

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	Sh. Vinay Mohan Pande Senior Manager	Yes	-	-	-	Administrative & Others Accounts	
5	Sh. Ravi Kumar Jain Accounts Officer	-	-	-	-	Old loanee Societies Accounts	
6	Sh. Sudhir Kumar Executive Officer	-	-	-	-	Steno work and typing work	
7	Smt. Priti Pandey Stenographer Gr.I	-	-	-	-	English Steno & Receipt work	
8	Sh. Dinesh Kumar Executive Officer	-	-	-	-	Hindi Typist & steno, receipt work	
9	Sh. Sushil Kumar PS to Chairman	-	-	-	-	Sectt. Work of Chairman	
10	Sh. Bhanu Pandey Computer & Accounts Executive	-	-	-	-	Accounts	
11	Smt. Balasundari Suresh Computer & Accounts Executive	-	-	-	-	Accounts	
12	Smt. Sangeeta Seth Computer & Accounts Executive	-	-	-	-	Processing of loan applications of	

						individuals.
13	Sh. Sameer Izhar Siddique Computer & Accounts Executive	-	-	-	-	Accounts, Establishment & Recovery
14	Smt. Navjyoti Ahluwalia Computer & Accounts Executive	-	-	-	-	Establishment
15	Sh. Love Gopal Bhardwaj Computer & Accounts Executive	-	-	-	-	Work related to court case, Individual dealings regarding loan repayment & death claims
16	Sh. Anil Kumar Pokhariyal Computer & Accounts Executive	-	-	-	-	Processing loan applications for purchase of freehold property
17	Smt. Sapna Seth Computer & Accounts Executive	-	-	-	-	Work related to old loanee societies
18	Sh. Amit Sharma Computer & Accounts Executive	-	-	-	-	ECS of individual loan, Individual property insurance, RTI,05 & Billing of Telephones & Wifi devices Fixed Deposit,
19	Smt. Vijay Laxmi Computer & Accounts Executive	-	-	-	-	Reconciliation and accounts
20	Smt. Neelam Kandpal Computer & Accounts Executive	-	-	-	-	Processing loan applications of Home Improvement loan and closing of individual loans