

## Manual II

### The Powers and Duties of its officers and employees (Section4(1)(b)(ii))

Sr. No.	Designation	Duties/ Powers/Function	Organization Structure
1.	Managing Director	Overall in charge for Managing whole affairs of the Corporation with the general and specific powers delegated to him by the Corporation.	Link: <a href="#">Click Here for Organisation Structure</a>
2.	Assistant Accounts Officer	Responsible and accountable for the functioning of Accounts/ Cash and Recovery section, Finance and controller of Budget of the Corporation. Besides designated as Drawing and Disbursing Officer.	
3.	Superintendent	Responsible and accountable for the functioning of Administration and Loan Section beside formulation of new schemes.	
4.	Loan Appraiser	Responsible for Implementation of Loan Schemes of the Corporation	
5.	Accountant	Responsible for maintenance and ensuring correctness of Books of Accounts.	
6.	Recovery Officer	Responsible for recovery of dues of the loan sanction.	
7.	Head Clerk	Responsible for Establishment and Administrative Matters.	
8.	Sr. Clerk (Admin) / UDC(Cashier)/Accounts Clerk.	Responsible for administrative matter/ receipts of cash and maintenance of subsidiary books of accounts respectively.	
9.	Jr. Stenographer	PA to Managing Director.	

10.	LDC	The 05 LDC's assists in performing the duties in all section i.e. Administration section, Recovery section, Accounts section and Loan section.	
11.	Driver	The 04 drivers are attached to the vehicle of the Corporation for official use.	
12.	Peon/MTS	The Peons performs duties assigned to them by their superior as per allotment order.	