditures and ensures proper cost and budgetary control.

Coordinates and organises controls to ensure completion of assigned tasks by scheduled dates.

Collects and studies data and information on developments in various fields of Engineering connected with the construction of the Projects under his charge and suggests steps for participation in development and substitution of import technology by the trade in the country and to emanate and enforce suggestion for better methods of work and introduce the same in the organisation.

Exercises control of the Engineering and other staff engaged on planning and construction of the Projects.

Develops and issues instructions relating to appropriate construction practices, methods, techniques, cost, material and equipment in the design, planning, scheduling and construction of the Projects.

Invites and finalises bids for the appointment of Consultants and tenders for Civil, Electrical & Mechanical Engineering works and control systems for construction, installation, erection and maintenance of the Projects.

Directs and ensures maintenance of accounts for all Engineering works and equipments, plants, machinery and material procured and utilised on construction, installation and erection work.

Advises and arranges on the job training for Engineering staff engaged on the Projects.

Performs other related work as may be assigned to him by Management.

Class Title**Manager (Engineering) II—Construction****Pay Scale**

Rs. 1800-100-2000-125/2-2250

Organises and controls the Engineering activities of the Organisation other than that handled by Manager (Engineering Projects).

Directs activities of Engineering and other staff engaged in preparing plans to construct, repair, enlarge, structures and buildings for offices, depots, processing plants, port installations, etc.

Determines method of planning projects and designing, approves drawings, diagrams, specifications, prepares budget estimates and obtains and accords administrative approval to the same.

Coordinates and organises controls to ensure completion of assigned tasks by scheduled dates.

Collects and studies data and information on developments in various fields of Engineering in connection with Storage and processing of foodgrains and suggests steps for participation in development and substitution of import technology by the trade in the country and to emanate and enforce suggestions for better methods of work and introduce the same in the organisation.

Exercises functional control of the Engineering staff in the Zonal offices, Regional offices, District offices, Processing Plants, Modern Rice Mills, Port Operations, etc.

Develops and issues instructions relating to appropriate construction practices, methods, techniques, costs, material and equipment and issues guidelines on designs, planning, and scheduling and construction and maintenance of buildings and mechanical and electrical equipments.

Finalises tenders for work contracts and awards Civil, Mechanical and Electrical Engineering contracts for construction, installation, erection and maintenance in depots, offices, processing plants, ports, upto a value of Rs. 10 lacs. For works beyond Rs. 10 lacs renders advice to the management on acceptance of such tenders. Directs maintenance of accounts for all Engineering equipment, plants, machinery, material, obtained and consumed for construction, installation and erection work.

Advises and arranges on the job training for Engineering staff.

Performs other related work as may be assigned to him by Management.

Class Title**Manager (Quality Control)****Pay Scale**

Rs. 1800-100-2000-125/2-2250

Plans, organises and directs the Quality control work in the organisation.

Formulates and maintains Quality Control objectives, procedures and standards and advises the Zonal Managers, Regional Managers, District Managers, etc. in respect of Quality Control methods and requirements relating to foodgrains procured, received, processed, stored and issued.

Reviews Quality Control reports received from field offices and advises remedial action on the same.

Organises and conducts super-inspections to ensure compliance of instructions relating to Quality Control.

Examines and recommends proposals relating to setting up and reorganisation of Quality Control laboratories in the different Regions.

Advises on Quality Control inspections of imported foodgrains.

Provides advice and guidance on the timely and economical disposal of damaged/contaminated foodgrains.

Advises and arranges on the job training for Quality Control staff.

Scrutinises indents for technical equipments, insecticides, etc., and obtains administrative approval for their purchase and for proper utilization after purchase.

Performs other related work as may be assigned to him by Management.

Class Title**Manager (Foodcorp Nutrition Products, Ujjain)****Pay Scale**

Rs. 1800-100-2000-125/2-2250

Directs, manages and controls the running of the Foodcorp Nutrition Products, Ujjain, in accordance with the policies and procedures laid down by Headquarters and Zonal Office.

Ensures implementation of the policy decisions for the fulfilment of the goals and targets of production for the plant.

Directs that the various functions and activities relating to administration of the plant, procurement of raw material, equipment and spare parts, distribution, storage, movement, engineering, marketing, sales, personnel, industrial relations, finance etc. are run efficiently and economically.

Coordinates with SRMs/RMs the fulfilment of the programme of procurement of raw material for the Plant.

Directs planning, estimating and scheduling utilization of manpower, machines and material in the manufacturing processes carried on in the Plant.

Directs measures designed to improve production methods, techniques, equipment performance, quality of products, working conditions and modifications in machines and equipment for optimising production and economic results.

Functions as the Chairman of the Purchase and Sales Committee of the Foodcorp Nutrition Products, Ujjain, and ensures disposal of the products as per the procedures and delegations prescribed from time to time.

Appoints contractors, agents, etc. for the smooth performance of the various operations of the Plant and ensures that the contractors, agents, sub-agents entrusted with the work of the Corporation perform the same properly; ensures timely action by legal and other measures for protecting the interests of the Corporation.

Maintains record of confidential report of Category III and IV staff.

Acts as controlling officer for the officers and staff of the Plant and exercises the administrative and financial powers delegated to him from time to time.

Performs other related work as may be assigned to him by the management.

Class Title**Senior Regional Manager/
Regional Manager****Pay Scale**

Rs. 1800-100-2000-125/2-2250

Rs. 1300-50-1500-60-1800

Directs, manages and controls various activities of the Corporation in the Region in accordance with the policies and procedures laid down by Headquarters and Zonal Office.

Ensures that the various functions and activities such as Storage, Procurement, Sales, Processing Plants, Distribution, Movement, Quality Control, Engineering, Industrial Relations, General Administration and Accounts are run efficiently and economically.

Maintains close liason with the State Government for evolving policy relating to Procurement and Distribution. Assesses crop prospects, market arrivals, ruling prices and price trends.

Ensures that the Contractors and other Agents/Sub Agents entrusted with the work of the Corporation perform the same properly and ensures timely action by legal and other measures for protecting the interests of the Corporation.

Keeps the Headquarters informed about the view point of the State Government and advises the Zonal Office and Headquarters about the Procurement and Distribution Policy and Planning for the future role of FCI in Procurement, Distribution and other activities in the Region.

Prepares Rabi and Kharif Plans on realistic basis based on data prepared by State Governments and assessments made by himself and his officers.

Provides realistic requirement of staff, gunny bags and other material required for procurement and distribution. Participates in meetings of Rabi and Kharif Plans and explains realistically his requirements, his targets, etc.

Maintains records of confidential Reports of Category III & IV staff, convenes meetings of Regional Promotion Committee for Category III staff and orders transfers of category III & IV staff within the Region.

Provides advice and guidance to the District offices and other field offices in the conduct of various activities. Performs surprise and periodical inspection of District offices and Depots under his control.

Is controlling officer for entire staff within the Region and exercises other administrative and financial powers as delegated to him from time to time.

May be required to look after Shipping work in respect of Ports under his jurisdiction for which the duties will be similar to those listed for Joint Manager (Port Operations).

Performs other related work as may be assigned to him.

Class Title**Joint Manager (Port Operations)****Pay Scales**

Rs. 1300-50-1500-60-1800

Directs, manages and controls Port Operation activities under his charge in accordance with the policies and procedures laid down by Head Office and Zonal Office.

Ensures that the operational and other activities relating to Storage, Movement, Quality Control, Engineering, Industrial Relations, Staff Welfare, Public Relations, General Administration, Accounts, Vigilance & Security in the offices and depots, silos, etc., under his control are run efficiently and economically.

Maintains close liaison with Port Authorities, Shippers and Shipping Agents, Custom Authorities, Railways, State Government, etc., for arranging speedy and efficient berthing and discharge of imported foodgrains, fertilizers, gift cargoes, etc., and movement, storage and distribution of same and despatch of foodgrains and other items of export required to be handled by the Corporation.

Ensures that the Shipping Agents, Departmental workers, Port workers, stevedores, contractors, etc., engaged on the operations perform their work efficiently and economically. Maintains healthy labour relations with the Labour and other staff.

Prepares realistic requirements of staff, equipment, etc., required for Port Operations. Arranges internal deployment of staff under his control according to operational requirements.

Periodically inspects the offices, depots, silos, etc., under his control and ensures physical verification, maintenance and accounting of stores, equipment, tools, etc.

Maintains records of confidential Reports of Category III & IV staff, convenes meeting of Regional Promotion Committee for Category III staff under his control.

Provides advice and guidance to offices under his control in the conduct of various activities.

Is controlling officer for entire operational and other staff under him and exercises other administrative and financial powers as delegated to him from time to time.

Performs other related work as may be assigned to him by the management.

Class Title**Principal Central Training Institute****Pay Scale**

Rs. 1300-50-1500-60-1800

Directs, manages and controls the activities of the Central Training Institute.

Organises, administers and conducts programmes for the purpose of orientation and training regarding organisation's policy and routine, and instructions in Business Methods relating to general management, finance, accounts, quality control, engineering, shipping, movement, storage and contract work, etc., to officers of the rank of Deputy Managers, SAMs, AMs, etc.

Confers with management and field officers to determine outline and scope of Programmes in the Institute.

Organises lectures, manuals, management games, visual aids, reference library, case studies, examination, and testing, etc. for imparting training.

Arranges training of instructors and supervisory personnel in training methods and techniques.

Prepares schedule of training sessions and assigns training staff to conduct sessions allotted to them.

Coordinates teaching programmes through meetings with instructors and the trainees, their supervisors, etc. and reviews instructor's activities and evaluates effectiveness of the Training Programmes by feedback.

Prepares Budgets and directs appropriations.

Requisitions and allocates supplies, equipment and instructional material as needed.

Exercises administrative and financial powers delegated to him and performs administrative duties for management of the Institute.

May undertake teaching sessions.

Performs other related work as may be assigned to him by management.