

Manual 2

Powers & duties of officers and employees
(Section 4(1)(b)(ii))

Powers and duties of officers and staff

Sr. No.	Designation of Post	Powers				Others	Duties attached
		Administrative	Financial	Statutory			
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 Kumar Jain Accounts Officer	-	-	-	-	Recovery	
6	Sh. Vinay Mohan Pande Accounts Officer	-	-	-	-	Accounts	
7	Sh. Krishan Chander Saini Accounts Officer	-	-	-	-	Fixed Deposit, work related to all loanee societies & assistance in court case	
8	Ms. Renu Sharma Executive Officer	-	-	-	-	Reception work	
9	Sh. Sudhir Kumar Executive Officer	-	-	-	-	Steno work and typing work	
10	Smt. Priti Pandey Stenographer Gr.I	-	-	-	-	English Steno & Receipt work	

11	Sh. Dinesh Kumar Executive Officer	-	-	-	-	Hindi Typist & steno & receipt work
12	Sh. Sushil Kumar PS to Chairman	-	-	-	-	Sectt. Work of Chairman
13	Sh. Bhanu Pandey Computer & Accounts Executive	-	-	-	-	Accounts
14	Smt. Balasundari Suresh Computer & Accounts Executive	-	-	-	-	Accounts
15	Smt. Sangeeta Seth Computer & Accounts Executive	-	-	-	-	Processing of loan applications of individuals.
16	Sh. Sameer Izhar Siddique Computer & Accounts Executive	-	-	-	-	Accounts & establishment, recovery
17	Smt. Navjyoti Ahluwalia Computer & Accounts Executive	-	-	-	-	Establishment
18	Sh. Love Gopal Bhardwaj Computer & Accounts Executive	-	-	-	-	Assistance in court case, assistance to individual in loan repayment of monthly instalment and death claims
19	Sh. Anil Kumar Pokhariyal Computer & Accounts Executive	-	-	-	-	Processing loan applications for purchase of freehold property
20	Smt. Sapna Seth Computer & Accounts Executive	-	-	-	-	Work related to old loanee societies

21	Sh. Amit Sharma Computer & Accounts Executive	-	-	-	-	ECS of individual loan, Individual property insurance, RTI,05 & Billing of Telephones & Wifi devices
22	Smt.Vijay Laxmi Computer & Accounts Executive	-	-	-	-	Reconciliation and accounts
23	Smt. Neelam Kandpal Computer & Accounts Executive	-	-	-	-	Processing loan applications of Home Improvement loan and closing of individual loans
24	Shri Rajat Kaushik Record Keeper	-	-	-	-	Recording keeping