

Manual 2

Powers and duties of officers and employees

[Section 4(1)(b)(ii)]

Powers and duties of officers and staff

| S. No. | Designation of Post | Powers | | | | Duties attached |
|--------|--|----------------|-----------|-----------|--------|-------------------------------------|
| | | Administrative | Financial | Statutory | Others | |
| 1 | Chairman | Yes | Yes | Yes | Yes | Hon.Post |
| 2 | Managing Director | Yes | Yes | Yes | Yes | Admn.Fin. & Statutory |
| 3 | General Manager | Yes | Yes | Yes | Yes | Admn.Fin. & Statutory |
| 4 | Ms. Anita Agarwal Senior Manager | Yes | - | - | - | Administrative & Others |
| 5 | Sh. Ravi Kr.Jain Accounts Officer | - | - | - | - | Accounts, Recovery & Personnel Work |
| 6 | Shri Vinay Mohan Pandey Accounts Officer | - | - | - | - | Accounts |
| 7 | Shri Krishan Chander Saini Accounts Officer | - | - | - | - | Accounts |
| 8 | Ms.Renu Sharma, Executive Officer | - | - | - | - | Reception Work |
| 9 | Shri Sudhir Kathuria Executive Officer | - | - | - | - | Typing & Steno work |
| 10 | Shri Sushil Kumar Vats PS to Chairman | - | - | - | - | Sectt. Work of Chairman |
| 11 | Shri Bhanu Pandey Computer Accounts Executive | - | - | - | - | Accounts |
| 12 | Smt.S.Balasundari Computer Accounts Executive | - | - | - | - | Accounts |
| 13 | Shri. Sameer Siddiqui Computer Accounts Executive | - | - | - | - | Accounts |

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|----|--|---|---|---|---|---|
| 14 | Smt. Sangeeta Seth Computer Accounts Executive | - | - | - | - | Processing of Loan applications of Individuals |
| 15 | Shri Amit Sharma Computer Accounts Executive | - | - | - | - | Accounts & Arbitration |
| 16 | Smt.Vijay Laxmi Computer Accounts Executive | - | - | - | - | Reconciliation & Accounts |
| 17 | Smt.Navjyoti Ahluwalia Computer Accounts Executive | - | - | - | - | ECS of Individual Loan & Individual property insurance |
| 18 | Smt.Neelam Kandpal Computer Accounts Executive | - | - | - | - | Processing loan applications of Home Improvement loan and closing of individual loans |
| 19 | Smt.Sapna Seth Computer Accounts Executive | - | - | - | - | Work related to old loanee societies |
| 20 | Shri Love Gopal Bhardwaj Computer Accounts Executive | - | - | - | - | Assistance to individual in loan repayment of monthly instalment & Death claims |
| 21 | Shri Dinesh Kumar Madan Executive Officer | - | - | - | - | Hindi Typist and steno & Receipt work |
| 22 | Shri Anil Kumar Pokhariyal Computer Accounts Executive | - | - | - | - | Processing loan applications for purchase of Freehold property |
| 23 | Smt.Priti Pandey Stenographer-I | - | - | - | - | English Steno & Receipt Work |
| 24 | Shri. Rajat Kaushik Record Keeper | - | - | - | - | Record Keeping |