

## **S.No 2 – Powers and Duties of Organisation's Officers & Employees**

Subject to the provisions of the Companies Act, Board of Directors of HPL is authorised by its Memorandum & Articles of Association to exercise all such powers and to do all such acts and things as the company is authorised to exercise and do.

Accordingly, the Board of Directors subject to observance of the Companies Act, 1956; the Memorandum & Articles of Association; relevant directives of the Central Government has delegated powers to the Chairman & Managing Director and other officers in the hierarchy to exercise all powers as per delegation of power approved by the Board of directors of HPL.

### **Duties and Responsibilities**

Regional incharge achieve turnover target within the specified cost/time. They function strictly as per the delegation of powers/financial rules in the matter of award of work and establishment. Maintain discipline and administrative efficiency in all the Regional offices. Motivate and develop the subordinates at all levels of hierarchy. To procure works in the Zone. To conduct technical inspection of the work of the units. Liaisoning with client/State Govt. and other bodies at appropriate levels. To ensure working in Zones as per Delegation of Powers issued by the Corporate Office.

Site I/C is responsible for efficient management of the site. To organize site work efficiently and ensure timely completion of the work. Responsible for overall performance of the unit which includes execution of the work in accordance with the acceptable standards. Responsible for 100% test check of each RA bill. To ensure working in units as per Delegation of Powers issued by the Corporate Office.