

## Manual-2

### Powers and Duties of Officers and Employees

<b>Designations</b>	<p><b>Additional Managing Director (G)</b></p> <p><b>Additional Managing Director (P)</b></p> <p><b>Chief Managers/Functional Managers</b></p> <ul style="list-style-type: none"><li><b>i. Accounts &amp; Taxation</b></li><li><b>ii. Cattle feed</b></li><li><b>iii. Engineering</b></li><li><b>iv. BOD</b></li><li><b>v. Food Grains &amp; Stock Articles</b></li><li><b>vi. Internal Audit</b></li><li><b>vii. International Trade</b></li><li><b>viii. Marketing</b></li><li><b>ix. Monitoring</b></li><li><b>x. Paddy &amp; Rice</b></li><li><b>xi. Personnel</b></li><li><b>xii. Projects and Engineering</b></li><li><b>xiii. Public Relations</b></li><li><b>xiv. ERP</b></li><li><b>xv. Agriculture Division</b></li><li><b>xvi. Agro Chemical</b></li><li><b>xvii. Fertilizer</b></li><li><b>xviii. Law &amp; Arbitration</b></li><li><b>xix. Estate</b></li><li><b>xx. Library</b></li></ul> <p><b>District Managers (one each in all the Districts in the Punjab State except Pathankot and S.A.S Nagar)</b></p> <p><b>General Managers/Managers in Plants and units</b></p>
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<b>Powers</b>	<b>Administrative</b>	As per Markfed Common Cadre Rules 1990
	<b>Financial</b>	Powers are exercised as per Delegation of Financial Powers circulated in 1994 issued vide no LOR/ Delegation/Financial Powers/94 dated 20 <sup>th</sup> October 1994 and amended from time to time
<b>Duties</b>	Administrative control for respective activities through the officers and staff reporting to them.	