

**CENTRAL TOOL ROOM & TRAINING CENTRE, BHUBANESWAR.**

**POWERS AND DUTIES OF CTTC OFFICERS AND EMPLOYEES.**

(Under Section 4(1)(b)(ii) of Right to Information Act 2005)

Central Tool Room & Training Centre (CTTC), Bhubaneswar was set up in 1991 to conduct short term as well as long term training programmes to up grade the skill of freshers as well as personnel working in industries. It is headed by the General Manager. To carry out the functions of different Departments/Divisions both Technical and non Technical personnel are appointed. The structure of both Technical and non Technical posts in CTTC are as under :

**A. Technical**

- i) Managing Director
- ii) Deputy General Manager
- iii) Senior Manager
- iv) Manager
- v) Senior Engineer
- vi) Engineer/Foreman
- vii) Master Craftsman
- viii) Technician Grade I
- ix) Technician Grade II

**B. Non Technical**

- i) Senior Manager
- ii) Manager
- iii) Senior Administrative Officer
- iv) Senior Accounts Officer
- v) Stores Officer
- vi) Accountant
- vii) Private Secretary
- viii) Receptionist/P.A. Grade I & PA Grade II
- ix) Administrative Assistant

All the authorities of the Society are vested with the Governing Council and the Chairman of the Governing Council and the office bearers of the Society are the Chairman and the General Manager. **The functions, duties and powers to be discharged by the Chairman, Governing Council and General Manager are prescribed in the Memorandum of Association and Rules Regulations of the Society.**

Certain Administrative and financial powers have been delegated to the General Manager to carry out the day to day functions of the Society.

**ADMINISTRATIVE AND FINANCIAL POWERS OF GENERAL MANAGER**

**(As amended upto dt.01.12.2013)**

<b>Sl.No.</b>	<b>NATURE OF POWER</b>	<b>EXTENT OF POWER</b>
<b><u>ADMINISTRATIVE POWERS</u></b>		
1.	Controlling Officer for Self, staff and non-officials to whom TA/DA is admissible.	Full powers
2.	To re-delegate powers to staff except statutory/ write off power	Full powers
3.	To prescribe duties and functions of staff and to prescribe competent authority for administrative work	Full powers
4.	To determine/fix headquarters and to transfer staff from one place to another	Full powers
5.	To determine home town to staff	Full powers
6.	Grant of Leave in India and to accept medical/fitness certificate for leave purposes	Full powers except EL/HPL of GM
7.	To grant permission to leave Head Quarters	Full powers. In the case of GM information may be sent to Chairman's office.
8.	Appointment of authorized Medical Attendants	Full powers
9.	To refer the staff for medical examination	Full powers
10.	To forward application for outside jobs	Full powers except in case of GM
11.	To maintain service records of staff	Full powers
12.	To main ACRs and Property returns of staff	Full powers except in case of GM.
13.	To allow change in name/surname	Full powers except in case of GM

14.	To institute enquiry, power to suspend, power to take disciplinary action. Authorities defined in Annexure-I.	Full powers other than in case of DGM.
15.	a) Appointment of staff against sanctioned post b) Filling up of vacant posts, of which Chief Executive is the appointing authority	a) Full powers except in case of GM and DGM b) Full power to fill up posts fallen vacant due to retirement, resignation or promotion. (GC/Chairman, GC to be informed).
16.	To accept resignation of staff	-do-
17.	Verification of character and antecedents of staff on appointment	Full powers except incase of GM
18.	To administer oath of allegiance, to accept marriage declaration and to arrange medical examination on first appointment	Full powers
19.	To accept marriage declaration on appointment	Full powers
20.	To extend probationary period of staff	Full powers
21.	Grant of joining time (as per rules)	Full powers
22.	Grant of periodical/ stagnation increments	Full powers
23.	To execute power of attorney in case of Excise, Sales Tax, ESI, Gratuity etc.	Full powers
24.	To defend arbitration and Court cases of the Tool Room and to execute Vakalatnama, petitions and affidavits etc.	Full powrs (GC/Chairman, GC to be kept informed).
25.	To furnish replies to the Audit Officer for the objections on the Tool Room	Full powers (Chairman, GC to be kept informed).
26.	To recognize/ de-recognise the Union(s) without any financial implication	Full powers
27.	Selection/ expulsion of trainees for training programmes	Full powers

<b><u>FINANCIAL POWERS</u></b>		
1.	Contingent Expenditure (a) Recurring (b) Non-Recurring	Rs. 20,000/- in each case Rs. 50,000/- in each case.
2.	a) Staff paid from contingency  b) To make ad-hoc engagement of persons for handling occasional increase in work including engaging Trainees on stipend.	a) Upto maximum No. of five for workshop and five for office. b) Full powers for a period up to one year and at a consolidated remuneration not exceeding Rs. 30,000/- p.m. keeping in view the qualifications/ experience required of the candidates.
3.	Power to authorize staff to travel in higher class in exigencies of work	Full powers. This will be applicable to the Officers of TR Division, O/o DC, MSME traveling for Tool Room work, for which TA/DA is borne by Tool Room.
4.	To provide official telephone connection without STD at the residence of Sr. Officers (Sr.Managers and above) on need basis in the interest of Tool Room (as per GOI Rules and guidelines)	Full powers.
5.	Payment of Children's educational allowance	Full powers
6.	Reimbursement of Tuition fees	Full powers
7.	Grant of Travelling Allowance advance	Full powers
7(a)	Reimbursement of self certified food bill	Full powers
8	Grant of LTC Advance	Full powers
9	Contribution to Contributory Provident Fund (as per rules)	Full powers
10	Contribution to Group Gratuity Scheme (as per rules)	Full powers
11	Contribution to Group Insurance Scheme (as per rules)	Full powers
12	Supply of uniform, badges and other article of clothing including washing allowance	Full powers subject to approval
13	Reimbursement of Medical expenses as per GOI rules	Full powers
14	Employees Welfare expenses	Rs. 2,00,000/- p.a. (GC to be kept informed).
15	To fix initial pay (as per recommendation of Selection Committee)	Full powers except in case of GM as per FRs

16	Local Conveyance Charges	Full Powers (As per Govt. Rules)
17	i) Execution of civil work including electrical, water supply, sewerage, roads, etc. repairs and alterations to the same for owned buildings. ii) Repairs and alterations to hired and requisitioned buildings.	Rs. 5,00,000/- in each case (To be reported to Chairman/ GC)  Rs. 1,00,000/- p.a.
18	To appoint consultant in the Design, Production, Marketing, Administration etc.	Upto Rs. 50,000/- p.m. fee for maximum one year (To be reported to Chairman/ GC).
19	To engage Manpower for security/ other services for Tool Room	Full powers (GC to be kept informed)
20	Payment of TA/Honorarium to non-officials & power to fix their grade (interviews, meetings, etc).	Full powers
21	To authorize/ accept overdraft from Nationalized Banks	To the extent required for payment of salary and to meet other statutory requirements for a period of 2 months not exceeding Rs. <b>15.00</b> lakhs. (GC to be kept informed).
22	To accept advance from parties for execution of their orders by the Tool Room	Full powers
23	Refund of Earnest Money, job work charges due to defective workmanship	Full powers (GC to be kept informed)
24	To fix training fee of participants for short term training courses formulated by Tool Room	Full powers
25	Expenditure for examination/ admission process for Trainees	Full powers
26	Appointment of Apprentices, trainees as per Govt. rules	Full powers
27	Payment of insurance premium on vehicles, buildings and equipments/marine transit.	Full powers
28	Power to engage counsel & make payment of legal charges, fees to Barristers/ Arbitrators etc.	Full powers
29	Payment of inspection charges to the Regional Provident Fund Commissioner	Full powers
30	Bank commissions payable for remittance as well as collection of bills etc.	Full powers

31	Purchase of machinery/ Civil works	<p>Full power up to Rs. 200 lakhs with the following conditions:</p> <p>a) A five Member Purchase Committee will be constituted with -</p> <ol style="list-style-type: none"> <li>1) General Manager – Chairman</li> <li>2) GM/PD of another Tool Room/ R. I. – Member</li> <li>3) HOD User Deptt. –Member</li> <li>4) Dii/ Dy.Dir (TR) –Member</li> <li>5) GC Member/ outside expert-Member</li> </ol> <p>b) The Tool Room will follow the purchase procedure laid down in the GFR, 2005 and also guidelines issued by CVC from time to time.</p> <p>c) For civil works relevant guidelines/ norms will be followed.</p> <p>d) The machines/ civil works are included in the Annual Action Plan as approved by the Chairman, and</p> <p>e) Necessary funds are available in the Budget.</p>
32	Payment of Custom Duty, sales tax, excise, octroi etc. on machinery/ equipment and other office materials.	Full powers
33	Appointment of clearing agent for Import/ Export of equipments and opening letter of Credit.	Full powers
34	Installation/ commissioning and electrification of machinery and equipments	Full powers
35	Purchase of Stores required for workshop including spares, consumables and raw materials	Full powers
36	<p>Motor Vehicles</p> <ol style="list-style-type: none"> <li>i) Purchase (subject to specific sanction)</li> <li>ii) Maintenance, up-keep and</li> </ol>	<p>Full powers</p> <p>Full powers</p>

	repairs	
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37	Purchase of petrol, oil and lubricants	Full powers
38	Purchase of books, newspapers and periodicals – official and non-official publications	Rs. 2,00,000/- p.a.
39	Purchase of raw material, spares, consumables & tools of emergent requirement without calling quotations	Power to purchase without calling quotation: a) Contingent items, purchases up to Rs. 5,000/- Purchase of raw materials, spares and tools of emergent requirement up to Rs. 25,000/-
40	Purchase & repairs of typewriters, calculating machines, duplicating machines, fax, photocopiers, computers etc & audio visual equipments	Full powers
41	Purchase of stationery, rubber stamps and office seals	Full powers
42	Purchase and repairs of Bicycles for office use	Full powers
43	Fixtures & furniture (Purchase & repairs ) subject to budgetary sanction)	Full powers
44	Printing and binding	Full powers
45	Disposal of unserviceable/surplus plant and machinery and other items including motor vehicles (as per GFR guidelines/ subject to specific sanction for each item)	Rs. 10 lakhs in each case
46	Condemnation of unserviceable machinery and equipment and other stores	Rs1,00,000/- (Book value) p.a. (not due to theft, fraud or negligence) Rs. 10,000/- (for others)
47	Writing off of bad debts ( loss of revenue of irrecoverable bills, loans and advances)	Rs. 1,00,000/- p.a. (GC to be kept informed)
48	Repairs & renewal/ overhauling of machinery	Full powers
49	Hire of office furniture and vehicles for official use	Full powers
50	Payment of freight and transportation charges	Full powers

51	a) Payment of Demurrage/ wharfage charges	a) Full powers (to be reported to GC)
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52	Electricity, water and gas charges	Full powers
53	Postal, courier and telegraph charges	Full powers
54	Telephone charges	Full powers
55	Entering into AMC/Service contracts for maintenance of Air-conditioners, water-coolers, typewriters, calculating machines, duplicating machines, photo copiers, Fax, printers, computers, teaching aids, machinery & equipments etc.	Full powers
56	Advertisement expenses (through DAVP as far as possible)	Full powers
57	Publicity expenses (Exhibition/Conference and sales promotion etc.)	Rs. 2,00,000/- p.a.
58	Entertainment expenses	Rs. 10,000/- at a time subject to a maximum of Rs. 1,00,000/- p.a
59	Payment of Municipal rates and taxes	Full powers
60	Office/Hostel up-keep and maintenance and maintenance of gardens/landscaping	Full powers
61	Imprest money	Rs. 20,000/- and Rs. 5,000/- for Sub-Centres.

Note : All powers are subject to budgetary provisions by Governing Council and will be governed by without prejudice to the various rules and regulations applicable to the Tool Room from time to time. In case any dispute arises in interpretation, the matter will be referred to the Governing Council.

The General Manager in turn delegated some of the administrative and financial powers to the Head of the Departments and other officers to carry out the day to day functions of the Society.

The duties and responsibilities of the Technical and non Technical officers are as under :

#### **A. Technical**



1. **Dy General Manager/Senior Manager/Manager**
  - i. To supervise the Work of the Departments/Divisions in their control, i.e. Trg./Production Deptt.
  - ii. To plan and distribute work amongst the subordinate officers in the Department/Divisions under their control.
  - iii. To fix Departmental target and plan and take necessary action to achieve both financial and physical target fixed for the year.
2. **Senior Engineer/Engineer/Foreman**
  - i) To supervise the subordinate staff under their control
  - ii) To take required measures for optimum use of machines and manpower under their control.
  - iii) To assist the Senior Manager/Manager to plant in achieving the target.
3. **Master Craftsman/Technician Gr.I/Technician Gr.II**
  - i) To work with the machines/execute the jobs allotted to them.
  - ii) To ensure timely completion of job with minimum rejection of the work.

**B. Non Technical**

1. **Senior Manager/Manager :**
  - i) To overall supervise the work of administration, personnel, accounts and purchase division/Sections.
  - iii) To assist General Manager for preparing Agenda and Agenda Notes/Minutes of the Governing Council meeting/other meetings.
  - iv) To assist the General Manager in planning, budgeting and coordination.
2. **Senior Administrative Officer**
  - i) To look after recruitment, HRD, security and housekeeping activities.
  - ii) To assist Senior Manager/Manager in planning and coordination.
  - iii) To look after staff welfare activities.
3. **Senior Accounts Officer**
  - i) To look after the financial, Accounts activities of the Centre.
  - ii) He is the drawing and disbursing officer.
  - iii) To look after P.F./ESI/Income Tax/Insurance etc.
  - iv) To supervise staff under his control
4. **Senior Engineer In charge Purchase:**
  - i) To look after the Purchase activities for the centre.
5. **Store Officer**

- i) In charge of the both Production and Training store.
- ii) To look after the activities of the Store.

**6. Receptionist, Accountant, Administrative Assistants, PA.s  
(Support Staff):**

To assist their immediate authority for activities of their respective Section including maintenance files, noting and drafting etc.