

DUTIES, POWERS AND RESPONSIBILITIES OF OFFICERS AND EMPLOYEES OF TELK

The powers and duties of the officers and employees of the Company stems mainly from the provisions of the Companies Act, 2013 and Memorandum & Articles of Association of the Company. The officers and workmen of the Company carry out the business operations of the Company in line with the objectives specified in the Memorandum of Association of the Company.

While discharging duties and responsibilities, officers and workmen of the Company are complying with the applicable provisions of the all applicable statues and rules and regulations framed thereunder.

The powers and responsibilities of Managing Director and all heads of department are shown hereunder:

Sl. No	DESIGNATION	POWERS AND RESPONSIBILITIES
1	Managing Director	<ul style="list-style-type: none"> • Overall responsibility, authority & control of company's various activities including product quality and ensuring sustained growth & business excellence. • Overall control of Quality Assurance & Quality Management System etc. • Responsible for providing resources required for the operations of the Company and Safety activities of the company. • Overall control of Contracts, Materials & Store functions. • Safety activities of the Company.
2	General Manager	<p>Overall control of : -</p> <ul style="list-style-type: none"> • Marketing, • Design & Development, R&D and Standards, • Production, despatch of products & erection/installation, • Planning & industrial engineering, • Maintenance of plant, equipments & utilities including in-house construction work • Customer servicing activities. • Liaison/co-ordination with customers, regulatory bodies, marketing promotion agencies • Renovation, Modernisation /Expansion.

3	Joint General Manager (F&A)	<p>Overall control of :-</p> <ul style="list-style-type: none"> • All activities related to Finance & Accounts, Vigilance & Anti Corruption. • All activities related to Audit, Costing, Taxes, BIFR, RIAB, Government Reports, etc. • Contracts & Materials
4	Dy. General Manager (C&M) –	<p>Responsible for -</p> <ul style="list-style-type: none"> • All activities related to product realisation of "Materials & Contracts" Dept., • Vendor development/ assessment/ approval & rating • Liaison/co-ordination with other departments etc. • Receipt, identification, storage, issue and control of materials • Disposal of scrap/obsolete materials • Control of documents & related records • Overall planning of store activities & co-ordination/liaison with other departments/ scrap dealers
5	Dy. General Manager (Secretarial, HR and IT)	<p>Responsible for :-</p> <ul style="list-style-type: none"> • secretarial functions including corporate affairs • company estate • tapal & dispatch • New Business Development • recruitment of personnel, • human resource development, • industrial relations; welfare activities, • statutory and legal matters and security of the Company, • training • Upkeeping and maintenance of Company estate. • Co-ordination and control of company vehicle • Printing and Stationery • Control and procurement of furniture. • Planning and implementation Information Technology related requirement of the Company • Control of electronic data processing & related activities • control of documents, coordination within the department/with other departments etc. • upgradation of the system

6	Asst. General Manager (Production)	<p>Overall control of :-</p> <ul style="list-style-type: none"> • all activities related to production of Power Transformers, Instrument Transformers and bushings, planning and production of Tap Changers & Control panels, Machine Shop, Tool Room and Calibration • all activities related to product realization and co-ordination of CI, Assembly, PWS, O&D, Despatch Sections, • General administration and control of activities in the above Sections • installation of products at site • Control of documents and records • Identification of training needs & providing on the job training, coordination with others
7	Asst. General Manager – Quality Assurance	<p>Responsible for :-</p> <ul style="list-style-type: none"> • verification/inspection/testing of purchased products, • stage/final inspection of all products • calibration (electrical), servicing and maintenance of QA equipments, • control of further processing, delivery or installation of NC product until the deficiency or unsatisfactory condition has been corrected, • release of final products, corrective action review, and • control of documents, coordination within the department/with other departments etc. • Corrective Action Review (CAR) • upgradation of test facilities
8	Assistant General Manager - Transformer Design/ Engineering, R&D, Standards	<p>Responsible for :-</p> <ul style="list-style-type: none"> • all activities related to transformer design of Products • all activities related to R & D, • control of Company standards/drafting manuals and national/international/HKS Standards, • codification of materials, control of drawings & other related documents, preventive action review, coordination within the dept./with other depts. Etc.
9	Assistant General Manager(DS)	<p>Responsible for</p> <ul style="list-style-type: none"> • All activities related to design of Instrument Transformers, Bushings and control cubicles

10	Assistant General Manager(FS) – Renovation & Modernisation, Factory Service (Electrical, Mechanical & Civil)	Responsible for :- <ul style="list-style-type: none"> • Execution and control of renovation and modernization activities, control of related documents and activity reports • Monitoring of renovation activities and ensuring compliance to statutory/regulatory • Liaison/co-ordination with other departments and external agencies • general administration & control of maintenance activities, control of all civil maintenance works, control of related documents & activity records, • monitoring of maintenance activities, release of service/maintenance contracts & ensuring compliance to statutory/regulatory requirements, and • identification of training needs & providing on the job training, coordination with other departments etc.
11	Assistant General Manager (Planning)	Responsible for :- <ul style="list-style-type: none"> • Production Planning & Control of Power Transformers and Instrument Transformers. • All activities related to Material Planning for Power Transformers and Instrument Transformers. • Industrial Engineering. and Management Information services.
12	Assistant General Manager – Marketing	Responsible for :- <ul style="list-style-type: none"> • Tender and order/contract review, order execution, installation, commissioning & servicing • Liaison with customers; redressal of customer complaints • Control of customer supplied products and collection of receivables/payments • Control of documents and co-ordination within the department/with other departments • Service tender and order review, order execution, installation, commissioning & servicing • Liaison with customers, collection of receivables/payments • Control of customer supplied products • Control of documents & records and co-ordination within the division /with other departments

13	CMR – Quality Management System	<p>Overall control of all activities related to Quality Management System of the Company and responsible for:-</p> <ul style="list-style-type: none"> • Quality Policy Implementation • Ensuring availability of resources for effective functioning of the Quality System. • Organizing Management Review Meetings
14	MR – Quality Management System	<p>Responsible for:-</p> <ul style="list-style-type: none"> • All activities as ‘Management Representative’ of Company’s Quality Management System • Preparation and issue of Quality Manual, preparation/review of procedures vi.control of documents, control of records, internal audit, internal communication and continual improvement and issue of Procedures Manual • Liaison with external agencies in relation to implementation/maintenance of QMS • Control of Quality Management System documents • Reporting the performance of the Quality system to the Management for review • Organising training in the field of Quality Management System
15	Manager (Safety) – Safety / Environment /Fire	<p>Responsible for :-</p> <ul style="list-style-type: none"> • safety & safety related aspects/activities, Environment/Fire in the Company and control of documents & activity records, • general administration of safety dept. and ensuring compliance to statutory/regulatory requirements, and • identification of training needs & providing necessary training to employees etc....
16	All other Officers not mentioned above	<p>Responsible to:-</p> <ul style="list-style-type: none"> • work under the instructions and supervision of their immediate superior and in terms of rules, regulations, office orders and circulars • co-ordinate the functions of their concerned Sections and to supervise the work entrusted with them
17	All employees, workers including temporary/contract employees	<p>Responsible to work under the instructions and supervision of their immediate superior and in terms of rules, regulations, office orders and circulars.</p>