

**Duties and Responsibilities of Employees in Commercial
Department**

SL. NO	NAME & DESIGNATION	POWERS & DUTIES	REPORTING OFFICER
1	Shri. John Mathews, HoD(Coml.) Badge No. 2276	Head of Department and responsible for a) Overall responsibility for Imports and indigenous procurements including spares (all items except Forest Raw Materials) b) Overall responsibility for Stores functions, inventory Control, Material Handling Contracts, Transportation Contracts etc. Also, being Head of Department managing/ supervision of sub-ordinates working under functional control. All functions are guided by Purchase & Stores Manual	Managing Director
2	Shri. Krishna Kumar VG, Sr. Manager(Coml.) Badge No. 2453	In charge of Stores	HoD(Coml.)
3	Shri .Manoj Kumar Sinha, Manager(Coml.) Badge No.2508	Responsible for all procurement activities of spares except forest raw materials. Directly responsible for procurement of Imported Spares and Machineries, Imported and Indigenous waste papers, Imported Pulp, Imported Coal and Production Inputs .Also responsible for Customs & Port Clearance, Petty Purchases.	HoD(Coml.)
4	Sri. Deepanjan Ghosh, Executive(Coml.) Badge No. 2561	Procurement of Group 5- Bulk Chemicals, Indigenous Coal and Production Inputs (Packing Materials, Grey Board, Round Disc, Core Plug etc) Group 7P - Printing & Stationery Group 8-Labware, Uniforms, Safety, IT & other miscellaneous items .Responsible for IMS documentation of Commercial Purchase section.	Manager(Coml.)

5	Shri Rajasekharan Nair K, Executive(Coml.)Stores, Badge No. 1805	In charge -Stores -Custody, DIP & Chemical Receipts. IMS	Sr. Manager (Comml) Stores
6	Shri Asok Kumar S, Executive(Coml.) Stores, Badge No. 2487	Disposal of scraps, LPG & Diesel storage& distribution, Weighbridge operations	Sr. Manager (Comml) Stores
7	Smt Kanachanavally C B, Supervisor Badge No. 2153	Receipt under stores and all procurement activities under Group-1- Civil Items, Group 7M- Medicines Group 10-Fabrication Items	Sr. Manager (Coml.) stores - Manager (Comml)
18	Shri Johny M V, Supervisor, Badge No. 1205	Work related to C & F of all Imports, work contracts of C&F of Import spares, waste paper, air consolidation . Imported Coal & Pulp Group2- Mechanical Items , Group 2L-Lubricants, Group 2B- Bearings Group 3-Electrical & Instrumentation Items Group4,- Mechanical Hardware Items Group 6-Capital Items, Group9- Rubber Items	Manager(Coml.)
8	Shri Hareendran Nair P., Sr. Technician, Badge No. 1197	Stock Holder-Stores Custody Coal receipt & unloading	Executive (Comml- stores)
9	Shri Mickal C Daniel, Chargeman, Badge No. 1730	Unloading & Stacking of store items. Custody & Distribution of LPG and other store material issues like diesel, collection of industrial gas, Duty in dip etc.	Executive (Coml.- stores)
10	Sri Suresh P, Sr. Asst (Spl. Gr) Badge No. 2039	Receipt ,Store , Issue & accounting of chemical items	Executive (Comml)
11	Shri Chacko K P, Sr. Assistant I, Badge No. 1514	Custody & Disposal of wastepaper in dip godown.	Executive (Comml) stores
12	Shri Mohanan Nair N M, Sr. Asst (Sp.Gr.) 1557	Stock holder ,Stores custody Coal receipt & unloading	Executive (Comml)stores
13	Shri Akhil P R, Attendant Gr.I, Badge No. 2603	Weighbridge operations	Executive (Comml)
14	Shri Somjith S, Attendant Gr.I, Badge No. 2604	Weighbridge operations	Executive (Comml)

15	Shri Raveesh P T, Attendant Gr.I, Badge No. 2605	Weighbridge operations	Executive (Comml)
16	Shri Johnkutty M K, Attendant Gr. I, Badge No. 2606	Weighbridge operations	Executive (Comml)
17	Shri Jeyan G, Attendant Gr. I, Badge No. 2607	Weighbridge operations	Executive (Comml)
19	Smt Rema Devi S N, Sr. Asstt. (Spl. Gr.), Badge No. 2149	work related to Procurement of Import items- Spares Capital items and Machine Clothing Group2- Mechanical Items Group 2L-Lubricants, Group 2B- Bearings Group 6-Capital Items	Manager (Comml.)
20	Smt Jaya John K, Sr. Asstt. (Spl. Gr.), Badge No. 2145	Work related to Group 4-Mechanical Hardware Items and Indigenous waste paper	Manager(Comml)
21	Smt Prasanna Kumari Sr. Asstt. (Spl. Gr.), Badge No. 2152	Work related to Group 7 P - procurement of printing & Stationery items. Group 8- Miscellaneous Items includes Fire & Safety Items, IT Items, Uniform, Laboratory Items etc	Executive(Coml)
22	Smt Anithakumari M G, Sr. Asstt. (Spl. Gr.) Badge No. 2157	Work related to Group 7M - Medicines Group 10-Fabricated items as per drawing of HNL Group 1- Civil Items	Supervisor(Coml) Manager (Comml.)
23	Smt Ammini M U, Sr. Asstt. (Spl. Gr.) Badge No. 2131	Work related to Group 9 - Rubber Items , Group3- Electrical and Instrumentation	Supervisor(Coml) Manager (Comml.)
24	Greeshma C, Attendant Gr. II Badge No. 2653	work related to Group 5 - Bulk Production (Chemicals, Packing Materials etc.) and Indigenous Coal	Executive(Coml.)