

MANUAL II

POWER AND DUTIES OF THE OFFICERS AND ITS EMPLOYEES

The powers and duties of the officers and its employees are in accordance with the Narcotics Drugs and Psychotropic Substances Act and Rules, 1985.

1. Powers and Functions of the Chief Controller of Factories:

The Chief Controller has all the powers as Head of the Department under the Delegation of Financial Power Rules. He is also designated as Appellate Authority under the provisions of Rule 29 of the Narcotics Drugs and Psychotropic Substances Rules, 1985.

2. Powers and Functions of the General Manager (Commercial):

Following are the duties and functions of the General Manager (Commercial):

- To negotiate and finalize export contracts of raw opium.
- To negotiate and finalize barter contracts for import of alkaloids.
- To identify newer overseas markets for raw opium.
- To finalize allocation of alkaloids to various pharmaceutical firms in India. e) To liaison with various agencies such as State Bank of India, clearing and forwarding agent, shipping lines etc. for effective co-ordination of export related activities.
- To interact with the various Ministries for marketing related activities such as price revision, fixation of export prices, customs duty waiver for imports, export import clearances and authorizations, capacity expansion of factories, etc.
- To conduct market surveys for promotion of export of opium.
- To draw out short-term and medium-term marketing plans for the organization.
- To identify sources of technology for up gradation of existing plant and setting up new facilities.
- To interact with international agencies and Govt. departments in connection with matters relating to narcotic drugs.
- To interact with the General Managers of the two factories to ensure

smooth supply of opium and alkaloids to overseas and domestic buyers.

- To settle any disputes, complaints of buyers regarding non-supply, delayed supply of material etc.
- To attend meetings with various visiting foreign buyers, their representatives, officials of International Narcotic Agencies on the subject of purchases of opium from India.
- To attend various policies planning meetings held at the Ministry, Committee of Management meetings, etc.
- To interact with CRCL on the subject of final analytical reports of export consignments of opium.
- Finalisation of various monthly, quarterly and annual reports being submitted to Government departments pertaining to Marketing activities, revenue collection, etc.
- To exercise sanction, monitoring and control over the budget of the Delhi office.
- Attend to various administrative and establishment matters pertaining to the Delhi office

As Head of the Marketing Cell, the General Manager (Commercial) is responsible for the entire commercial and marketing related activities, apart from being the Head of Office at Delhi.

3. Powers and Functions of the General Manager (Finance):

Following are the main duties of the General Manager (Finance):

- Verification of Budget proposals received from Ghazipur and Neemuch Works, Head Quarters and Marketing Cell and submission to Ministry for approval.
- Discussion with Ministry on budget proposals and getting the same approved.
- Finalisation of Proforma Accounts of both the factories, and submission to the concerned Accountant General for audit.
- Replies to audit on various issues relating to Proforma Accounts.

- Submission to Ministry proposals for fixation of opium export price, price revision of alkaloids i.e. codeine phosphate, codeine sulphate, ethyle morphine hydro, narcotine BP, morphine hydrochloride, morphine sulphate, morphine BPC, pure thebaine, crude narcotine, medicinal opium, opium cake and opium powder.
- Submission of management information to the Ministry for making policy decisions.
- Studies to affect economies and maximize productivity and profitability of the undertaking.
- Submission of periodical plans of action to the management.
- To guide the FA&CAOs in carrying out their work including processing of data according to the requirement of the management.
- Interpret the cost and financial data duly processed by the FA&CAOs of both the factories to the management for the purpose of managerial decisions on the course of action to be adopted to achieve the optimum result.
- Interpret the provisions of accounts manual and different Government rules to be followed by the FA&CAOs etc.
- To attend to matters relating to CAG's commercial audit.
- To attend to jobs relating to evaluation of tender and tender notices.
- To attend to Parliament Questions.
- To examine the proposals for sanction of expenditure from factories and headquarters and recommend to Chief Controller of Factories after obtaining complete information from them.
- To attend matters relating to delegation of powers.
- To attend any reference from Public Accounts Committee.
- To exercise control over the actual monthly expenditure of the factories and headquarters and to advise them as and when required.
- To attend to any revision in the Accounting manual relating to classification and codification of Accounts Heads.
- To attend to any other matter relating to Budget and Accounts.

Being head of the Accounts and Finance Department of the Organization, the General Manager (Finance) is in overall charge of the Finances of the Undertaking and is also responsible for budgetary control, accounts and audit.

4. Powers and Functions of the Joint Commissioner:

The Joint Commissioner, in the office of the Chief Controller of the Factories is responsible for the General administration, Vigilance, Personnel, legal work pertaining to the organization. Besides this he is also responsible for the labour welfare and other problems pertaining to the labour in the factories. He reports to the Chief Controller for his day to day functions.

5. Powers and Functions of the Assistant Chief Controller of Factories Delhi:

The ACCF Delhi is responsible for the General administration, Personnel, legal work pertaining to the organization and reports to the Joint Commissioner for his day to day functions.

6. Powers and Functions of the Assistant Chief Controller of Factories, Gwalior:

The ACCF at Gwalior is also the Head of the Office at Gwalior and is responsible for the day to day functioning of the office. He is responsible for legal matters and other related issues pertaining to appeals before the Chief Controller of Factories under the provisions of Rule 29 of the Narcotics Drugs and Psychotropic Substances Rules, 1985 against the orders of the General Manager under Rule 22 and 24 of the said Rules.

7. Powers and Functions of the General Managers of the Factories:

The General Manager as Head of the Undertaking is responsible to the Chief Controller of Factories and the Committee of Management for the efficient functioning of the Government Opium and Alkaloid Works Undertaking. His main duties would constitute administrative, technical and statutory which are as under:

- Laying down policy guidelines as per approved production and sales programme of Alkaloids and finished drugs.

- Processing and sale of export opium.
- Monitoring of the approved research and development programmes pertaining to opium alkaloids and finished drugs.
- Co-ordinate the activities of the various wings of the Undertaking viz. Alkaloid Plant, Opium Factory, Research & Development Wing, Engineering Department, Finance and Accounts and Administration Division.
- Compliance of statutory provisions of the Factory Act as an “Occupier”.
- General administration and discipline of the Undertaking.
- Ensure harmonious industrial relations and implement proper welfare measures in the Undertaking for the benefit of the employees.
- Exercise disciplinary powers over all employees.
- Function as Chairman of the Joint Consultative machinery and the Works Committee.
- Function as Chairman or Member of the Departmental Promotion Committees, as the case may be.
- Exercises administrative, financial and statutory powers as delegated to him as Head of the Undertaking.

The General Manager is assisted by a team of Senior Officers comprising the Production Manager, Works Engineer, Research and Development Manager, Manager, Manager (P&A) and Financial Adviser and Chief Accounts Officer. For the purpose of security of the Undertaking he will be assisted by the Assistant Commandant (Security Officer) C.I.S.F. Unit posted in the Undertaking and Manager, and on industrial relations by the Labour Officer.

8. Powers and Functions of the Manager of the Factory:

Manager is responsible for administration and welfare of all group ‘D’ employees. He looks after the purchases for the Unit. His duties include:

- Purchase of articles of General Stores, maintenance or liability registers, Kit registers, disposal of unserviceable stores, etc.

- To deal with all matters relating to building, construction of buildings & roads, allotment of accommodation in consultation with the General Manager, electricity, water, furniture etc.
- Appointment, postings and transfers of workers in various sections.
- Disciplinary cases relating to workers.
- Sanction of leave to the above employees.
- Maintenance of GPF accounts of workers.
- Maintenance and upkeep of Service Books of workers.
- Pension cases of workers.
- All matters relating to Canteen, Cooperative Stores, Guest House, Welfare of workmen, sealing arrangements of buildings, fire-fighting, issues of visitors' passes, conciliation with Labour Commissioner, Labour Tribunal, etc., Drugs Act, Boiler Act, all arrangements on ceremonial occasions etc.
- Industrial relations, Protocol & Public relations.
- Renewal of Licenses of all types.
- Security of the GOAW as Chief Security Officer.
- Exercise the powers of the Head of the Office.
- Any other work assigned by the General Manager

9. Powers and Functions of the Financial Advisor and the Chief Administrative Officer of the Factory:

The Financial Adviser & Chief Accounts Officer, assisted by Asst. Chief Accounts Officer, is in overall charge of Budget, Cost and Accounts Section in addition to the internal Finance Section. He is the Head of an Office of Accounts and Audit under the scheme of departmentalization of accounts. It will be his duty:

- to ensure that the schedule for preparation of budget is adhered to by the Unit and the budget is drawn up according to the instructions issued by Finance Ministry from time to time.
- to scrutinize budget proposal thoroughly, before sending them to the office of the Chief Controller of Factories, New Delhi.

- to see that complete Unit accounts are maintained in accordance with the requirements under the General Financial Rules. It should, in particular, be ensured that the Unit not only maintains account of expenditure against the grants of appropriations directly controlled by it but also obtains figures of the expenditure incurred by the subordinate offices so that the Unit has a complete month to month picture of the entire expenditure falling within its jurisdiction.
- to ensure the proper maintenance of the Register of Liabilities and commitments as required under the GFR to facilitate realistic preparation of budget estimates, watching of book debits and timely surrender of anticipated savings;
- to screen the proposals for supplementary demands for grants;
- to identify, in particular, specific savings in cases of creation of posts and to maintain a Register for this purpose;
- to scrutinize proposals for re-delegation of powers to subordinate authorities;
- to keep himself closely associated with the formulation of schemes and important expenditure proposals from their initial stages;
- To associate with the evaluation of progress / performance in the case of projects and other continuing schemes, and to see that the results of such evaluation studies are taken into account in the budget formulation.
- To watch the settlement of audit objections, Inspection Reports, draft audit paras etc.
- to ensure prompt action on Audit Reports and Appropriation Accounts;
- to screen all the expenditure proposals requiring to be referred to the office of the Chief Controller of Factories for approval and sanction etc.;
- to ensure regular and timely submission of quarterly staff statements and other reports and returns to the Ministry of Finance.

- Preparation of Annual Accounts of the Govt. Opium & Alkaloid Works, maintenance of assets registers, and priced stores, ledger making, recommendation for fixation of price of export opium, IMO cake, Powder and alkaloid drugs etc.
- Preparation of various budget estimates, monthly expenditure and revenue statements, reconciliation of monthly figures of receipts and expenditure with those booked by the PAO.
- Conduct internal audit of the Unit (including the office and to attend to inspection report, audit objections / paras of commercial audit, and the Chief Controller of Accounts, References, reports to GM Finance, Settling of objections in pre-audit from PAO Section.
- Annual verifications of dead stock.
- All financial sanctions shall be routed through him before being put up to the General Manager.
- To advise on tax matters.
- He will be a member of all the committees as representative of Finance & Accounts or he may depute some other officer on his behalf.
- Any work assigned by the higher authorities.

10. Powers and Functions of the Assistant Labour Welfare Commissioner of the Factory:

In addition to the duties as enumerated in the Government of India, Ministry of Labour, New Delhi office memorandum issued under No. A 12034/1/87-PLO Vol. II dated the November 15, 1988 the broad areas of the duties of a Labour Officer are as follows:

- to keep an eye on the functioning of the canteen, dispensary, fair price shop, safety & floor shop operation security and safety.
- to ensure submission of monthly report pertaining to the labour establishment to Deputy Legal Advisor.
- to ensure the holding of Joint Consultative Machinery and Works Committee meeting in time.

- to ensure the supply of protective garments, uniforms, shoes etc, to the workers.
- to keep an eye on the charter of demands put up by Trade Unions from time to time.
- Interaction with Labour Bureau / Central Pay Bill Section.
- to advise the General Manager on a notice to strike, lock out, industrial relation and liaison with Regional Labour Commissioner and Labour Enforcement Officer.
- Redressal of grievances of workmen.
- Any other work assigned by the General Manager and senior officers.

11. Powers and Functions of the Administrative Officer of the Factory:

Administrative officer is directly responsible to the Manager. It is his duty:

- to look after confidential and vigilance matters.
- to maintain CCR's of all group 'C' & 'D' (sepoys) and of staff.
- to process disciplinary cases relating to Group 'C' & 'D' officers (except workmen)
- to deal with appointments, postings transfers of all Group 'C' & 'D' officers including those in the factory establishment.
- to maintain rosters for Scheduled Castes and Scheduled Tribes of group 'C' and 'D' technical staff and furnishing of various returns connected therewith.
- to issue seniority list.
- to process leave in respect of Group 'A', 'B', 'C' & 'D' officers.
- to deal with arrear reports, typewriters, delegation of Financial powers, summons, weeding out old records, telephones.
- Renewal of all the licences.
- to deal with sanctions of all TA/LTC advances, contingent bills and medical claims.
- Stationery and Forms, processing of purchase for supply of stationery items.
- Any specific work assigned by the GM/FACAO.

12 Powers and Functions of the Assistant Chief Accounts Officer of the Factory:-

The Asst. Chief Accounts Officer would be directly responsible to the Financial Adviser & Chief Accounts Officer. It is his duty:

- to look after treasury, withdrawal and disbursement, maintenance of cash books.
- Supervise the work of Establishment section, Central Pay Bill section, contingent bills, Labour Bureau as well as Pension section.
- Function as Drawing and Disbursing Officer and sign pay bills of all officers, and staff.
- furnish AC bills report, cash verification report and Income tax return.
- Any other work assigned by the General Manager / FA & CAO / Manager.

13. Powers and Functions of the Factory Engineer of the Factory (GOAWGHAZIPUR):

- The Factory Engineer is the overall in-charge of the Engineering Section.
- Generating and supply of electricity to the Alkaloid Works, Factory Side, Officer and residences.
- Maintenance of Generating sets overhead wires and electrical installations of all buildings including residences except of the Alkaloid Works.
- Pumping and supply of water to all buildings, maintenance of water pipe line, pumping stations and water pumping sets of Factory side.
- Fabrication of drug packing boxes, tin sample boxes wooden and tin tickets, brackets, fixture of buildings, repairing of furniture, Mechanical stirrer, and equipment of Abkari Sections etc.
- Maintenance and repair of all buildings and roads of the Unit.
- Maintenance and operation of internal telephone exchange, overhead telephone line and installations.

- Maintenance of stock, inspection of chest and timber etc.
- Maintenance of old and new residential colonies.
- To submit the proposal for procurement of the materials, spares, plant & machinery required for proper operation of the section.
- To scrutinize the tender / quotations, inspection and approval of the goods received in the General store.
- Any other work assigned by the General Manager / FA&CAO / Manager

14. Powers and Functions of the Works Engineer of the Factory (GOAWGHAZIPUR):-

The works Engineer is the over all in-charge of the Alkaloid Works workshop, ET plant and Boiler House.

- He is responsible for proper maintenance and erection of plants and Machinery of Alkaloid Works
- To control and supervise the work of the staff of Alkaloid Workshop, ET plant and Boiler House.
- To submit the proposal for purchase of the materials, spare parts and Plants and Machinery required for proper maintenance and operations of the Plants and machinery of the Alkaloid Works.
- To scrutinize the tenders / quotations received for engineering goods required for Alkaloid Works, ET plant and Boiler House.
- Inspection / Testing and approval of engineering stores of Alkaloid Works.
- Maintenance of the Dead Stock Register of the Plants & Machinery of the Alkaloid Works.
- Any other work assigned by the General Manager / Joint Director.

15. Powers and Functions of the Joint Director of the Factory (in case of Ghazipur):-

- Planning and production of alkaloid drugs, approval of targeted production and all works relating to Alkaloid, R&D section, Boiler House, Quality Control Laboratory etc.(all works of Alkaloid section).

- In-charge of Alkaloid stores, S.R. drugs, tests, accounting, indenting, issues of alkaloid stores, co-ordination in purchase work.
- Bring improvements in process and recovery, modernization of plant, establishment of new plant etc.
- Ensure proper functioning and arrangements relating to ET Plant and Alkaloid Works establishments.
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- Any work assigned by the General Manager

16. Powers and Functions of the PRODUCTION MANAGER (GOAW NEEMUCH)

The Production Manager is responsible for the efficient running of the Alkaloid plant. He is directly responsible to the General Manager for production of alkaloids/finished drugs as per production programme. He is required to implement all technical directions/policies laid down by the General Manager, the Chief Controller of Factories and the committee of Management as received from time to time. He is required to keep a close watch on the recoveries and purity of finished products and also supervises the work of Shift Chemists to ensure they meet the production targets of their units. He has to ensure that safety regulations are complied with. He is also responsible for maintaining the manufacturing accounts of the alkaloids and liaises with the Works Engineer for maintenance/minor modifications of the production processes. He is to have close liaison with the Research and Development Manager and Chemist Quality Control and coordinate activities of the Committees constituted by the General Manager. He is to also refer all problems pertaining to production of alkaloids and finished drugs to the Plant Technical Expert Committee.

He is assisted by the Deputy Production Manager and a team of Shift Chemists and a Chemical Engineer (Design).