

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 | | | |