

# WORK ALLOCATION

## JOB DESCRIPTION OF SENIOR OFFICERS

### MANUAL-II

Shri S.K. Roongta Chairman cum Managing Director	He is the Chief executive and overall in-charge of the organization. He is also the Chairman of the Board of Directors of NSC.
Dr N. Emaybarambam General Manager Production &QC	Planning and execution of production programme as per MOU through Regional offices. Advising management on policy matters related to production and ensuring availability and optimum utilization of resources. He is also responsible to exercise administrative and financial powers as delegated from time to time.
Shri Pankaj prasad General Manager Marketing	Planning and execution of marketing programme as per MOU through Regional offices. Advising management on policy matters related to production and ensuring availability and optimum utilization of resources. He is also responsible to exercise administrative and financial powers as delegated from time to time.
Shri M.M.Sharma General Manager finance	Planning and organizing financial resources and advising management on policy matters related to finance and ensuring availability and optimum utilization of resources. He is also responsible to exercise administrative and financial powers as delegated from time to time.
Shri A.K. Singh General manager Engineering	Planning and execution of activities related to establishment of seed processing and storage and other infrastructural facilities. Looks after purchase of certification and packing material. He is also responsible for development of Management Information System as well as establishment and maintenance of Quality Management System in NSC. He also looks after training and skill development. He is also responsible to exercise administrative and financial powers as delegated from time to time.
Shri D.R. Sarin General Manager Administration & Vigilance	Planning and execution of HR policies. He is responsible for recruitment, retention, welfare, placement and postings. He is also responsible for vigilance related activities of the corporation. He is also responsible to exercise administrative and financial powers as delegated from time to time.