

ODISHA STATE WAREHOUSING CORPORATION  
BHUBANESWAR

NO. 744(64)OSWC.  
ADMN/MISC/374/2017

Dt: 16.2.18

To

All the Zonal Managers  
All Superintendents  
Odisha State Warehousing Corporation.

Sub:- Job descriptions in the Odisha State Warehousing Corporation.

Sir,

With reference to the subject cited above, I am directed to inform that the Odisha State Warehousing Corporation (OSWC) has prepared a chart of Job Descriptions (i.e. Terms of Reference) in the OSWC for different cadres (Corporate office/Field) level and the same is available in Corporation's website [www.oswc.in](http://www.oswc.in).

Therefore you are requested to see the same in the Corporation's website and incase any commission/omission are found, the same may be intimated to the undersigned for further course of action at this level.

Yours faithfully,

  
Secretary

Copy to Notice Board  
Copy to Corporation's website [www.oswc.in](http://www.oswc.in)

## **JOB DESCRIPTIONS IN THE ODISHA STATE WAREHOUSING CORPORATION (OSWC)**

- **Deputy General Manager ( P.B-3 Rs. 15600-39100 G.P 6600)**
  - The role of the Deputy General Manager is at Corporate Office only.
  - He shall discharge duties above the Assistant Manager and below the Divisional Heads i.e. General Manager(C)/Secretary/FA & CAO.
  - All the files of a division shall be routed through him to the Divisional Heads after due scrutiny with views.
  - Eventually if placed in the Administrative Division, he will look into all establishment matter and all the files from the division shall be routed through him.
  - Eventually if placed in the Finance Division, he will oversee the accounts, financial management, audit matter.
  - Eventually if placed in the Commercial Division, he will visit field warehouses as and when required for conducting I & P.V, will look into the development of business and collection in case of dispute at the field level.
  
- **Asst. Managers/Zonal Managers (P.B-2 Rs.9300-34800 G.P 4600)**
  - ✓ **(Field level)**
    - The Zonal Managers are the nodal officers who shall supervise the activities of the warehouse allotted under their Zone.
    - They shall liaison with the depositors for business activities.
    - They shall be responsible for collection of Corporation's dues from different depositors (Form-15) has to be submitted by them Warehouse-wise and depositor-wise.
    - They shall conduct I & PV on quarterly basis (i.e. during the month March, June, September, December)
    - They shall ensure scientific storage of commodities in the warehouses for maintenance of quality of stock during storage as per prescribed procedure.
    - They shall explore prospects for new business.
    - They will facilitate acquisition of land and execution of lease deed.
    - They shall conduct minimum 3 random surprise check of warehouses in quarterly basis.
    - They shall conduct audit of stock of the godowns and other commercial related activities as per the direction of the Corporate Office issued from time to time.
    - They shall examine the relevant registers.

- ✓ **(Corporate Office)**
  - The role of Asst. Manager in Corporate office shall be under the control of the DGM/Divisional Heads.
  - All the files/correspondence of the division shall be routed through him to the DGM/Divisional Head after due scrutiny with views.
- **Senior Superintendents (P.B-2 Rs.9300-Rs.34,800/- G.P Rs.4200)**
  - ✓ **(Field level)**
    - The Senior Superintendent shall remain as in-charge of the warehouse having capacity of 20,000MT and above.
    - While discharging his duties as in-charge of the warehouse, he will shoulder the responsibilities which a Superintendent discharges as in-charge of a warehouse as mentioned below.
    - They shall conduct P.V of own godown once in 2 months.
    - They will assist Z.M concerned in respect of potentiality of business in respective area.
    - Senior Supdt. wherever posted will mentor for atleast 2 warehouses. They will issue note of advisory with copy to G.M (C) once in two months
  - ✓ **(Corporate Office)**
    - He will play the role of a Chief Accountant as in Govt.
    - He will play the role of a Chief Auditor as in Govt.
    - If placed in Commercial Division he shall analyze I & P.V reports and will give suggestions and put up the files to Asst. Manager/D.G.M.
    - He shall play the role of an Office Superintendent as in Govt.
    - He will submit the files to the Asst. Manager/D.G.M
- **Superintendents (P.B-2 Rs.9300-Rs.34,800/- G.P Rs.4200)**
  - ✓ **(Field level)**
    - The Superintendents shall remain as in-charge of the warehouse operations.
    - He shall coordinate in procurement of business, maintenance of scientific storage, observance of quality providing prophylactic treatment to the stock under storage.
    - He shall maintain daily account of receipt and issue of stock.
    - He shall oversee the rake handling and transportation of stock at godown/railhead points.
    - He shall hire godown as per requirement.
    - He shall accept /issue stock as per specification.
    - As an alternation to Sr.Supdt, he shall discharge the duties of Sr.Supdt.

- He shall maintain the limit of storage loss within the norms fixed by the depositors.
- He shall raise bills to the depositor as per tariff and ensure its collection.
- He shall deposit the statutory dues with the Govt./other agencies in time.
- He shall attend zonal meetings/depositors meetings as and when required.
- He will look into day to day administration of the warehouse and controlling the staff working under him.

✓ **(Corporate Office)**

- He will play the role of an Accountant as in Govt.
- He will play the role of an Executive Asst. as in Govt.
- He will play the role of an Auditor as in Govt.
- He shall submit the files to the Office Supdt./Chief Acct./Chief Auditor/Asst. Manager/D.G.M/ Divisional Head as the case may be.

➤ **Deputy Superintendents (P.B-2 Rs.9300-Rs.34,800/- G.P Rs.4200)**

✓ **(Field level)**

- The Deputy Supdt. shall remain incharge of the warehouse having capacity of 5000 MT and above. However, there may be deviation as per requirement.
- The Deputy Supdt. will discharge job as assigned to the Superintendents at field level.
- In case where Supdt. will remain as incharge, the Dy.Supt. will assist the Superintendent looking at their position of availability.

✓ **(Corporate Office)**

- He will play the role of a Senior Assistant as in Govt.
- He will play the role of a Jr. Accountant.
- He will play the role of a Jr. Auditor.
- He shall submit files to the Executive Asst./Accountant /Auditor/ Asst. Manager/D.G.M./Divisional Heads as the case may be.
- He shall be the custodian of files and registers relating to a Section.

➤ **Assistant Superintendents (P.B-1 Rs.5200 - Rs.20,200/- G.P Rs.1900)**

✓ **(Field level)**

- Asst. Sudpt. shall be posted to a godown having capacity upto 5000 MT as Warehouse Incharge. However, there may be deviation as per requirement.

- In case the Asst. Supdt. was posted as Warehouse Incharge, he will perform the duties as assigned to the Deputy Supdt./Supdt. as Warehouse Incharge.
- As per necessity, they will be positioned as Technical Assistant in big warehouses and will be attached to Z.M for field inspection and adhering to the norms of technical quality check.
- ✓ **(Corporate Office)**
  - He will play the role of a Jr. Asst. as in Govt.
  - He will be the custodian of the files.
  - He shall initiate the files
  - He shall submit the files to the Sr. Asst./Jr.Acct./Jr. Auditor.
  - He will be the custodian of files and registers relating to a Section
- **Warehouse Assistants (S-2 Rs.4860- Rs.14680 G.P Rs.1600)**
  - He will ensure proper aeration of godown on day basis.
  - The warehouse Asst. will assist the Supdt./Deputy Supdt./Asst. Supdt. in day to day warehousing activities of the Corporation.
  - The Warehouse Assistants will assist in the warehouse work like receipt of bags and keeping it in stack in properly countable manner.
  - He shall assist the Warehouse Incharge in the supervision of day to day transaction at railhead point while undertaking rake operation.
  - Maintenance of stack cards, collection of spillages.
  - Prophylactic and curative treatments as per requirement.
  - Brushing of stacks immediately after prophylactic and curative treatments.
  - He shall assist in maintenance of records and registers of the warehouses under the Superintendent.
  - To conduct proper supervision of the casual labourers engaged for scientific preservation of stock.
- **Peons/Choukidars (S-1 Rs.4750- Rs.14680 G.P Rs.1500)**
  - The Choukidars shall do the watch and ward duties.
  - He will assist Warehouse In-charge in the supervision of day to day transaction at railhead points while undertaking rake operations.
  - He shall assist the Warehouse Incharge during assist Warehouse Incharge for providing technical treatments to foodgrains if necessary.
  - He will assist the Warehouse Incharge during maintenance of hygienic condition of the stock and godowns by cleaning and

brushing of stacks as well as floor on regular intervals and all other works wherever necessary.

- He shall perform the watch and ward duties.
- He shall attend the officers at Corporate Office as well as Res. office.

➤ **Assistant Engineer**

- He shall prepare and submit consolidated strategic plan for different works by 15<sup>th</sup> of January in consultation with Supdt. however, there may be deviation on situational requirements.
- He will maintain register for budget allocation and expenditure on shelf of project approval.
- He shall ensure transparent process of tender and proper execution agreement.
- He shall look after the construction of new projects/works on civil construction, repair & maintenance of existing godowns.
- He will prepare Plan & Estimates including revised estimates of all civil works of the Corporation.
- He shall ensure for proper maintenance of muster rolls and measurement books issued.
- Ensure quality of work on supervision.
- Ensure timely submission of budget & accounts.
- He shall check the estimate prepared by the Jr. Engineers, Check measurement of repair & maintenance works of different warehouses, submission of files regarding Income Tax, GST, Royalty, Labour Cess and also release of payment of PEG godowns at different places to the authority.
- Before preparing a bill for payment for the work that has actually been executed in accordance with the detailed measurements record and shall personally inspect before recommending final payment in connection therewith.
- He shall perform tour to different warehouses as and when required.
- He shall look after the repair & maintenance work of Corporate Office and ensure its quality.
- He shall execute of agreement with L<sup>1</sup> tenderer i.e. K<sup>2</sup> and F<sup>2</sup>.

➤ **Junior Engineer - (Contractual)**

- After inspection of the warehouse and taking measurement the estimate shall be submitted to the Corporate Office for necessary action. During execution of repair & maintenance work the concerned Jr. Engineer shall supervise the same.

- After completion of the repair & maintenance work the J.E. shall prepare the running and final bill.
- He shall prepare the tender schedule & agreement i.e. for K<sup>2</sup> and F<sup>2</sup> works.
- He shall update the contractors EMD, Performance Guarantee, Performance Security, I.S.D and Security Deposit registers.
- He shall supervise the repair & maintenance work at Corporate Office.