

**NATIONAL SEEDS CORPORATION LTD.
CORPORATE OFFICE: NEW DELHI**

No. 235(1)/15-HR/NSC

Dated: Jan, 2016

C I R C U L A R

Sub: Duties and responsibilities.

The crux of an affective performance is the proper understanding of the jobs and duties assigned to employees. As one proceeds in the upper ladder, these assume a wider area of coverage and it is not always possible or desirable to itemize them. A lot of output depends upon going beyond the itemized list of duties. However, the output has to be tangible and measurable and the task has to be as clearly spelt out, as possible, with measurable parameters.

Keeping in view, the position and the general guidelines on the subject, the duties and responsibilities of all officers from Asstt. Officer level S-4 to the highest level in hierarchy (Sr. General Manager/ General Manager) working in various departments/Farms/ROs have been prepared in consultation with concerned Divisional Heads, and approved by the Competent Authority, alongwith expected indicators of performance. A copy of the same is enclosed for information and necessary action of all concerned.

In defining the duties, stress has been laid on the total area of the responsibilities. Some activities have been specifically mentioned from the angle of the output rather than the mechanical doing of the things. The perception is of results and areas of activities and the methodology has been left to the individual as it is not possible to suddenly change the system and make it totally impersonal and system based and the extent of required micro-management will have to be determined and followed by the individuals in the top positions.

In all commercial activities the time cycle is of great importance. It is also important in matters of performance management and performance appraisal. In order to have an objective assessment, it is appropriate that time frame and indicative deadlines are spelt out for each activity and this has been done as a part of prescription of duties and responsibilities, which is also a part of Performance Management System, already circulated earlier.

All Heads of Departments at Corporate Office, Farm Heads and Regional Managers are requested to circulated these duties and responsibilities to the concerned officers, working in their departments for their information and strict compliance.

(B.B.Saw)
Sr. General Manager (HR)

Encl: as above

Distribution:

1. Director Fin./Commercial)
2. Sr. General Manager/ **General Managers**
3. Company secretary
4. All Deputy General Manager
5. All Asstt. General Manager
6. Farm Head, **NSC**, Suratgarh/Sardargarh/ Jetsar/Hisar/Raichur
7. All Regional Managers
8. Asstt. Manager (Rajasthan)-for issue of Hindi version of this Circular.

Copy to : APS to CMD for kind information of CMD

HUMAN RESOURCE MANAGEMENT DEPARTMENT

AT CORPOATE OFFICE

1. Senior General Manager (HR)/General Manager (HR) (E6)

He is the Corporate Chief of the HRM Department and reports to CMD. He has overall corporate responsibilities for activities relating to Personnel, Administration, Industrial Relations, HRD, Security, Medical, Rajbhasha and Public Relations. He acts as a consultant and adviser to senior management in matters pertaining to HR.

Strategic and Monitoring functions

(i) Corporate HR policy

1. Providing leadership and vision to the HRM Department and to deal with the strategic matters (Vision/Mission, Policies, Goals & Objectives) relating to the HRM and any other related functions.
2. To lead the planning function and to delegate the implementation and day-to-day management functions to the competent personnel placed under him.
3. Formulation and implementation of policies relating to recruitment, selection, promotion, transfers, compensation, wage/perks & allowances, skill development, training, industrial relations, discipline and superannuation of employees etc. and to ensure their regular updation.
4. To frame policies on welfare measures and other related matters for the employees of all categories.
5. To work for smooth Employer-Employee relationship and implementation of labour laws and other laws relating to employees.
6. To ensure proper career planning for growth of all executives and non-executive employees of the Corporation.
7. To communicate and obtain feedback on HR policies throughout the Corporation.
8. To formulate corporate policies and strategies to attract, retain and motives staff.
9. To develop/administer and updating of Performance Management System and ensure implementation of bell curve approach as per Govt. guidelines.

10. To oversee pre-employment, on-the-job and post-employment skill development programme for employees.
11. To identify key areas for organizational development and undertake morale boosting and motivation studies.
12. To ensure compliance of all legal/statutory requirements and Govt. directives relating to HR matters. To monitor legal cases relating to service and labour law matters.
13. To implement public relations strategies to build organizational image.
14. To maintain information and develop systems relating to HR.
15. To ensure implementation of all directions/guidelines on HRM Policies issued by DPE and administrative Ministry.

(ii) Corporate Performance

- To motivate and orient all Farms/Regional Offices/Offices towards maximizing productivity and production. To achieve this end, Sr. GM(HR)/GM (HR) shall facilitate the Farm Managements/Regional Office Management by providing necessary advice and guidance from time to time.
- To provide administrative, medical and security services to all the Farms/Units/Regional Offices of the Corporation.
- To act as Chief Spokesman on behalf of the Corporation.

(iii) Information and Data Management relating to employees

- 1) Building up and maintain an appropriate system of direct access to employee data.
- 2) Building up and maintaining a modern computer based payment system of wages etc. at the Corporate Office, Regional Offices & Farms.
- 3) Keeping track of the manpower position and requirements at the Corporate Office, Regional Offices and Farms.

(iv) Problem Solving

- 1) Keeping abreast with latest rules/laws on HR/Labour matters and guide the Farms/ROs/Units with a view to facilitate proper implementation of the rules and statutory provisions related to employees.
- 2) To communicate with the Farm Heads/RMs and their Deputies and HR functionaries with regard to any matter relating to HRM policies and related subjects.

(v) Supervision of Farms/ROs

- 1) To exercise functional control on HR/Security/Medical functionaries in the Farms/ROs.
- 2) To periodically visit all Farms/ROs and discuss with Farm Managements/RMs, Unions/HODs and others concerned about the HR policies and problems/grievances/disputes of the employees and to take timely action for solving them and to bring the same to the notice of CMD.
- 3) To exercise such necessary checks and inspections at the Farms/ROs which are considered necessary for proper implementation of HR policies and Labour/Safety Laws and to bring any deficiencies to the notice of CMD with suggestions for improvement.

(vi) Ensuring Manpower Availability

- 1) Continuous monitoring and review of the manpower availability and requirement, to effectively support the activities of different departments/Farms/ROs.
- 2) To take necessary steps for placement of necessary manpower for activities of various departments subject to rules and procedures framed for the purpose.
- 3) Manpower planning, succession planning positioning and rationalization through Voluntary Retirements/Redeployment.

(vii) Miscellaneous

- 1) To maintain effective co-ordination and liaison with concerned department of Central/State Govt. in connection with matters under his charge.
- 2) To maintain close liaison with his colleagues in the Corporate Office, Marketing Offices and with Regional Managers & Farm Heads.
- 3) Developing critical mass of leaders through a system of career planning & development.
- 4) Fulfilment of training plan for Multi-Skilling/skill Up-gradation of non-executives.
- 5) Formulation & Implementation of social security schemes for employees.
- 6) Participation in surveys conducted by external agencies (Employment of choice, best employer, best place to work etc.).
- 7) Review/Revisit/Re-engineer HR Policies for meeting the changing business priorities.
- 8) Benchmarking projects undertaking in area of HR.

- 9) To take initiatives on Organization Culture Building.
- 10) To ensure achievement of MoU targets concerning HRM.
- 11) This charter of duties does not take away or modify any of his existing duties with regard to his sphere of activities.
- 12) To carry out such other duties as may be assigned to him by the Management from time to time.

(viii) Details of duties and calendar

| Sl. No. | Detailed Activities | Targets |
|----------------|---|---|
| 1. | Year wise action plan of HR activities (This plan would involve an action plan for the activities suggested by DPE in O.M. No. 3(9)/2010-DPE (MoU) dated 29 th September 2011 (Guidelines on Human Resources Management for CPSEs, copy attached as Annexure to this report). | 31 st December |
| 2. | Preparation of Training Budget | 15 th February |
| 3. | Review of Manpower requirement and Training Needs (To support the activities of whole corporation) | 30 th July & 28 th February |
| 4. | Establishment and maintenance of a computerized HR information system: (This system should involve a onetime concerted effort in the current year and maintenance of activity schedule and updating in the subsequent years. The purpose of this system would be to centrally maintain comprehensive database about the employees working at various locations. The database would contain personal information, education and skill levels, leave record, payment details, disciplinary records, performance assessment records, training records, duties and responsibilities records and such other records so as to smoothly implement the various schemes. | 31 st December, 2013 |
| 5. | Monitoring and Evaluation: (Strategy implementation as per the key HRM parameters need to be monitored closely and any deviation should be corrected immediately. For this a half yearly HR Audit is suggested. Once implemented, the results need to be gauged at half yearly intervals to check whether the interventions are fruitful or not). | 15 th August & 15 th March |

(ix) Performance indicators:

| Sl. No. | Indicator |
|----------------|--|
| 1. | Manpower Planning exercise |
| 2. | Competency and leadership development |
| 3. | Implementation of Performance Management System |
| 4. | Compensation & Rewards Strategy |
| 5. | Employee Relations Management |
| 6. | To Retrain/Redeploy DPWs/RWs and other unqualified manpower in the Corporation for their proper utilization. |

(x) Key Result Areas:

- a) Trainings conducted – number of mandays.
- b) Recruitments made – number.
- c) Implementation of Performance Management System.
- d) Implementation of PRP scheme, Superannuation Benefits Scheme, Compensatory Employment/benefit scheme and regular implementation and updation of all existing schemes.
- e) Automation of HR Processes.
- f) Further Improvement in Industrial Relations.
- g) Achievement of MoU targets of HR Department.
- h) Timely updation of records.
- i) Grievances handled – percentage.
- j) Reduction in attrition of employees – percentage reduced over last year.
- k) Number of feedback received from employees/other stakeholders.
- l) Proper implementation and updation of records pertaining to reservation in Employment etc. as per Govt. guidelines.

2. Addl. GM (HR) (E-5)/DGM (HR) (E-4)

(i) Strategic and Monitoring functions

1. He will report to Sr. GM(HR)/GM (HR)
2. In the absence of regular Sr. GM(HR)/GM (HR), the senior most functionary in HR Department among the above levels may be required to perform all duties/functions assigned to Sr. GM(HR)/GM (HR) in addition to his own duties and will report directly to the concerned Functional Director/CMD, as the case may be.
3. He will coordinate with other Heads of Departments/Farms Heads/Regional Managers with respect to the activities related to HRM functions.
4. He will be responsible for coordinating all activities relating to achievement of MoU target in respect of HR Department.
5. He will be responsible for implementation/inspection of ISO Manuals and reply of audit para's/RTI quires/Parliament Questions etc. related to HRM Department.
6. He will be required to visit all Farms/ROs periodically in coordination and consultation with Sr. GM(HR)/GM (HR) to check up whether the Farm Managements and ROs are following the HR policies and to take care of the grievances of the employees posted at Farms/Regions.
7. He will be responsible for properly maintaining and preserving all service records and other important documents which are required to be preserved for future reference.
8. Assisting Sr. GM(HR)/GM (HR) in preparation and implementation of year wise action plan for effective implementation of DPE Guidelines on Human Resource Management for CPSE's in close coordination with Sr. GM(HR)/GM (HR).
9. To assist Sr. GM(HR)/GM (HR) in carrying out recruitments/appointments and effecting promotions as per the policy/programme and ensuring that a fair and transparent process is followed.
10. Ensuring that all recruitments/appointments/promotions/transfers etc. are done in accordance with the relevant approved rules.
11. Chalking out an appropriate Training Calendar, Preparing a Training Budget and ensuring its timely approval for arrangement of Funds.
12. Responsible for ensuring that the living conditions for employees and their work environment is improved in the organization, especially at the NSC Farms.
13. To supervise all matters concerning HR Estt./wage/welfare etc.

(ii) Corporate HR policy

1. To assist Sr. GM(HR)/GM (HR) in providing leadership and vision to the HRM Department and to deal with the strategic matters (Vision/Mission, Policies, Goals & Objectives) relating to the HRM and any other related functions.
2. To assist Sr. GM(HR)/GM (HR) to lead the planning function and to delegate the implementation and day-to-day management functions to the competent personnel placed under him.
3. To assist Sr. GM(HR)/GM (HR) in formulation and implementation of policies relating to recruitment, selection, promotion, transfers, compensation, wage/perks & allowances, skill development, performance appraisal, training, industrial relations, discipline, administration and superannuation of employees etc.
4. To assist Sr. GM(HR)/GM (HR) in framing policies on welfare measures and safety matters and other related matters for the employees of all categories.
5. To assist Sr. GM(HR)/GM (HR) to ensure career growth of all executives and non-executives employees of the Corporation by framing proper policies.
6. To work for smooth Employer-Employee relationships and implementation of labour laws and other laws relating of employees.
7. To Communicate and obtain feedback on HR policies throughout the Corporation.
8. To formulate corporate policies and strategies to attract, retain and motivate staff.
9. To oversee pre-employment, on-the-job and post-employment skill development programmes for employees.
10. To assist Sr. GM(HR)/GM (HR) to identify key areas for organizational development and undertake morale boosting and motivation studies.
11. To assist Sr. GM(HR)/GM (HR) in compliance of all legal/statutory requirements and Govt. directives relating to HR matters and to monitor legal cases relating to service and labour law matters.
12. To assist Sr. GM(HR)/GM (HR) in implementing public relations strategies.
13. To assist Sr. GM(HR)/GM (HR) in providing administrative, medical and security services to all the Farms/ROs/Units/Offices of the Corporation.
14. To maintain liaison with State/Central Govt. authorities, undertake activities to build organizational image both within and outside.
15. To maintain information and develop system relating to personnel and HR.
16. To ensure implementation of all Govt./DPE guidelines on HRM policies.

(iii) Corporate Performance

To motivate and orient all Farms/Regional Offices/Offices towards, maximizing productivity and production. To achieve this end, he shall

facilitate the Farm/RO managements by providing necessary advice and guidance to them from time to time.

(iv) Information and Data management relating to employees

1. Building up and maintaining an appropriate system of direct access to employee data.
2. Building up and maintaining a modern computer based payment system of wages etc. at the Corporate Office, Regional Offices and Farms.
3. Keeping track of the manpower position and requirements at the Corporate office and the Regional Offices and Farms.

(v) Problem Solving

1. Keeping abreast with latest rules/laws on HR/Labour matters and guide the Farms/ROs with a view to facilitate proper implementation of the rules and statutory provisions related to employees.
2. To communicate with the Farm Heads/RMs and their Deputies and HR functionaries with regard to any matter relating to HRM policies and related subjects.

(vi) Supervision of Farms

1. To exercise functional control on HR/Security/Medical functionaries in the Farms/ROs.
2. To periodically visit all Farms/ROs and discuss with Farm Managements/RMs, Unions/HODs and other employees about the HR policies and problems/grievances of the employees and to take timely action for solving them and to bring the same to the notice of Sr. GM(HR)/GM (HR).
3. To exercise such necessary checks and inspections at the Farms/ROs which are considered necessary for proper implementation of HR policies and Labour Laws and to bring any deficiencies to the notice of Sr. GM(HR)/GM (HR) with suggestions for improvement.

(vii) Ensuring Manpower Availability

1. Continuous monitoring and review of the manpower availability and requirement to effectively support the activities of different departments/Farms/ROs.

2. To take necessary steps for placement of necessary manpower for activities of various departments subject to rules and procedures framed for the purpose.
3. Manpower planning, succession planning, positioning and rationalization through Voluntary Retirements/Redeployment etc.

(viii) Miscellaneous

1. To maintain effective coordination and liaison with concerned departments of Central/State Governments in connection with matters under his charge.
2. To maintain close liaison with his colleagues in the Corporate Office, Regional Offices and with the Farm Heads.
3. To assist Sr. GM(HR)/GM(HR) in fulfilling of training plan for Multi-skilling/skill Up-gradation of non-executives.
4. To assist Sr. GM(HR)/GM (HR) in Formulation & Implementation of social security schemes for employees.
5. To assist Sr. GM(HR)/GM (HR) to Review/Revisit/Re-engineer HR Policy to meet with the changing business priorities.
6. To take initiatives on Organization Culture Building.
7. To ensure achievement of MoU targets concerning HRM.
8. This charter of duties does not take away or modify any of his existing duties with regard to his sphere of activities.
9. To carry out such other duties as may be assigned to him by the Management from time to time.

(ix) Performance indicators:

1. Contribution towards effective planning and implementation of Year Wise Action Plan for HR Activities as per the DPE Guidelines.
2. Efficient implementation and monitoring of the Performance Management System in the Corporation.
3. Improvement demonstrated in the Recruitment/Appointment/Promotions processes, ensuring fairness and transparency therein.
4. Efficiency shown in managing the Training Requirements of the Organization.
5. Efforts towards improving the living and working conditions in the Organization.
6. Effort made in retraining/redeploying of existing DPWs/RWs. and other unqualified manpower.

(x) Key Result Areas:

1. Manpower Planning, Recruitment.

2. Implementation of Performance Management System.
3. Implementation of Scheme of PRP, Superannuation Benefits, Compensatory Employment/benefit and regular implementation and updation of all existing schemes.
4. Automation of HR Processes.
5. Further improvement in Industrial Relations.
6. Achievement of MoU targets of HR Department.

3.Assistant General Manager (HR) (E-3)

- (i) Responsible for effective implementation of Scheme of PRP and PMS and resolution of the matters incidental thereto and proper maintenance of related records/documents.
- (ii) Responsible for ensuring that pay fixation/PRP fixation is done as per the current policies of the organization and other rules/regulations/guidelines in force at the time.
- (iii) Assisting in conducting of half yearly HR Audit to measure and evaluate the effectiveness of the HR Action Plan.
- (iv) Responsible for arranging the suitable training programmes as per the training calendar to help employees in skill upgradation or developing new skills.
- (v) Responsible for preparing and implementing a Horizontal Job Rotation policy and a Redeployment Policy as per requirements of the corporations.
- (vi) Implementation of a fair transfer policy which is built upon the foundation of skill upgradation through conducting the training programmes and the job rotation/redeployment policy of the organization.
- (vii) Responsible for providing smooth induction of the newly appointed employees and assigning them 'mentors' for their induction training etc.
- (viii) Ensuring that a proper Risk management Plan is in place for catering to the Corporation's liabilities towards the employees on superannuation or otherwise.
- (ix) Carrying out recruitments/appointments and effecting promotions/transfers as per the approved policy/programme and ensuring that a fair and transparent process is followed.
- (x) To deal with all matters concerning establishment, recruitment/ discipline/ PMS/ PRP/Admn./Coordination etc. through the officers & staff posted in the Deptt.
- (xi) He will be responsible for properly maintaining and preserving all service records and other important documents which are required to be preserved for future reference.
- (xii) To supervise all matters concerning HR Estt./Wage/Welfare etc.

- (xiii) To assist Sr. GM(HR)/GM (HR) in compliance of all legal/statutory requirements and Govt. directives relating to HR matters and to monitor legal cases relating to service and labour law matters.
- (xiv) To assist Sr. GM(HR)/GM (HR) in implementing public relations strategies.
- (xv) To maintain information and develop system relating to personnel and HR.
- (xvi) To ensure implementation of all Govt./DPE guidelines on HRM policies.
- (xvii) Keeping track of the manpower position and requirements at the corporate office, the Regional Offices and Farms.
- (xviii) Keeping abreast with latest rules/laws on HR/Labour matters and guide the Farms/ROs with a view to facilitate proper implementation of the rules and statutory provisions related to employees.
- (xix) Continuous monitoring and review of the manpower availability and requirement to effectively support the activities of different departments/Farms/ROs.
- (xx) To take necessary steps for placement of necessary manpower for activities of various departments subject to rules and procedures framed for the purpose.
- (xxi) Manpower planning, succession planning, positioning and rationalization through Voluntary Retirements/Redeployment etc.
- (xxii) To maintain close liaison with his colleagues in the Corporate Office, Regional offices and with the Farm Heads.
- (xxiii) To deal with all matters concerning establishment, recruitment/discipline/ PMS/ PRP Admin/Coordination etc. through the officers & staff posted in the Deptment.
- (xxiv) Ensuring that the Employees database and HRMIS is maintained properly.
- (xxv) Ensuring that the service books of all employees within the scope of his duties are maintained properly and entries are made in accordance with rules and authenticated in the Service Books in a time bound manner.
- (xxvi) To deal with matters concerning disciplinary/union and labour law matters.
- (xxvii) To ensure that the representation of Scheduled Castes and Scheduled Tribes/Other Backward Categories/Minority Communities/Physically challenged and such other categories, as notified by the Govt., is maintained in respect of all appointments/promotions in accordance with the rules on the subject and to act as liaison officer for such purposes and to maintain related Rosters.
- (xxviii) To ensure the implementation of Rules/Regulations concerning SC/ST/Grievance Redressal/Sexual harassment at work place etc.
- (xxix) To ensure that the contractors engaged by the Corporation comply with all statutory requirements while deploying contract labour, particularly

minimum wages, EPF, ESI, Labour Licence, Insurance coverage for compensation etc.

- (xxx) To deal with all matters concerning RTI, Audit Paras, Parliament Questions, ISO Manuals, delegation of powers, rotation of staff in respect of HR Department of Corporate Office.
- (xxxii) To deal with matters concerning disciplinary/union and labour law .
- (xxxiii) This charter of duties does not take away or modify any of his existing duties with regard to his sphere of activities.
- (xxxiiii) Perform any other duties assigned by the competent authority from time to time.

Performance indicators/Key Result Areas:

1. Effective implementation and management of Scheme of PRP/Perks/Medical etc.
2. Efficient implementation of the Performance Management System in the Corporation.
3. Successful implementation and management of the half yearly HR Audit activity.
4. Efficiency shown in the arrangement of Training Programmes for the employees.
5. Efficiency shown in timely disposal of all establishment/administrative matters and grievances referred to him for disposal and being dealt with at his own initiative.

4. Manager (HR) (E-2)/Assistant Manager (HR) (E-1)/HR Officer(E-0)

- (i) He will assist DGM/AGM (HR) in carrying out recruitments/appointments and effecting promotions as per the policy/programme and ensuring that a fair and transparent process is followed.
- (ii) He will assist DGM/AGM (HR) in formulation and implementation of policies relating to recruitment, selection, promotion, transfers, compensation, wage/perks & allowances, skill development, performance appraisal, training, industrial relations, discipline, administration and superannuation of employees etc.
- (iii) He will be responsible for properly maintaining and preserving all service records and other important documents which is required to be preserved for future reference.
- (iv) He will keep abreast with latest rules/laws on HR/Labour matters and guide the Farms/Regional Offices with a view to facilitate proper implementation of the rules and statutory provisions related to employees.
- (v) He will be responsible for ensuring that pay fixation/PRP fixation is done as per the current policies of the organization and other rules/regulations/guidelines in force at the time.

- (vi) He will be responsible for arranging the suitable training programmes as per the training calendar to help employees in skill upgradation or developing new skills.
- (vii) He will be responsible for providing smooth induction of the newly appointed employees and assigning them 'mentors' for their induction training etc.
- (viii) Carrying out recruitments/appointments and effecting promotions/transfers as per the approved policy/programme and ensuring that a fair and transparent process is followed.
- (ix) To deal with all matters concerning establishment, recruitment/ discipline/ PMS/ PRP Admn./Coordination etc. through the officers & staff posted in the Deptt.
- (x) Ensuring that the Employee database and HRMIS System is maintained properly.
- (xi) Ensuring that the service books of all employees within the scope of his duties are maintained properly and entries are made in accordance with rules and authenticated in the Service Books in a time bound manner.
- (xii) Responsible for ensuring timely compliance to the observations made in the Half Yearly HR Audit.
- (xiii) Ensuring effective supervision of the Risk management measures put in place to cater for the Corporation's liabilities towards the employees on superannuation or otherwise.
- (xiv) Ensuring that all periodically reports and returns are prepared and submitted well in time.
- (xv) Ensuring that all recruitment/appointment/promotions/transfers are done in accordance with the relevant approved rules of the Corporation on the subjects.
- (xvi) He will ensure maintenance of APAR files by the concerned Nodal Officer working under his charge.
- (xvii) To ensure that all types of leave to the employees are granted in accordance with the relevant provisions on the subject and their respective entries in the service books, wherever applicable, are made promptly.
- (xviii) To Ensure that the representation of Scheduled Castes and Scheduled Tribes/Other Backward Categories/Minority Communities/Physically challenged and such other categories, as notified by the Government, is maintained in respect of all appointments/promotions in accordance with the rules on the subject and to act as liaison officer for such purposes and to maintain related Rosters.
- (xix) To ensure the implementation of Rules/Regulations concerning SC/ST/Grievance Redressal/Sexual harassment at work place etc.
- (xx) To ensure that the contractors engaged by the Corporation comply with all statutory requirements while deploying contract labour, particularly minimum wages, EPF, ESI, Labour Licence, Insurance coverage for compensation etc.

- (xxi) To ensure implementation of all Govt./DPE guidelines on HRM policies.
- (xxii) This charter of duties does not take away or modify any of his existing duties with regard to his sphere of activities.
- (xxiii) Performing any other duties assigned by the competent authority from to time.
- (xxiv) To deal with all disciplinary matters.

Performance indicators:

1. Effective management of the HRMIS system.
2. Efficiency shown in the maintenance of records related to the employees i.e. Service Books etc.
3. Timely compliance of the HR Audit observations.
4. Timely preparation of the required reports and returns.
5. Effectiveness shown in managing the statutory compliances and the Risk Management Measures for the Corporation's Liability towards its employees.
6. Efficiency shown in timely disposal of all establishment/administrative matters and grievances of employees.

5. Manager (Admn.) (E-2)/Assistant Manager (Admn.) (E-1)/Officer (Admn.) (E-0)

1. All Administrative and House Keeping jobs in the office premises of the Corporation.
2. Purchase and issue of stationery fixtures/furniture etc. and other store items as per approval procedures.
3. To maintain inventory of all movable assets.
4. Maintenance & upkeep of lift, fire hydrants, office building under guidance of head of Engg. Dept. and with the assistance of technical staff (if the job is allocated to HR Deptt. by the Competent Authority).
5. To look after all water & sanitary jobs including water supply, overhead water tank, water booster, sewerage lines etc. with the assistance of technical staff.
6. Arrangement of flowers, flower pots and bouquets etc. for office premises, meetings, ceremonial occasions etc.
7. To attend to work of entry/exit of employees & visitors and to maintain attendance records of employees including machine & computer for this purpose.
8. To look after purchase/maintenance/disposal of official vehicles, log books, hiring of vehicles, drivers etc. and all related work (if the job of vehicles is allotted to HR Deptt. by the Competent Authority).
9. Issue of identity cards to employees and security passes for Sr. Officers & their Cars to enter Govt. buildings for official jobs.

10. Hoisting and maintaining of National Flag atop office building as per policy guidelines.
11. All matters relating to arranging of drinking water/snacks/Tea/Coffee etc. to employees and visitors during official meeting etc. and to make arrangement for official Get-togethers, official meetings, farewell parties, in & outside office premises.
12. To look after the safety measures for employees during working hours and the office premises.
13. To ensure timely payment of Property Tax, Electricity Bills, Water Bills etc. and/or any other tax/charges for the office premises.
14. To be in-charge of all communication systems such as fax, internet, cable TV, telephone, mobile etc. for office and residences of eligible officers & its related payment of charges/reimbursements for the same, as per policy.
15. Security services for offices premises & residences of Sr. Executives whenever required and all matters concerning thereto.
16. To purchase/dispose of ACs, Heaters, Fans, Coolers, Almirah, Furniture items, Water Machines, RO system, Photo copier, Fax machines, Tele. Instruments etc.
17. To be incharge of Diary & Dispatch section and to arrange for couriers, transporters cargo services, whenever required.
18. All jobs of coordination and liaison with Ministries & other authorities.
19. To arrange for rented accommodation for residences of Sr. Executives and to empanel, guest house/hotels etc. for use of visiting employees.
20. Arrangement of sports and welfare facilities to all employees.
21. Allocation of Room/Seats to officers/employees & providing of name plates, rubber stamps etc.
22. To keep proper liaison with local police and local authorities in connection with official jobs.
23. To maintain Reception & Facilitation Desk in the office premises.
24. To coordinate implementation of welfare schemes/medical scheme and provision of ESI/Employees Comp. Act wherever required under rules and visiting critical employees in hospitals and bereaved families.
25. To deal with matter relating to celebration of National Integration, Communal Harmony, Foundation Day Functions etc. and Red Cross matters, blood donation matters.
26. To deal with all schemes/matters relating to retired employees of the Corporation.
27. To rent out the unused/vacant office premises.
28. To look after the jobs of PR Section in the absence of regular incumbent of PR section.
29. This charter of duties does not take away any office existing duties.
30. To perform any other duty assigned by the Management, from time to time.

6. Manager (PR) (E-2)/Assistant Manager (PR) (E-1)

1. He will report to Sr. GM(HR)/GM (HR) or any other Sr. Officer, so nominated by Sr. GM(HR)/GM (HR).
2. He will be responsible for all matters concerning PR, release of advertisements/notifications etc.
3. He will deal with policies on public relations strategies to build organizational image.
4. He will be responsible for coordinating matters concerning Corporate Social Responsibilities.
5. He will be responsible for printing and publishing of Annual Report, Diaries, Calendars, Souvenirs, house journals etc.
6. He will be responsible for proper audio/video coverage of all important activities & functions in house journal, local news papers and maintain proper record.
7. He will maintain liaison with Central/State Government authorities to build organizational image both within and outside.
8. He will make arrangements for issue of invitation cards for Republic Day/Independence Day functions etc.
9. He will coordinate distribution of Diaries/Calendars/New Year & Festival Souvenirs/Sweets etc.
10. He will coordinate printing of banners/boards etc. for various functions.
11. He will be responsible for monitoring of Reception and Facilitation Desk at Reception.
12. To coordinate & arrange Exhibitions/Melas related to goods & services produced by the Corporation.
13. He will perform any other duty assigned by the Management from time to time.

7. Manager (Rajbhasha) (E-2)/Assistant Manager (Rajbhasha) (E-1)

1. To ensure implementation of the provisions of the Official Languages Act, 1963 and 1976 Rules and different notifications under it, which are issued and modified from time to time.
2. To comply with the orders and guidelines with regard to working in Official Language issued by Official Languages Department of Ministry of Home Affairs, Ministry of Agriculture, TOLIC, Office of Parliamentary Committee on Official Language and other government authorities.
3. To translate the documents, letter, circulars, Annual Reports, Staff Regulations, Accounting Manual, Agreements and other documents of Corporation from English to Hindi and vice-versa.
4. To organize the quarterly meetings of Official Language Implementation Committee of the Corporation Corporate Office, to communicate the decisions to all Departments, Farms/Regional Offices for implementation.

5. To submit the requisite prescribed reports to the Official Language Deptt. of Home Ministry, Official Language Section of Agriculture Ministry, TOLIC & other concerned authorities and to make correspondence with the above mentioned authorities.
6. To facilitate the inspection of Parliamentary Committee on Official Language by preparing necessary questionnaires, Reports and to coordinate with all concerned Departments, Farms, Regional Offices in this respect.
7. To organize training for the employees who don't have working knowledge of Hindi, and to organize training of Stenographers, Assistants and Typists for Hindi Typing and Stenography/Shorthand.
8. To take steps for bringing about more and more awareness towards Hindi, in the employees of the Corporation by organizing different competitions/workshops and providing incentives on the occasions of Hindi Day/Hindi Fortnight.
9. To encourage the senior officers to give dictations in Hindi and other officials to write and reply letters in Hindi and to take necessary steps in this direction.
10. To take necessary steps for the implementation of the Annual Programme of Official Language by Govt. of India.
11. To ensure the timely filling up of the vacant posts in the Official Language Department of the Corporation.
12. Installation of Unicode Hindi Software in all the computers of the Corporation and to organize training for working in Hindi on computers, from time to time.
13. To ensure that all the Signboards, Nameplates, Stamps, Banners etc. are bilingual.
14. To buy books in Hindi according to Official Language norms.
15. To regularly monitor the board named "Aaj ka Shabd" at the main gate of the Corporate Office to motivate employees to work in Hindi.
16. To inspect the working in Hindi in the Farms, Regional Offices and all Departments of Corporate Office & review their reports and to monitor the implementation of Official Language norms through correspondence.
17. To coordinate the publication of quarterly house journal " " and/or any other publication in Hindi.
18. Maintenance of Library at Corporate Office with a view to ensure that more and more Hindi books/publications are purchased for the library.
19. This charter of duties does not take away any of the existing functions/duties performed by the Assistant Manager (Rajbhasha).
20. To perform any other duty assigned by the Management, from time to time.

8. Assistant Manager (HR) (E-1)/HR Officer (E-0) Posted in Farms/Regional Offices

- 1) To work under the administrative control of the Farm Head/Regional Manager and report directly to him, for functional control, he will report to Sr. GM(HR)/GM (HR).

- 2) Responsible for **recruitment/appointment**/promotion/pay fixation at the Central State Farms in respective posts for which Farm Head is the appointing authority.
- 3) Ensuring that all **recruitment/appointment**/promotions are done in accordance with the relevant approved rules of the Corporation.
- 4) To act as the ex-officio Estate Manager, Farm Manager/Regional Manager at the Farm/RO when so declared by the competent authority as required under law.
- 5) To ensure that service books in respect of all employees (except his own) are maintained properly and counter signing of each and every entry in the service books.
- 6) To ensure that entries in the service books are done in accordance with the recruitment rules and relevant provisions of the staff regulations/policies.
- 7) Responsible for safe custody and maintenance of APARs in respect of employees **upto W-9 level of the Farm/RO**.
- 8) To assist the Head of Farm/Regional Manager by presenting the cases relating to HR matters duly supported by all relevant rules and regulations.
- 9) To ensure that all types of leave to the employees placed under control of the Head of the Farm/Regional Manager are granted in accordance with the relevant provisions on the subject and their respective entries in the service books, wherever applicable, are made promptly.
- 10) To act as over all in-charge of the administrative section at the Farm/Regional Office and assume the responsibility for the provision, control and discipline of the staff under his charge to the best of his ability and in the best interest of the Corporation, under the direct supervision of the Head of the Farm/Regional Manager.
- 11) To ensure that the representation of Scheduled Castes and Scheduled Tribes/OBCs/Ministry Communities/Physically Challenged and such other categories, as notified by the Govt., is maintained at the Farm in respect of all appointments/promotions in accordance with the rules on the subject and to act as liaison officer for the respective Farm for such purposes and to maintain related Rosters.
- 12) To ensure implementation of Apprentices Act at the Farm and that the Apprentices are appointed at the Farm in accordance with the provisions of the Apprentices Act, 1961.
- 13) To ensure proper liaison with statutory authorities concerning HR matters.
- 14) To ensure the implementation of Rules/Regulations concerning Raj Bhasha, SC/ST/Grievance Redressal Avoidance of Sexual harassment a work place etc.
- 15) To assist the Head of the Farm/Regional Manager in performance of his functions as Vigilance Officer of the Farm and render all possible assistance to him in accordance with the rules on the subject.
- 16) To be in charge of the security arrangements at the Farm/ROs where there is no separate post of security officer.

- 17) To ensure that the contractors engaged by the Corporation comply with all statutory requirements while deploying contract labour, particularly minimum wages, EPF, ESI, Labour Licence, Insurance for compensation etc.
- 18) To perform all functions of Public Relations and welfare etc. and matters concerning Farm Estate/Rest House and to maintain proper liaison with concerned State/Local authorities in the performance of his duties.
- 19) To deal with all disciplinary matters at Farm/RO Levels.
- 20) This charter of duties does not take away any of the existing functions/duties performed by him.
- 21) To follow the guidelines and orders issued by the management and to perform any other duty assigned by the Head of Farm/Regional Manager or Corporate Office from time to time.

Performance Indicators/Key Result Areas:

1. Level of Maintenance of Service Records of Employees at the Farm/RO.
2. Extent of statutory compliances at the Farm/RO level.
3. Contribution in other allied capacities.
4. Successful implementation of Performance Management System and the Employee Welfare Schemes at the Farm/RO Level.
5. Comparative reduction in industrial disputes at farm/RO level.
6. Efficiency shown in the timely disposal of all establishment/ administrative matters and pending grievances.

9. Security Officer (E-0) at Farms

1. Security Officer will be under administrative control of Head of the Farm of the concerned farms and functioning control of Sr. GM(HR)/GM (HR).
2. Duties of the Security Officer shall not be limited to physical protection against theft and pilferage, but also against sabotage, fire and other hazards.
3. Security Officer will be responsible for overall security function in Farm and will provide security cover in following areas.
 - a) Security of Farm crops/assets/properties/products etc. of the Corporation.
 - b) Intelligence gathering and preventive Vigilance.
 - c) Fire fighting
4. Safeguarding all assets/properties of the Corporation, and to ensure that such properties are put to only authorised use.
5. Identification of the sources of security breaches.
6. Taking preventive and constructive steps to block the loopholes in various fields of his responsibility.
7. Security Officer will be responsible for maintaining Discipline within the staff and also set an example of self discipline.

8. Security Officer/Security Supervisor will submit monthly report to Sr. GM(HR)/GM (HR) at Corporate Office on all the activities/observations, Security breach, loss damage of property and any other related information.
9. Security Officer will provide assistance/advice to the Head of Farm on all of any scheme relating to Security/Vigilance/Fire fighting.
10. He will be responsible for proper training of staff in security matters and high morale of the security staff.
11. He should be aware of various properties of the Farm, location of various products, machineries, stores and any other assets of the farm.
12. He will be responsible for processing the award of contract for security work and execution of the same. He will ensure that security contractor acts as per terms and condition of the contract and will take appropriate action, in case of any violation of terms & condition of the contract.
13. He will locate sensitive spots within the Farm; depute the persons having adequate skills and also keep strict vigil on the activities of the staff reporting to him or the guards deputed by the contractor from integrity point of view.
14. He will conduct surprise checks on all security points, check records at gates/register, gather information about any unwanted/illegal activities within the Farm/office compound. In case of any doubt of involvement of any employee's unwanted activity, he shall report to Head of Farm and Corporate Office with a copy to Vigilance Division.
15. He will maintain close liaison with Vigilance functionary at the Farm and will share information in case of any activity involving Vigilance angle comes to his notice.
16. He will make all kinds of security arrangements during any protest/dharna/agitation etc. at the Farm/Office premises.
17. He can inspect any record regarding incoming/outgoing register at Godown Workshops/winnowing centre or stores at any time where possibility of theft is suspected. He will keep a watch on any unwanted movement of material/pilferage/machine in unexpected routes or areas.
18. He will ensure proper identification of guards deputed by the contractor. Frequent change of guards by the contractor should be avoided.
19. He will be responsible for proper and timely maintenance of fire fighting equipments and hydrants and arrange training of the staff in fire fighting etc.
20. He will be responsible for lodging/pursuing any complaint with local authorities for any civil/criminal activities or trespass at the Farm premises.

10. Assistant Officer (HR) S-4 at Corporate Office

1. The AO (HR) will supervise one or two Sections of HR Department and shall report to HR Officer/Asstt. Manager/Manager (HR).

2. He will look after matters pertaining to Establishment, Appointments, Transfer, and Discipline etc.
3. He will ensure that proper timely entries are made in the Service Books of employees and countersigned by the Controlling Officer.
4. He will ensure that all files are properly maintained by the Assistants reporting to him and the Notes submitted by his Assistants and himself cover all the relevant facts and rule position on the subject.
5. He will ensure that all cases of sanction of promotions, leave, increments, pay fixation, recruitment, transfers and other service related matters are promptly and accurately dealt with as per rules by the Assistants and himself and no material facts/rules are intentionally/unintentionally withheld/hidden.
6. He will ensure the maintenance of all statistical data on HR matters in respect of employees.
7. He will ensure compliance of all statutory laws and approved rules while dealing with or supervising any case and maintain proper record/registers.
8. He will ensure proper diary and dispatch of all communications/files received from and sent to outside authorities by the concerned Assistant under his charge.
9. He will ensure proper house-keeping, payment bills etc. and maintenance jobs by the concerned Assistant under his charge.
10. He will ensure compliance of all rules & procedures relating to Stores Job, Printing Job.
11. He will coordinate the working of all Schemes of HR Department in his charge.
12. He will ensure upkeep and preservation of HR records as per policy of the Corporation.
13. He will ensure that the contractors engaged by the office comply with all statutory requirements while deploying contract labours, particularly minimum wages, EPF, ESI, Labour Licence and Insurance for Compensation etc.
14. He will ensure maintaining attendance record of all employees of the Corporate Office and submit the same to his Controlling Officer daily.
15. He will ensure timely submission of Returns/Reports to various authorities.
16. The AOs posted in Departments other than HR Department will perform the duties assigned to them by the respective Heads of Departments.
17. On transfer from one section to another he will ensure handing over and taking over of the charge of important files/records.
18. To look after the job of Assistant Manager (HR) in the absence of regular incumbent as AM (HR).
19. This charter of duties does not take away any of the existing functions/duties performed by him.
20. He will perform any other duty assigned by the Management from time to time.

Performance indicators:

1. Level of upkeep of the records and documents.
2. Level of arrangement of the required information.

3. Timely preparation of scheduled reports.
4. Quality of notes initiated by him particularly in relation to the inputs provided therein.

11. Assistant Officer (HR) S-4/In-charge HR Department at Farm/Regional Office

01. The AO (HR)/in-charge (HR dept) will work as head of the administration department at Farm/Regional Office.
02. He will directly report to Head of the Farm/Regional Manager on the Administrative matters.
03. He will look after matters pertaining to Establishment, Appointments, Transfer, Discipline and Tender process pertaining to Admin department i.e. Manpower tender or any other related with administration.
04. He will be the committee member in the entire tender including the tender of the Admin department.
05. He will ensure that proper timely entries are being made in the Service Books of employees and countersigned by the Controlling Officer.
06. He will ensure that all files are properly maintained by the Assistants reporting to him and the Notes submitted by his Assistants and himself cover all the relevant facts and rule position on the subject.
07. He will ensure that all cases of sanction of promotions, leave, increments, pay fixation, recruitment, transfers and other service related matters are promptly and accurately dealt with as per rules by the Assistants and himself and no material facts/rules are intentionally/unintentionally withheld/hidden.
08. He will ensure the maintenance of all statistical data on HR matters in respect of employees.
09. He will ensure the file of the superannuating employee is initiated well in advance so as the updated Service Book (and other relevant information of the retiring employees posted in the Farm/Region should reach to HR department of the Corporate Office at least two month before his/her superannuation date. Any other adverse remarks/recovery i.r.o. retiring employees should be intimated to HR/Vigilance Department of Corporate Office well in advance.
10. He will ensure compliance of all statutory laws and approved rules while dealing with or supervising any case and maintain proper record/registers.
11. He will ensure proper diary and dispatch of all communications/files received from and sent to outside authorities by the concerned Assistant under his charge.
12. He will ensure proper house-keeping, payment of various bills related to admin dept etc. and maintenance jobs by the concerned Assistant under his charge.
13. He will ensure compliance of all rules & procedures relating to Stores Job, Printing Job.

14. He will coordinate the working of all Schemes of HR Department in his charge.
15. He will ensure upkeep and preservation of HR records as per policy of the Corporation.
16. He will also ensure timely preparation and submission of various monthly/quarterly/half-yearly/yearly returns to Corporate Office.
17. He will ensure maintaining attendance record of all employees of the corporate office and submit the same to his Controlling Officer daily.
18. He will ensure timely submission of Returns/Reports to be submitted to various authorities.
19. To look after the job of Assistant Manager (HR) in the absence of regular incumbent as M/AM(HR).
20. This charter of duties does not take away any of the existing functions/duties performed by him.
21. He will perform any other duty assigned by the Management/Controlling Officer from time to time.

Performance indicators:

1. Level of upkeep of the records and documents.
2. Level of arrangement of the required information.
3. Timely preparation of scheduled reports.
4. Quality of notes initiated by him particularly in relation to the inputs provided therein.
5. Level to implement the approved rules and regulation.
6. Level to ensure implementation of various statutory/labour law provisions.
7. Level of shouldering responsibility.
8. Level of calmness during odd hours.