

The Punjab State Cooperative Supply and Marketing Supply Ltd, Chandigarh
(Markfed)

HO Markfed House Plot No 4 Sector 35 B Chandigarh

Manual-2

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designations	Additional Managing Directors Chief Managers/Functional Managers i. Accounts ii. Cattle feed iii. Civil Engineering iv. Co-ordination v. Cotton vi. Food Grains vii. Inputs viii. Internal Audit ix. International Trade x. Marketing xi. Monitoring xii. Paddy & Rice xiii. Personnel and Legal xiv. Projects and Engineering xv. Public Relations District Managers (one each in all the Districts in the Punjab State) General Managers / Managers Plants and units	
	Powers	Administrative As per Markfed Common Cadre Rules 1990 Financial Powers are exercised as per Delegation of Financial Powers circulated in 1994 issued vide no LOR/ Delegation/Financial Powers/94 dated 20 th October 1994 and amended from time to time
Duties	Administrative control for respective activities through the officers and staff reporting to them.	

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Chapter - 4

**Rules, Regulations, Instructions, Manual and Records, for Discharging
Functions**

S. No.	Department	Name / title of the document (related files and)	Type of the document	Brief Write-up on the Document
i.	Accounts	Delegations of Financial Powers		Head/ Items of expenditure/ income of various activities of Markfed Delegated to authority to the officers Extent & Conditions attached to Delegation
		TA Rules for Markfed employees.		Gradation of employees Mode of travels Daily/local allowance Lodging & Boarding Local conveyance Transfer TA Procedure for TA advance & adjustment
		LTC Rules for Markfed employees		Gradation of employees Mode of travels LTC instructions
ii.	AEZ			
iii.	Cattle feed			
iv.	Civil Engineering			
v.	Co-ordination			
vi.	Cotton			
vii.	Food Grains			
viii.	Inputs			
ix.	Internal Audit			

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x.	International Trade			
xi.	Marketing			
xii.	Monitoring and ERP			
xiii.	Paddy & Rice			
xiv.	Personnel and Legal	Bye-laws Personal files		Bye-laws of Markfed All personal files relating to Markfed employees
		Markfed Common Cadre rules 1990		Rules governing the terms & conditions of employment.
		Markfed Punishment and Appeal rules 1990		Rules governing the procedure for Departmental Enquiries & Punishments
		Markfed Conduct Rules		Rules regarding conduct of the employees of Markfed
xv.	Projects and Engineering			
xvi.	Public Relations			