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POWER & DUTIES OF EMPLOYEES/OFFICERS

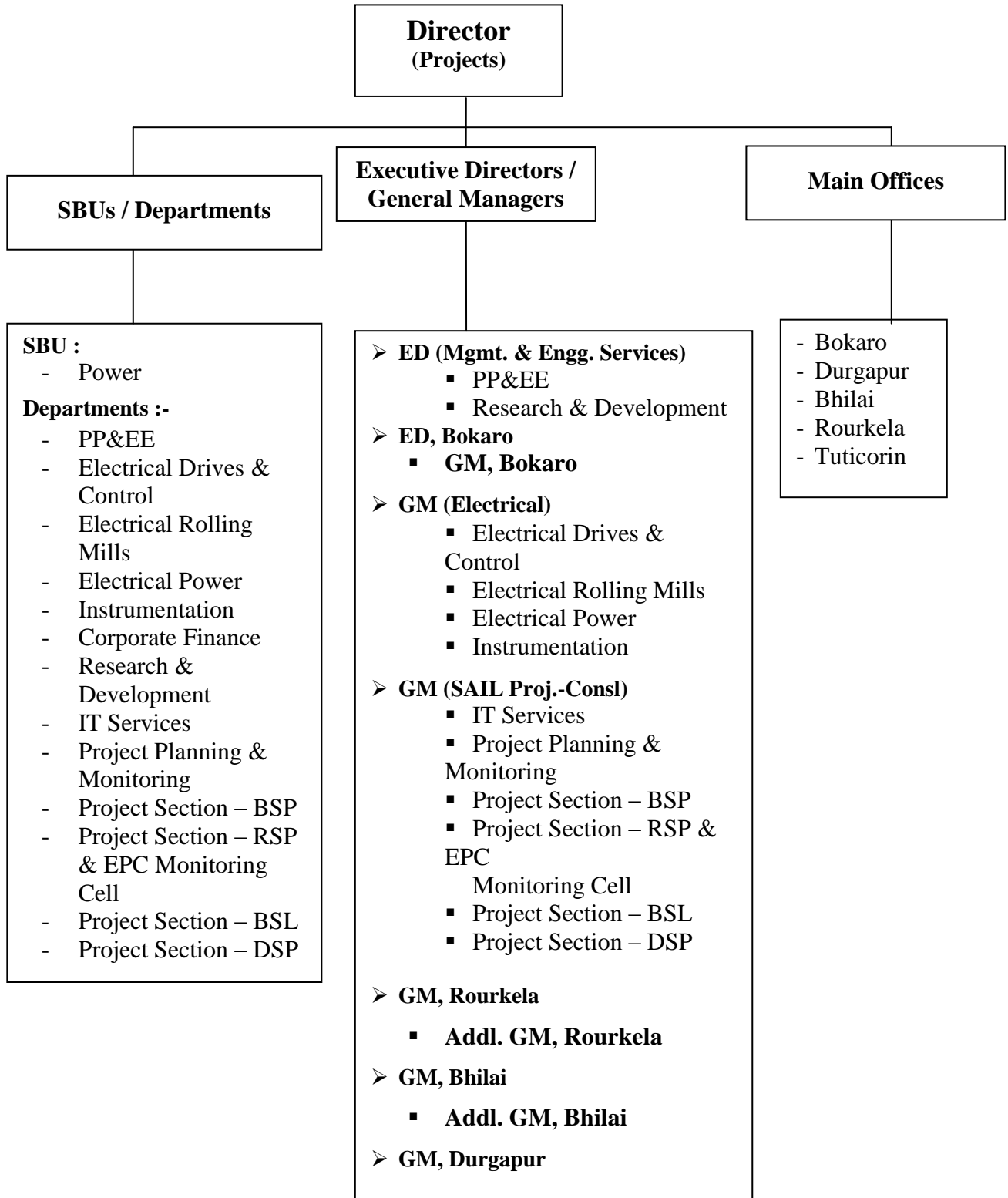
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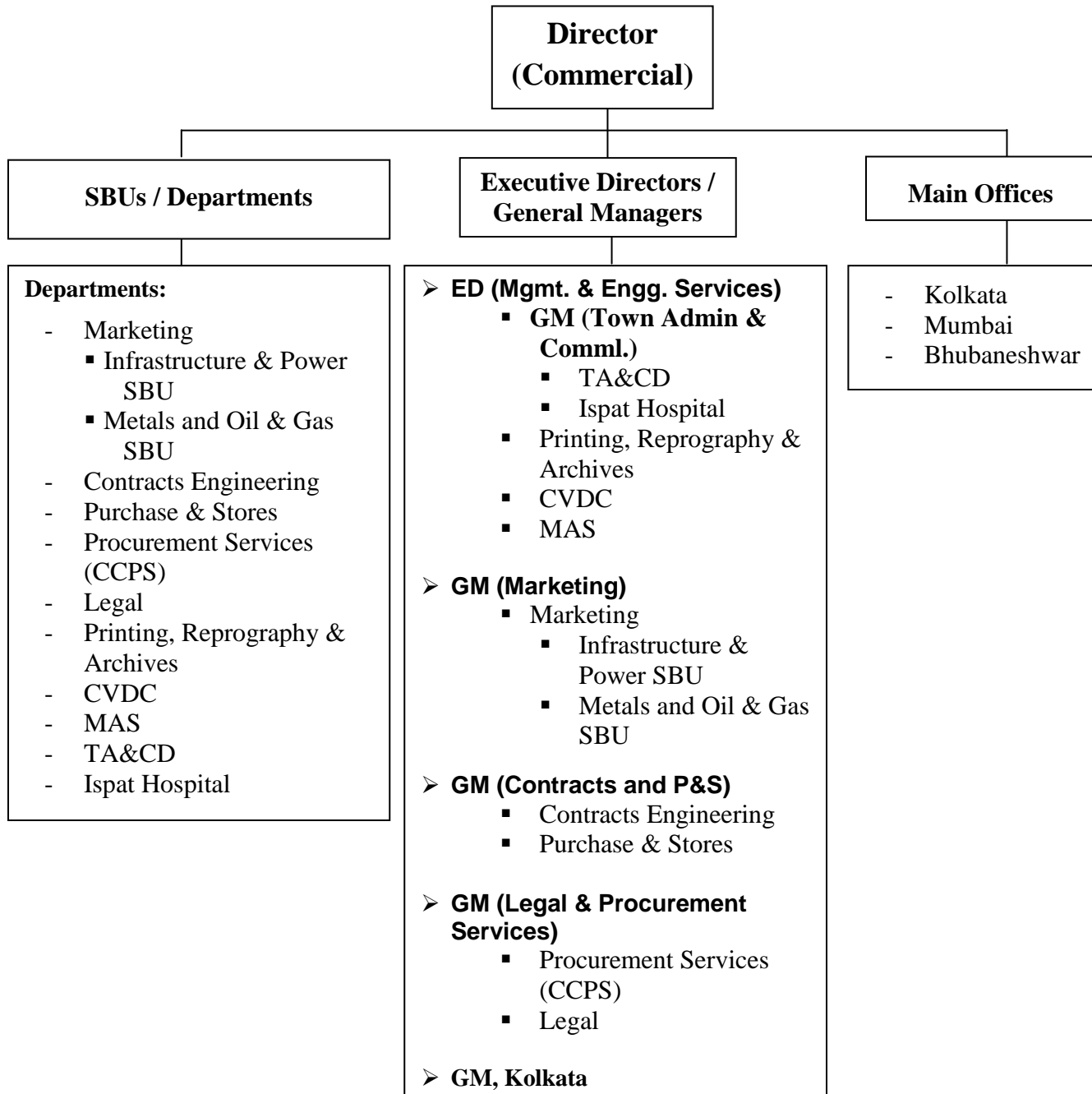
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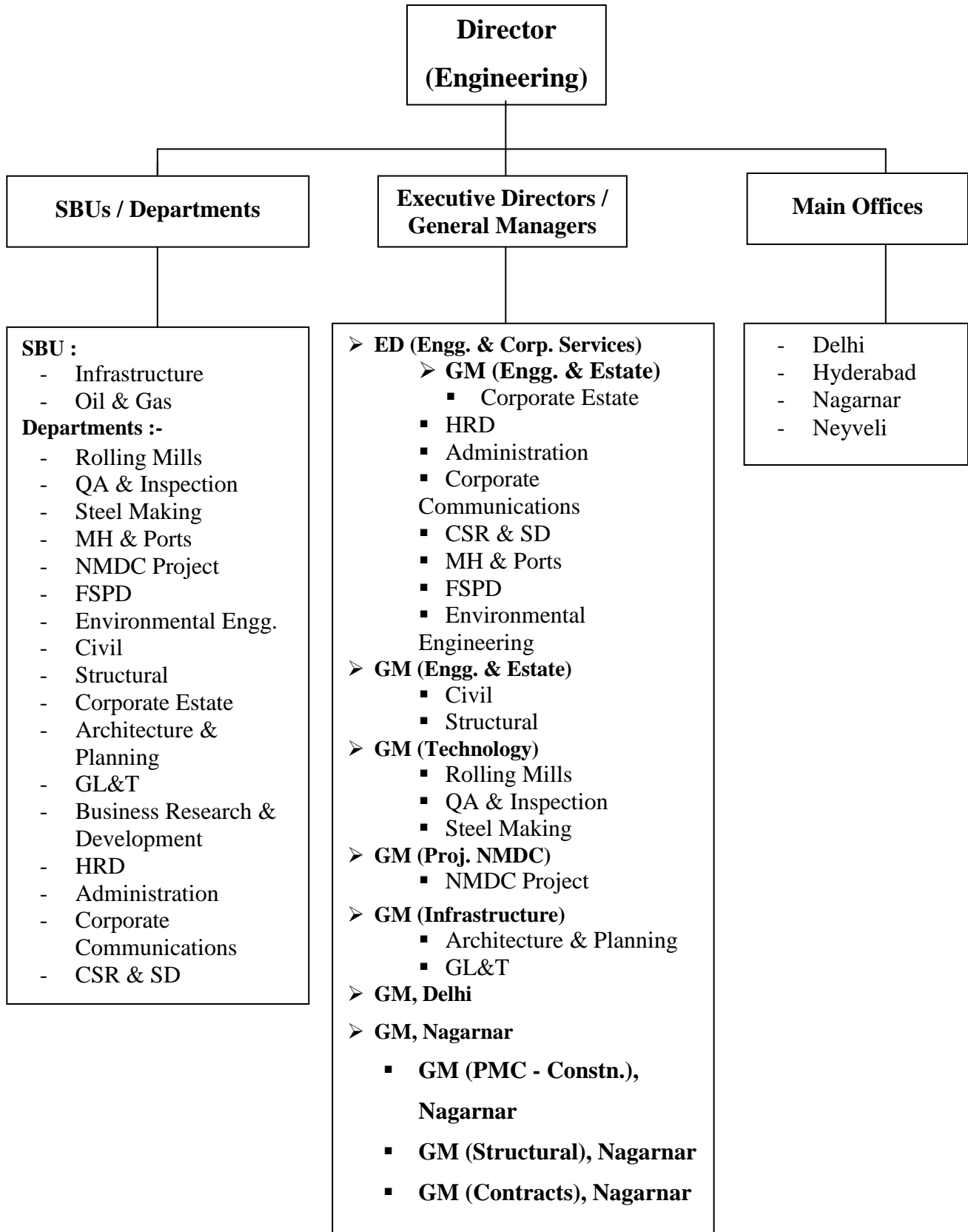
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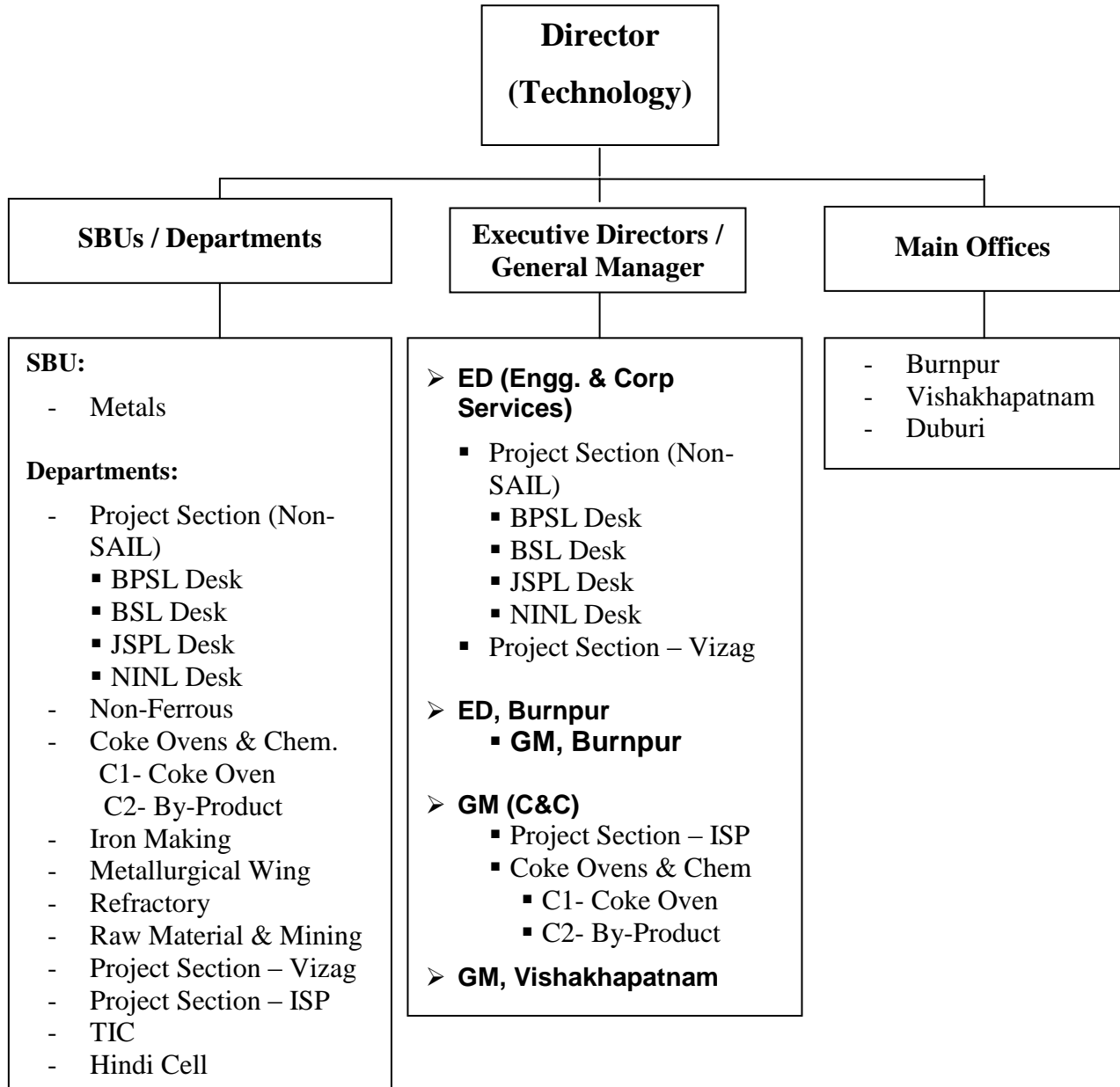
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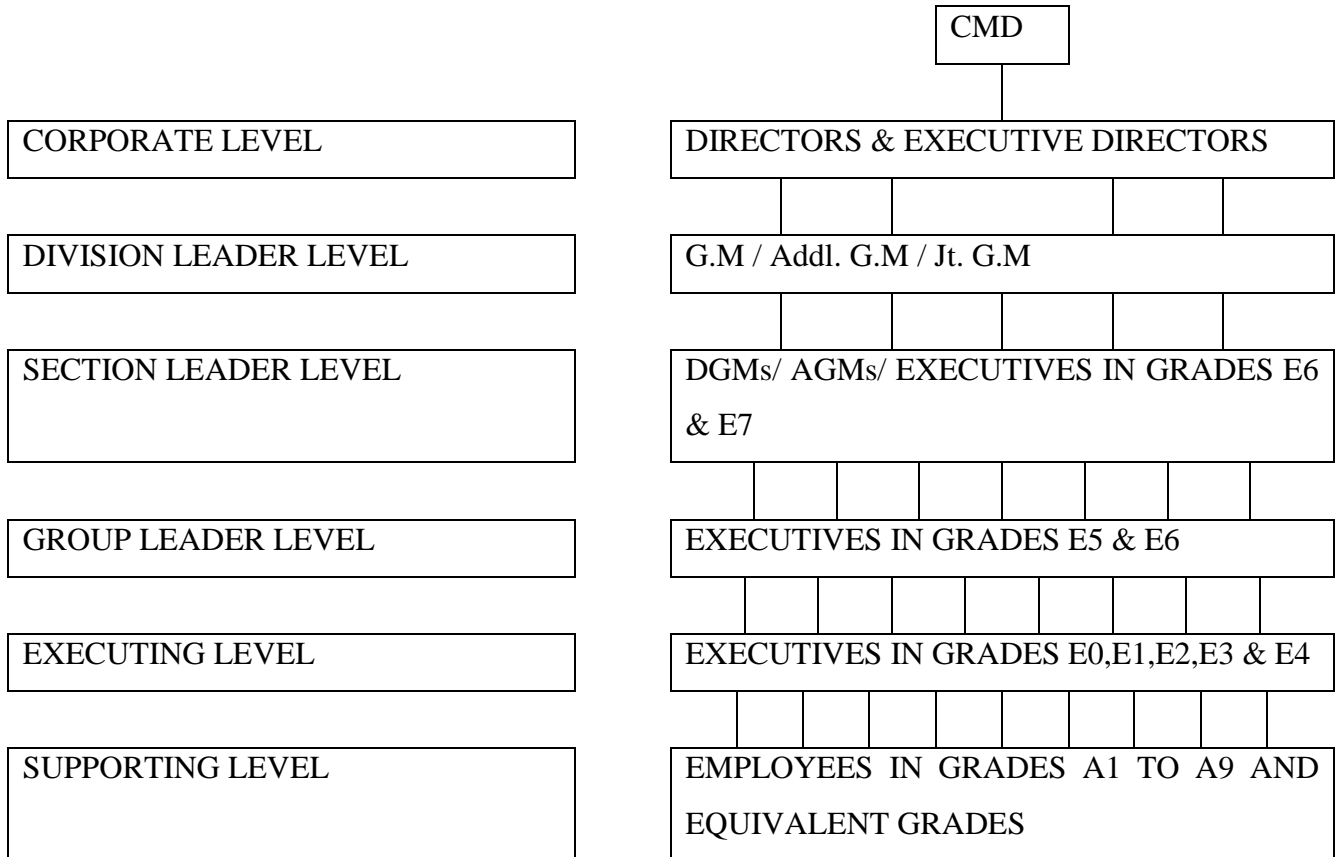
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ORGANIZATIONAL STRUCTURE

(INTER RELATIONS)



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RESPONSIBILITY, AUTHORITY & COMMUNICATION

Responsibility & Authority

Responsibilities and authorities of various levels of personnel in the organisation are described below. The authorities of a particular level can be delegated to lower level through authorised document. However, authorities of lower levels can be exercised by higher levels.

(i) Chairman-cum-Managing Director (CMD)

- ◆ Articulation of vision & mission of the company
- ◆ Evolving strategies and leading towards the vision.
- ◆ Overall management of the company.
- ◆ To establish an overall plan for development of business, select key subordinates and organise them to achieve the objectives of the plan.
- ◆ To maintain discipline in the company
- ◆ Conducting the board meetings and safeguard the interests of share holders.
- ◆ Review of Quality Management System.
- ◆ Management of interface within the organisation and with external agencies for ensuring incremental and continued improvement of company's performance, goodwill and image.

(ii) Corporate Level (Functional Directors)

Director (Engineering)

- Assisting the Board and CMD in steering the company.
- Engineering co-ordination with Clients and vendors.
- Effective implementation and maintenance of Quality Assurance System in all areas under control.
- Effective implementations & review of all projects, under control.

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Director (Projects)

- Assisting the board and CMD in steering the company.
- Overall responsibility of implementation of all projects handled by various project sections under control at Ranchi and at other offices.
- Effective implementation and maintenance of Quality Assurance System in all areas under control.

Director (Technology)

- Assisting the board and CMD in steering the company.
- All technological aspects of work of company primarily at the conceptual stage like Feasibility Study, Detailed Project Report and other studies.
- Technologies selection to bridge the technology gap in the equipment and system design in the country.
- Operation and production liaison between MECON and the production units relating to norms, yield, quantity in so far as these apply to Consultancy, design and engineering work.
- Effective implementation and maintenance of Quality Assurance System in all areas under control.
- Implementation of projects as entrusted by CMD.

Director (Commercial)

- Assisting the Board and CMD in steering the company.
- Planning and preparing the present and future marketing strategy in both domestic and overseas markets.
- Formulation and implementation of purchase strategies for projects.
- Contract Engineering activities of the company including procurement and contract co-ordination with Clients and vendors.
- Management of overseas operation of the company.

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- Effective implementation and maintenance of Quality Assurance System in all areas under control.
 - Implementation of all projects assigned by CMD.
- (iii) **Management Committee**
- Functional Board level committee comprising of CMD and Directors to take strategic decisions for the functioning of the Organization.
- (iv) **Committee of Management**
- For discharging collective responsibility towards decision making at the highest level a committee of management (COM) comprising CMD, Directors and General Managers at head office meet, as and when required, to deliberate on important aspects of functioning of the company and decisions are taken for implementation throughout the company. This is not a board level decision making body. The main function of this committee is to take decisions for converting corporate decisions into implementation.
- (v) **Executive Directors**
- Translating corporate policies into functional objectives.
 - Overall review & guidance in job and resource planning in office/ Division/ Sections under control.
 - Overall functioning and administrative control of offices under control as per exhibit 'A' in section 4.0.
 - Bringing in uniformity in working procedures for similar activities within the sections under control.
 - Effective contribution in Contract review and reviews of Customers' complaints remaining unresolved at section level under control area and / or as assigned by higher level management.
 - Effective implementation and maintenance of Quality Assurance System in all areas under control.

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- Co-ordination between Divisions, Departments/ Sections under control.

(vi) General Managers/Addl. GMs/Jt. GMs (Divisional Head Level / Office-in-charge level)

- Translating corporate policies into functional objectives.
- Overall review & guidance in job and resource planning in office/ Division/ Sections under control.
- Overall functioning and administrative control of offices under control as per exhibit 'A' in section 4.0.
- Bringing in uniformity in working procedures for similar activities within the sections under control.
- Effective contribution in Contract review and reviews of Customers' complaints remaining unresolved at section level under control area and / or as assigned by higher level management.
- Effective implementation and maintenance of Quality Assurance System in all areas under control.
- Co-ordination between Divisions, Departments/ Sections under control.

(vii) Chiefs (For individual S.B.Us)

As outlined in the organisation structure, in section 4.0, the company has been restructured in four strategic business units (SBUs) namely, Infrastructure, Metals, Power and Oil & Gas. The SBU Chiefs shall function from their locations under the overall guidance and control of concerned Director, through their respective office-in-charges.

- Articulation of Vision & Mission for the strategic business units (SBUs)
- Evolving Strategies and leading towards vision

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- Overall Management of SBUs
- To establish an overall plan for development of business, select key sub-ordinates and organise them to achieve the targeted objectives / plan
- Interface management with other divisions and SBUs of the company
- Marketing Strategy formulation and Customers contact programs
- Effective implementation of Quality Assurance System in the SBUs
- Planning for the updating of Technology, knowledge and skill-base
- Review Total Performance of SBUs and provide feedback to top management

(viii) Dy. G.M (E7)/ A.G.M (E6) and Others or equivalent as Division (Multiple Sections)/ Section/ Office in-charge

- Translating functional objectives into quantified departmental goals and drawing up design plans for contracted services.
- Job and resource planning in Sections/ Divisions/ Office under control.
- Verification of Design and approval of conforming products / services of MECON and control of non- conformity and corrective actions and administrative control of section/office under control.
- Stoppage of further processing of products or service delivery of MECON if found to be non-conforming.
- Implementation of Quality System Procedures in Sections/ office under control.

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- Approval of Quality System documents, controlling, distribution and amendments.
- Assistance to Project coordinator/ Contracts section for contract review with Customers.
- Authority to approve conforming products on behalf of General Managers.
- Identifying training needs of employees under control.
- Ensuring completion of assignments issued from other sections/offices.

(ix) Dy.GMs (E7)/ AGMs (E6)/ Sr. Managers (E5) or equivalent in Engineering, Marketing, Contracts, Construction, Manufacturing, Finance, Personnel, HRD, Administration and Others as Group Leaders.

- Implementation of Quality System procedures in the group.
- Technical interface with other sections.
- Verification of estimation of Manhours for sales efforts and project execution.
- Performance monitoring and improvement measures of employees of the group.
- Identification of training needs of group members.
- Design verification, control of non-conformity and taking corrective actions with regards to the outputs of the group under control.
- Assessment of Vendors' capabilities in respective areas.
- Retaining old drawings/ documents for reference beyond stipulated period of retention.

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(x) **Design, Marketing, Contracts, Construction, Manufacturing, etc. Engineers/ Drawing officers/ Engineering Executives/ Officers in Purchase, Personnel, HRD, Finance, Administration and other areas in the Grades of E0, E1, E2, E3 and E4 (Executing Level).**

- Quality in work executed.
- Technical interfaces in work executed.
- Implementing design plans.
- Adhering to Quality System procedures in all work carried out.

(xi) **Employees in the Grades A 1 to A 9 or equivalent {Supporting Levels}**

- Carrying out work assigned by upper levels of organisational hierarchy.
- Ensuring Quality of Work executed.
- Responsible for adhering to Quality System procedures in all work carried out.

Management Representative

General Manager, designate, holding the post of Management Representative is given at exhibit 'A' chapter 4.1.6

He is assisted by Quality Council. The members of Quality Council are appointed by CMD on the advise of MR. In addition to assistance from Quality Council at Ranchi, the MR also draws assistance from Leaders of Quality Steering Committees at other locations of MECON. These leaders function as Management Representative's Representative (MRR).

The MR is responsible for ensuring implementation and maintenance of Quality Management System in the company.

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Responsibilities of MR

The responsibilities shall include but not be confined to the following:

- Organizing Management Reviews.
- Reporting all matters related to implementation and maintenance of quality system to CMD.
- Convening meetings of Quality Council at Ranchi, Internal Quality auditors meet; convening meetings of departmental heads / representatives of Sections and any other concerned persons for review of matters related to Quality, wherever required.
- Approving of schedules for Quality auditing at Head Office and keeping liaison with other offices for schedules at those offices.
- Co-ordination with different offices of MECON for all Quality related matters including issue of necessary clarification/ guidance sought.
- Co-ordination for updating of AQM and keeping records for amendments.
- Interacting with third party assessors.
- Resource / Need identification for enhancing company's overall quality performance
- Checking effectiveness of Quality Audits and Auditors.
- Dissemination of Customers's perception on effectiveness of Company's QMS.
- Reporting to CMD on the status of QM System maintenance in the Company.

Authorities of MR

- To call, check and verify documents/ Quality records for adequacy and compliance of Quality System.
- Access to CMD, Directors, Executive Directors and General Managers for taking up matters affecting Quality.

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- Hiring of services of typists, co-ordinators and messengers for carrying out secretarial work for Quality Council and Quality Steering Committees and approving payments not exceeding an annual expenditure of Rs 50,000/- (Fifty thousand only).
- Nomination of employees to seminars, workshops, training courses and other Quality related forums and also inviting outside faculties for in-company programmes with total annual expenditure not exceeding Rs 1,00,000/- (Rupees One lakh only). (This expenditure will be over and above the expenditures incurred by Human Resource Development Department on training programmes).

Responsibilities of Management Representative's Representative (MRR)

The MRRs are fully responsible for providing assistance to MR for ensuring implementation and maintenance of Quality System at their respective locations of the Company.

The responsibilities shall include but not be confined to the following :

- Organising management review at respective locations.
- Reporting to organisational head at the respective locations and MR regarding all matters related with implementation and maintenance of Quality System.
- Convening meetings of Quality Steering Committee, departmental heads, representatives of sections and other concerned persons for matters related with Quality requiring review.
- Preparation of schedule for Quality Auditing at respective locations and informing MR regarding status of CARs.
- Co-ordination with MR and keeping record for status amendment of Quality Manual Document at respective locations.
- Co-ordinate follow up actions on Quality Audit at respective locations.
- Monitoring effectiveness of Quality Audits and Auditors.
- Any additional assignments assigned by MR.

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Authorities of Management Representative's Representative (MRR)

- To call, check and verify documents / Quality Records for adequacy and compliance of Quality System at the respective locations.
- Access to organisational head at the location for taking up matters affecting Quality.
- Requisitioning services of trained Quality auditors for carrying out Quality Audits.