

## Job Profiles of Officers and Staff in TOBACCO BOARD

### Powers and duties of Chairman

1. The Chairman shall be responsible for the proper functioning of the Board and for the discharge of its functions under the Act and these rules.
2. The Chairman shall have the following powers, namely;
  - a. to grant leave to officers and employees of the Board including the Executive Director and the Secretary;
  - b. to exercise administrative control over all departments and offices of the Board including the Executive Director and the Secretary;
  - c. to call for documents and records and to inspect or cause to be inspected any land or premises including places of business or sorting, curing, processing, grading, manufacture, packing storage or auction as required under the Act or these rules or as many be considered necessary for discharging properly any of the functions of the Board;
  - d. to sanction expenditure for contingencies, supplies and services and purchase of articles required for the working of the office of the Board and
  - e. to carry out measures referred to in Section 8.
3. The chairman shall have power to require the Board or any committee thereof to defer taking action in pursuance of any decision taken by the Board or the Committee, as the case may be, pending a reference to the Central Government on such precision.
4. The chairman shall have power to require the Board or any committee thereof to defer taking action in pursuance of any decision taken by the Board or the Committee, as the case may be, pending a reference to the Central Government on such precision
5. Where a matter has to be disposed of by the Board or a Committee and a decision in respect of that matter cannot wait till a meeting of the Board or the Committee as the case may be, is held or till the circulation of the resolution relating to that matter among the members of the Board of Committee, as the case may be the Chairman may take the decision himself.
6. Where the Chairman takes a decision under sub-rule (4) he shall submit the same for ratification to the Board or the Committee, as the case may be, at its next meeting.

Provided that where the Board or the Committee modifies or cancels the action taken by the Chairman, such modification or cancellation shall be without prejudice to the validity of any action taken by the Chairman, such modification or cancellation shall be without prejudice to the validity of any action taken before such modification or cancellation.

### Powers and duties of Executive Director

The Executive Director shall be responsible subject to the overall responsibility of the Chairman for implementing the Board's policies in regard to regulation of production and internal marketing of Virginia tobacco, ensuring a fair and remunerative price to growers purchasing of Virginia tobacco from the growers when considered necessary by the Board, the disposal of the tobacco so purchased, promoting the grading of Virginia tobacco at the level of growers, sponsoring, assisting, co-ordinating or encouraging scientific, technological and economic research for the promotion of the tobacco industry. It shall also be his responsibility to ensure that in carrying out these functions, the Board works in close liaison with union agencies, institutions and authorities such as the Directorate of Tobacco Development, the Directorate of Marketing and Inspection, the Indian Council of Agricultural Research etc, which may be concerned with these aspects of the tobacco industry and avoids duplication of effort.

Besides carrying out, such other functions as may be assigned to him by the Chairman or such directions as the Chairman may give to him in regard to the performance of the functions stated in sub-rule (1) the Executive Director shall present to the Board such periodical reports in respect of the work under his charge, as may be specified by the Chairman.

## Powers and duties of Secretary

1. The Secretary shall be responsible for the implementation of the decisions arrived at by the Board or by its committees and the discharge of the duties imposed on him under the Act or by these rules.
2. Subject to such powers and duties as may be delegated by the Chairman, the Secretary shall-
  - cause all important papers and matters presented to the Board as early as practicable;
  - issue directions as to the method of carrying out the decisions of the Board;
  - grant receipts on behalf of the Board for all moneys received under the Act;
  - maintain or cause to be maintained an account of the receipts and expenditure of the Board and also the various registers that may be prescribed for the Board under the Act or these rules;
  - receive applications from growers, curers, exporters, packers, auctioneers, dealers, owners/lesser of auction platforms, for registration with the Board under Section 10 to 13, examine them in accordance with the policy of Board, the provisions of the Act and these rules and issuing necessary certificates of registration or otherwise communicating the decision on such applications to the applicants;
  - receive appeals written or oral, against the decisions of the Board and taking appropriate action thereon in accordance with the provisions contained in the Act, these rules and the guidelines that may be laid down by the Board or the Chairman;
  - present an annual draft report on the working of the Board to the Board for approval and submit the report in the form approved by the Board to the Central Government not later than the dates specified from time to time in this behalf by the Central Government for being laid before each House of Parliament;
  - assist the Chairman in all administrative matters and in the discharge of such other functions as the Chairman may desire.

## Job profile of Manager (Auctions) – Group-A – Number of Posts – 1

1. Acquisition/Construction of auction platforms: Floating of tenders for purchase of suitable site/ ready built structure. Preparation of Appraisal Committee, Evaluation Committee and Negotiations Committee reports, Correspondence with C.P.W.D and Ministry.
2. Hiring of Infrastructure: Floating of tenders from the parties intending to offer their premises on lease. Finalization of the suitable infrastructure. Payment of rents to the buildings taken on lease.
3. Construction of temporary structures in the platforms wherever required.
4. Maintenance of equipment: Floating of tenders for fixation of maintenance agencies to under take repairs / maintenance to the equipment viz., Trolleys, Weighing scales, A.C's and generators available at platforms. Hiring of vehicles to the platforms where the office vehicle is not available.
5. Purchase and supply of Tarpaulins, Fire extinguishers, weighing scales and other equipment.
6. Authorization of Buyers - Issuance of press notification - Receipt and processing of applications - Preparation and issuance of authorization certificates - Monitoring of B.G / LSI and communication of buyer-wise - Allocation of funds to the different platforms.
7. Preparation of Budget and related issues
8. Preparation of report for annual Administrative Report Action plan, A.A.R to the Ministry.
9. Correspondence with the Ministry on - Recruitment of seasonal staff - Reorganization of auction platforms whenever necessary - Acquisition/Construction of auction platforms - Purchase of equipment - Additions/ modification to the platforms owned by the Board.
10. Correspondence with C.P.W.D.
11. Correspondence with the state Government offices, Directorate of Tobacco Development, Directorates of Marketing, Banks etc.
12. Correspondence with the Auction Superintendents, Regional Manager, Directorate of Auctions and Liaison Offices.
13. Preparation of following reports -Comprehensive report on Andhra Pradesh and Karnataka auctions - Periodical reports to the Ministry on auctions - Preparation of answers to the Parliament questions.
14. Compilation of auction data received from the platforms.
15. Correspondence with Banks for the supply of pre-printed cheque stationary.
16. Supply of Bale Pattas to Growers through Auction Superintendents.

17. Hiring of Infrastructure: Coordinating with parties intending to offer their premises on Finalization of the suitable infrastructure. Payment of rents to the buildings taken on lease.
18. Acquisition/ Construction of auction platforms: Coordinating for purchase of suitable site/ ready built structure.

#### Job profile of Manager (Production) – Group-A – Number of Posts – 1

1. Prepares the ground material for formulating a production policy by Board for A.P. and Karnataka every year, by collecting the requirements of the manufacturers and exporters.
2. Prepares the material for guidelines to be laid down by Registration Committee and communicate the decision of the Registration Committee to all auction platforms in A.P. and Karnataka for implementation.
3. Collects the information from platforms of A.P. and Karnataka and compile on registration particulars.
4. Collects the information at monthly intervals on plantations, crop condition, progress of curing and grade outturn assessment.
5. Scrutinizes the applications forwarded by Auction Superintendent/ Regional Manager regarding shifting of barns from one platform to another platform and communicates the decision.
6. Issues guidelines for conducting barn enumeration work to platforms.
7. Attends to individual representations of growers on registration process and put up for decision.
8. Attends to the barn dispute cases referred by platforms and obtain legal opinion whenever necessary and communicates the decision to platforms.
9. Correspondence on Insurance coverage of barns and issues guidelines to platforms.
10. Propagates on alternative crops to tobacco through Auction platforms.
11. Undertakes publicity on production control through mass media and issues guidelines to platforms for doing the same.
12. Attends to collection of requirements of coal from each platform prepare plan for its movement both by rail and road and monitor the supply in coordination with contractor and Singareni Collieries.
13. Collects the coal miss-users lists if any from the platforms and take action to black list them.
14. Arranges loans to the farmers for procuring coal and monitor their recovery and payment to the banks.
15. Prepares material for answering parliament and A.P. Assembly questions.
16. Prepare material for budget relating to section.
17. Prepares material for annual reports of Ministry and Board, material for C.A.C.P. report relating to section, material to the audit queries.
18. Prepares and maintain the data on cost of cultivation.
19. Organize enumeration of crop and barn damages as and when Natural calamities takes places in tobacco areas, assist Chairman in seeking bankers helping financing additional loans to the effected growers.
20. Prepares material for all the Board and other Committee meetings and initiates action on the points pertaining to Production Section.
21. Organizes preparation of statistical information pertaining to production of Virginia tobacco in India.
22. Communicate the decision of the Registration Committee on refusal of registration to the growers/barn operators.
23. Process the Revision Petitions of the growers (for registration as grower/barn operator) and place before the Board for decision. After the Board takes a decision communicate the decisions to the auction platforms with guidelines for further action.
24. Collects and maintains the record of bank-wise, platform-wise various types of tie-up loans arranged by the Board.
25. Whenever the growers file W.P.'s in the Court on the production policy details of the petitions will be collected from the platforms and prepare para-wise remarks and send to the Advocate for preparing counter.

#### Job profile of Manager (Marketing) – Group-A – Number of Posts – 1

1. Details of statutory functions:
  - Registration of Exporter of Tobacco and Tobacco Products.

- Maintenance and improvement of existing markets and development of new markets outside for Indian Virginia Tobacco and its products.
  - Recommending Minimum Export Prices for Virginia tobacco to Government.
  - Propagating useful information to Exporters and Manufacturers of Virginia tobacco.
  - Purchasing Virginia tobacco from growers whenever necessary to help farmers.
2. Suggesting export targets and monitoring the achievement of targets.
  3. Sponsoring Trade Delegations to overseas countries.
  4. Participation in the International Exhibitions and exclusive tobacco exhibitions.
  5. Inviting Delegations from Government Tobacco Monopolies from overseas countries.
  6. Undertaking image promotion of Indian tobacco through;
    - Colour Brochures in three or four foreign languages
    - Circulating Directory of Exporters cum information guide to customers and exporters.
    - Inserting advertisements regularly on Indian tobacco in the International Print Media.
    - Reports to customers on the crop situation and prices.
    - Packaging development sponsored projects with HP, New Delhi for Bidies, Hookah Tobacco Paste & Un-manufactured Tobacco.
  7. Undertaking Study Tours/ Market Surveys:
    - Trade enquiries – Dissemination to Exporters
    - International tobacco situation – Global stocks, exports, import potential of various markets, farm prices in competing countries, production situation of competing countries –dissemination of the same to the Indian exporters. Regulations on the packing, health regulations, tar and nicotine level specification etc. stipulated by foreign countries.
    - Increased market access for Indian Tobacco and Tobacco Products by taking up tariff and non-tariff barriers with Government of India.
    - Furnishing necessary information/suggestions for discussion in the Joint Commission/JBC meetings with other countries for enhancing Indian tobacco exports.
    - Dissemination of useful information by creating Boards web site.
  8. Assistance to Exporters:
    - By issuing Visa recommendation letters.
    - Issuing Certificates to facilitate Export of tobacco samples
    - Issuing G.S.P. Certificates of Origin and Authenticity Certificates.
    - Issue of R.C.M.C.'s.
    - Circulating trade enquiries to exporters.
    - Dissemination of information on global stocks, Exports, Imports, Market potential, production situation and farm prices of competing countries to the Indian exporters.
    - Joint Commission meetings with other countries for enhancing Indian tobacco exports.
    - Issuing Visa recommendations letters to exporters.
    - Issuing Certificates to facilitate export of tobacco samples.
    - Issuing Certificates viz. GSP certificates of origin and Authenticity, GSIP, RCMC's to exporters for claiming benefits under EXIM Policy and to enable the Importers to claim duty concessions.
  9. Certificates related to licenses, RCMC & quotas for exports:
    - Issue of Registration Certificates as Exporter of Tobacco
    - Issue of Registration Certificate as Exporter of Tobacco Products
    - Issue of RCM
  10. Issue of GSP Certificates of origin
  11. Take up with RBI and SLBC and arrange required credit facilities to the traders.
  12. Take up with RBI on issues related to realization of export proceedings and opening of LC's particularly on exports to Russia.
  13. Take up with FIEO and Government of India on the issues related to EXIM policy.
  14. Compiling monthly progress of export of tobacco and tobacco products and report to Government.
  15. Compiling stock position of tobacco available with the trade and industry from the returns filed by them/ calling for the information from the trade.
  16. Correspondence with the Indian Tobacco Association (ITA) on trade related problems and take up with the concerned agencies to resolve the problems.

#### Job profile of Manager (Extension) – Group-A – Number of Posts – 1

1. Increase the per hectare yields without impairing the quality
2. Reduce the cost of cultivation at growers level
3. Transfer the latest technology from research stations to the farmers' fields through its extension staff
4. Arrange training of extension staff by the CTRI scientists
5. Arrange frequent interaction between the scientists and the farmers.
6. Technology disseminated to the farmers through pamphlets, brochures and the media.
7. Provide the small and marginal farmers, SC and ST with subsidies.
8. Arrange to supply fertilizers and pesticides in required quantities to growers
9. Arrange to supply healthy seedlings to growers.
10. Arrange to replace the barn and barn materials for growers.

#### Job profile of Manager (Trade Wing) – Group-A – Number of Posts – 1

1. Registration of Commercial Graders:
  - Issuance of Press Notification
  - Receipt and processing of applications.
  - Preparation and issuance of Commercial Graders license.
2. Responsible for entering the market and moping up of surplus tobacco whenever prices touch Minimum Support Price.

#### Job profile of Regional Manager – Group-A – Number of Posts – 4

1. Coordinate with all the Auction Superintendents and control & supervise the activities of Auction Platforms under his authority
2. Supervise works carried out in the Soil testing Laboratory, where applicable
3. Convey recommendation regarding the soil and water to all concerned platforms.
4. Convey all office orders and communications to the Auction Platforms under his authority.
5. Coordinate and review all educational programmes (ie, implementation of extension schemes and developmental activities) organized by the Auction Superintendent for growers and intimate the same to Corporate office.
6. R.M. shall ensure that auction schedule related information is sent to growers and traders in time.
7. R.M. shall issue letter of authorization to the traders to take part in auction.
8. Employ seasonal staff along with Auction Superintendent for conducting auction.
9. Coordinate with ILTD, CTRI etc. regarding developmental activities.
10. Supervision of renewal of grower registration.
11. Coordinate visit of external and internal dignitaries to Auction Platforms.
12. Periodically review the works carried out by A.S, SGO, FO, FA etc.
13. Conduct periodical meeting on Banking problems with Traders and Growers.
14. Finalization of Labour Contractors for the auction platforms.
15. Maintenance of equipment: Coordinating for fixation of maintenance agencies to under take repairs/maintenance to the equipment viz., Trolleys, Weighing Scales, A.C's and Generators available at platforms. Hiring of vehicles to the platforms where the office vehicle is not available.

#### Job profile of Personnel Officer – Group-A – Number of Posts – 1

1. To Assist Secretary in all Personnel Administrative matters.
2. Maintenance of the service registers of the staff working in A.P.
3. Recruitment/Promotions in respect of the staff working in the Tobacco Board and ACP Scheme.
4. All matters relating to establishment, like transfers/postings/ seniority list etc.,
5. Maintenance of all kinds of leave accounts.
6. Sanction of various types of advances.
7. Processing of cases relating to sanction of H.B.A. to the Board staff.
8. Processing of periodical increments and other incentive increments to the Officers/Staff.

9. Maintenance of Rosters in respect of reservation posts to OBC/SC/ST employees.
10. Attending & examine all grievances of the Staff/Officers in the Board and follow-up action and Court related matters.
11. Correspondence with Ministry in all aspects.

#### Job profile of Assistant Manager (P&C) – Group-A – Number of Posts – 1

1. To Assist Secretary in all General Administrative matters.
2. Preparation of Annual Administration Report/Agenda notes for Board/E.C. meetings and action taken report.
3. Arrangements for Board and other Committee meetings
4. Supervision of stores.

#### Job profile of Auction Superintendent – Group-A – Number of Posts – 27

1. Auction Superintendent is the Head of the Auction Platform and exercise control on the over all administration in the platform.
2. He shall have over all responsibility on effective programming, planning and implementation of production policy, schemes on extension development and marketing as per the direction of Head Office under the supervision of Regional Manager.
3. He shall guide, supervise and co-ordinate the work of all staff members working in the platform and ensure discharging of their duties effectively.
4. He shall formulate various programmes on the basis of field problems and requirements of his area and send proposals to the Head Office through the Regional Manager for approval.
5. He shall send periodical review reports to the Regional Manager on the nursery, progress of plantation crop condition, production estimates, grade out-turn etc.,
6. He shall cause implementation of Auction sales by drawing Auction schedules, formulating Auction clusters and ensure smooth conducting of Auction.
7. He shall attend to the starter job in the Auctions and he may entrust the starting job to any of the officers in the platform.
8. He shall maintain liaison with banks/other Government Departments in relation to development of Tobacco in terms of supply of inputs, crop loans etc.,
9. He shall obtain approval of the tentative tour programme from the Regional Manager and submit the tour diary.
10. He shall review the work of Accounts and Technical sections periodically and submit the report to the Regional Manager.
11. He shall undertake tours and field visits, whenever required so as to ensure successful implementation of various programmes and policies of the Board at field level and also to review the performance of field staff.
12. He shall be over all responsible for all pre and post Auction arrangements. He shall ensure completion of preparatory arrangements for Auctions at least a fortnight before commencement of Auctions.
13. He shall attend to any other work that may be entrusted by the Regional Manager from time to time.

#### Job profile of Senior Grading Officer – Group-A – Number of Posts – 28

1. He will work under the direct supervision of the A.S. and act as the functional head of Technical section of Auction platform and report to Auction Superintendent on all related matters.
2. He shall co-ordinate the collection of soil and water samples and arrange for analysis.
3. He shall test check not less than 25% of the barns for the correct ness of the enumeration made by other officers.
4. He shall ensure accuracy in the Registration of growers and other categories viz., nurserymen, barn operators.
5. He shall plan an co-ordinate the implementation of all the Technical programmes under the supervision of Auction Superintendent.
6. He shall compile and process all the periodical reports with the assistance of S.F.A. and submit to

Auction Superintendent.

7. He shall compile and process on all Technical programmes and prepare evaluation reports.
8. He shall assess the requirements of inputs and their availability in the market and submit report to the Auction Superintendent for taking steps to ensure their availability in time.
9. He shall organize the distribution of inputs contemplated in the input supply schemes of the Board.
10. He shall organize periodical group meetings of growers in the villages wherever the board takes up important Technical programmes, for the benefit of the farmers.
11. He shall responsible for the over all supervision of crop condition under the platform, identify the problems and advice time remedial measures to farmers on all Technical matters in the process of cultivation, curing and grading etc.
12. He shall conduct demonstrations on farm grading in the pandals of farmers in not less than 50 places in his jurisdiction to motivate the farmers for carrying out the grading as per the standards prescribed. He shall submit comprehensive report on the demonstration to the Auction Superintendent, as weekly intervals.
13. He shall supervise classification done by the Field Officers and ensure uniformity. He shall maintain record of the lot number of bales classified by each Field Officer on the given day.
14. He shall attend to repudiation on Q.R. bales.
15. He shall obtain approval of tour programmes from A.S. and submit tour diary to the Auction Superintendent every month before 10<sup>th</sup>.
16. He shall be required to attend to 'Starter' Job as and when entrusted by the Auction Superintendent.
17. He shall attend to any other work that may be entrusted by the Auction Superintendent from time to time.

#### Job profile of Assistant Manager (Accounts) – Group-A – Number of Posts – 32

1. He will verify the attendance of all employees in the platform.
2. He will receive the daily dock and open the tappals and pass on to the diarising clerk to put up to Auction Superintendents perusal.
3. He will recommend C.Ls / E.Ls/ Compensatory Leave to all employees working in the platform.
4. Recommendation of T.A. advance and other advance, if any.
5. Scrutiny of personal claims such as pay, T.T.A., LTC., OTA., TA, FTA and tour movement register of all officers and staff members working in the platform.
6. Purchase and control of stores.
7. Check and monitoring of expenditure on office vehicle against budget allocations.
8. Settlement of all contingent bills in time.
9. Preparation of all office orders basing on the Head Office instructions.

During Auction Period, the following items of work shall be attended by the Asst. Manager (Accts) in addition to the above.

1. He will verify all the records of authorized buyers as per Head Office list for allowing in bidding.
2. He will watch the day to day financial position of each buyer that is Bank Guarantee position to the Auction Superintendent for further necessary action.
3. He will arrange to issue invoices to the buyers in time and collect the cheques before stipulated time and send them to bank for collection according to the procedure.
4. He will be personally responsible in keeping sufficient funds in the platform banks to meet the growers cheques amount.
5. He will sign all the buyers demand notes to take delivery of the bales.
6. He will arrange to work out interest on all delayed payment from the buyers as well as demurrage charges for delay in lifting stocks as per the rules in force.
7. He will attend day to day growers complaints relating to financial and accounts matters.
8. He will arrange to complete the reconciliation of accounts in time.
9. He will arrange to send all the reports to Regional Manager and Head Office such as F.I.R. Daily reports and weekly reports.
10. He will supervise the functioning of the computer operator and keep up the computers in proper safe custody.

11. He will be responsible for consolidating and compilation of all the auction accounts and send the reports to H.O., in time.
12. He will arrange to settle the Mutta Labour bill and deduction of 2% income tax in the bill and remit to I.T. Department.
13. He will arrange to issue 'No Dues Certificate' to all the buyers participated in the bidding during the year.
14. He will send the dues statements of buyers to Head Office to recover before according registration for the next year.
15. He will attend all the court attachment cases relating to financial matter of growers.
16. He will attend to transfer of Bank Guarantees to other platforms as required by the buyers.
17. He will watch the recovery of loans and take action for recovery.
18. He will verify the godown stock register from time to time with reference to the Bank Guarantee and the purchases made by each buyer/company.
19. He will work under the direct supervision of the Auction Superintendent.
20. Any other item of work of financial & accounting nature as entrusted by the Auction Superintendent

#### Job profile of Accountant – Group-B – Number of Posts – 34

1. He will attend the duties of Assistant Manager (Accounts) during the absence of Assistant Manager (Accounts) in addition to his own duties.
2. He works under the supervision of Assistant Manager (Accounts).
3. He will verify all the personal claims of staff members and officers and submit to Assistant Manager (Accounts).
4. He will verify the petty cash book, administrative cash book, trunk calls register and all registers relating to financial matters and put up to Assistant Manager (Accounts).
5. Scrutiny of all types of advances like TA, TTA, LTC, GPF etc.
6. He will scrutinize the statement of expenditure submitted by the cashier and he will ensure all the expenses incurred by the platform, is within the limits under various heads of accounts, cash on hand and cash at bank to be tallied. He will be responsible for arithmetic accuracy.
7. He will arrange to keep all the records and registers in a proper safe custody.
8. He will be responsible daily collection of cash by cashier and timely remittance to bank.
9. He will scrutinize the bills and submit them to Assistant Manager (Accounts).
10. He will complete annual accounts relating to administrative and auction accounts.
11. He will submit all periodical reports and attend internal audit and AG audit party.
12. Take action on loan recovery cases, court cases including attending the courts.
13. Loan ledger maintenance including updating thereof.
14. Any other item of work entrusted by the Assistant Manager (Accounts)/ Auction Superintendent.

During auction period the following items of work shall be attended by the accountant in addition to the above.

1. He will verify all the buyers documents and make a note of buyers code number for record purpose and inform to the Assistant Manager (Accounts).
2. He will attend to verification of the computer check list of growers and finalize the list taking into account the reports submitted by his assistant such as IF-5, IF-6 and put up to AM (Accounts) for approval.
3. He will verify buyer wise and grower wise tally report and get the entries made in the cash book maintained by his assistant.
4. He will arrange to maintain separate file for each buyer to watch the bank guarantee, delayed payments, demurrage charges etc. and bring it to the Auction Superintendent through AM (Accounts).
5. He will look after transfer of bank guarantees as and when applied by the buyers from the platform to other platform
6. He will arrange to issue cheques to the growers and attend grower complaints, if any, such as less/excess payments in sale of FCV tobacco and get the appropriate information from the floor incharge before making correction for his scrutiny.

7. He will verify the loan ledger, maintained by his assistant and work out the dues statements at the end of financial year and recovery the amount from sale proceeds.
8. He will work out interest on delayed payments and demurrage charges on the bales lifted beyond stipulated time and amount if any.
9. He will accompany the field staff to revalidate the documents relating to various works.
10. He will attend the bank reconciliation work and submit the report to AM (Accounts).
11. All the files and registers i.e. entire correspondence must be routed through accountant.

#### Job profile of Field Officer – Group-B – Number of Posts – 85

1. He will be working under immediate supervision of S.G.O subjective to over all control of the Auction Superintendent.
2. Arrange collection of soil and water samples and ensure accuracy in collection
3. He shall verify all barns in his jurisdiction physically and ensure proper maintenance of barn enumeration registers.
4. He shall scrutinize the registration applications of growers / nurserymen / barn operators, decide the eligibility for registration as per the production policy / guidelines and renew TGPB's.
5. He shall conduct 100 % verification of registration certificates of all categories and ensure issuance to the applicants within the prescribed time limit.
6. He shall submit Nursery, Plantation and Crop condition reports at periodical intervals as prescribed, to the Senior Grading Officer.
7. He shall select the farmers for implementation of all technical programmes under the guidance of Senior Grading Officer and Auction Superintendent.
8. He shall be responsible for successful implementation of all Technical programmes and achievement of results.
9. He shall be responsible for collection of field data on all the Technical programmes and cost of cultivation.
10. He shall visit the Fields regularly, disseminate all packages of practices and technical know-how from time to time in respect of control of pests and diseases and cultural practices.
11. He shall visit grading pendals and motivate the farmers for proper grading and ensure presentation of well graded tobacco on the platform.
12. He shall prepare a list of farmers who obtained registration as grower and not planted tobacco by the end of January and submit the report to Senior Grading Officer.
13. He shall inspect nurseries and Field crop in relation to the accuracy of area declared by the Grower actually planted keeping in view the report of Field Assistant with regard to violations and report to Senior Grading Officer, cases of violations with necessary evidence.
14. He shall attend to classification of tobacco on the Platform and accountable for more C.R's on account of wrong classification in the lots of bales classified by him.
15. He shall submit T.T.P once in a week to the Senior Grading Officer and obtain permission. He shall submit tour dairy to the Senior Grading Officer before 10<sup>th</sup> of every month.
16. During auction period, Field Officer will be entrusted with additional duties of reception / floor incharge / godown incharge in addition to their regular duty of classification of tobacco on the platform.

#### RECEPTION INCHARGE:

1. He shall supervise various operations from the stage of unloading of bales to alignment on the floor after weighment. He will be assisted by a Field Assistant required number of seasonal clerks.
2. He shall ensure maintenance of all records, correct weighment and prescribed procedure is followed at every stage by every functionary.
3. He shall ensure test checking of weighing scales regularly and maintenance of weighing scale log book. He shall place log book before the Auction Superintendent every alternative day.
4. He shall verify the bales offered for sale by every farmer with reference to quota authorized for sale in the quota authorization statement and place report every day before the Auction Superintendent, pointing irregularities if any in authorization of bales.

### FLOOR INCHARGE

1. He shall ensure maintenance of records by every functionary from the stage of commencement of bidding to preparation of tally report of bales offered, sold and rejected.
2. He shall be assisted by a Field Assistant
3. He shall check up entries in bale ticket at random with the receipts and IF-5 and attend to problems on the floor at the time of bidding when the situation warrants.
4. He shall organize post weighment of bales every day (one big one small trader) ensure maintenance of post weighment register and place before the Auction Superintendent once in a week.
5. He shall tally bales sold every day with accounts / godown / computer sections after compilation of sales.
6. He shall assist Senior Grading Officer / Auction Superintendent in settling disputes of rejections by company or farmer (C.R and R.R bales)
7. He shall be responsible for proper accounting of sold and unsold bales and return the unsold bales under proper acknowledgement.

### GODOWN INCHARGE

1. He shall ensure proper slotting of bales in godown and delivery to the buyers.
2. He shall be assisted by a Senior Field Assistant / Field Assistant
3. He shall sort out problems arising out wrong deliveries.
4. He shall ensure proper maintenance of godown stock register and submit report on the stock of bales in the godown every day to the Auction Superintendent
5. He shall constantly pursue the traders for lifting the stocks regularly and send report on delayed lifting by the companies to the accounts section to levy demurrage charges.
6. He shall take responsibility for locating misplaced bales if any

### Job profile of Computer Operator – Group-C – Number of Posts – 27

1. The Computer Operators will be responsible for safe up keep and maintenance of the Computers and all other items relating to computers viz., Stabilizers, Air-conditioners consumables like stationary, floppy diskettes and ribbons. As regards consumables, stock registers and should be maintain indicating the stocks received, consumed and balance available. The stock register should be got certified by the Assistant Manager (Accounts) at the end of every month.
2. The Floppy diskettes and ribbons should be carefully stored and handled as per instructions printed on the boxes and also instructions given by Head Office in this regard from time to time.
3. The Computer operators shall attend to all the work relating to computerization of auction accounts and statistics, namely data entry, preparation of check lists, carrying out of corrections processing of the date, and printing of the necessary reports. During the period of auction processing and printing of the reports for each day shall be completed the same day.
4. They have to attend to the verification of part of the check lists also depending on the necessity.
5. After auctions, they have to attend to computerization of other activities at field level as and when they are programmed besides the work entrusted in the Accounts Section mainly reconciliation of auction accounts.
6. Any other work which may be entrusted from time to time by the Assistant Manager (Accounts)

### Job profile of Upper Division Clerk (UDC) – Group-C – Number of Posts – 43

1. He will maintain cyclone loan ledgers and effecting of postings in regard to loan recovery and put up to Accountant for verification.
2. He will scrutinize all the personal claims like T.A./T.T.A./L.T.C. and Medical Bills and put up to Accountant/Assistant Manager (Accounts).
3. During Auction period he will attend to buyer side and growers side corrections.
4. He will prepare buyer-wise and grower-wise tally report under the guidance of Accountant.
5. He will prepare platform cashbook and submit to Accountant.
6. He will maintain Bank Guarantee/valuable registers during auction period.
7. He will Assist to the Accountant in verification of growers check list.

8. He will work out payment of F.T.A. bills to Field Assistants and washing allowance to Group 'D' staff.
9. During Auction period, he will get file all computer reports properly.
10. Any other work entrusted by Assistant Manager (Accounts) from time to time

#### Job profile of Senior Field Assistant (SFA) – Group-C – Number of Posts – 45

1. He shall work under the direct supervision of Senior Grading Officer.
2. He shall attend to the distribution of all inputs under the supervision of the Senior Grading Officer.
3. He shall compile reports on nursery area, plantation etc., submitted by the Field Officers and submit to the Senior Grading Officer.
4. He shall maintain files relating to registration of growers, technical programs, barn enumeration, crop condition, seasonal conditions.
5. He shall attend to the duties of reception/floors/godown work as may be allotted by the Auction Superintendent during the auction season.
6. He shall maintain all registers pertaining to growers' registration and barn enumeration in the Auction Superintendent Office.
7. He shall prepare and maintain holding-wise lists of farmers and barn owners.
8. He shall collect meteorology data every week and submit to the Senior Grading Officer.

#### Job profile of Field Assistant – Group-C – Number of Posts – 180

1. He shall assist the Field Officer in collection of Soil / water samples.
2. He shall assist the Field Officer in enumeration of barns and updating the barn enumeration register.
3. He shall propagate production policy among the farmers
4. He shall attend to distribution of registration applications to the farmers, receiving back filled applications from tobacco growers / nurserymen / barn operators preliminary scrutiny and submission to the Field Officer.
5. He shall prepare registration certificates of growers / nursery men / barn operators and distribute to the concerned after obtaining approval from Auction Superintendent.
6. He shall inspect 100 % of area under nursery, main filed and report to the Field Officer at weekly intervals indicating the violation, if any also report crop condition at weekly intervals to the Field Officer.
7. He shall assist the Field Officer in selection of growers and implementation of all technical programmes.
8. He shall receive the statutory forms of returns from the farmers verify the area planted with reference to the contents of the returns and submit report to the Field Officer.
9. He shall assist Field Officer in ensuring proper grading at farm level.
10. He shall attend to distribution of authorization cards to the farmers indicating the date and quota authorized for sale. He shall present at the time of weighment and sort out of the problems that may arise relating to TBGRNs and authorized quota.
11. He shall conduct physically verification of stock of bales before commencement of last round of sales or as and when necessary and report to the Field Officer.
12. He will function under direct supervision of the Field Officer.
13. He shall submit tour dairy to the Field Officer before 10<sup>th</sup> of every month.
14. He shall attend to any other work that may be entrusted by the Field Officer from time to time

#### Job profile of Lower Division Clerk (LDC) – Group-C – Number of Posts – 52

1. He will to attend the Cashier duties.
2. He will maintain the stock register, History sheet of jeep.
3. He will prepare the pay bill of officers and staff members and submit to Accountant for verification.
4. He will prepare statement of account on expenditure and adjust against the advance sent by Head Office from time to time.
5. He has to attend to the work of accounts relating to purchases and proper stock entries in the stock

registers.

6. He will buy the items duly approved by Assistant manager (Accounts) / Auction Superintendent.
7. He will be personally responsible for timely payments of electricity and trunk call charges bills. He should also collect amount from the officials who have booked personal calls on the office phone.
8. He will preserve all the financial transaction bills/vouchers and other relevant records for audit purpose.
9. He will maintain dead stock registers and prepare the physical verification report by the end of every financial year.
10. He will attend bank works, if amount exceeds Rs.500/- for deposit or with drawl.
11. He will attend to proper maintenance of all records public stores etc.
12. He will attend any other work assigned by Accountant/Assistant Manager (Accounts).
13. He will attend to Diarising and Dispatch work.
14. He will attend typing work.
15. He will assist in reconciliation work to the Accountant.
16. He will assist to the Accountant in verification of growers check list during auction period.
17. He will prepare all the buyers cheques, challans to present to the banks.
18. He will issue the growers cheques during auction period.
19. He will look after the personal and General Administration work of the office and put up the relevant files to Accountant.
20. He will maintain personal files of each employee and also maintain C.L. and E.L. registers for accounting of purpose.
21. He will put up Group 'D' turn duty orders.
22. He will attend cyclostyling work, he will also prepare sets.

#### Job profile of Record Keeper – Group-D – Number of Posts – 20

1. To receive the recorded files from the sections, segregate the files classification wise and make the entries in the registers concerned section- wise, attending for diarising and dispatch and to maintain all kinds of leave registers except Earned Leave.
2. Assist the Cashier for attending the Bank works for all kinds of transactions, courier duties of the Auction Platform during the auction season and to maintain registers for Telephone, operation and maintenance of generator and its log book.
3. To carry files and records from one desk to another desk in the office of the Auction Platform and to maintain up-keep of office premises and office furniture.
4. Any other work as may be assigned by the Asst. Manager (Accts)/ Auction Superintendent and other higher authorities.