



An ISO - 9002 Company

Rehabilitation Plantations Limited

(A Joint Venture of Govt. of India & Govt. of Kerala)

Regd: Office: PUNALUR - 691 305, KOLLAM DIST., KERALA



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DETAILS OF INFORMATION AS PER SECTION 4(1) (b) IN THE RIGHT TO INFORMATION ACT, 2005

REHABILITATION PLANTATIONS LIMITED – DISCLOSURE OF INFORMATION AS PER THE RIGHT TO INFORMATION ACT, 2005

I. PARTICULARS OF THE ORGANISATION, FUNCTIONS AND DUTIES (SECTION 4(1)b (i))

1.1 HISTORY

The Shastri-Sirimao Agreement 1964 necessitated the repatriation of about six lakhs of people of Indian origin from Sri Lanka. Plantation Scheme, being labour intensive, and one among the most successful schemes implemented by the Government of India to rehabilitate the repatriates, Rehabilitation Plantations Limited or RPL- as it is popularly known, a Joint Venture of Government of Kerala, was also setup with the noble objective of rehabilitating the repatriates from Sri Lanka.

The Rubber Plantation Scheme for resettlement has its beginning in Kerala with the Kerala Forest Department. The Kerala Forest Department raised its first plantation in Ayiranallur Estate during 1972 and in Kulathupuzha Estate during 1973. In order to mobilize additional finance by way of institutional finance and to relieve the strain on the exchequer, the Rubber Plantation Scheme of Kerala Forest Department was converted into a limited company 'REHABILITATION PLANTATIONS LIMITED' on the 5th May 1976. The authorized capital of the company is Rs. 350 lakhs and the paid-up capital as on date stood at Rs. 339.27 lakhs. The company has raised Rubber Plantation in 2070 hectares of leased reserve forestland in the Anchal range, and has established Factories for processing of the field latex and to produce value added products. It has settled 700 repatriates families providing permanent employment to two eligible members of each resettled repatriate family.

1.2 OBJECTIVES

A. THE MAIN OBJECTS TO BE PERSUED BY THE COMPANY ON ITS INCORPORATION ARE: -

- (1) To acquire on lease from the Government of Kerala the Rubber Plantations and fuel wood plantation raised by the Kerala

Forest Department under the Rubber Plantations Scheme, Punalur and other lands and to acquire, purchase or take over on lease or otherwise private lands and to carry on, extend and develop the Plantations in the said lands with a view to resettle repatriates as workers and employees.

(2) To engage in and carry on the business of planters, growers and cultivators of Rubber, Fuelwood, Species, Oil Palm, Areca nut, Cocoa nut and other Palms, Ground nut, Cocoa, Rubber, Tea, Cardamom, Cashew, Pepper, Lemongrass, Ginger, Cinnamon, Cloves, Camphor, Tobacco, Tapioca, Eucalyptus, Gutta-percha, Cinchona, Myristica, Indica, Turmeric, Sugarcane, Cotton and any other agricultural crop or produce.

(3) To process and render marketable, all produce grown by the Company and to carry on the business of processing, manufacturing and dealing in Rubber, Coffee, Tea, Cocoa, Turmeric, Palm Oil and other agricultural and other products of the Company or otherwise.

**B. THE OBJECTS INCIDENTAL OR ANCILLARY TO THE
ATTAINMENT OF THE ABOVE MAIN OBJECTS ARE: -**

(1) To sell, purchase, export, import deal and trade in all produce grown, processed, used or manufactured by the company.

(2) To acquire by concession from Government, purchase, lease or other wise, hold, sell, develop, manage, administer carry on, use, work, exchange, make advances upon, turn to account, dispose of and deal in or any interests in lands, concessions, estates and plantation of any description and agricultural lands and forests in any part of Kerala for the purpose of cultivating, growing, curing, preparing for the market and manufacturing agricultural and other produces and products grown, processed or manufactured by the Company.

(3) To process and render marketable, all produce grown by the Company and to carry on the business of processing, manufacturing and dealing in Rubber, Coffee, Tea, Cocoa, Turmeric, Palm Oil and other plantation or agricultural products of the Company.

(4) To establish, administer, run and promote rubber based industries and any other industry based on the Company's produce

and to operate suitable schemes and for that purpose to prepare, get or cause the preparation of reports, blue prints, statistics, feasibility studies and other projects reports and other information.

(5) To promote Companies, Firms, Establish Concerns, or Undertaking for the purpose of development of industries based on rubber or other produce of the Company and to assist and finance any individual firm or company with capital, loan, credit resources or otherwise.

(6) To enter into agreements and contracts with Government of Kerala or any other State Government or Government of India or Institutions, Individuals and Companies for technical, financial or any other assistance for carrying out all or any of the objects of the Company.

(7) To promote or conduct any commercial or industrial enterprise, establishment, company or concerns for any purpose calculated to be beneficial to the Company directly or indirectly.

(8) To enter into any partnership or arrangement for sharing profits, union of interest, co-operation or joint venture with any person, company, association of firms having objects similar to those of the company and calculated to benefit the company and to carry on or conduct or liquidate or wind up any such partnership or arrangement.

(9) To amalgamate with any Company/ Companies having objects altogether or in part similar to those of this company.

(10) To sell or dispose of or transfer the business of the Company or any part thereof for such consideration as the Company may deem proper, and in particular for shares, debentures, or securities of any other Company having objects altogether or in part similar to those of this Company.

(11) To promote or assist in the promotion of the Company or Companies for the Purpose of acquiring all or any of the properties, rights and liabilities of the Company or for any other purpose calculated to benefit the Company, directly or indirectly and to hold shares in such Company or Companies and to distribute, as may be resolved in specie or otherwise amongst the members of the Company, the assets possessed or received by the Company, subject to the provisions of the Companies Act 1956.

(12) To purchase, subscribe for or underwrite, take or otherwise acquire and hold, sell, mortgage or deal in shares, stock, bonds, options, debentures. Debenture stocks or obligation in any other Company or Corporation having objects altogether or in part similar to those of this Company or any business capable of being conducted so as directly or indirectly to benefit this Company.

(13) To apply for acquire and hold any charter, privilege, licenses, monopolies, concessions, patents, or trade marks or other rights or powers either by and Act of Parliament or Legislature or otherwise from the Government of India or from the Government of any State or any local or other authority in India or elsewhere or from any Commercial or other Companies, Individuals or Institutions and to exercise any powers, rights and privileges so obtained which are conducive to carrying on the main objects of the Company.

(14) To purchase, take on lease or otherwise acquire, build and develop for the purposes of the Company any forest estate, land, buildings, machinery, road, railways or railways sidings or other interests in immovable property, and to mortgage, sell, let on lease, convey, assign or exchange and to manage in any other way the immovable property of the Company or any rights therein.

(15) To purchase or otherwise acquire, erect, maintain, construct, repair and alter any building, sheds, offices, plants, machinery, drain road, bridge, culvert, railway and railway siding, stalls, godowns, fences and boundaries and all other structures found necessary or convenient for the purpose of the Company

(16) To get such financial assistance from the Government of India, Government of any State in the Indian Union. Agricultural Refinance Corporation, other Financial Corporations or Companies, Banks, World Bank, Asian Development Bank or other institutions or individuals as will enable the company to develop and carry on its objects.

(17) To raise, borrow or secure moneys in such manner or on such terms as the Company may deem expedient and in particular by way of loans, advances, deposits and issue of bonds, debentures, or mortgages, whether perpetual or otherwise, charged or not charged on the whole or any part of the rights of properties of the company including the uncalled capital and redeem, purchase or pay off any such securities.

(18) To draw, accept, make, endorse, discount and negotiate bills of exchange, hundies, promissory notes and other negotiable instruments for/ or in the prosecution of the business of the Company.

(19) To pay all costs charges and expenses of and incidental to the promotion, formation, registration and establishment of the Company or its branches and the issue of its capital, including any underwriting or other commission brokers' and lawyers' fees and to remunerate in cash or in any other manner, any person or persons, for services rendered or to be rendered in introducing any person on business to the Company or in placing or assisting to place or guaranteeing the subscription of any shares, debenture stock, or any other securities of the company or for any other reason which the Company may deem proper.

(20) To receive grants, subsidies, loans, advances of moneys on term, deposits, with or without allowance of interest and to advance and lend moneys, upon such securities or without any securities therefore, as may be deemed proper, but without doing the business of banking as defined under the Banking Regulation Act, 1949.

(21) To act as agents for Government or other authorities or any manufactures merchants and others and to transact or carry on any agency business so as to achieve the main objects of the Company.

(22) To adopt such means of making known the products of the Company as may seem expedient and in particular by advertising in the press, by publication of books, magazines, or periodicals and by exhibiting posters on walls or in any other manner and to encourage, promote or organize exhibitions, or dramatic shows likely to promote the interest of the Company.

(23) To construct establish and maintain houses, dispensaries or hospitals gymkhanas, Playgrounds, clubs, libraries, schools, technical or otherwise, Co-operatives, hostels, canteens, cinema houses, bus or other transport services and similar institutions or services for the benefit of the Company's employees and in the interest of the Company and to make grants and awards and to grant scholarships.

(24) To establish centers of celebrations, fairs, marketplaces, or other activities of general interest so as to promote the main objects of the Company.

(25) To provide for the constitution and management of fund or funds provident Insurance, Health, Pension, Gratuities, Charities or otherwise by what so ever name called for the benefit, use or assistance of person or persons, directly in the employment of the Company either in the past or present or to their wives and dependents.

(26) To constitute and manage fund or funds- Depreciation, Reserve, Sinking Insurance – or any special or other fund, whether for depreciation or for repairing, replacing, improving, extending or maintaining any of the property of the Company or for redemption of debentures or redeemable preference shares or for special dividends or for equalizing dividends or for any other purpose whatsoever, and to transfer any such fund or part thereof to any of the other funds herein mentioned.

(27) To invest surplus funds of the Company not immediately required, in such manner as may be deemed fit by the Company from time to time.

(28) To lend or deposit money belonging to, entrusted to or at the disposal of the Company to such persons or Company 's on such terms as may deem expedient and in particular customers and others having dealings with the Company with or without security on such terms as may be thought proper and to guarantee the performance of contracts by any such persons or Companies but not to do the business of banking as defined in Banking regulation Act, 1949.

(29) To employ or engage experts and consultants in connection with the planning and development of all or any of the business connected with the working of this Company.

(30) To train or pay for the training in India or abroad of any member of the staff of the Company or any other employee of the Company either in the present or likely to be in the employment of this Company in future, which training in the opinion of this Company is likely to benefit this company in its day to day working, knowledge, management, administration, including research either in the field or in the laboratories.

(31) To establish, provide, maintain, conduct and otherwise subsidize research stations, laboratories, libraries, workshops, meteorological stations, power units, fertilizer units and experimental workshops, undertake and carry on scientific and technological research, experiments and tests of all kinds, promote studies, investigation, inventions, patents and rights, award scholarships, prizes, grants and generally encourage, promote and reward studies, Researches, investigations, experiments, tests and inventions of any kind that may be considered likely to assist any business, which the Company is authorized to carry on.

(32) To promote research for the continuous improvements of Rubber and other Plantation Crops raised by the Company increasing productivity by development of the technique of raising both indigenous and exotic species, introduction of suitable exotics based on research in and outside the Country and increasing productivity in agriculture and animal husbandry sectors.

(33) To pay for any Property, right or privilege acquired by the Company, either in shares of the Company or partly in shares and partly in Cash or otherwise.

(34) To place in reserve or to distribute as bonus, shares among the members, or otherwise apply as the Company may from time to time deem fit, any money received by way of premium by the Company and the reserves of the Company.

(35) Subject to the provisions of the Companies Act, 1956 to dedicate, present or otherwise dispose of either free of cost or for value, any property, of the Company deemed to be of national, public or local interest to any national trust, public body, museum, corporation or authority or any trustee for and on behalf of the Company.

(36) To appoint, engage, employ, maintain, provide for, and dismiss attorneys, agents, Superintendents, Managers, Officers and members of the staff, workmen and other employees in India or elsewhere and to give remuneration to any such persons at such rates as shall be deemed fit and to make pecuniary grants by way of donations, subscriptions, allowance, pension, gratuity, guarantee or otherwise to or for the benefit of any such person or the widow or children and dependents of any such person.

(37) To apply the assets of the Company towards the establishment maintenance or extension of any association, institutions or fund in any way connected with the similar trade or business or commerce carried on by the Company for the protection of the interest of the masters, owners and employers against loss by bad debts, strikes, combinations, fire accidents or otherwise or for the benefit of any member, workmen or others at any time employed by the Company or any of its predecessors or their families or dependents.

(38) To subscribe or otherwise to assist or to guarantee benevolent scientific, national or local institutions of public interest or for any exhibition, the object of which shall have any moral or, other claim to support of aid by the Company either by reason of locality of operation or public and general utility or otherwise. However the Company shall not make contribution to any political party or for political purpose to any individual or body.

(39) To open branches and depots in any part of the world and act as principals, agents contractors or trustees or otherwise, either alone or in conjunction with others to achieve the objects of the Company.

(40) To use trade marks or trade names or brands for the products and goods of the Company and adopt such means of making known the business and products of the Company.

(41) To purchase, or otherwise acquire, take on lease, sell, develop, manage, work exchange, make advances upon, turn to account, dispose of and deal in or any interests in lands, concessions, estate, plantations, forests and agricultural lands and trading rights in any part of the Indian Union or outside.

(42) To manufacture, refine, export, import, buy, sell or otherwise deal in products or by products made from trees, plants, agricultural crops and natural products.

(43) To acquire by concession, grant, purchase, barter, license, lease or otherwise, either absolutely, conditionally, solely or jointly with others, any tract or tracts of country, lands, estates, forests, houses, farms, water rights, rights of ways and other works, privileges, rights, hereditaments and any machinery, plants, utensils, trademarks or other movable or immovable property of any

description whatsoever, in any place in India or outside and explore, survey, cultivate develop or exploit the same:

(44) To develop the resources of and turn to account any land and any right over to, or connected with land belonging to, or in which the Company is interested by clearing, fencing, irrigating, drainage, grazing, and by promoting irrigation and establishing of colonies and settlements.

(45) To carry on the business of water works Organization in all its branches, and to sink well, bores, shafts and to make, building, construct lay down and maintain reservoirs, water works, irrigation work, cisterns, filter beds, mains, pipes, and other appliances culverts, causeways and bridges and to execute and do all other acts necessary for obtaining storing, selling, delivering, measuring and otherwise dealing in water.

(46) To manage wholly or in part, jointly or otherwise, factories, forests, plantations, estates, gardens and other establishments or concerns, engaged in the manufacture of any plantation, agricultural and / or animal products and by –products.

(47) To manufacture, process, buy, sell, import, export or otherwise, deal in all kinds of fertilizers, manures, oil, oilcakes and other article produced and acquired from forests, plantations and other lands or otherwise.

(48) To print, sell, purchase, distribute and otherwise deal in books, periodicals, journals, magazines, and newspapers and to undertake other literary activities in connection with the business of the Company.

(49) To communicate with chambers of commerce and other mercantile and public bodies in India and elsewhere and concert and promote measures for the protection and advancement of trade, industry and commerce and other facilities conducive to the interest of the Company.

(50) To take over as Commission Agents/ Administrators or managers, Estates and Plantations from the Government of Kerala, public bodies, institutions and others for purposes of management and administration.

C. THE OTHER OBJECTS FOR WHICH THE COMPANY IS ESTABLISHED ARE: -

(1) To manufacture, process, buy, sell, import, export, or otherwise deal in all kinds of chemicals, minerals and mineral products.

(2) To manufacture, process, buy, sell, import, export or otherwise deal in all kinds of pharmaceutical products and preparations.

(3) To undertake and transact all kinds of agency or representative business which may be carried on along with any of the above business.

(4) To assist or co-operate with private sector in the resettlement, employment, and general welfare of repatriates.

D. PRESENT ACTIVITIES

Over the years RPL, has built up a market strategy enabling it to become a market leader in the sale of 60% concentrated latex with BIS standards. At present, the company sells centrifuged latex of high quality.

To make maximum utilization of the resources available Company has established a Crumb Rubber Factory at Kulathupuzha. This Factory produces all grades of Crumb Rubber. The annual capacity of the factory is 1800 MT.

Company has also established a Rubber Sheeting Factory. It is producing footwear quality sheetings of thickness varying from 1.5 to 10 mm and mottled sheetings. Export quality sheetings are also manufactured in this factory.

The replanting activities of the Company have commenced during 2001 in both the estates as per schedule.

II THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

(SECTION 4(1) b(ii))

1. MANAGING DIRECTOR

1(1) Powers of the Managing Director – As per Articles of Association.

The business and management of the Company shall be carried on by the Managing Director subject to the control and supervision of the Board of Directors. He shall have power to appoint and at his discretion to remove or suspend or otherwise punish such mangers, secretaries, officers, clerks, agents and servants permanently or temporarily or for specified period, as he may, from time to time-think fit and to determine their powers and duties and fix their salaries and emoluments and to require security in such instances and to such amounts as he may think fit. Provided that no post the maximum basic pay of which is more than Rs. 500/- (Rupees Five Hundred only) per mensom shall be created without the Prior approval of the Board of Directors. However, appointments to posts, which are not in the managerial cadre, shall be made in consultation with Kerala, Public Service Commission. For posts in managerial cadre, the Managing Director shall make appointment only out of a panel drawn up by a Staff Selection Board constituted by the Board of Directors of which the Managing Director shall be a member, and the Staff Selection Board so constituted shall be assisted by a technical expert nominated by the Managing Director.

1(2) POWERS OF THE MANAGING DIRECTOR – As per the delegation by the Board

A. General

- a) To authorize re appropriation between heads of expenditure in sanctioned budgets in emergent circumstances subject to ratification by the Board.

- b) To appoint committee of officials to examine any specific problem, to specify scope of duties, responsibilities and powers of such committees and time limit for submission of recommendations.
- c) To invest surplus funds not immediately required as short-term deposits to the benefit of the Company subject to the guidelines issued by the Board.
- d) To sanction expenditure to defray funeral expenses of a deceased employee upto Rs. 2500/- and an ex-gratia payment to the family of the deceased upto Rs. 5000/- in each case.
- e) To sanction payment of donation or aid for charitable, benevolent, scientific, national, public or any other useful institutions subject to budget provision up to a maximum limit of Rs. 5000/- in each case and Rs.40, 000/- in a year.
- f) To specify duties, responsibilities and functions of staff and officers.
- g) I. To decide the total shut down of factories subject to a maximum of 30 days or partial shut down of factories as and when required.
II) To decide to start the plant after shutdown
III) To decide the product mixes in the factories in the best interests of the Company.
- h) (i) To sanction extra/supplementary items and deviations in contracts for works, provided the additional cost does not exceed the original order by more than 10% for reasons to be recorded.
(ii) To deviate up to 10% above PAC from standard estimate beyond which the matter should be placed before the Board (tender excess)
- i) To sanction expenditure on contingencies not specified in budget up to Rs. 50,000/- per year.
- j) To depute Company employees for training anywhere in India and sanction expenditure on such training as per standard norms and within the budget provision.
- k) To depute Company staff to participate in Seminar, Symposium, workshops etc. and sanction expenditure in connection thereon.
- l) To enter into all such negotiations and contracts on behalf of the Company as he may consider expedient in relation to any of the matter connected with the purchase of stores, sale of produce etc; in case approved procedure is followed.

- m) To authorize discounts/ rebates/ incentives on selling price and offer credit facilities in respect of items coming other than the purview of sales committee subject to maximum of 1% sale proceeds of unit transaction and also that such decision shall be taken in the best interests of the Company for reasons to be recorded.

B) Others

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| 1. | Power to sanction capital expenditure | a) Upto Rs.20 lakhs subject to budget provisions

b) Between Rs. 20 lakhs and Rs. 50 lakhs with the approval of the Chairman subject to budget provision.

c) Beyond Rs. 50 lakhs with the approval of Board Full powers subject to provision in the Budget |
| 2. | Power to sanction maintenance to stores, tools, plants etc; | Full powers subject to provision in the Budget |
| 3. | Printing & purchase of stationery | Full powers subject to Provision in the Budget |
| 4. | Purchase of furniture, electrical fittings, books, publications, newspapers etc; | Full powers subject to provision in the budget |
| 5. | a) Purchase of expandable stores like fertilizers, insecticides etc;

b) Purchase of barrels for filling latex | a) Upto Rs. 40 lakhs subject to provision in the budget if purchase procedure is followed.
b) Beyond Rs.40 lakhs in consultation with the Chairman and a Director representing the State Government.

Full powers subject to open tender and observance of purchase procedure |
| 6. | Purchase of medicines | Full powers subject to budget provision following approved procedure |
| 7. | Capital expenditure on roads, buildings, bridges etc; | Rs. 20 lakhs subject to provision in the budget |
| 8. | Expenditure on repair & maintenance of roads | Full powers |
| 9. | Power to sanction estimates for works | Full powers subject to provision in the budget |
| 10. | Advance for works | Full Powers |

11.	To sanction execution of urgent and unforeseen works not included in Budget	Up to Rs. 1,00,000/- per year
12.	Power to accept Tenders	Full Powers
13.	Execution of works for which there is no response to open auction or tender	Full powers to take up departmentally works for which there is no response to open auction or tender at less contractors profit if any included in the estimate
14.	Power to conduct Auction	Full Powers
15.	(i) Powers to confirm sale of timber & residual tree Growth (ii) Power to confirm sale of mature rubber trees	(i) Full powers provided price realized is same or above valuation (ii) Full powers based on the procedure approved by the Board on 09-11-2000.
16.	To sanction expenditure connected with disposal and sale of tree growth	Full Powers
17.	Valuation of tree growth	Full powers when Forest Dept. procedure is followed
18.	To sanction Sale of any Produce	Full Powers
19.	Extension of remittance of balance value	To grant extension of time on balance amount of sales value with penal interest @ 12% for first instance upto 25% for period beyond 30 days
20.	To execute agreement for working timber, sale of forest growth and other produce etc; or works connected with rubber plantation	Full Powers
21.	Extension of Contract period	Full powers with penalty as fixed by the Board when agreement provided for extension

22.	Extension of contract period such as pitting, fencing, aligning and stacking	Full Powers
23.	Powers to cancel, suspend, revise re-auction etc; of any sale conducted	Full Powers
24.	Sanction rent for Land or building taken for use of the Company	Full Powers
25.	Powers to release refund of security	Full Powers
26.	Refund of revenue	Full powers to refund of revenue due to cancellation of sale or by mistake
27.	Maintenance and repair to motor vehicles, tractors, vans, pumps etc;	Full Powers
28.	Expenditure on litigation, pleaders fees, fees for Auditors, Legal Advisors, Training Faculties etc;	Rs. 25000/- in each case subject to budget provision
29.	Postage & Telephone Charges	Full Powers
30.	Entertainment Expenditure	Full Powers
31.	Advertisement Charges	1) Commercial Advertisements -Full Powers 2) Complimentary Advertisements a) Upto Rs. 7,500/- subject to budget provision b) Above Rs. 7,500/- with the approval of the Chairman
32.	Power to grant Honorarium, Award, Prize etc;	Up to Rs. 5,000/- in each case subject to provision in the budget

33. Disbursement of Salary, allowance & wages of employees	Full Powers
34. Sanction of increment in the scale of pay approved by the Board or Govt:	Full Powers to Company employees except deputationists
35. TA bills of all employees	Full Powers
36. Powers to keep cash in office	Full Powers
37. Pass pay bill, Uniform allowance, Washing allowance, Uniform stitching charges, Medical reimbursement of staff on Deputation and Company staff	Full Powers
38. Leave to employees	To grant all kinds of leave to Company staff other than leave for taking other employment
39. Transportation Charges	Full Powers
40. Powers to write off Stores, tools & plants	Rs. 50,000/- in each case subject to a maximum of Rs. 2 lakhs in a year provided the loss is not due to theft, fraud, negligence or due to procedural mistakes.
41. Power to write off irrecoverable receivables	Upto Rs. 10,000/- in each case subject to a maximum of Rs. 50,000/- in a year provided all the necessary procedures have been completed and the details of amounts written off should be reported to the Board.
42. Power to declare Machines, tools or Stores unserviceable and prescribe their mode of disposal	Full Powers provided the depreciated present value in each case does not exceed Rs. 1,00,000/-. If the depreciated value is above Rs. 20,000/-, Condemnation Committee be constituted for report. However, above powers are not applicable in case the machines or other items are unused.
43. Recurring non contingent charges	Rs. 25,000/- at a time subject to budget provisions

44. (a) Reimbursement of medical expenses and sanctioning advances for treatments in private hospitals
(b) Sanction advances in treating in Govt. Hospitals/Medical Colleges
- Reimbursement of expenses incurred for treatment in private hospitals up to Rs. 15,000/- and sanctioning advances up to Rs. 25,000/- for treatment in private hospitals as per the norms approved by the Board.
(i) Advance up to Rs. 1,00,000/- by Managing Director
(ii) Above Rs. 1,00,000/- with the prior of Chairman.

2. FINANCE MANAGER

(a) FUNCTIONS, DUTIES AND RESPONSIBILITIES:

- (1) The Finance Manager shall be the head of finance and accounts dept., which deals with all accounts, and finance matters of the Company. He shall advise the MD on all finance and accounts matters and carry out the directions of the MD in such matters and shall functions as a liaison officer for financial dealings with state and central Govt. and with other financial institutions.
- (2) He shall be responsible for all financial transactions of the Company in its various units including head office and shall ensure that all expenditure are incurred under proper sanction from the competent authorities.
- (3) He shall be responsible for proper and upto date maintenance of all records, returns and accounts etc. prescribed under Company's Act and other acts both in the HO and the various units.
- (4) He shall prepare Annual budget/revised budget of the Company detailing the income and expenditure of different units and HO for the efficient and profitable working of the Company and submit the same to the Managing Director.
- (5) He shall be responsible for the preparations of the balance sheet & profit and loss accounts for each financial year.
- (6) He shall ensure that all the different units of the Company are provided with adequate funds for its day to day working subject to budgetary provision and other requirements.
- (7) He shall ensure that the expenditure incurred is within the budget provision.
- (8) He shall also cause periodical internal audit of the Company's accounts regarding income and expenditure.
- (9) He shall make periodical review of the expenditure incurred and report position to the MD.
- (10) He shall comply with all audit requirements (statutory & governmental)

- (11) He shall be responsible for all matters connected with income tax, provident fund, fire insurance, agrl., income tax, sales tax etc.
- (12) He shall be responsible for the preparations of Trial Balance, Bank Reconciliation, expenditure statement and other accounting statements monthly and yearly.
- (13) He shall arrange physical verification of cash and stores of the Company periodically.
- (14) He shall be responsible for arranging proper custody of cash receipts and payments thereof.
- (15) He shall be responsible for drawing and disbursement of salary, TA and other claims of all officers and staff in the regd. Office. He shall also be responsible for drawing and disbursement of salary, TA and such other claims of officers reporting directly to the MD.
- (16) He shall be responsible for making disbursements of loans and advance to staff and officers in the Company as authorized by the MD.
- (17) He will provide necessary guidance and instruction to the Managers for the preparation of budget for the replanting and maintenance work and also to keep records/accounts in respect of the same.
- (18) All other function, duties and responsibilities assigned to him by the MD from time to time.

(b) POWERS:

- (1) He shall have powers to acknowledge memos, issue receipts for money on behalf of the Company, Pass Journal Vouchers and Endorse negotiable instruments
- (2) He will also have following powers.

(1)	Cheques Drawing	Up to Rs. 5,00,000 at a time
(2)	To sanction / incur expenditure for various activities/ functions in H.O	Rs. 5,000/- at a time subject to budget provision
(3)	To sanction advance to employees for medical purposes and reimbursement of medical expenses.	Rs. 5,000/- at a time subject to budget provision
(4)	Pass all bills for which sanction exists	Upto Rs. 5,00,000/-

3. COMPANY SECRETARY

- (1) Attending to all legal matters of the Company and representing on behalf of the Company to various courts on civil matters.
- (2) Entering into agreement with parties on all matters wherein there is general approval of MD.
- (3) Advise and assist MD in the preparation of corporate plans and annual plans.
- (4) Analysis of various costs of the Company and report thereon to MD with suggestion for improvement.
- (5) Sanction and incur expenditure upto Rs. 1000/- at a time subject to budget provision.
- (6) To introduce suitable cost accounting system in the Company for its plantations and processing units.
- (7) To acknowledge memos addressed to the Company.
- (8) Entering into agreement with the contractors on construction works in the Company after obtaining sufficient details etc. from the Engineering wing of the Company or other authorized agency and to take necessary follow up action for its timely implementation after obtaining necessary sanction from MD.
- (9) The Company Secretary will function as the Chairman of the Replanting Advisory Committee, ensure keeping of records on the deliberation in the committee and to issue necessary instruction/orders for implementing the decision of the committee subject to approval of the Managing Director, whenever necessary. The Company Secretary will take action to hold the meeting of the Replanting Monitoring Committee (Sub committee of the Board) as and when required subject to approval of the Managing Director and furnish necessary details/reports to Managing Director for review of the replanting activities and also for review by the Replanting Monitoring Committee in respect of the replanting activities in the Company.
- (10) Any other items of work as assigned to him by MD.

4. MANAGER (Personnel & Administration)

(A) Functions & Duties:

- (1) Attend to the procedure connected with recruitment of workers staff and officers with the concurrence of Managing Director.
- (2) Administration of leaves facilities to worker, staff and officers.
- (3) Administration of salary/wages pattern, fixation method of payment etc.
- (4) Granting of annual increments with the concurrence of the MD.
- (5) Administration of promotion with the concurrence of MD /Committee/ Board.

- (6) Administration of the transfers with the concurrence of Managing Director.
- (7) Administration of training facilities.
- (8) Attending representations, petitions, grievances and their redressal following procedures.
- (9) Maintenance of personal records, seniority list etc. of staff and officers.
- (10) Collection of labour statistics.
- (11) Administration of disciplinary proceedings.
- (12) Framing functions and responsibilities of various categories of staff and officers and modifications thereof with the approval of the MD.
- (13) Attending alternate employment applicable to workers and any other appointments of workers as per relevant rules.
- (14) Establish contacts with the recognized trade unions.
- (15) Hold discussions and joint conference with the recognized trade unions on day-to-day issues with the concurrence of the MD to arrive at an amicable settlement.
- (16) Implementation of settlement and awards, attend conferences on personnel matters convened by Govt. and /or Labour Dept.
- (17) Represent the management in labour courts, arbitration courts and in higher courts on establishment matters.
- (18) Implementation of standing orders, industrial awards decision of labour court etc. applicable to the Company.
- (19) Enforcement of industry wide settlement with the concurrence of MD.
- (20) Collection of statistics on strike, absenteeism due to bundh strikes etc.
- (21) Submission of returns to Govt. and other Depts. Under factories Act or some other acts in force, other labour statues etc. to the extent applicable to the Company.
- (22) Admn. of plantations labour Act and Rules as applicable to the Company.
- (23) Tendering advice to the MD to formulate management policies on
 - a. Hospitals, crèches, recreation centers on supply of weather protective, uniforms and other benefits admissible under plantation labour Act and Rules.
 - b. Payment of overtime, sickness benefit, leave surrender, maternity benefits workman compensation, bonus, gratuity exgratia payments etc.
- (24) General admn. of Regd. Office including its maintenance.
- (25) Allotment of vehicles in the Company.

(26) The Manager (P&A) will also carry out such other instructions issued by the MD from time to time with the prior sanction of the MD in matters involving policy decisions, expenditure, dismissal of staff and workers.

(B) POWERS OF MANAGER (Personnel & Administration)

- | | |
|---|--|
| 1. Sanction increments of employees on the scale of pay approved by the Board or Government | Full Powers in respect of staff ie; except officers in the Company |
| 2. Sanction leaves | Full powers to sanction eligible leaves as per standing orders in respect of staff (ie.; except officers) in the Company |

5. MANAGER (ESTATE)

(A) DUTIES AND RESPONSIBILITIES:

The Manager of the Estate shall be responsible for estate administration, welfare of the Company employees in the estate, implementation of various programmes taken by the management, maintenance of general discipline in the estate, handling of company's funds and timely accounting and execution of works scheduled and such other work assigned by the management from time to time. The Manager will inspect every day at least one unit in order to ensure that the duties and responsibilities prescribed for the subordinates are implicitly carried out in the field. The Manager (Estate) will be responsible for taking timely and effective steps for the pre-planting and planting operations every year in the respective estate, preparation of schedule of operations for the same and implementation of it subject to approval of the Managing Director and also to keep/furnish required reports, data, accounts etc. in respect of the replanting work. They will also establish and maintain linkage with the Rubber Board, RRII and similar organisation/agents to obtain required advice/support for the effective implementation of the Replanting Project in the Company. He will also attend all other function, duties and responsibilities assigned to him by the MD from time to time.

(B) POWERS OF ESTATE MANAGERS

(1)	Maintenance expenditure on roads/ bridges/buildings etc;	Rs. 10,000/- in each case subject to budget provision and following approved procedure.
(2)	To sanction execution of urgent and unforeseen works not included in the budget	Upto Rs. 2,500/- per year
(3)	R&M of Vehicles , Pumps etc;	Rs. 5,000/- in each case including cost of spares Subject to budget provision , beyond which administrative sanction of MD is required
(4)	Expenses in connection with sanitation (cleaning of wells, latrines etc:)	Rs. 5,000 in each case subject to a maximum of Rs. 15,000 /- in Ay'llur Estate and Rs. 25,000/- In K'puzha Estate in a year
(5)	Sanctioning of Medical Bills	Rs.1,500/- in each case subject to budget provision
(6)	Power to sanction capital expenditure on stores, tools , plants etc;	Up to Rs. 10,000/- in each case subject to administrative sanction from the MD
(7)	Powers to sanction purchase of stores, maintenance tools, and plants	Up to Rs. 5,000/- in each case subject to budget provision and above Rs. 5,000/- subject to administrative sanction from MD and budget provision.
(8)	Powers to write off stores/tools and plants	Upto Rs. 100/- in each case subject to Rs.1,000/- in a year . However, the loss should not be due to theft or due to negligence of any officer.
(9)	Printing & purchase of Stationery	Rs.500/- in each case subject to Rs.5,000/-in a year.
(10)	Power to declare Machine Tools or stores unserviceable , obsolete and prescribe their mode of disposal	Up to Rs. 100/- in each case except in the case of unused items subject to a maximum of Rs.5,000/-
(11)	Purchase of electrical fittings	Rs.2,500 in each case subject to budget provision and subject to a limit of Rs. 15,000 in Ayiranallur Estate and Rs.25,000 in Kulathupuzha Estate & Factory
(12)	a)Purchase of expendable stores, fertilisers, insecticides and fungicid	Rs. 10,000 in each case subject to budget provision
	b) Purchase of barrels	Nil

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|------|---|--|
| (13) | Maintenance expenditure on roads, bridges, buildings etc; | Rs.5,000 in each case subject to budget provision and sanction from M.D following the approved procedure |
| (14) | Power to sanction estimate for works | Full powers limited to the extent of financial power in each case |
| (15) | Advance for works | To sanction upto Rs. 5,000 towards advance for works to Asst. Manager |
| (16) | To sanction execution of urgent and unforeseen works not included in the budget | Up to Rs.1,000/- per year |
| (17) | Power to accept tenders | Full powers provided the tendered amount is within the financial powers of Manager |
| (18) | Powers to conduct auction | Except in the case of unserviceable, full powers provided the valuation is approved by M.D |
| (19) | Power to confirm sale of timber , resi tree growth etc; | Up to Rs. 5,000/- provided the valuation is approved by the MD and the price realized is above valuation |
| (20) | To execute agreement for Working down timber sale of forest growth or other produce or works connected with rubber plantation | Full powers for any sale pertaining to produce under his control or works in the plantation |
| (21) | Extension of contract Period | Full powers with penalty stipulated in the contract for a period not exceeding one month |
| (22) | Power to cancel, suspend, revise , re-auction of any sale conducted | Full powers within the financial powers, provided the powers exercised for the benefit of the company |
| (23) | Powers to release refund of Security | Full powers provided there is no liability on the part of contractor and the contract is executed by the Manager |
| (24) | Non recurring contingent charges | Upto Rs.500/- in the case subject to budget provision up to a maximum amount of Rs.2500/-- per year |

(25)	Postage and telephone charges	Full powers subject to budget provision
(26)	Disbursement of salary , wages & other allowances	Full powers subject to budget provision
(27)	TA bills	Full powers for staff working under him
(28)	Powers to keep cash in office	Not exceeding Rs.10,000 at a time
(29)	To pass bills on uniform allowances , washing allowance , uniform stitching charges to staff & workers	For all staff ,officers working under him except Deputy Manager subject to the limits if any fixed by from time to time
(30)	Leave	To sanction sick and casual leave for staff working under him except Deputy Manager
(31)	Extension of contract period for works such as pitting, terracing, aligning and staking	10 days
(32)	Purchase of medicines	Up to Rs. 10,000/- from Nidhi/Maveli stores, under Supplyco.

6. FACTORY MANAGERS (L.C.FACTORY AND CRUMB RUBBER FACTORY)

(A) FUNCTIONS, DUTIES AND RESPONSIBILITIES

- (1) The Manager will report to the MD of the Company and shall be responsible for the day to day running and administration of factory.
- (2) The Manager shall be responsible for the welfare of the factory employee. He shall attend to their representation, petitions, grievances etc. and shall do the needful depending upon the policy and rules of the Company.
- (3) The Manager shall assist and advise MD in policy formation in the areas of production, maintenance and other areas of operation, in the factory. The Manager shall plan the activities in the factory and ensure implementation of the same to attain the targeted production ensuring highest productivity and profitability, efficiency and machine utilization. For attaining the production targets and meeting other objectives, he shall direct and control all personnel and activities in the factory subject to the rules and regulations of the Company, budgetary limits and directions if any of the managing director from time to time.

- (4) The Manager shall establish suitable system and procedures for the flow of information and feedback concerning all matters in the factory. The Manager shall ensure coordination between all sections in the factory, especially between production and quality control so as to result in necessary process control at all stages and quality assurance of the finished products, thereby ensuring maximum customer satisfaction. The Manager shall review periodically all the activities of production, quality control and maintenance on a regular basis to activate the various functions to take individual and collective actions for the attainments of targets.
- (5) The Manager should ensure implementation and observations of safety norms through out the factory.
- (6) The Manager shall ensure that all necessary documents registers, records etc. in the areas of production, maintenance, quality control and other materials in the factory are properly maintained. He shall also do necessary analysis and interpretation of the data in the registers/ records etc. to form basis for review of performance and results and for taking decisions thereon.
- (7) The Manager shall hold periodical meetings of the personnel of various sections such as production and quality control etc. to review the process control production performance, raw material consumption etc. and to take necessary decisions thereon, with an objective to ensure maximum productivity quality control and required consumption or raw materials, chemicals etc. This process is to be done at least month wise and details to be communicated to the MD. Manager shall also review the production on a day-to-day and shift basis and motivate guide and control the concerned personnel in taking necessary action from the point of fulfillment of targets.
- (8) The Manager shall be responsible for the implementation of provisions of various enactments, submission of returns to the concerned departments under such enactments to the extent applicable to the factory.
- (9) The Manager shall be responsible for the maintenance of general discipline in the factory for which he shall take appropriate action in respect of the employees subject to the provisions of the concerned standing orders and subject to the directions of the MD if any in this regard.
- (10) The Factory Manager shall arrange to deploy the shift supervisors and workers suitably so that factory will run smoothly.
- (11) The Manager shall ensure proper maintenance and utilization of the vehicles and other equipments in the factory.

- (12) The Manager shall conduct periodical review of stock position of stores in the factory and ensure the required stock of stores so that all activities in the factory are carried out smoothly.
- (13) The Manager shall be responsible for ensuring maximum recovery of rubber from the field latex received in the factory. The ultimate responsibility of meeting the specification of the finished products also vests with the Manager.
- (14) The Manager shall be responsible for the proper up keeping of the plant and machineries and other Company properties in the factory.
- (15) The Manager shall arrange to receive all goods meant for the factory. The Manager is also responsible for the dispatch of materials, products etc. as per schedule and in the proper order unless otherwise specified observing required formalities. In the receipt and dispatch of goods, the Manager shall arrange to have the required documents maintained properly. In respect of the items to be received for the factory for which quality checking is necessary, the Manager shall arrange to conduct such checking is necessary, the Manager shall arrange to conduct such checkings by concerned personnel. Necessary gate pass for sending out materials from the factory shall be issued by the Manager or other officers authorized by him for this purpose.
- (16) The Manager shall render timely information to the MD to take appropriate action for the sale of products such as crumb rubber, skim rubber, scrap rubber, sludge etc.
- (17) The manager shall exercise diligently the powers delegated to him and also incur necessary expenditure subject to budget provisions for the discharge of his duties and responsibilities. Whenever any expenditure exceeds the budget provisions, the Manager shall obtain necessary sanction from MD for such expenditure.
- (18) Factory Manager will also carryout such other instructions issued by the Managing Director from time to time.

(B) POWERS OF FACTORY MANAGER

As provided for the Estate Managers in Para 5 B above.

7. DEPUTY MANAGER – Sales Department

DUTIES AND RESPONSIBILITIES

- (1) He shall be responsible for the sales of all products of the Company and for arranging price fixation in accordance with the rules and procedure laid down by the Company for the purpose.

- (2) He shall be responsible to ensure that adequate number of agents have been appointed for sale of latex as per the procedure laid down in this regard by the Company.
- (3) He shall be responsible for the disposal of unserviceable items in the various units of the Company.
- (4) He shall be responsible for maintaining proper accounts and records for sales.
- (5) He shall arrange for the dispatch of processed rubbers from the various units to godowns and for the sale there from to the approved customers at the approved terms and rates.
- (6) He shall be responsible for the timely release of tender advertisement for the sale of raw rubber.
- (7) He shall be responsible for taking steps to receive payments for all the sales affected.
- (8) He shall be responsible for remittance of sales tax in time.
- (9) He shall contact the customers regularly to know their difficulties and to arrange sales without delay.
- (10) He shall reply to enquiries from the customers and take steps to settle their claims if any.
- (11) He shall study the market trends and put up proposals for price fixation.
- (12) He shall visit the processing units periodically in order to ascertain the quality and quantity of various products.
- (13) Any other duties assigned to him by the Managing Director from time to time.

8. DEPUTY MANAGER - CO-ORDINATION DEPARTMENT

DUTIES AND RESPONSIBILITIES

- (1) He shall be responsible for keeping a close watch of the day today production and processing of rubber in the estates and monitor the same with respect to targets. Details of production should be brought to the notice of the MD regularly.
- (2) He will Co-ordinate various activities in the estates & factory, which include transportation of latex, scrap etc.
- (3) He promptly reports stock of ammoniated latex, scrap, PLC crumb and crepe etc. on a weekly basis for taking follow up action to sales section.
- (4) He will be responsible for obtaining replies of outstanding audit paras from sub-offices promptly and put up the same for preparing final replies to Accountant General, Internal Auditors and Statutory Auditors as the case may be.

- (5) The Deputy Manager (Cord) is responsible for acquisition of enclosures both in Ayiranallur and Kulathupuzha Estates and vigorously pursues the progress of the same by periodical reporting to MD.
- (6) He will attend works in connection with diversification plans of the company.
- (7) He will extend necessary support/assistance to the Company Secretary in respect of the implementation of the Replanting Project of the Company. He will also co-ordinate matters connected with the cashew plantation and medicinal plants projects of the Company.
- (8) Maintenance and upkeep of HO building including cleaning and gardening etc. in the premises.
- (9) Deployment of vehicles in the H.O for official purposes.
- (10) Maintenance of all vehicles in the Company.
- (11) Maintenance of office equipment such as Computer, Photo copier, Telephone, Air Conditioner and Generators etc. in the HO and estates and factories.
- (12) Upkeep of Library in the Head Office.
- (13) Any other matters assigned to him from time to time by the MD.

9. THE DEPUTY MANAGER - PURCHASE DEPARTMENT

DUTIES AND RESPONSIBILITIES

- (1) Dy. Manager (Purchase) will be the head of Purchase Dept. and will be in charge of purchase functions of the Company and shall do so under the relevant rules and procedure prescribed.
- (2) He shall attend to purchase of all material including those of various units and engineering wing in accordance with the purchase formalities laid down by the Company from time to time. However, crèche and hospital food items will be attended by the respective managers.
- (3) He shall be responsible for the stock of stores of all materials required for various units of the company including medicines in Estate hospital.
- (4) He shall also be responsible for the purchase of plant and machinery and repairs and maintenance of the same exceeding Rs.1000/-. However breakdown maintenance if any will be attended by the manager/factory manager under intimation to Dy. Manager (Purchase).
- (5) The timely supply of all consumable materials to various units will be the responsibility of Dy. Manager (Purchase).
- (6) He shall be in charge of all export/import matters.

- (7) He shall conduct periodic check up of stocks in the main stores and divisional stores of various units of the Company.
- (8) He shall be responsible for maintaining proper accounts and records of purchase function in the Company.
- (9) He will be arranging for the printing and stationery required for the Company.
- (10) He will be also responsible for the purchase of furniture and office equipments and other capital items.
- (11) Purchase of books, periodicals, dailies required for the library.
- (12) All purchase connected with welfare activities in estates and head office.
- (13) Complimentary advertisements in head office.
- (14) Publication of pamphlets, souvenirs etc. and arranging press conference in order to highlight the general performance of the Company.
- (15) He will be the convener of the purchase committee for the purchase of various items in the Company.
- (16) Any other work assigned to him from time to time by the MD.

10. DY. MANAGER (ESTATE)

FUNCTIONS, DUTIES AND RESPONSIBILITIES

The Dy.Manager shall work in such a way that he renders sufficient assistance to the Manager who has overall responsibilities in all the affairs and activities and management of the estate. Therefore the Deputy manager have to carryout all the instructions issued by the Manager from time to time in connection with the affairs in the company. Besides this the Dy.Manager will have the following duties and responsibilities.

- (1) The Dy.Manager shall be responsible for the timely preparation, completion and maintenance of all records and registers at the units under his control.
- (2) The Dy.Manager shall attend mustering works in the morning and in the afternoon at least one place every day at random.
- (3) The Dy.Manager shall carryout random checking of crop weighment in few of the collecting stations every day.
- (4) The Dy.Manager shall check the muster roll with the actual number of workers in the field at least twice in a week at random.
- (5) The Dy.Manager shall conduct periodic surprise checks at night on the workers on watching duty and on the security personnel.
- (6) The Dy.Manager shall scrutinize all daily production statements; analyze the data to assess the variations if any in production and the position reported to the Manager.

- (7) The Dy.Manager shall revive the plantation Journals and maintain the same up to date incorporating the required information thereon so that the journal could be used for analysis of various aspects for the benefit of the Company.
- (8) The Dy.Manager shall be responsible for the planning, coordination and implementation of all the agricultural operations and treatment against pests and disease in the estates and also for the deployment of labour between the units as per requirements.
- (9) The Dy.Manager shall be in charge of the central store in the estate. He shall ensure that all necessary documents, registers, records etc. in the central store are maintained properly and receipt/issue of all goods are done observing required rules and procedures. He shall check and verify stores under his units at least once in a month.
- (10) The Dy.Manager shall evaluate the performance of workers, especially the tappers to the extent possible with a view to asses their performance and for identifying good performers and also the factors that hinder to their optimum performance and to suggest measures to improve their skills motivations etc. He shall furnish his report in this regard to the manager at least on a half yearly basis.
- (11) The Dy.Manager shall also analyze the absenteeism of workers and initiate action against habitual absentees at least on a yearly basis subject to the directions of the Manager and observing relevant rules and provisions of the certified standing orders in the Company. He shall also take appropriate action against the under performers among workers subject to the instructions of the Manager.
- (12) The Dy.Manager shall take appropriate action for the classification of fields wherever required, enumeration of trees and also rearrangement of tasks and furnish reports thereon to the Manager for appropriate action.
- (13) The Dy.Manager shall ensure that the stock of manure, ammonia and other chemicals to be used in the estate are available as per requirement and in the appropriate time and will arrange for the proper distribution of the same at the required units/places so that the activities in the estates are carried out timely and smoothly.
- (14) The Dy.Manager shall be in charge of all the vehicles in the estate except those vehicles, which are allotted to individual officers in respect of its overall up keeping, maintenance, deployment etc. subject to the directions of the Manager.
- (15) The Dy.Manager shall collect data regarding yield pattern/performance of trees, diseases affecting the trees and other special phenomena observed if any in the estate on coupe/unit wise on a regular basis and recorded the same so as to keep a data register in such matters for subsequent analysis/review. He shall also have required analysis on the data so recorded and make periodical

- reports on such matters to the management for information and necessary action.
- (16) The Dy.Manager shall be in charge of the replanting work in the estate, for which he shall collect necessary details and develop a plan of action. The Dy.Manager shall also suggest about the tapping system to be adopted in the areas where replanting work is to be commenced, about programmes by which availability of labour for such operations could be ensured etc. The plan of action shall be prepared in consultation with all concerned.
- (17) The Dy.Manager shall ensure the transportation of crops on day-to-day basis from the estate to the factory; verify the quantities of crops so transported from the estate and that received in the factory for reconciliation. He shall also submit a statement of reconciliation in this regard in respect of the previous month on or before the third working day in the succeeding month.
- The Dy.Manager shall attend any other item of work allotted to him from time to time by the Management.

11. RUBBER TECHNOLOGIST

FUNCTIONS, DUTIES AND RESPONSIBILITIES

(A) Quality Management Functions:

- (1) The RT shall be responsible for ensuring quality specifications for the various products in the Company apart from ensuring maximum efficiency for recovery of rubber from the field latex.
- (2) The RT shall be responsible for rendering technical suggestions/advice for production process, stage wise testing to ensure quality of finished products and trouble shoot services as a necessary adjunct to production.
- (3) The RT shall attend timely the problems needing investigative studies brought forward by production/estate personnel, which are connected with quality aspects of the Company 's products, subject to the direction of the Manager.
- (4) The RT shall be responsible for carrying out analysis of raw materials, chemicals etc. used in the production processes and provide technical advice on raw material/ chemical selection and procurement.
- (5) The RT shall be responsible for carrying out required analysis of various forms of rubber produced in the Company for the purpose of its gradation, DRC fixation etc. and to preserve the samples, details of analysis etc. for a required period as specified by the Company.

- (6) The RT shall conduct basic research work for developing production/process-know-how to produce products conforming to various quality specifications with the available means and without any set back to productivity.
- (7) The RT shall keep abreast of latest developments in rubber processing technology and incorporate such technologies, which are suitable and advantageous for the Company, subject to the concurrence of the management.
- (8) The RT shall deploy and assign jobs to quality control personnel for necessary quality checkings/analysis at required intervals so as to ensure the quality of the products at the required level.

(B) General functions:

- (1) The RT shall assist the Manager in the day to day running of the Factory especially in the areas of production.
- (2) The RT shall be in charge of barrels, processing chemicals etc. in the Factory. The RT will also arrange documentation in respect of receipt, reconditioning, use etc. of the barrels.
- (3) The RT shall arrange to receive materials connected with processing such as NH₃ barrels and chemical produced for the Factory, take such materials in stock subject to checking of its specification and quality as per direction in this regard and then issue the same to the required sections/ depots through proper documents and observing required procedure.
- (4) The RT shall be responsible for the distribution of NH₃ and other chemicals to the estates as per requirement and for periodical checkings of its consumption in the factory and field with a view to ensure its scheduled use and correct method of application.
- (5) The RT will periodically review the stock position of barrels, chemicals etc. and will inform the factory manager about the same to facilitate purchase of the items at the appropriate time.
- (6) The RT will arrange to get month wise statements regarding the receipt of fields latex/scrap, production or various items in the factory, dispatches of the products from the factory stock position of the various items and will submit the same to the factory manager.
- (7) The RT will arrange to see that dispatches of cenex barrels are made in the serial order as per the serial number of the barrels and subject to the directions of the Manager if any in this regard.

The RT shall execute any other work entrusted by the competent authority from time to time.

12. SENIOR ACCOUNTANT / SENIOR OFFICE SUPERINTENDENT

DUTIES AND RESPONSIBILITIES

(A) In Personnel Department:

Subject to the control and directions of the Manager (P & A), he shall carry out the following:

- (1) He shall scrutinise medical reimbursement claims/Provident Fund returns and claims/Housing and vehicle loans, and ensure timely submission of necessary returns and upkeep registers relating to the above. He may also forward M.R. claims upto Rs.2500/- directly to the passing authority after scrutiny with specific recommendation.
- (2) He shall ensure that the leaves of all staff and officers in the H.O are posted /regularized and same Consolidated every month before the salary bills are forwarded for recommending to pass the bill by the concerned authority.
- (3) He shall ensure upkeep of necessary records / registers relating to furniture, utensils in H.O and library books with details of distribution of dailies, periodicals etc.
- (4) He will be in charge of receipt and despatch of tapals, its proper and timely movement to concerned officers/ places. The tapals may be opened by him (except ones in the name cover of MD) and put up to MD through Manager (P & A) after maintaining records relating to registered / important tapals. The tapals addressed to MD by name shall be put up to MD unopened.
- (5) He will be in charge of record room in H.O. He shall arrange to keep and maintain the files/ registers/records etc. now available in the record room and those that may be transferred to the record room thereafter in such a way so that the records will be retrievable as and when necessary.

(B) In Finance & Accounts Department:

Subject to the control & direction of the Finance Manager he shall carry out the following:

- (1) He shall supervise the timely preparation of trial balances of accounts of the Company and reconciliation of bank balances.
- (2) He shall make periodical inspection of cash balance to check whether cash balance exceeds the prescribed limit and verify cashbook weekly/ periodically with the vouchers in the Head Office and report the position thereon to the Finance Manager.
- (3) He shall assist the Finance Manager for preparation of Annual Budget of the Company.
- (4) He shall assist the Finance Manager for the preparation of Final Accounts of the Company.

- (5) He shall ensure the timely remittance of Income tax and Sales tax recovered from various contractors and persons in the Company and also attend all matters connected with plantation tax of the Company.
- (6) He shall attend all matters relating to insurance of Company vehicles, buildings, machinery, stock in trade etc.
- (7) He shall also prepare monthly expenditure and revenue statement headwise and consolidate it and submit the same to the MD through FM.
- (8) He shall have powers to pass cash vouchers upto Rs. 2500/- for which administrative sanction has already been obtained.

(C) General:

Any other duties assigned to him by the competent authorities from time to time and the delegated authority will be reviewed as and when necessary after evaluation of the performance of the incumbent.

13. WELFARE OFFICER

- (1) He will establish contacts and hold consultation with a view to maintain harmonious relations between the employer and the workers.
- (2) He will bring to the notice of the employer the grievances of workers, individuals as well as collective with a view to securing their expeditious redressal and to act as a liaison officer between the employer and the workers.
- (3) He will study from the point of view of labour in order to help the employer to formulate labour policies of the plantation and to interpret their policies to the workers in a language they can understand and comprehend.
- (4) He will watch industrial relation with a view to using his influence in the event of dispute arising between the employer and workers and to help them to bring about a settlement by persuasive methods and to watch the working of collective agreements, if any and the enforcement of industrial awards.
- (5) He will advise the employer on statutory and other obligation concerning the application of the provisions of various labour acts and rules made there under as well as other relevant laws connected to the workers in the plantations.
- (6) He will promote relations between the employer and workers so as to bring about efficiency in production as well as amelioration in the working conditions and to help workers to adjust and adapt themselves to the working environments.

- (7) He will advise the employer in the matter of making provisions for amenities such as canteens, recreational facilities, social centers, crèches, drinking water, food stuffs, housing, sanitation and medical facilities sickness benefits, gratuity and education of workers, children etc. and on individuals personnel problems.
- (8) He will help the employer in regulating the grant of leave with and other leave privileges and to guide the workers in the matter of submission of application for grant of leave and for regulating authorized absence.
- (9) He will encourage the formation of work and joint production committees, co-operative societies and welfare committees and supervise their work.
- (10) He will study absenteeism and labour turnover and to suggest measures to be adopted for their prevention. He will suggest measures, which will serve to raise the standard of living of workers and in general to promote their well being.
- (11) He will deal with wages and employment matters by joint consultation on with the employees and workers respective bodies.
- (12) He will see that all registers/forms as required by statutory provisions are maintained in the estate office and other office of the Company and that the relative returns are submitted to the appropriate authorities in time.
- (13) He will look after the proper implementation of the various welfare measures provided by the Company in the estates and give suggestions for improvement, wherever found necessary.
- (14) He will perform any other duty connected with the welfare of the workers or other labour matters assigned by the management from time to time.

14. CONSTRUCTION ENGINEER GR.I – ENGINEERING WING

FUNCTIONS, DUTIES AND RESPONSIBILITIES

- (1) The Construction Engineer shall be responsible for planning design and site supervision of all civil/electrical/ structural works undertaken by the company as per sanction of the Managing Director and shall take appropriate timely action in the matter subject to the concurrence of the Managing Director or other officials authorized in this regard.
- (2) The Construction Engineer shall prepare detailed area/building layout plans of the civil works, which are communicated, to him. He shall also prepare detailed engineering design for the civil engineering works, including building, foundation, basement,

- support columns, sanitary and drinking water facilities etc. While preparing plans /designs he shall also take into account of the possible future expansions thereon in addition to the facilities required to be given forthwith. Every plan/design shall be got approved by the Managing Director before taking further action thereon.
- (3) The Construction Engineer shall render necessary technical guidance at the appropriate time to the Managing Director of the Company in respect of all the engineering works undertaken by the Company and other related works, which are entrusted to him.
 - (4) The Construction Engineer shall prepare detailed cost estimate based on the rates applicable as per current PWD schedule in respect of the engineering works to be carried out in the Company. He shall also take necessary action for obtaining required sanction/certificates from govt./statutory agencies in respect of the proposed engineering work/ construction at the appropriate time.
 - (5) The Construction Engineer shall be responsible for the preparation of necessary tender documents, invitation of bids on behalf of the Company for civil engineering construction, scrutiny and comparison of the bids received and submission of tabulated position thereon to the Company along with his recommendations for selection and acceptance of the bids.
 - (6) The Construction Engineer shall take necessary action for advance planning for procurement of construction materials which are to be departmentally supplied by the Company for the works, like cement, AC sheets etc. for this purpose he shall collect required details from other departments of the Company and proposals for procurement of the materials duly sanctioned by the Managing Director shall be forwarded to the purchase Dept. for their further action.
 - (7) The Construction Engineer shall be responsible for the allotment of materials which are being procured as mentioned in 6th above, and stored in the approved stocking points like central stores of the estate, warehousing corporation etc. as the case may be, to concerned contractors/other officials of the Company on proper receipts for the execution of various scheduled works after assessing required/and progress of the work from time to time.
 - (8) The Construction Engineer shall ensure the quality of works, which are assigned to him, and forward the bills of the contractors duly verified and certified for payment to the Company. The measurements of the works shall be ascertained and recorded in the measurement books maintained for this purpose following PWD norms.

- (9) The Construction Engineer will be responsible for drawing up plans for the maintenance of the existing buildings, roads, drains etc. and for arranging the maintenance work following approved tendered procedures or undertaking the same departmentally as per the directions of the Managing Director. The preparation of proper estimate for the required repairs and maintenance inviting tenders, evaluation of bids, making recommendations for awarding or works to contractors etc. also constitutes the duties of the Construction Engineer.
- (10) The Construction Engineer shall also report the essentiality of extra items, which are not included in the original work and reasonable rates recommended for execution of the same subject to the sanction of the Managing Director.
- (11) The Construction Engineer shall watch the progress as well as quality of various works under taken in the Company and shall furnish periodical reports to the Managing Director. He shall also recommend part bills if necessary subject to satisfaction of the progress of the work after recording measurement in the measurement book.
- (12) The Construction Engineer will report promptly the details of departmental materials issued to each contractor and the amount to be recovered if any from the contractors while effecting payments. He will also watch and report the non-utilization of departmental material for execution of work and also the lapses on the part of the contractor in this regard.
- (13) The Construction Engineer shall also carryout any other work assigned to him commensurate with his qualification, competence etc. by the Managing Director.
- (14) For the time being the Construction Engineer will report to the Managing Director of the Company.

15. CONSTRUCTION ENGINEER GR.II – ENGINEERING WING

FUNCTIONS, DUTIES AND RESPONSIBILITIES

The Construction Engineer Gr. II shall work in such a way that he will render sufficient assistance to the Construction Engineer Gr. I, who has overall responsibilities in all the affairs and activities of the Engineering Wing of the Company. The specific function, duties and responsibilities assigned to the post of construction Engineer Gr. II are the following:

- (1) Setting out of works and checking the same to see that the works are carried out according to approved plan.
- (2) Quality control of works, which includes quality of materials used for construction. He shall be present during construction of important works such as R.C.C works.
- (3) Forecasting and reporting the requirement of materials for works sufficiently early so that it could be arranged/supplied in time.
- (4) Taking and recording measurements at the appropriate time, and assisting in check measurements. Steel reinforcement shall be recorded and got check measured before the commencement of concreting.
- (5) Scrutinizing contractor's bill and recording accounts of materials issued for the works.
- (6) Ensuring that all conditions of contract are properly observed by the contractors while executing the work.
- (7) Keeping close watch of works, its progress and necessary steps for efficient performance. A strict watch on the consumption of materials supplied/issued to contractors shall also be ensured.
- (8) The upkeep and maintenance of structures under his charge.
- (9) Survey and Investigation, collection of all field data necessary for construction of new works or alternation and addition to existing works or maintenance of existing structures in his jurisdiction.
- (10) Supervision and control on the work of the subordinate staff.
- (11) Keeping on safe custody of materials and scientific instruments entrusted to him and rendering proper account of cash (as per company rules).
- (12) Arrange urgent necessary action in case of an emergency to protect life and company property.
- (13) Furnishing information required by the Company in respect of the Engineering Wing in the Company.
- (14) Conducting on the spot inquiries and submitting reports on matters referred to him by the superior officers.
- (15) Preparation of valuation report of buildings, structures etc. in the Company as and when required by the Company.
- (16) Reporting to higher authorities the availability of surplus articles in the Engineering Works so that step could be taken for its disposal.
- (17) Ensuring the accuracy of measuring instruments like weighing balances, tapes, leveling instruments etc. by frequent checks and adjustments.
- (18) All M. Books issued shall be kept under safe custody and a movement register shall be maintained for watching the movement of the M. Books.
- (19) Attending any other works assigned to him commensurate with his qualification, experience etc.

16. ASSISTANT MANAGER

DUTIES AND RESPONSIBILITIES

- (1) He will ensure that tapping Supervisor and field Supervisor attend the mustering assigned to them and complete them before the appointed time.
- (2) He must attend at least one tapping muster and one general muster every day and should attest in the registers prescribed.
- (3) He will be responsible for all the works in the unit under his charge.
- (4) He must see that the workers wages and benefits are disbursed in time.
- (5) He shall prepare leave with wages and sickness benefit to the workers.
- (6) He shall maintain plantation journal giving all relevant data.
- (7) He will submit the work abstract to the Manager's office on 10th day of the succeeding month.
- (8) He shall intimate the Manager the details or purchases to be made sufficiently in advance i.e. one month.
- (9) He will ensure that all the registers prescribed are maintained up to date. The certificate furnished by the subordinate in this regard should be verified.
- (10) Weekly diary should be submitted to Manager's office on every Tuesday. A certificate should be furnished that the register pertaining to his unit is posted up to date.
- (11) He shall be responsible to any loss to and damage of the Company property under his charge.
- (12) The despatch of latex, scrap and any other items from his unit should be done under the personal supervision of Assistant Manager.
- (13) Samples of latex and scrap dispatched should be taken under the personal supervision of Assistant Manager.
- (14) He is responsible for enforcement of discipline in the work spot, labour colonies and all other places, as the case may be and protection of Estate from all possible injuries.
- (15) He should attend the work assigned to him in the event of any crisis or emergency to protect Company's interest and Company properties strictly in accordance with the direction of the superior officers.
- (16) He will have to organize and ensure effective functioning of the protection squad to safeguard the interest of the Company.

16. ASSISTANT ENGINEER (ELECTRICAL) - FACTORY

Subject to the control of the Manager, L.C.Factory the Asst. Engineer (Elec) of the Company will have the following functions, duties and responsibilities.

- (1) Asst. Manager (Elec) is in charge of the complete electrical installations of the factories i.e. LC Factory, CR Factory and RS Factory.
- (2) Asst. Manager (Elec) has to take necessary steps for the smooth running of the electrical machineries for which maintenance is to be planned and executed. As has to see that the power supply is provided to all the required machineries. He has to maintain the following system for its smooth operations.
 1. 11 KV substations with 500 KV transformers and its allied switchgears and structures.
 2. All switch gears, control panels like MSB, different SSB, different DB, motor starters, isolators and motors etc.
 3. All the power and light networks.
 4. Installation of captive power plants consisting of 320 KVA, DG set and 62.5 KVA Dg sets, its control panels etc.
 5. Electrical and electronic equipments in the laboratory.
 6. Electronic weighing balance in crumb rubber factory and electronic weighbridge in the factory.
 7. Any other electrical/electronic equipments that will be added in future.
- (3) Asst. Manager (Elec) should advise the factory management about the requirements and limitations of the electrical networks so that timely action can be taken to ensure a trouble free electrical networks in the Company.
- (4) Asst. Manager (Elec) should collect and update the details, norms, rules and regulations of KSEB and Kerala Electrical Inspectorate that are relevant for the functioning of the Company and specifically for the factory. He should take necessary steps to meet and comply the statutory requirements of KSEB and Electrical Inspectorate.
- (5) Asst. Manager (Elec) should co-ordinate with the local KSEB authorities to minimize the HT power interruption and to retain the HT power as quickly as possible in case of KSEB power failure of factory.
- (6) Asst. Manager (Elec) should arrange the repair and maintenance of DG Sets with authorized service groups timely and to advise the Factory Management about its annual Maintenance contract for taking further actions in this regard. He has to submit the purchase indent for spares of DG sets sufficiently in advance so that the DG sets can be operated without down time. Log book, service book and other required documents should be maintained properly.

- (7) Asst. Manager (Elec) should advise for the remittance of the monthly invoices of KSEB after verification. He has to submit the verified and certified invoice timely for effecting payment KSEB.
- (8) Asst. Manager (Elec) should properly and scientifically assess the requirements of different electrical spares for the factory including annual requirements and raise indents for the same at the right time so that system will not idle for want of spares.
- (9) Asst. Manager (Elec) should follow the maintenance schedule of ISO Manual and all the ISO related documents should be updated and maintained properly. He should produce relevant documents for auditing, whenever called for.
- (10) Asst. Manager (Elec) should plan the shifts and duties of his assistants (electricians and electrical helpers) effectively and efficiently so that no interruption will occur to the production.
- (11) Asst. Manager (Elec) should monitor, follow up and execute the energy auditing required by the Electrical Inspectorate and arrange to submit the report to the Electrical Inspectorate. He has to submit report for implementing any steps in this regard in factory.
- (12) Asst. Manager (Elec) is in charge of the electrical net works and electrical equipments in the factory canteen also. He has to maintain them properly.
- (13) Asst. Manager (Elec) is in charge of the complete electrical installations in the IJ colony i.e. the overhead line network from the factory PCC to different quarters wiring and electrical network in each quarters, dormitory, crèche unit office etc. Since the power supply to quarters and other buildings of the above colony is fed from the factory substation, he has to take steps to maintain the system as per the requirement of the KSEB, Electrical Inspectorate and the relevant rules.
- (14) Asst. Manager (Elec) has to prepare the estimate, supervise the work, record the measurement book, scrutinize and certify the contractor's bill as and when requested by the engineering wing/ Construction Engineer of the Company through the Factory Manager.

**17. STORES SUPERVISORS
DUTIES AND RESPONSIBILITIES**

(I) GENERAL:

- (a) The stores supervisor will be responsible for activities connected with all store transactions, maintaining store records, keeping of the store items etc. in the store under his charge.
- (b) The store supervisor will ensure that store item supplied is as per the specifications mentioned in the purchase order.

- (c) The stores supervisor will be responsible for arranging the loading and unloading of store items. There shall be proper store receipts for every items being received in the store and proper authorizations in the form of store indent/issue note for issuing every item from the store.
- (d) The stores supervisor will ensure the quality and quantity of the materials supplied when the receipt of the materials are acknowledged. To ensure the quality of materials the supervisor may seek the assistance of the concerned technical personnel available in the Company, if necessary. All store receipt notes after making proper entry should be submitted to the office with relevant documents for further action.
- (e) The stores supervisor shall arrange to keep the store items in the store in the space provided for each items in such a way so that the items can be counted and verified with the stock register easily.
- (f) The stores supervisor shall take appropriate action and arrange to keep the store items so that the items are protected from deterioration by attack of insects, pests, other natural forces, etc. in the case of perishable items, the storage life if any, and the duration for which the items can be stored without deterioration to be ascertained and details reported to superiors sufficiently early to take suitable action.
- (g) The stores supervisor is responsible to keep records of damaged materials, unserviceable items etc. and to inform Estate Office or Factory Office to initiate action for the disposal of the same.
- (h) The stores supervisor is responsible for making arrangements to take samples of materials supplied /stored for testing it in the concerned labs/agencies and to make necessary arrangements for getting the samples tested.
- (i) The stores supervisor shall anticipates the store requirements and prepare indents to be forwarded to the Estate/Factory Office.
- (j) The stores Supervisor shall be responsible for the quantity and quality of materials received in the stores.

(II) CENTRAL STORE IN THE ESTATE

- (a) The store Supervisor will report to Dy. Manager (Estate)
- (b) The stores Supervisor will be responsible for the supervision and proper deployment of workers engaged as per requirement for various works in the store.
- (c) The stores Supervisor will assist the Dy. Manager (Estate) for the reconciliation of the unit stores with central store.
- (d) The stores Supervisor will be responsible for making indents for ammonia and chemicals to the factory through estate office and for its distribution at units as per requirements.

- (e) The stores Supervisor will assist the Dy. Manager (Estate) in arranging /providing the vehicles in the estate.
- (f) The stores Supervisor will assist the officers in conducting the aerial spraying work in the estate.
- (g) The sores Supervisor will carryout any other work assigned to him by the competent authorities.

(III) RAW MATERIAL STORE IN THE FACTORY

- (a) The Stores Supervisor in charge of the raw material store in the factory will report to the Rubber Technologist.
- (b) The Stores Supervisor will be responsible for maintaining minimum level of stock for various items like barrels, spares (Mech, electrical, plumbing) consumable chemicals, lubricants, fuel, stationery etc.
- (c) The Stores Supervisor will be responsible for complete accounting of the raw materials like incoming latex, scrap rubber, etc. .So also he shall maintain up to date records like crop register, wet latex register, incoming latex register, scrap rubber registers etc. and all other stock registers for mechanical, electrical, plumbing, chemical and other general items like empty barrels, ammonia, diesel lubricants, generator spares, stationery etc.
- (d) The Store Supervisor shall carry out the directions issued in the Company circular No.RPL/A/6319/92/3333 dated 31.07.92 in the case of receipts accounting and checking of empty barrels.
- (e) The Stores Supervisor shall arrange to stock separately the barrels meant for reconditioning and proper accounts maintained for the issue of the same under proper receipt to concerned contractors.
- (f) The Stores Supervisor arrange to get in consultation with the shift in charge required workers for checking empty barrels and for other works in the store and will be responsible for their proper utilization.
- (g) The Stores Supervisor will make arrangements to keep all rejected materials separately and to remove such items by the concerned parties. So also all unserviceable items should be noted in the concerned register folio wise and periodical list submitted to superior for further action.
- (h) The Stores Supervisor will also carryout any other duties assigned to him by the competent authorities.

(IV) FINISHED GOODS STORES IN THE FACTORY

- (a) The stores Supervisor in charge of the finished goods store in the factory will report to the Rubber Technologist.
- (b) The stores Supervisor will be in charge of all finished goods and despatchable goods in the factory. He shall take in to stock all packed items such as cenex, crumb etc. and stock register for the same maintained properly and up to date.

- (c) The stores Supervisor will prepare all sales documents in respect of the despatchable items. He shall arrange to despatch the items in the order of first cum first out basis.
- (d) The stores Supervisor will arrange to get required workers for loading of items in consultation with the shift in charge in the factory and will be responsible for their proper utilization.
- (e) The stores Supervisor shall verify the barrels during the course of its loading and if any leaky barrels are found arrangements to be made to repack with new barrels and the leaky barrels to be returned to the raw material store under proper receipt.
- (f) The stores Supervisor shall also carry out any other duties assigned to him by competent authorities.

**17. SUPERVISOR (FACTORY)
FUNCTIONS, DUTIES AND RESPONSIBILITIES**

- (1) The supervisor in charge of a shift shall be responsible for the entire activities in respect of production as per schedule, process control as per the instructions of the quality control dept. proper deployment and utilization of labour as per schedule and requirement, proper up keeping of plant, machinery and Company properties etc. in the sections/shops/factory in his charge during the shift time. If there is only one supervisor in one of the shifts, he shall be responsible for the entire activities mentioned above in respect of the factory during that shift time.
- (2) The supervisor shall attend immediately to any break down/fault to any of the machineries, water pumps, other systems etc. in the factory, which will affect the production in his shift and will arrange to carryout necessary repairs and maintenance forthwith. If necessary the details of such breakdown/faults shall be brought to the notice of the concerned foreman for immediate repair/maintenance.
- (3) The supervisor shall before leaving on expiry of the scheduled shift time ensure that the machines are in good working order and the plant and working area clean. He shall also bring to the notice of the supervisor in charge of the next shift the details of the breakdown/fault of any of the machineries/system in the factory, which remain to be rectified at the end of the shift under his charge. So also when a supervisor takes charge of a shift, he shall examine the machineries/ system in the shops/areas under his charge and faults/breakdown etc. found therein if any shall be recorded and reported to the concerned persons including the Factory Manager.
- (4) The supervisor in charge of a shift shall see that the machines in the factory are run at the maximum efficiency to attain maximum

- production, for which he shall arrange to carryout required operations as per schedule deploying and utilizing the workers in a maximum efficient manner. He shall also take necessary steps to ensure maximum recovery of rubber and to avoid wastage in processing.
- (5) The supervisor shall carryout the instructions of the quality control dept. to ensure the quality specifications of the products.
 - (6) The Supervisor shall maintain all necessary records like machine logbook, shift register, attendance register for workers, cenex packing register, shift report and other records as per the instructions from the Manager.
 - (7) The Supervisor shall furnish the details such as attendance of workers, production etc. in the concerned shift to the Manager immediately after the shift.
 - (8) The Supervisor in charge of the general shift shall be responsible for arranging the loading and unloading work by properly engaging the workers. He shall also be responsible for arranging to carryout other general works including cleaning of the premises of the factory. He shall furnish forthwith the details of the loading and unloading carried out to the concerned person/officers who is responsible for the stock of such materials loaded/unloaded as per the directions of the Manager.
 - (9) The Supervisor shall record properly in the concerned register the details of field latex and scrap received from the estates during their shift and submits the same to the concerned officer as per the directions of the Manager.
 - (10) The Supervisor in charge of the general shift shall prepare the weekly shift duty schedule of the workers in the factory and exhibit the same in the factory after obtaining necessary approval from the Manager. Such shift notice for a week shall be put up in the notice board on the last but next working day of the proceeding week.
 - (11) The supervisor in charge of the general shift shall maintain the required register in respect of the diesel consumption from petrol bunk in the factory, unserviceable articles etc. as per the directions of the Manager.
 - (12) The Supervisor shall maintain proper vigilance for the protecti0n of Company properties and to ensure required discipline among the workers while they are in the factory. Any untoward incidents acts of indiscipline among workers shall be reported to superiors forthwith.
 - (13) The Supervisor shall execute any other work entrusted by the competent authority from time to time.

18. FIELD SUPERVISOR

DUTIES AND RESPONSIBILITIES

In general the Field Supervisor is in charge of 100 hectares of plantation. His duties and responsibilities are enumerated below:

- (1) He must attend general work muster and attest in the register (Register shown under AFS general duty) (Responsibility No. 2)
- (2) He will supervise the general works in the coupe/coupes under his charge.
- (3) He will be responsible for 1.2 % ammoniation in all the barrels filled with latex wherever such barrels are in his charge.
- (4) He will take steps sufficiently in advance to get required quantity of ammonia.
- (5) He will ensure that sufficient quantity of ammonia is available in his coupe for supply for cup ammoniation.
- (6) He must ensure efficiency of the functioning of the protection squad drawn up for prevention of pilferage of scrap, latex, pueraria seeds, rubber seeds, manure chemical etc. prevention of cattle damage and for protection of Company property.
- (7) He is responsible for the dispatch of normal latex to the purchaser.
- (8) Samples of dispatch should be taken in his presence and he will ensure that samples are received in Manager's office on the date of dispatch.
- (9) He must see that the disease treatment register for the area under his charge is posted up to date.
- (10) He must help Assistant Manager for disbursement of cash.
- (11) He must furnish particulars to the Assistant Manager for enabling him to post the Divisional Crop Book and yield register and testify to that extent in his diary.
- (12) He is responsible for the arrangement of panel treatment on all the trees tapped in the area under his charge. He must maintain a register in the form shown below.

REHABILITATION PLANTATIONS LTD; PUNALUR			
Unit.....		Estate
Coupe.....			
Date	No of workers	Task Nos. treated	Round

- (13) He must see that the rain guarding work is completed satisfactorily before the onset of monsoon. He must maintain a register as shown below:

REHABILITATION PLANTATIONS LTD; PUNALUR
Rainguarding Register

Unit.....

Estate.....

Sl. No.	Name of tappers	No of trees		Date of commencement	Date of completion	Signature of FS/AM
		A - side	B - Side			

- (14) He will prevent any damage or improvement to the existing buildings in the area under his charge.
- (15) He will see that only workers and their dependents occupy the buildings and their premises. Unauthorized occupation in the area under his charge should be prevented.
- (16) He will prepare the muster chit covering the area under his charge.
- (17) He will help the Assistant Manager in the preparation of leave with wages.
- (18) He will submit the weekly diary to the Manager through Assistant Manager on every Tuesday. The diary should contain the details of works attended and supervised, out turn and No. Of workers engaged daily. A certificate should be furnished to the effect that all the registers are posted up to date pertaining to the area under his charge.
- (19) He is responsible for enforcement of discipline in the work spot, labor colonies and such other places as the case may be and for protection of estate from all possible injuries.
- (20) He should attend to the work assigned to him in the event of any crisis or emergency to protect Company's interest and Company's property, strictly in accordance with the direction of superior officers.

19. TAPPING & GENERAL WORK SUPERVISOR

(A) GENERAL WORK SUPERVISOR

- (1) He is responsible for mustering of general works.
- (2) He will be responsible for the turnover of work for which the workers are engaged as laid down in the budget.
- (3) He will be responsible for identifying and reporting the diseases found in the area under his control and to arrange for the treatment

- of disease as per the direction of his superiors and to keep records relating to the same.
- (4) He must not leave his jurisdiction on; leave or otherwise without entrusting the current duties to another responsible personnel of the Company duly approved by his superiors.
 - (5) He is responsible for enforcement of discipline in the work spot.
 - (6) He should attend to the work assigned to him in the event of any crisis or emergency to protect Company's interest and Company property is strictly in accordance with the directions of the superior officers.
 - (7) He must give necessary assistance in disbursement of cash to workers.
 - (8) He should attend to any other work assigned to him by his superior officers.

(B) TAPPING SUPERVISOR

- (1) He/She shall be responsible for mustering of tappers and keep records relating to the same.
- (2) He/She is responsible for ensuring the quality of tapping.
- (3) He/She will ensure that: -
 - i. Tapping equipment such as knife, bucket, ammonia bottle etc. are ready in the mustering ground.
 - ii. No task remains untapped.
 - iii. That all the healthy trees in each task are tapped on a particular day.
 - iv. The bark consumption is restricted to the admissible thickness- i.e., not more than 1.27 mm.
 - v. Tapping cut has an inward slope all through the channel to avoid spillage of latex from the channel edge.
 - vi. Tapping cut conforms to the panel marking with special reference to the degree of slops (30 degree)
 - vii. The trees are free of tapping wounds.
 - viii. The tappers avoid shallow tapping.
 - ix. The crop target is achieved without inflicting any wound to the trees.
 - x. Scrap from the cup shells and spouts is collected before commencement of tapping a tree.
 - xi. Field ammoniation and chemical addition in the cup/ barrels/ tank is proper.
 - xii. Collection of latex starts after 10.30 am of dripping is over whichever is later.
 - xiii. At the time of collection, all scrap and latex collected by each tapper are delivered at the collecting shed.

- xiv. Tapping implements, utensils and latex collection tanks and premises are kept clean.
- xv. The barrels are ready at the time of weighment where the latex is stored in barrels.
- (4) The latex and scrap collected are weighed and accounted for the records like DPS, Delivery advice etc. and in the attendance cards issued to the tappers.
- (5) He/She will be responsible for the collected latex and scrap until the same are handed over to the collecting vehicles.
- (6) He/She will be in charge of collecting station and is responsible for maintenance of records like ammonia and chemical stock register.
- (7) He/She must not leave his/her jurisdiction on leave otherwise without entrusting the duties to another responsible personnel of the company duly approved by his/her superior.
- (8) He/She should identify and report the diseases to the Assistant Manager/field supervisor.
- (9) He/She should distribute the rain guarding and panel application materials and supervise the rain guarding and panel application works. All tapable trees should be rain guarded before monsoon. He/She should assist the Field Supervisor in maintaining records for the above work.
- (10) He/She should maintain a tapper performance register as shown below.

Name					
Date	Nature of mistake	Regd. by name & designation	Reply received	Action taken	Signature of detecting officer

- (11) He/She must give necessary assistance in disbursement of cash to workers.
- (12) He/She is responsible for the enforcement of discipline at work site and protection of the estate from all possible injuries.
- (13) He/She should attend to any other work assigned to him by his superior officers.

Note:

In addition to the duties, responsibilities and powers mentioned above for different categories of officers and supervisory staff, the duties and responsibilities assigned to them and others in the Company with respect to the implementation and maintenance of systems and

procedures established in the Company are stipulated in respective department ISO manuals.

III PROCEDURE FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY
(SECTION 4(1) b(iii))

The procedure followed in decision making involves discussion among cross-section of departments, discussion in committees constituted for various functional matters – such as Purchase Committee, Sales Committee, Replanting Advisory Committee etc., and/or formal decisions by the competent authority on office notes in accordance with powers delegated to such authorities. The persons/committee members/authorities involved in the decision making process as above are accountable for the same.

IV NORMS SET FOR THE DISCHARGE OF FUNCTIONS
(SECTION 4(1) b (iv))

Every year depending upon the functions to be carried out in the Company and planning there-for, an Annual Budget will be prepared. In the case of ongoing projects in the Company, there are project reports approved by Board of Directors/ Govt. These set norms for the discharge of functions in the Company. Copies of the Annual Budget and Replanting Project Report are available in the Company.

V RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS USED FOR DISCHARGING FUNCTIONS
(SECTION 4(1) b(v))

The rules/regulations/instructions/manuals/records used discharging functions in various Departments in the Company are given below.

Sl. No.	Name of Department	Rules/regulations/instructions/manuals/records
1	Office of the Managing Director	1. Memorandum and Articles of Association of the Company 2. Resolution of Board of Directors 3. Govt. Orders
2	Secretarial & Internal Audit Department	1. Companies Act 2. Memorandum and Articles of Association of the Company 3. Resolution of Board of Directors 4. Govt. Orders

		<ul style="list-style-type: none"> 5. The Internal Audit Report 6. Project Reports approved by the Board/Govt.
3	Finance & Accounts Department	<ul style="list-style-type: none"> 1. Annual Budgets for the Company 2. Tax laws applicable to the Company 3. Resolution of Board of Directors 4. Govt. Orders 5. Finance & Accounts manual for quality system management in the Company
4	Personnel & Administration Department	<ul style="list-style-type: none"> 1. Service rules applicable to the employees in the Company as per KSR, certified standing orders, Govt. Orders etc. 2. Resolution of Board of Directors 3. Labour Laws as applicable 4. Personnel & Administration Department manual for quality management system in the Company
5	Purchase Department	<ul style="list-style-type: none"> 1. Annual Budget for the Company 2. Resolution of Board of Directors 3. Govt. Orders 4. Tax Laws as applicable 5. Purchase Department manual for quality management system in the Company
6	Sales Department	<ul style="list-style-type: none"> 1. Resolution of Board of Directors 2. Decisions of the Sales Advisory Committee 3. Tax Laws as applicable 4. Sales Department manual for quality management system in the Company
7	Co-Ordination Department	<ul style="list-style-type: none"> 1. Govt. Orders 2. Project Reports approved by Board/Govt. 3. Decisions in the Replanting Monitoring Committee 4. Decisions in the monthly performance review meetings 5. Annual budgets of the Company
8	Engineering Wing	<ul style="list-style-type: none"> 1. Annual budgets of the Company 2. Govt. Orders 3. PWD Schedules 4. Decisions in the engineering work review meetings 5. Board resolutions
9	Estates	<ul style="list-style-type: none"> 1. Annual budgets of the Company 2. Board resolutions 3. Decisions in the monthly performance review

		<p>meeting</p> <p>4. Replanting Project Report approved by Board/Govt.</p> <p>5. Decisions in the Replanting Monitoring Committee</p> <p>6. Estate manual and store manual for quality management system in the Company</p> <p>7. Plantation Labour Committee settlements, Plantation Labour Act and rules there under and other Labour Laws as applicable</p>
10	L.C. and Crumb Factory	<p>1. Annual budgets of the Company</p> <p>2. Board resolutions</p> <p>3. Decisions in the Monthly Performance Review meeting</p> <p>4. Plantation Labour Committee settlements and other Labour Laws as applicable</p> <p>5. Production and Maintenance manual & Quality Control manual for quality management system in the Company</p>
11	Rubber Sheetings Factory	<p>1. Annual budgets of the Company</p> <p>2. Board resolutions</p> <p>3. Decisions in the Monthly Performance Review meeting</p> <p>4. Plantation Labour Committee settlements and other Labour Laws as applicable</p> <p>5. R.S.Factory Manual for Quality Control management</p>

VI THE STATEMENT OF CATEGORIES OF DOCUMENTS HELD BY THE COMPANY AND ITS CONTROL

SECTION 4(1) b (vi)

Category of documents	Control
1) Finance and accounts, tax matters, civil engineering works	Finance Manager
2) Secretarial matters, projects, internal audit, costing, legal matters.	Company Secretary
3) Personnel & Administration, labour welfare, disciplinary matters of staff and officers	Manager (P&A)
4) Purchase matters	Deputy Manager (Com)
5) Sales matters	Deputy Manager (Sales)

6) Replanting matters, Crop/Production details, repair and maintenance of vehicles, house keeping in HO.	Deputy Manager (Co-Ord)
7) Estate management & Administration	Manager Estate
8) Factory management and Administration - LC & Crumb Factory	Manager (LCF)
9) Factory management and Administration - R.S. Factory	Manager (RSF)

VII PARTICULARS OF ARRANGEMENT THAT EXIST FOR CONSULTATION WITH OR REPRESENTATION BY MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF SECTION 4(1) b (vii)

This organization was established to rehabilitate the repatriates from Sri Lanka. This is a Joint Venture of Govt. of India and Govt. of Kerala and is functioning under the administrative control of Govt. of Kerala. It started functioning as a plantation scheme in the Kerala State Forest Department and later on it was converted into a Limited Company "Rehabilitation Plantations Limited" on 05-05-1976, under the Companies Act.

The policies of the Company are framed and implemented by the management and the Board of Directors of the Company subject to the orders of the Govt. wherever necessary. The Board of Directors are appointed by the Governor of Kerala and it consists of representatives of Govt of India as well. Being a Public Sector Undertaking, its policies and activities are constantly under scrutiny by the share holding Govts. and also by the Press and Public. Its performance details are placed annually in the State Legislature and also in Parliament. The members of the State Legislature/Parliament, who are representatives of the Public, safeguard their rights and interest through Assembly/Parliament questions, mentions, discussions etc. Further Legislature Committee on Public Sector Undertakings can also examine the functions and activities of the Company and can give suggestions/recommendations thereon. The policies and activities to the Company are, therefore, under scrutiny of the Public through the above process.

VIII A STATEMENT OF BOARDS/COUNCILS/COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVISE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

(SECTION 4(1) b (viii))

1. The present Board of Directors of the Company consists of

- | | | |
|---|--|-------------------|
| 1 | C.K. Viswanathan, IAS
Secretary to Government,
Labour & Rehabilitation Department,
Govt. Secretariat,
Thiruvananthapuram | Chairman |
| 2 | Viswapati Trivedi, IAS,
Additional Secretary & Financial Advisor,
Ministry of Home Affairs,
Room No. 192, North Block,
Central Secretariat,
New Delhi – 110 001 | Director |
| 3 | I. B. Karn
Joint Secretary (FFR),
Ministry of Home Affairs,
Loknaik Bhavan, 1 st Floor, Room No. 9,
New Delhi – 110 003 | Director |
| 4 | Rajendra P. Sharma, IFS
Principal Chief Conservator of Forests,
Forest Head Quarters, Vazhuthacadu,
Thiruvananthapuram. | Director |
| 5 | M. Ayyappan
Chairman & Managing Director,
Hindustan Latex Ltd., Poojappura,
Thiruvananthapuram. | Director |
| 6 | G. S. Padma Kumari Amma
Additional Secretary,
Finance Department, Govt. Secretariat,
Thiruvananthapuram. | Director |
| 7 | B. Prakash
Additional Secretary to Government,
Labour & Rehabilitation Department,
Govt. Secretariat,
Thiruvananthapuram. | Director |
| 8 | K. G. Mohanan
Jt. Rubber Production Commissioner (Dev.)
Rubber Board, R. P. Department,
Kottayam – 2. | Director |
| 9 | Dr. B. Shivaraju, IFS
Rehabilitation Plantations Limited, | Managing Director |

2. Committees constituted for advisory functions

Sl No.	Name of the Committee	Members	Function
1	Replanting Monitoring Committee	1. Nominee of Rubber Board in the Board of Directors of the Company - (Chairman) 2. Managing Director 3. Director representing Finance Department of Govt. of Kerala	For taking decisions on replanting activities.
2	Sales Committee – L.C. Factory	1. Managing Director - (Chairman) 2. Director representing the Finance Department 3. Director (Marketing), Rubber Board	Price fixation of latex
3	Sales Committee – R.S. Factory	1. Managing Director (Chairman) 2. Director representing the Finance Department 3. Director (T&TC), Rubber Board	Price fixation of rubber sheetings.
4	Purchase Committee	1. Company Secretary - (Chairman) 2. Dy. Manager (Purchase) – (Convener) 3. Finance Manager 4. Estate/Factory Managers 5. Other Officers (if needed)	To provide advice on the purchase of various items for the Company.
5	Sales Advisory Committee – L.C. Factory	1. Finance Manager - (Chairman) 2. Dy. Manager (Sales) - (Convener) 3. Company Secretary 4. Manager, L.C. Factory	To provide advice on price fixation of latex.
6	Sales Advisory Committee – R.S. Factory	1. Finance Manager - (Chairman) 2. Dy. Manager (Sales) - (Convener) 3. Company Secretary 4. Manager, R.S. Factory	To provide advice on price fixation of rubber sheetings.

7	Latex Pricing Committee	<ol style="list-style-type: none"> 1. Finance Manager - (Chairman) 2. Company Secretary 4. Manager, L.C. Factory 5. Dy. Manager (Sales)- (Convener) 	To provide advice for price fixation of latex to be purchased.
8	Replanting Advisory Committee	<ol style="list-style-type: none"> 1. Finance Manager - (Chairman) 2. Dy. Manager (Co-Ord)- (Convener) 3. Company Secretary 4. Manager, Ayiranallur Estate & Kulathupuzha Estate 5. Dy. Manager – Purchase Department 	To provide advice on the replanting activities in the Company.
9	Condemnation Committee	<ol style="list-style-type: none"> 1. Finance Manager - (Chairman) 2. Dy. Manager – Purchase Department (Convener) 3. Managers in the Estates & Factories 4. Asst. Engineer (Ele) 5. Foreman (Mech) 	To provide advice as to whether capital items can be declared as unserviceable items for disposal.
10	Selection Committees	<p><u>For Officer Category</u></p> <ol style="list-style-type: none"> 1. Chairman, RPL or his nominee 2. Managing Director 3. Director (Finance) 4. Subject Experts <p><u>For Staff Category</u></p> <ol style="list-style-type: none"> 1. Managing Director 2. Director (Finance) 3. Director (Labour) 4. Senior Officers in the Company (as decided by the MD) 5. Subject Experts (as decided by MD) 	To prepare select list for appointment to respective categories of posts in the Company
11	Promotion Committees	<p><u>For Managerial post</u></p> <ol style="list-style-type: none"> 1. Chairman, RPL 2. Managing Director 3. Director (Finance) 4. Subject Experts <p><u>For Officers Category</u></p> <ol style="list-style-type: none"> 1. Managing Director 2. Director representing Finance 	For preparing select list for promotion to respective categories of posts in the Company.

		Department/Administrative Department 3. Subject Experts <u>For Staff Category</u> 1. Managing Director 2. Manager (P&A) 3. Subject Experts 4. One Senior Officer in RPL (nominated by MD)	
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The meetings of these Board/Committees are not open to the Public. Minutes of such committees are also not accessible for Public. However the minutes are being made available to those who request for the same as per the Right to Information Act.

IX DIRECTORY OF OFFICERS AND EMPLOYEES IN THE COMPANY
 (SECTION 4(1) b (ix))

The strength of various categories of employees in the Company as on 30-09 2008 is as under.

1	Top level Executives	-	15
2	Middle level executives	-	20
3	Lower category other than workers	-	189
4	Workers	-	1215

The details of employees in the categories of Executives, Middle level Executives and lower category other than workers is available with the Personnel & Administration Department in the Head Office of the Company and that relating to workers are available in the respective Estate/Factory.

X THE MONTHLY RENUNERATION RECEIVED BY EACH OF COMPANY'S OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN THE COMPANY'S REGULATIONS
 (SECTION 4(1) b (x))

The Managing Director of the Company is appointed by Govt from among the IFS cadre officers in the Kerala State Forest Department on deputation basis and hence the remuneration applicable to the incumbent is as applicable to the incumbent in the parent department. The remuneration applicable to the employees in the category of staff and officers in the Company are as per the pay pattern in vogue in Govt.

for the comparable categories and the same is allowed on the basis of Govt. Orders from time to time. The details of Pay and allowances applicable now to other employees in the Company are as shown below.

1. Scales of Pay

Sl No.	Category	Scale of pay (w.e.f. 01-07-2004)
1	Company Secretary	Rs. 23200-550-25400-600-26600-650-31150
2	Finance Manager	Rs. 23200-550-25400-600-26600-650-31150
3	Estate Manager	Rs. 20700-500-23200-550-25400-600-26600
4	Factory Manager	Rs. 20700-500-23200-550-25400-600-26600
5	Manager (Pers. & Admn)	Rs. 20700-500-23200-550-25400-600-26600
6	Deputy Manager	Rs. 12930-340-13610-380-16650-450-20250
7	Deputy Manager (Commercial)	Rs. 12930-340-13610-380-16650-450-20250
8	Rubber Technologist	Rs. 12930-340-13610-380-16650-450-20250
9	Medical Officer	Rs. 11910-340-13610-380-16650-450-19350
10	Chief Construction Engineer	Rs. 11910-340-13610-380-16650-450-19350
11	Security Officer	Rs. 10790-280-11910-340-13610-380-16650-450-18000
12	Senior Accountant/Senior Office Superintendent	Rs. 10790-280-11910-340-13610-380-16650-450-18000
13	Assistant Manager	Rs. 11070-280-11910-340-13610-380-16650-450-18450
14	Assistant Engineer (Electrical)	Rs. 11070-280-11910-340-13610-380-16650-450-18450
15	Programmer-cum-Data-Entry Operator	Rs. 9190-200-9590-240-10790-280-11910-340-13610-380-15510
16	Chemist	Rs. 9190-200-9590-240-10790-280-11910-340-13610-380-15510
17	Welfare Officer	Rs. 11070-280-11910-340-13610-380-16650-450-18450
18	Head D'man/ Construction Engineer	Rs. 9190-200-9590-240-10790-280-11910-340-13610-380-15510
19	Internal Auditor	Rs. 8790-200-9590-240-10790-280-11910-340-13610
20	Confidential Assistant/ Steno Typist Gr. I	Rs. 7990-200-9590-240-10790-280-11910-340-12930
21	Head Accountant	Rs. 7990-200-9590-240-10790-280-11910-340-12930
22	Assistant Selection Grade	Rs. 7990-200-9590-240-10790-280-11910-340-12930
23	Store Clerk	Rs. 7990-200-9590-240-10790-280-11910-340-12930
24	Store Supervisor	Rs. 7990-200-9590-240-10790-280-11910-340-12930
25	D'man Gr. I	Rs. 7990-200-9590-240-10790-280-11910-340-12930
26	Shift Foreman	Rs. 7990-200-9590-240-10790-280-11910-340-12930
27	Foreman (Mechanical)	Rs. 7990-200-9590-240-10790-280-11910-340-12930
28	Pharmacist	Rs. 7480-170-7990-200-9590-240-10790-280-11910

29	Nurse	Rs. 7480-170-7990-200-9590-240-10790-280-11910
30	Assistant Chemist	Rs. 7480-170-7990-200-9590-240-10790-280-11910
31	Assistant Gr. I/Clerk-Typist Gr. I /Typist Gr. I	Rs. 6680-160-7480-170-7990-200-9590-240-10790
32	Security Assistant	Rs. 6680-160-7480-170-7990-200-9590-240-10790
33	Receptionist Cum Telephone/Telex Operator	Rs. 6680-160-7480-170-7990-200-9590-240-10790
34	Sr. Electrician (G.O. (MS) No. 36/2002/LBR dtd. 15-06-02)	Rs. 6680-160-7480-170-7990-200-9590-240-10790
35	Mechanic	Rs. 6680-160-7480-170-7990-200-9590-240-10790
36	Midwife/ANM	Rs. 5930-150-6680-160-7480-170-7990-200-9590
37	Supervisor (Factory)	Rs. 5930-150-6680-160-7480-170-7990-200-9590
38	Compounder/Pharmacist	Rs. 5930-150-6680-160-7480-170-7990-200-9590
39	Confidential Assistant/Steno-Typist Gr. II	Rs. 5930-150-6680-160-7480-170-7990-200-9590
40	Field Supervisor	Rs. 6680-160-7480-170-7990-200-9590-240-10790
41	D'man Gr. II	Rs. 5510-140-5930-150-6680-160-7480-170-7990-200-8590
42	Driver Gr. I	Rs. 5510-140-5930-150-6680-160-7480-170-7990-200-8590
43	Electrician (Factory)	Rs. 4990-130-5510-140-5930-150-6680-160-7480-170-7990
44	Plumber	Rs. 4990-130-5510-140-5930-150-6680-160-7480-170-7990
45	Assistant Gr. II/Clerk-Typist Gr. II/Typist Gr. II	Rs. 4990-130-5510-140-5930-150-6680-160-7480-170-7990
46	Junior Mechanic	Rs. 4990-130-5510-140-5930-150-6680-160-7480-170-7990
47	Tapping/Gen. Work Supervisor	Rs. 4510-120-4990-130-5510-140-5930-150-6680-160-7480
48	Driver Gr. II	Rs. 4990-130-5510-140-5930-150-6680-160-7480-170-7990
49	Security Guard	Rs. 4510-120-4990-130-5510-140-5930-150-6680-160-7480
50	Cook-Cum-Bearer	Rs. 4510-120-4990-130-5510-140-5930-150-6680-160-7480
51	Creche Attendant	Rs. 4300-100-4400-110-4510-120-4990-130-5510-140-5930
52	Peon	Rs. 4300-100-4400-110-4510-120-4990-130-5510-140-5930
53	Hospital Attendant	Rs. 4300-100-4400-110-4510-120-4990-130-5510-140-5930
54	Gardener-Cum-Watcher	Rs. 4300-100-4400-110-4510-120-4990-130-5510-140-5930
55	Electrical Helper	Rs. 4300-100-4400-110-4510-120-4990-130-5510-140-5930
56	Mechanical Helper	Rs. 4300-100-4400-110-4510-120-4990-130-5510-140-5930
57	Store Attendant	Rs. 4300-100-4400-110-4510-120-4990-130-5510-140-5930
58	Lab Attendant	Rs. 4300-100-4400-110-4510-120-4990-130-5510-140-5930
59	Estate Guard	Rs. 4300-100-4400-110-4510-120-4990-130-5510-140-5930

2. Allowances

Sl No.	Items	Existing
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I	DA & HRA	As in Govt. DA declared in time-to-time and HRA as in Govt. to be allowed	
II	Special allowance to employees handling cash	Amt. of average monthly cash disbursed	Rate p.m (Rs)
		Over Rs. 1,00,000/- and up to Rs. 2,00,000/-	150/-
		Over Rs. 2,00,000/- and up to Rs. 5,00,000/-	200/-
		Over Rs. 5,00,000/- and up to Rs. 10,00,000/-	250/-
		Over Rs. 10,00,000/-	300/-
III	Non practicing allowance to Medical Officer in the Company	Rs. 1200/- p.m (Maximum rate applicable in Govt)	
IV	Foot wear Allowance	Rs.130/- per annum	
V	Special allowance to drivers	a) Driver including tractor driver	Rs. 110/- p.m
		b) Heavy duty driver	Rs. 140/- p.m
		c) Driver to Managing Director	Rs. 250/- p.m
VI	Special allowance to Peon attached to office of the Managing Director	Rs. 200/- p.m	
VII	Special allowance to CA to MD	Rs. 350/- p.m	
VIII	Surrender of Earned Leave, Special Allowance to physically handicapped, Maternity Leave	As in Govt.	
IX	Traveling Allowance	As in Govt.	

3. Remuneration to Part Time Contingent Employees

Rs. 2500 + DA and other service benefits applicable as per Govt. Orders

4. The wages applicable to the workers are as per the Plantation Labour Committee Settlement/Minimum wage notification of Govt. from time to time.

Note:

Details of monthly remuneration received by each employee as per the details mentioned above are available with the Personnel & Administration Department in the Regd. Office/respective Managers in the Estate/Factory as the case may be.

XI THE BUDGET ALLOCATED TO EACH OF COMPANY'S AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE (SECTION 4(1) b (xi))

The Company is functioning as a commercial organization and it has no agency and therefore there is no budget allocation to its agency.

XII THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES (SECTION 4(1) b (xii))

The functioning of the Company is not governed under any subsidy programmes.

XIII PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY THE COMPANY (SECTION 4(1) b (xiii))

The Company is a commercial organization and it is not giving concessions, permits or authorizations to anybody other than incentives for sales promotion activities.

XIV DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY THE COMPANY, REDUCED IN AN ELECTRONIC FORM (SECTION 4(1) b (xiv))

The database pertaining to computer based applications are now stored in the electronic form. Such items include Board Agenda and

resolutions, Company's correspondence to its units and employees, outsiders, Govt and other agencies, minutes of important meetings of various committees functioning in the Company.

XV THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE
(SECTION 4(1) b (xv))

Information relating to the Company has been placed in the website of the Company ie. www.rplkerala.com. So also tenders floated by the Company are notified in newspapers. No library or reading room is being maintained by the Company for public use.

XVI THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS
(SECTION 4(1) b (xvi))

1. Details of Public Information Officer & Asst. Public Information Officers in the Company are given below:

Sl. No.	Unit	Asst. Public Information Officer	Public Information Officer
1	Head Office	Dy. Manager (Co-Ord)	Manager (P&A)
2	Ayiranallur Estate	Welfare Officer	Manager (Estate)
3	Kulathupuzha Estate	Welfare Officer	Manager (Estate)
4	L.C. Factory	Rubber Technologist	Manager (LCF)
5	R.S. Factory	NIL	Manager (RSF)

2. Appellate authority - Managing Director,
Rehabilitation Plantations Limited,
Regd. Office,
Punalur,
Kollam,
Kerala,
India. Pin: 691 305