

SECTION 4(1)(b)(ii) - POWERS AND DUTIES OF TROOP COMFORTS LIMITED OFFICERS AND EMPLOYEES:

Powers:

Powers are delegated to various agencies namely Board, Chairman & Managing Director, Directors and General Managers depending on the nature of issue. The Board of Directors have delegated powers, which are revised from time to time.

As per Govt. of India decision at present all the employees of TCL are under deemed deputation from the erstwhile OFB setup till 30.09.2023, they draw powers as per erstwhile OFB SROs, Manuals, different SOPs issued by TCLHQ on various aspects and as per existing and applicable Rules and regulations of Govt. of India.

Duties:

The operations of the Company are divided into several functions such as Production, Maintenance, Quality Engineering, Quality Assurance, Human Resources, Finance and Materials Management, etc. , headed by Officials at different levels. Duties are assigned to its officers and employees from time to time.

As per Govt. of India decision at present all the employees of TCL are under deemed deputation from the erstwhile OFB setup till 30.09.2023, they also perform some duties as per erstwhile OFB SROs, Manuals as well as existing and applicable Rules and regulations of Govt. of India.

However, the details of duties are mentioned below;

Chairman & Managing Director (CMD): is responsible for efficient functioning of the DPSU so as the corporate objectives and performance parameters are achieved. CMD is responsible for leading the Board and focusing on the strategic matters, overseeing the Group's business and setting high governance standards.

Director (Operations): is responsible for overall Planning & Production, Strategic planning for expanding the business horizon of the company, Quality Assurance, Modernization, Project management and Indigenization. The responsibilities include ensuring effective and efficient implementation of production plans/operations, timely and cost-effective completion of the projects/contracts, venturing domains, up-gradation of capabilities in the manufacturing divisions and modernization.

Director (HR): is be responsible for HR planning and efficient allocation of manpower resources, Design HR policies, Succession planning, Talent management, Capability building, Employee services, Industrial relations, Security and Legal functions in the organization etc. Developing & executing plans for various HR matters such as compensation, safety of premises & people. Developing strategies for performance evaluation, staffing, training & development.

Director (Finance): is the overall in-charge of Finance and Accounts functions YIL and is responsible for developing and formulating related policies and their implementation including Financial Planning, Budgeting, Costing, Financial Control, Preparation of Financial statements, in compliance with corporate norms and statutory requirements.

General Manager: He is the administrative head of the unit at different location. He is responsible for efficient working of the unit and authorized to exercise all administrative and financial powers as adjoined upon as heads of the Department.

Additional General Manager: He/She assists the General Manager in the performance of his /her duties and responsibilities as HOD. He is the controlling Officer of various section such as Material Management, Finance, Production, HR management, Quality Control, etc and exercise all the administrative/ financial powers attached to the post.

Joint General Manager: He/She is the Group Officer of two or more section such as Material Management, Finance, Production, HR management, Quality Control, etc and exercise all the administrative/ financial powers attached to the post.

Deputy General Manager/Works Manager/Asst Works Manager: He/She is the Divisional Officer of sections such as Production shops, Material Management, Finance, HR management, Quality Control, etc and exercise all the administrative/ financial powers attached to the post.

Junior Works Manager(SG)/ Junior Works Manager: He/She is Section in-charge of the one of section such as Production shops, Material Management, Finance, HR management, Quality Control etc. and exercise all the administrative powers attached to the post.

Supporting Staff/NGO/NIEs: He /She is responsible to complete the task given by section in charge in shop floor or in offices. He /She is responsible for organizing and maintaining information, analyzing data including budgetary expenditures and examines the personal claim of employees and prepares pay bills. They are performing a wide variety of duties such as preparing documents and reports, compiling records, and providing general duty, office support including security and safety of premises.

Industrial Employees: Duties of Industrial employees are guided by DGOF specification for Trade Testing, 1967 (as amended from time to time). He is involved in manufacturing or production of Item/Store, prepare goods for quality testing, maintenance & repairing work of Machine. He is responsible for comply the order of his supervisor/line in-charge in his respective work

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