

ROLES AND RESPONSIBILITIES - EXECUTIVE DIRECTORS

(A) Executive Director (Commercial Ship Building & Supply Chain Management) **(ED - CSB & SCM).**

1. Role Purpose

To provide strategic leadership for GRSE's commercial shipbuilding portfolio and Supply Chain Management, ensuring profitable growth, timely project execution in conjunction with efficient material management, whilst achieving compliance to global standards and meeting Customer expectations.

2. Reporting & Authority

- (a) Reports to: Director (Shipbuilding)
- (b) Authority: High-value commercial approvals, contract negotiations, and strategic decision-making as per delegated powers.

3. Key Responsibilities

The key responsibilities of ED (CSB & SCM) are listed in succeeding paragraphs which are not all encompassing. Executive shall also be guided by GRSE orders D(S)/99 dated 20 Dec 24 and D(P)/TY/25/16 dated 21 Mar 25.

(a) Strategic Planning & Business Development

- Formulate and execute GRSE's Commercial Shipbuilding strategy aligned with corporate objectives and Government initiatives such as 'Make in India', 'Atmanirbhar Bharat', MIV 2030, MAKV 2047 etc.).
- Identify domestic opportunities in Coastal and inland vessels, Passenger ferries, Dredgers, Tugs, Barges, and offshore support vessels.
- Leverage government policies on ship building financial assistance (SBFA 2.0) and infrastructure development for
- Drive commercial vessels export initiatives
- Identify opportunities in green-vessel segments
- Liaise with Gol agencies for approvals and export incentives.

- Contribute to corporate plans, diversification strategy and order-book growth.

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(b) Tendering, Bidding & Contract Finalisation.

- Lead commercial bid management for domestic and international CSB tenders.
Coordinate approvals of Cost estimates and price structures
Negotiate and finalise Commercial Terms and Conditions with client
Conduct high-level commercial/price negotiations with ship owners, government bodies and international customers.
- Undertake Risk and margin analysis prior to Contract signing Ensure strict adherence to GRSE Purchase & Contracting Procedures,
- Achieve compliance to DPE/MOD procurement policies and CVC guidelines as applicable

(c) Contract Administration & Claims Management.

- Oversee contract execution from drafting and signing to delivery including post delivery support where applicable.
- Handle Contract amendments, Variation orders, claims, counter-claims and liquidated damages
- Resolve contractual disputes in coordination with Legal, Finance, and Project teams.

(d) Project Oversight & Delivery.

- Provide executive oversight of:
 - Project schedules and milestones
 - Cost control and budget adherence
 - Quality and Classification Rules compliance
- Interface with Production, Design, QA, Materials, and Finance for integrated project execution.
- Review project performance including milestone reviews
- Undertake risk assessments and implement mitigation measures where needed.

(e) Financial & Commercial Performance.

- Ensure profitability of commercial shipbuilding projects
- Cash-flow management of commercial shipbuilding projects including on time Billing (milestones) and receivables
- Monitor Cost overruns and implement corrective actions
- Support annual budgeting, CAPEX planning and setting performance targets.

(f) Customer & Stakeholder Interface.

- Act as GRSE's principal interface with commercial ship owners, State Governments, other PSUs and Overseas customers for commercial projects.
- Maintain cordial relationships with Classification societies (IRS, DNV, LR, ABS, BV), Regulatory authorities and other inspection agencies.
- Represent GRSE in maritime forums, exhibitions, and customer meetings as required.

(g) Supply Chain Management.

- Lead the Supply Chain Management of GRSE primarily comprising of Material Procurement, Warehousing and Disposals.
- Identify procurement priorities of the organization and institute measures to support long term scenario in planning, demand forecasting and improved coordination between vendors, stores, inbound & outbound logistics vis-à-vis shipbuilding activities.
- Guide vendor development and strategic sourcing for all projects.
- Promote indigenisation and MSME participation in line with GRSE and MoD/Gol policy.
- Address supply-chain risks affecting material delivery schedules and consequent project delays.
- Develop strategic plans for efficient procurement & process improvements and translate them into standard processes & systems to minimise cycle time & cost.

(h) Governance, Vigilance & Audit.

- Ensure compliance with PSU governance norms, vigilance and audit requirements.
- Ensure prompt and appropriate responses to Parliamentary and CAG observations
- Support internal and external audits relating to CSB and SCM.

(i) Leadership & People Management.

- Lead and mentor CGMS, GMs and project heads under Commercial Shipbuilding and Material/Commercial department.
- Drive performance management, capability building and succession planning.
- Foster a culture of safety, quality, innovation, accountability and performance excellence governed by ethics.

Any other additional responsibility that could be assigned to the role holder from time to time as a standalone project or regular work.

Executive Director (Technical Services and Yard Expansion & Modernisation)

ED (TS & YEM)

1. Role Purpose

To provide strategic guidance and leadership support, technical guidance and execution oversight for GRSE's infrastructural development, equipment maintenance, Information Technology services, yard modernization and capacity development to meet the present and future business requirements.

2. Reporting & Authority

- a) Reports to: Director (Corporate Planning & Personnel)
- b) Authority: High-value contract approvals, contract negotiations and strategic decision-making as per delegated powers

3. Key Responsibilities

The key responsibilities of ED (TS & YEM) are listed in succeeding paragraphs which are not all encompassing. Executive shall also be guided by GRSE's Procurement Manual 5th edition and Sub delegation of Powers (S-DoP).

(a) Strategic Planning.

- Formulate and execute GRSE's infrastructure development strategy for capacity enhancement, capability development through brownfield and greenfield projects.
- Participate in corporate strategy and future readiness planning.
- Execute yard modernization projects towards enhancing GRSE's prowess to successfully compete with the global competitors
- Develop long term (Five year and Ten Year) capacity expansion and modernization roadmaps aligned with the Indian Armed Forces requirements "Make in India" and "Atmanirbhar Bharat" initiatives
- Liaise with concerned government agencies for availing benefits under prevailing infrastructure and industry development initiatives

(b) Technical Leadership.

- Provide overall direction for inducting new technology design support and technical services
- Facilitate adoption of modern manufacturing technologies automation digital tools and best engineering practices.

(c) Yard Plant Expansion & Modernization

- Plan execute and monitor yard/plant expansion projects including green field and brownfield developments.
- Lead infrastructure projects such as new workshops dry dock facilities Heavy engineering bays, fabrication shops, assembly lines etc.
- Coordinate setting up and sustenance of utilities such as electric power water, compressed air HVAC etc.
- Ensure projects are completed within approved cost time and scope whilst adhering to statutory requirements and ESG norms
- Achieve compliance to DPE/MOD procurement policies and CVC guidelines as applicable

(d) Project Management & Execution

- Head large scale capital expenditure (CAPEX) projects.
- Assess DPRs feasibility studies and technical proposals and submit recommendations for approval.
- Coordinate with Consultants EPC contractors OEMs and statutory authorities for progressing projects.
- Monitor project performance milestones and institute corrective actions where needed.
- Undertake risk assessments and implement mitigation measures where needed
- Ensure strict adherence to GRSE Purchase & Contracting Procedures

(e) Information Technology Services.

- Ensure strict adherence to GRSE Purchase & Contracting Procedures

(e) Information Technology Services.

- Manage all aspects of IT infrastructure, support and systems, ensuring that the technology function aligns with business needs and goals
- Lead IT strategy managing infrastructure, overseeing staff training managing budgets focusing on system stability innovation and efficient service delivery across the organization
- Develop IT roadmaps set long term goals, and implement new technologies ensuring performance scalability and reliability of all IT hardware and software
- Ensure implementation of data and Cyber Security measures in compliance with MOD/CSG DDP CIRA and Gol guidelines.

(f) Financial Control

- Manage the technology budget, forecast capital (CAPEX) and operational (OPEX) expenditure, and controls IT procurement to maximize ROI
- Oversee the acquisition of hardware software and services to ensure cost-effectiveness
- Manage vendor contracts, tracking asset inventories, and aligning technology investments and infrastructure creation with business strategy.
- Monitor costs, analysing variances and controlling departmental spending

(g) Stakeholder Coordination

- Liaise with Ministry of Defence and State government authorities for furthering GRSE's business interests
- Liaise with Indian Armed Forces, Paramilitary Forces, DRDO, DPSUs, PSUs and private industry partners
- Represent GRSE in technical committees review meetings at external forums

(h) Governance, Vigilance & Audit

- Ensure compliance with PSU governance norms, vigilance and audit requirements.
- Ensure prompt and appropriate responses to Parliamentary and CAG observations
- Support internal and external audits relating to CAPEX Projects.

(i) Leadership & People Management

- Lead and mentor senior technical and project management teams.
- Build technical capability through training, skill development and succession planning
- Foster a culture of safety quality innovation, accountability and performance excellence governed by ethics

Any other additional responsibility that could be assigned to the role holder from time to time as a standalone project or regular work.

(ii) Strategic Planning

Formulate and execute GRD's strategy and business plan for capacity expansion, supply development through long term and short term projects.

Participate in strategic planning and business plan formulation.

Execute and monitor the implementation of GRD's projects to successfully complete the projects.

Develop long term (5 year and 10 year) capacity expansion and supply development strategy and business plan for the Indian Energy sector through "Make in India" and "Atmanirbhar Bharat" initiatives.

Collaborate with various government agencies for reaping benefits under prevailing infrastructure and industry development schemes.

(iii) Technical Leadership

Chief General Manager - Finance

A. Organization Context

Position Title: Function Head -- Finance

Employee Name: Smt. Aparajita Ghosh

Designation: Chief General Manager (Finance)

Department: Finance

Location: 61 Park Unit

B. Job Objective

- To supervise the planning, directing, controlling and management activities of the Finance function (including accounting, banking, taxation and insurance functions) and ensure availability of financial information and analysis for management decision support
- To execute financial accounting and reporting processes in accordance with statutory requirements, financial accounting policies and standards

C. Primary responsibilities

Strategic and planning

- Establish effective and robust financial accounting and cost accounting systems so as to provide timely, accurate and consistent inputs for costing, budgeting and accounting
- Guide & facilitate the sub-heads in the department in formulating plans for their respective areas and accordingly detail-out the plan for the year
- Plan utilization of funds for efficient, prudent and strategic requirements; obtain economies of scale, sufficing financial requirements and ensure best utilization & returns
- Continuously monitor external environment to identify areas of improvement in the department and suggests methods for improving efficiency, quality and costs

Functional

Costing, Budgeting and General Accounts

- Take overall responsibility for costing, budgeting and accounting including timely and quality report preparation and reconciliation of accounts

- Take overall responsibility for capital budget compilation including maintenance of fixed asset accounting and recording
- Manage the periodic and year-end financial closing process to ensure that the periodic account closing activities are done timely and accurately
- Ensure the consolidation of financial performance of the company through timely and accurate financial reports prepared by the Department
- Take overall responsibility for the preparation of financial reports including Profit and Loss Statements, balance sheet, and cash flow statements.
- Take overall responsibility for the preparation of accurate financial and management information systems for analysis of cash flow, cost controls, expenses etc.
- Monitor and submit the required MIS reports and consolidated budget to the Director - Finance as and when required
- Ensure effective Working Capital Management on a centralized basis as per organizational requirements, and review the parameters regularly
- Update the departments regularly regarding variance of actual performance from the Budget and support them in planning out & provisioning for rest of the financial year to finally adhere to the Budget

Accounts Payable and Receivables

- Oversee issues relating to working capital, efficiency of payable and receivable balances, cash, banking etc.
- Monitor accounting activities across GRSE in terms of financial statements (Trial Balance/ Ledger entries etc.) and assist the Director Finance in analysing the same
- Assume overall responsibility for all statutory and regulatory compliance related to accounting of income and expenses
- Assume overall responsibility for timely payment of salaries & wages, disbursement and related cash controls, Remittances of salaries deduction, Gratuity Trust Fund, leave payment, LIC, Pension, ESI payments, employees' Income Tax for all employees at GRSE

- Assume overall responsibility for billing of Shipbuilding and Other Divisions, debt collection, Projection of Fund requirement, obtaining allocation, monitoring and reporting
- Assume overall responsibility for timely and efficient processing of creditors' payment, accounting, reconciliation and finance co-ordination for bill processing for Shipbuilding and other businesses of GRSE
- Assume overall responsibility for import payment processing and accounting, processing of foreign as well as domestic, insurance of assets and risks and management thereof

Banking, Insurance and Taxation

- Take overall responsibility for issues relating to working capital, maintenance and renewals of bank guarantees, efficiency of receivable balances, cash, banking etc.
- Take overall responsibility for ensuring adequate insurance coverage for all GRSE assets, liabilities, stock, including movement of goods, and manage the risk for GRSE
- Assume overall responsibility for timely & accurate filing of tax returns in line with tax laws (Direct & Indirect), reconciliation of the book entries of all direct and indirect tax payments and efficient maintenance of all taxation related documentation
- Continuously monitor the changes in the tax laws and provide updates to the Director - Finance on the same; facilitate the tax audit activities
- Proper implementation of GST

Internal process

- Ensure development and deployment of Standard Operating Procedures in the department
- Lead cost saving efforts by facilitating identification of cost saving opportunities and ensuring follow up action on the same
- Guide the implementation of process improvement initiatives within the department
- Establish reporting & review mechanisms to track operational performance of the department and ensure course correction & corrective action, as appropriate

People development

- Take overall responsibility for people development initiatives and building up in-house capabilities for the employees in the department

- Drive a performance driven culture in the team by timely monitoring, review of performance parameters and feedback to the team members
- Contribute towards development of talent for the department by providing subordinates with adequate exposure and growth opportunities to enable readiness for higher roles
- Actively participate in HR initiatives to drive overall employee engagement and motivation

Others

Specific job assigned through Annual KRA/KPA

- Any other additional responsibility that could be assigned to the role holder from time to time as a standalone project or regular work.

Chief General Manager (Contracts, HP & IP and Yard Asset Management)

1. Organization Context

Position Title:	Process Head – Structural Contracts		
Employee Name:	Cdr Manoj Kumar Gupta	Designation:	Chief General Manager (Contracts, HP & IP and Yard Asset Management)
Department:	Contract Cell	Location:	61 Park Unit

2. Job Objective

- To facilitate coordination between Production Dept., Planning and Vendors through comprehensive planning to ensure timely placement of contracts for execution of various shipbuilding activities as per defined quality & cost parameters to enable the organization in achieving its overall plan of shipbuilding.
- To coordinate with Engineering Service Dept. for Maintenance and upkeep good health of all equipment of production floor and the establishment of the company.
- To take administrative responsibility for all personnel, equipment and functioning at the department and to ensure all processes are carried out in line with organizational plans

3. Primary responsibilities

Strategic Responsibilities

- To develop strategic plans for efficient procurement & process improvement and translate them into standard processes & systems to minimise cycle time & cost
- To assure overall responsibility for the planning & controlling of procurement of service as per requirement of project.
- To identify areas of improvement in contract management and suggest methods for improving the efficiency and reduce costs, gaps and delays

Functional Responsibilities

Procurement of Services

- To ensure coordination between Planning, Production and Vendors for end-to-end integrated planning, supervision and control of contract related to ship building activities.
- To ensure scheduling of each intermediate stage in sub-contracting process related to ship building activities.
- To ensure cost saving efforts by facilitating identification of cost saving opportunity.
- To ensure adherence to standardised systems and processes to enhance operational efficiencies in procurement of service
- To ensure strict adherence to schedules for end-to-end process (from indents to limited/open tenders, from placement of order to successful execution of job against the contract in time bound manner)
- To forecast possible crises & bottlenecks due to various reason. and create contingency plans for the same
- To highlight deviations and assist in making corrections to future production plans based on the differences between planned and actual production in the previous plan period

Sourcing

- To take direct responsibility for the entire sub-contracting process for shipbuilding structural contracts – from floating requests for quotations on indents received, to evaluations and negotiations with vendors, to getting final approvals and raising service purchase orders, from tracking and successful execution of job as per GRSE / customer requirement, and their booking into the value of production accounts, and closure of payments to vendors

Internal process

- Ensure development and deployment of Standard Operating Procedures in the department
- Contribute to cost saving efforts by identification of cost saving opportunities and ensuring follow up action on the same

- Implement process improvement initiatives within the department at GRSE
- Establish reporting & review mechanisms to track operational performance of the department and ensure course correction & corrective action, as appropriate

People development

- Take overall responsibility for people development initiatives and building up in-house capabilities for the employees in the department
- Drive a performance driven culture in the team by timely monitoring, review of performance parameters and feedback to the team members
- Contribute towards development of talent for the department by providing subordinates with adequate exposure and growth opportunities to enable readiness for higher roles
- Actively participate in HR initiatives to drive overall employee engagement and motivation

People development

- *Any other additional responsibility could be assigned from time to time as a standalone project.*

- Any other additional responsibility that could be assigned to the role holder from time to time as a standalone project or regular work.

Chief General Manager (BB & DEP)

1. Organization Context



Position Title: CGM(BB & DEP)

Commodore

Employee Name: Ramesh Menon M S **Designation:** Chief General Manager (BB & DEP)
VSM (Retd.)

Department: BB & DEP **Location:** 61 Park Unit

2. Job Objective

- To take overall responsibility for the production and delivery of all (a) Bailey Bridge (b) Marine Engine products as per defined quality and cost parameters, within specified timelines
- To take administrative responsibility (i.e. as the Factory Occupier) for all personnel and equipment at 61 Park Unit and ensuring all unit-level processes are carried out in line with organizational plans

3. Primary responsibilities

Strategic and planning

- Continuously scan external environment to identify opportunities for business and convert the same into comprehensive business plans
- Cascade overall (a) Bailey Bridge (b) Marine Engine products Planning to Procurement and all the departments at 61 Park Unit including Design & QA, Production and Maintenance
- Continuously monitor external environment to identify areas of improvement at 61 Park Unit and suggest methods for improving efficiency, quality and costs of production

Functional

- Take overall responsibility for managing the entire value chain of Bailey Bridge Division at 61 Park as per defined quality and cost parameters, within specified timelines
- Lead the team at Bailey Bridge Unit towards ensuring that all operations are carried out as per plans.

- Regularly monitor the efficiency and effectiveness of Procurement, Design, Quality, Planning, Production and Maintenance departments.
- Lead the team's response to tenders and opportunities in the market, including making site visits, overseeing appropriate costing and the proposal preparation and submission
- Take overall responsibility for the design of modifications as per client requirements, and for in-house development of portable bridges and advancements in portable bridge design.
- Identify opportunities for outsourcing of operations such as production of bridge parts, civil works on-site activities and launching of the Bailey Bridges.
- Ensure timely preparation and submission of reports as required by various internal and external stakeholders including GRSE senior management
- Coordinate with Unit HR and monitor environment and safety, canteen and administration related aspects at 61 Park Unit and take overall accountability for ensuring adherence to all applicable standards

Internal process

- Ensure deployment of Standard Operating Procedures in the all departments at 61 Park Unit
- Guide the implementation of process improvement initiatives within the various departments at Bailey Bridges - 61 Park
- Establish reporting & review mechanisms to track operational performance of the unit and ensure course correction & corrective action, as appropriate

People development

- Take overall responsibility for people development initiatives and building up in-house capabilities for the employees in the unit
- Drive a performance driven culture in the team by timely monitoring, review of performance parameters and feedback to the team members
- Contribute towards development of talent for the unit by providing subordinates with adequate exposure and growth opportunities to enable readiness for higher roles

Any other additional responsibility that could be assigned to the role holder from time to time as a standalone project or regular work.

General Manager - Human Resources and Administration (HR&A)

A. Organization Context

Position Title:General Manager - HR & A

Employee Name:Shri Rajeev Shrivastava

Department:HR & A

Designation:General Manager(HR & A)

Location:61 Park Unit

B. Job Objective

- To undertake activities for attracting, developing, rewarding and retaining of the quality Supply Chain employees of GRSE through effective & efficient implementation of the HR Systems and Processes; Ensure on going communication & up-gradation of existing processes
- To ensure harmonious Industrial Relations and adherence to statutory and environmental compliances in line with Corporate HR strategy

C. Primary responsibilities

Strategic and planning

- To formulate HR & IR strategy based on criticality of requirements, cost control norms and quality specifications
- To prepare comprehensive plans for the development of HR systems & policies in accordance with people development requirements for all units of GRSE
- Identify areas of improvement in IR, Compliance, Welfare & HR aspects of GRSE and suggest methods for improving efficiency, quality and costs of associated processes
- To provide inputs in the preparation and finalization of the HR/IR budget for all respective Units of GRSE

Functional

- Implement an effective recruitment plan in line with the estimated manpower requirements for departmental personnel keeping in mind the requirements
- Ensure implementation of the organizational HR Systems and processes for department of personnel; and drive for their continual development through Training & Development initiatives
- Drive timely implementation of Performance Management System for employees independent of current location by setting up systems for the same
- Ensure that various initiatives in the area of rewards and compensation are implemented to retain and motivate employees keeping in mind the organisational context and the market
- Assist in the formulation of various administrative processes that are streamlined to suit the needs of employees
- Ensure communication of all policies, processes that are to be implemented or are applicable to employees
- Interact with employees on a regular and planned basis to understand and address their key concerns; Take regular feedback from the department
- Take responsibility for management of IR and Welfare aspects across shipbuilding, engineering and out-fitting units in line with Corporate HR strategy
- Ensure compliance with all applicable statutory labour provisions
- Establishment Functions including DPCs
- Canteen matters
- Corporate Social Responsibilities
- Contract Labour Management and liaison with statutory authorities.
- Technical Training Centre/Baranagar
- All matters related to Administration section including Legal, Estate, Transport
- All matters related to security issues including CISF deployment
- All matters related to Medical Department

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- Any other responsibilities as may be assigned from time to time

Financial & Control Responsibilities

- Manage costs through effective budgeting and monitoring of actual expenses against budgets and
- through cost saving initiatives
- Support efficient planning of all sales expenses and monitor budget vis-à-vis actual expenses

People Responsibilities

- Drive a culture of performance amongst subordinates - Set goals, review and manage performance, guide and counsel and provide feedback on performance so as to ensure a motivated and committed team
- Develop the capabilities to take on higher responsibilities while performing the given / in-charge responsibilities at various levels within the department

Oversees any other assignment or special assignment based on business need as communicated from time to time by the Reporting Senior/Head of Function.

- Any other additional responsibility that could be assigned to the role holder from time to time as a standalone project or regular work.

General Manager (Security & Admin)

1. Organization Context



Position Title: GM (SECURITY & ADMIN)

Employee Name: LT COL SANJAY ANAND (RETD) **Designation:** Chief Security Officer

Department: SECURITY & ADMIN **Location:** Main Works

2. Job Objective

To make structured plans for implementation of the Security Policy / Systems in GRSE. Take overall responsibility for planning, organizing and monitoring all jobs related to Security to ensure safe and secure working environment. Ensure peaceful working environment inside plant for all employees and other agencies

3. Primary Responsibilities

Strategic and Planning

SECURITY

- Design, modify, and implement the overall Security System / Programs for GRSE with a view to ensuring security at the work place for all employees and agencies
- Plan to improve the security systems for all entries to the plant & improve the regular checking of all vehicles moving out from plant area
- Identify action areas to improve the Day & Night vigilance systems, being organized under the supervision of officers/ Security Supervisors
- Provide input to the Budget preparation for security by timely submission of the budget estimates and ensure adherence to the same
- Take overall responsibility to plan the manpower deployment to maximize their productivity
- To go for CCTV Surveillance System to ensure better security

ADMIN

- Organizing various Events viz. Launching / GRSE Day etc. & all related activities thereto.
- Comprehensive Travel Management

- Arrangement of Foreign visit
- Guest House Management
- Land line telephone and Mobile phone arrangement
- Engagement of Telephone operator
- Overall arrangement of CMD's conference room and board room activities
- Allotment and management of Company's accommodation
- Arranging refreshment, lunch/dinner for visitors in different units on different occasions.
- Club membership for Directors
- Central Dak Despatch system
- Central fax and photocopying
- Miscellaneous jobs of C&MD house
- Various jobs pertaining to Directors.
- Others as and when required.

LEGAL

- Arbitration matters
- Providing Opinion from legal view point
- Attending court cases

FUNCTIONAL

SECURITY

- Take overall responsibility in implementing an effective security system in and around all units of GRSE so as to secure it from theft, sabotage, attach, damages to property, infrastructure and people
- Take responsibility of establishing system & processes and monitoring the maintenance of records of all material and people entering into GRSE and going out
- Ensure peaceful working environment inside plant for all employees and outside agencies
- Manage the Night vigilance and the crisis management teams providing them guidance and training
- Conduct regular briefing with Security Officers and subordinates to take update

and provide guidance to ensure a safe environment at GRSE

- Control traffic management within units to ensure all internal roads remain accident free
- Monitor the movement of Delegates at GRSE ensuring their security and safety
- Monitor the External environment through a Vigilance team to observe & control the outside activities
- Take responsibility to conduct regular inspection across the plant to monitor any suspicious acts & conditions
- Report any accidents / incidents in a timely manner and ensure proper process to be executed post any incident
- Ensure proper documentation with respect to inspections and activities done and prepare weekly / monthly reports for management review
- Legal Deptt – Timely Feed Back and availability of Officers from dealing dept.
- Deptt – Secretarial Assistance
 - (A) Incharge Of Estate Cell
 - (B) Hospitality
 - (C) Kolkata Guest House

TRANSPORT

- Finalization of contract for hiring transport through tendering process.
- Arranging Transport for Directors, Sr. executives, WOT, Coast Guard and other GRSE Personnel.
- Arranging Bus service for JM to SM
- Arranging Transport for visiting dignitaries and VVIPs
- Arranging Launch service for ferrying employees
- Upkeep of GRSE owned vehicles including Directors cars.
- Arrangement of fuel for different departments
- Processing of Bills of transport (Manual/SAP)
- Follow up payment
- MIS and other miscellaneous.

Financial & Control Responsibilities

- Manage costs through effective budgeting and monitoring of actual expenses against budgets and through cost saving initiatives at respective units
- Support efficient planning of all expenses and monitor budget vis-à-vis actual expenses

People Responsibilities

- Drive a culture of performance amongst subordinates - Set goals, review and manage performance, guide and counsel and provide feedback on performance so as to ensure a motivated and committed team
- Develop the capabilities to take on higher responsibilities while performing the given / in-charge responsibilities at various levels within the department

Oversee any other assignment or special assignment based on business need as communicated from time to time by the Reporting Senior, / Head of Function.

- Any other additional responsibility that could be assigned to the role holder from time to time as a standalone project or regular work.

Duties & Responsibilities of Company Secretary

A. Organization Context

Position Title: Company Secretary

Employee Name: Sandeep Mahapatra

Designation: Company Secretary

Department: Secretarial

Location: GRSE Bhawan, 61 park

Reports to: C&MD

B. Job Objective

- Responsible for overseeing the Secretarial function to ensure that GRSE complies with all statutory regulations with respect to Companies Act, DPE Guidelines on Corporate Governance and applicable SEBI Regulations.
- Interface with ministries, navy and other stakeholders to provide information, reports and declarations, as required.

C. Primary responsibilities

Strategic Responsibilities

Monitor changes in relevant legislation and the regulatory environment and take appropriate action.

Operational Responsibilities

- Ensure that Board procedures are followed and regularly reviewed and provide guidance to Chairman & Managing Director and the Directors on their responsibilities.
- Co-ordination for the Meetings of the Board of Directors, Committees of Directors and Members of the Company.

- Co-ordination and Preparation of Agenda and notes for the Meeting of the Board of Directors and Committees of Board of Directors.
- Drafting and Circulation of Minutes of the Meetings of the Board Members and extracts of relevant portions thereof to all concerned.
- Monitoring of implementation of decisions taken at the Board Meeting.
- Holding General Meetings of the Shareholders - Preparation of Draft Directors' Report, Draft Chairman's Statement, preparation and despatch of Notices for Annual General Meeting / Extra- Ordinary General Meetings of the Members of the Company.
- Publication and Circulation of Annual Report.
- Compliance of Provisions of the Companies Act, 2013, involving maintenance of Records, Registers, Filing of Returns with Registrar of Companies etc.
- Monitoring implementation of Corporate Governance norms of the DPE' Guidelines / Listing Obligation and Disclosures Rules.
- Initiate process of appointment/re-appointment of Directors
- Monitoring & Co-ordinating Personnel Matters of Directors.
- Communication with various stakeholders, Government, Regulators, Authorities etc.
- Custody of Originals of important Agreements/Licenses.
- Compliance of Implementation of Integrity Pact and for the Meetings of the Independent External Monitors (IEMs).

Financial Responsibilities

Ensure adherence to operating budgets for the function.

People development

- Implement initiatives to enable capability development of self and Assistant Company Secretary.
- Ensure timely goal setting, monitoring, review of performance parameters and feedback for self and Assistant Company Secretary.

Any other additional responsibility could be assigned to the role holder from time to time as a standalone project or regular work. The same would be suitably represented in the Primary responsibilities and agreed between the incumbent, reporting officer and HR.

Quality Assurance Department

General Manager (QA)

A. Organization Context

Position Title: General Manager (QA)
 Employee Name: Shri Prashanta Kumar Mandal
 Department: QA
 Designation: General Manager (QA)
 Location: 61 Park Unit

B. Job Objective

- To take overall responsibility for quality Assurance and Control of on-going shipbuilding projects as assigned by GM at all building facilities (Main, FOJ and RBD) inside Main Works as per defined quality and cost parameters, within specified timelines
- To take administrative responsibility for all personnel, reported upon, test equipments and functioning at all MW, FO.J, RBD, TU and to ensure all unit-level processes for achieving first - time - true inspections and zero defects at the final product.
- To take over responsibilities of Departmental in Charge during the absence of GM.

C. Primary responsibilities

Strategic and planning

- Coordinate with various departments as required for ensuring adequate and timely coordination of all inspections, report generation and issuance.
- Control overall inspection plans at all building facilities (MW, FOJ and RBD) by co-ordinating with respective departments at Main Works including Engineering, Electrical & Weapons, Maintenance, Hull & Hull Out-fitting and Plate Preparation Shop and outside block manufacturer.
- Provide inputs to General Manager - QA for developing long term plans for infrastructural development of QA.
- Provide inputs to General Manager - QA for overall inspection load and accordingly planning for the timely completion of the inspection ensuring optimum utilization of capacity and resources

Functional

- Take overall responsibility for the QA of assigned ship(s) till the delivery stage at Main Works as per defined quality and cost parameters, within specified timelines
- Regularly monitor the efficiency and effectiveness of Inspection Process parameters and QAPs and engaged for further improvements.
- Identify opportunities for contracting-out QA Inspection and facilities, destructive and non - destructive testing to optimize performance of QA Department as a whole and improve efficiency and timelines
- Take overall responsibility for monitoring the quality of contractors' work and ensure all outsourced operations are completed and inspected as per requirements, stipulated in national/ international standards within prescribed timelines for the assigned ships and shop floors and outside vendors' premises.

- Ensure timely preparation and submission of inspection reports as required by the General Manager - QA
- Initiate timely upgradation of QA testing facilities

Internal process

- Ensure development and deployment of Standard Operating Procedures/ QAPs in the department
- Establishment of WPS / PQR and Training and certification of the welders of GRSE and the contractors.
- Servicing and Calibration of the test equipments in QA.
- Guide the implementation of process improvement initiatives within assigned Ships and Shop Floors.
- Establish reporting & review mechanisms to track daily progress of the inspection by QA, Naval Inspection Agencies, Classification Societies, accumulation of the test observations and ensure corrective and preventive action, as appropriate.

People development

- Take overall responsibility for people development initiatives and building up in-house capabilities for the employees in QA Department.
- Drive a performance driven culture in the team by timely monitoring, review of performance parameters and feedback to the team members.
- Contribute towards development of talent for the department by providing subordinates with adequate exposure and growth opportunities to enable readiness for higher roles.

Any other additional responsibility that could be assigned to the role holder from time to time as a standalone project or regular work.

DUTIES AND RESPONSIBILITIES OF GM (RBD)

A. Organization Context

Position Title: Function Head – RBD Unit

Employee Name: Shri Goutam Karmakar

Designation: General Manager (RBD) & Occupier

Department: Ship Building

Location : RBD unit

The duties and responsibilities of the General Manager (RBD) are enumerated in the succeeding paragraphs:-

Job Objective

- a) To take overall responsibility for delivery of all on-going shipbuilding projects at RBD as per defined quality and cost parameters, within specified timelines.
- b) To take administrative responsibility for all personnel and equipment at RBD and to ensure all unit-level processes are carried out in line with organizational plans.

Primary Responsibilities

Strategic and Planning

- c) Coordinate with various departments at Main Works as required for ensuring adequate and timely supply of materials, design specifications and other requirements for meeting the overall shipbuilding plans
- d) Cascade overall shipbuilding plan to respective departments at RBD including Engineering, Electrical & Weapons, Maintenance and Hull Out-fitting
- e) Provide inputs to Director Shipbuilding for developing long term plans for infrastructural development in RBD, including capacity expansion, plant automation etc. in co-ordination with CGM Yard Modernization.
- f) Provide inputs to Director Shipbuilding for overall shipbuilding planning for GRSE, in close coordination with CGM - Main Works, while ensuring optimum utilization of capacity and resources.
- g) Continuously monitor external environment to identify areas of improvement at RBD and suggest methods for improving efficiency, quality and costs of production.

Functional

- h) Take overall responsibility for completion of all shipbuilding projects at RBD as per defined quality and cost parameters, within specified timelines.
- j) Lead the Project Leaders at RBD towards ensuring that all construction and out-fitting operations are carried out as per plans and provide guidance for resolution of any anticipated or unforeseen challenges.
- k) Regularly monitor the efficiency and effectiveness of various departments including Engineering, Electrical & Weapons, Maintenance and Hull Out-fitting.
- l) Identify opportunities for contracting-out of ship construction and fitting- out operations to optimize unit-level performance and improve efficiency and timeliness; take necessary action to capitalize on identified opportunities.
- m) Take overall responsibility for monitoring the quality of contractors' work and ensure all outsourced operations are completed as per requirements within prescribed timelines.
- n) Regularly monitor the shipbuilding progress vis-à-vis overall shipbuilding schedules and take necessary action in case of any delays.
- o) Ensure timely preparation and submission of reports as required by various internal and external stakeholders including GRSE senior management.
- p) Take overall responsibility for timely execution of all unit-level procurement within limits defined as per Delegation of Authority matrix
- q) Monitor environment and safety related aspects at RBD and take overall accountability for ensuring adherence to all applicable standards.
- r) As the Occupier of the unit, take overall responsibility for ensuring that all statutory compliance requirements applicable to RBD are adhered to
- s) Ensure timely repairs of damaged ship segments by co-ordinating with respective RBD units

Internal Process

- t) Ensure development and deployment of Standard Operating Procedures in the department
- u) Lead cost saving efforts at RBD by facilitating identification of cost saving opportunities and ensuring follow up action on the same .
- v) Guide the implementation of process improvement initiatives within various departments at RBD
- w) Establish reporting & review mechanisms to track operational performance of the unit and ensure course correction & corrective action, as appropriate.

People Development

- x) Take overall responsibility for people development initiatives and building up in-house capabilities for the employees in the department
- y) Drive a performance driven culture in the team by timely monitoring, review of performance parameters and feedback to the team members
- z) Contribute towards development of talent for the department by providing subordinates with adequate exposure and growth opportunities to enable readiness for higher roles
- aa) Actively participate in HR initiatives to drive overall employee engagement and motivation

Any other additional responsibility could be assigned to the role holder from time to time as a standalone project or regular work. The same would be suitably represented in the Primary

Any other additional responsibility that could be assigned to the role holder from time to time as a standalone project or regular work.

GENERAL MANAGER - RO DELHI

Position Title: General Manager - RO Delhi

Employee Name: Cdr Harish Kumar IN (Retd)

Designation: General Manager (R O Delhi)

Department: HR Department

Location: RO, Delhi

Job Objective

- Coordination with various Ministries/IHQ(N)/CGHQ/MHA etc. for expediting Award of Excellence, Hindi Rajbhasha Award, financial sanction, release of payment, approval of drawings etc.
- Conduct of IITF, DEFEXPO, CSR Fair and other Exhibitions/Seminars and attending meetings for the same.
- Co-coordinating and organizing Meetings viz MOU, Apex, RM, Board, Dividend Payment Ceremony, cases at DPE/PESB etc at MOD/ IHQ(N)/ MHA/CGHQ/DGBR/DPE etc.
- Organizing and attending meeting with foreign delegation / embassy / concerned ministry officials for marketing of GRSE products.

Primary Responsibilities

Strategic and Planning

- Ensuring GRSE business interest is met with timely completion of jobs and effectively monitoring / development of the various issues with regard to new orders.
- Timely submission of documents / reports to various ministries/IHQ(N)/CGHQ etc. viz. MoU/ Annual Report / Answer during parliament session etc.
- Planning for various major events such as Exhibitions, award functions, seminars etc.

Functional

- Meeting the requirements projected by various units/ divisions of GRSE on day to day basis viz collection and delivery of important documents, discussing issues etc.
- Providing Administrative and Logistics Support to GRSE officials visiting Delhi for attending meetings/seminars and presentations at MoD/CGHQ/IHQ(N)/MHA etc.
- Expediting / sorting out issues with MHA for release of payment for AMC of boats. Expediting cases by meeting concerned officials at MOD / IHQ(N) / CGHQ / MHA / DPE etc and co-ordination with MOD/GRSE for forwarding timely reply to the Parliament question. Visiting firms

for monitoring the progress of inspection of items ordered by GRSE. Liaison with Quality Assurance Organizations and Professional/Productions Directorates at IHQ(N)/CGHQ for early approval of QAP and drawings.

- Coordinating sport events such as GRSE Golf Tournament etc.
- Attending meetings/seminars at IHQ(N)/MoD/CGHQ etc. on behalf of GRSE when meeting notice is too short.
- Meeting unforeseen requirements as projected by officials of MoD/GRSE/MHA/CGHQ etc.

Internal Processes

- Upkeep and maintenance of Regional office and Guest House and carrying out duties of Controlling Officer of Shipyard House on rotational basis.
- Effective monitoring of the jobs of Delhi office staff for timely completion and practically nil mistake.
- Monitoring of Delhi Guest House booking and transport requirement for officials of GRSE, MOD, IHQ(N) etc.
- Tendering of contracts viz Guest house management services, Car contract etc.
- Maintaining of Imprest account and forwarding of bills of cars, Guest house management services etc.

People Development

- Emphasize on timely completion of jobs with practically nil pending jobs.
- Monitoring performance of staffs with scope for improvement for increasing efficiency and effectiveness
- Exposure to staffs for organizing various activities viz. seminars, exhibitions, meeting etc for adequate growth opportunities and to prepare for better roles.
- Exposure to various HR issues initiatives for overall employee development and
- motivation.

Any other additional responsibility that could be assigned to the role holder from time to time as a standalone project or regular work.

Information Technology

AGM/DGM – Information Technology (IT)

1. Organization Context

Position Title: Process In-charge – Information Technology (IT)

Employee Name: Sanjay Sarkar **Designation:** Additional General Manager

Department: ERP **Location:** Main Works

2. Job Objective

- To manage overall IT infrastructure of the organization ensuring its suitability for facilitating improvement in the operational efficiency of the organization
- To take responsibility for all personnel and equipment at the IT department and to ensure all processes are carried out in line with organizational plans

3. Primary responsibilities

Strategic and planning

- Provide inputs to **CGM(ERP&YM)** and Director – Personnel in developing overall strategy, objectives and targets for Information Technology at GRSE in coordination with other HODs
- Guide & facilitate the sub-heads in the department in formulating plans for their respective areas and accordingly detail-out the plan for the year
- Continuously track and monitor the evolving IT trends and advancements specific to the shipbuilding industry and explore their relevance and feasibility in GRSE's context
- Continuously monitor external environment to identify areas of improvement in the department and suggest methods for improving efficiency, security, quality and costs

Functional

- Ensure smooth operation of existing IT infrastructure (both hardware & software) for business operations across units including email server and services, employee kiosks and portal and attendance recorders
- Ensure all existing IT infrastructure (both hardware & software) is continuously updated, security and usage patches are installed and upgrades made in a timely manner
- Support all departments in using the SAP modules and Document management systems by ensuring error free operations, troubleshooting and query handling in a timely manner
- Prepare Annual and Monthly plans and budgets for hardware and software aspects of IT taking inputs from all departments at GRSE and facilitate finalization of the same
- Recommend improvements in Management Information Systems, Business Information tools across key functions enabling effective decision making and robust controls mechanism
- Take overall responsibility to develop a service oriented IT Team focused on providing timely IT support to the Users and building capability in employees at large
- Collate IT Infrastructure requirements of all departments at GRSE, explore new avenues to source best-in-class IT systems and technology, and forward procurement indents to Materials department in batches for e-tendering
- Establish principles to govern service agreements, warranty support and Annual Maintenance Contracts with IT service providers and drive cost-effective procurement of IT support and services from vendors / service providers
- Assume overall responsibility for training all GRSE officers, supervisors and office assistants on proper usage of IT infrastructure (both hardware & software) for improving efficiency and security in all business processes
- Assume overall responsibility for management of the corporate website, data control and ensuring its availability through the hosting vendors
- Plan and manage the budget for the IT Department and ensure audit compliance and compliance to policies

• **Internal process**

- Ensure development and deployment of Standard Operating Procedures in the department
- Lead cost saving efforts by facilitating identification of cost saving opportunities and ensuring follow up action on the same
- Guide the implementation of process improvement initiatives within the department
- Establish reporting & review mechanisms to track operational performance of the department and ensure course correction & corrective action, as appropriate

People development

- Take overall responsibility for people development initiatives and building up in-house capabilities for the employees in the department
- Drive a performance driven culture in the team by timely monitoring, review of performance parameters and feedback to the team members
- Contribute towards development of talent for the department by providing subordinates with adequate exposure and growth opportunities to enable readiness for higher roles
- Actively participate in HR initiatives to drive overall employee engagement and motivation

Any other additional responsibility that could be assigned to the role holder from time to time as a standalone project or regular work.

Additional General Manager - Yard Modernisation (YM)

1. Organization Context



Position Title: Additional General Manager - Yard Modernisation (YM)

Employee Name: Shri Tanay Saha **Designation:** Additional General Manager (YM)

Department: Yard Modernisation **Location:** Main Works

2. Job Objective

- Identify the requirement for creation/augmentation of New Facility / revamping of Existing Facility as per necessity of Production/User Department
- Implementation of infrastructure project as per requirement with desired quality & optimum cost
- To provide requisite civil engineering support to the Main Shipyard & other assigned areas
- Overall accountability of the departments and to take responsibility of departmental personnel to ensure all processes are carried out in line with organizational plans

3. Primary responsibilities

- Strategic and planning**
- Formulate scheme & implementation strategy of infrastructure project based on criticality of requirements and other related issues in line with overall organisation plan
 - Develop strategic plans for efficient tendering & process improvement and translate them into standard processes & systems to minimise cycle time
 - To assume overall responsibility for planning, monitoring & controlling from awarding of work to the selected firms until completion of project and handing over to Production/User Department and thereafter finally closing of the contract
 - Monitoring external environment and identify opportunities for adoption of new and cost effective technology, methods and processes

Functional

- Lead initiation of projects based on inputs from Production/User Department
- Lead finalization of basic project requirements, salient features, dimensions, design basis & construction details of the project based on the necessities
- Lead finalisation of tender documents including SoR/Drg/Technical Specification, tendering, Bid Evaluation, Negotiations with the Bidders and Award of Work
- Monitoring and administering the Contracts for adherence
- Lead project management during execution for timely completion and optimisation of project cost
- Liaison with concerned departments for smooth execution of work
- Issue of job completion certificate on completion of the project and closing of Contracts
- Taking part in arbitration process with the executing firms, if any
- Lead Maintenance / Modification of Shops, Buildings, Berths, Roads, Company's Premises etc as per requirements
- Lead implementation of civil work under CSR Activities (School Toilets, Training Centre)

Internal process

- Ensure that all Standard Operating Procedures are followed in the department
- Obtaining necessary Management approvals for the project
- Assist cost saving efforts by facilitating identification of cost saving opportunities and ensuring follow up action on the same
- Support the implementation of process improvement initiatives within various departments

People development

- Take overall responsibility for people development initiatives and building up in-house capabilities for the employees in the department
- Drive a performance driven culture in the team by timely monitoring, review of performance parameters and feedback to the team members

- Actively participate in HR initiatives to drive overall employee engagement and motivation

Any other additional responsibility could be assigned to the role holder from time to time as a standalone project or regular work. The same would be suitably represented in the Primary responsibilities and agreed between the incumbent, reporting officer and HR.

Employee Name: [Faint text] Department: [Faint text]

2. Job Objectives

[Faint text describing job objectives]

3. Primary responsibilities

3.1. [Faint text]

[Faint text describing primary responsibilities]

Production & Works

A. Organization Context

Position Title:	Additional General Manager/Production & Works		
Employee Name:	Capt. Vineet Singh Bawa IN(Retd.)	Designation:	AGM(Engg & DKMC)
Department:	Engg & DKMC	Location:	GRSE, Taratala Unit

B. JOB OBJECTIVE

- To ensure compliance of all statutory & safety requirements of Deck Machinery Unit as WORKS MANAGER and maintain the records.
- Manage all activities involved in Control of all production(assembly & testing of deck machineries) and production planning & process of Deck Machinery Unit .
- Control of procurement of capital items for production shops
- Participation in Management Review Meeting.
- Attending customer's installation and commissioning requirements of Deck Machinery products at all GRSE units/outside GRSE (different shipyards).
- To ensure all processes are carried out in line with organizational plans.

C. PRIMARY RESPONSIBILITIES

- **STRATEGIC & PLANNING**
 - Monitor working environment to suggest areas and methods for improving the efficiency of work and production.
- **FUNCTIONAL RESPONSIBILITIES**
 - Coordinate for control of Inspection & load testing of lifting appliances of the unit.
 - Adhere to standard systems and processes to enhance operational efficiencies.
 - Maintenance of all electrical and mechanical equipment of the unit including preventive maintenance & break down maintenance (e.g. Maintenance of utility equipment such as forklifts, cranes etc. and ensuring their readiness for use during production/assembly at shop floor.)
 - To prepare for possible crisis & bottlenecks of production in the preparation of contingency plans for the same.
 - Control of after sales service of Deck Machinery equipment and maintain records(e.g. Liquidation of Guarantee Defects.)
- **INTERNAL PROCESS**
 - Follow all Standard Operating Procedures in the department.
 - Effective functioning of Maintenance, Human Resource, Security & Fire Fighting Deptt as Works Manager.
 - Assist in the implementation of process improvement initiatives within the department.
- **PEOPLE DEVELOPMENT**
 - Participate in people development initiatives and build up individual capabilities in the department.
 - Actively participate in HR initiatives to drive overall employee engagement and motivation.

- Any other additional responsibility that could be assigned to the role holder from time to time as a standalone project or regular work.

Diesel EnginePlant

A. Organization Context

Position Title:

PROCESS HEAD (UNIT INCHARGE DEP RANCHI)

Employee Name: Cdr. Rajesh Sethy

Designation: DGM DEP (Production)

Department: Engine Division

Location: DEP - Ranchi

Job Objective:

- To take overall responsibility for the assembly, overhauling and delivery of all Diesel Engines to respective customers & BB product as per defined quality and cost parameters, within specified timelines.
- To take administrative responsibility for all personnel and equipment at the DEP - Ranchi Unit and ensuring all unit-level processes are carried out in line with organizational plans

Primary responsibilities :

Strategic and planning

- Discharge the responsibility of **Occupier of DEP Unit**
- Continuously scan external environment to identify opportunities for business and convert the same into comprehensive business plans
- Cascade overall Diesel engine & BB plan to all the departments at DEP Unit including Procurement, Production and Maintenance
- Continuously monitor external environment to identify areas of improvement in assembly and overhauling of Diesel Engines and suggest methods for improving efficiency, quality and costs of production

Functional :

- Take overall responsibility for managing the entire value chain of Diesel Engine Division at Ranchi as per defined quality and cost parameters, within specified timelines

- Lead the team in DEP - Ranchi towards ensuring that all operations are carried out as per plans and provide guidance for resolution of any anticipated or unforeseen challenges
- Regularly monitor the efficiency and effectiveness of DEP departments
- Lead the team's response to tenders and opportunities in the market, including overseeing appropriate costing and the proposal preparation and submission
- Take overall responsibility for the design of modifications as per client requirements, and for in-house development of Diesel Engine Plant and advancements in design of machinery and fabrication items. Support production and contract teams with advice on design and other machinery issues, as and when required
- Lead the procurement process for the department and take overall responsibility for the management of the store at DEP - Ranchi
- Identify opportunities for contracting-out of operations such as production of components to optimize unit-level performance and improve efficiency and timeliness; take necessary action to capitalize on identified opportunities
- Take overall responsibility for monitoring the quality of contractors' work and ensure all outsourced operations are completed as per requirements within prescribed timelines
- Ensure timely preparation and submission of reports as required by various internal and external stakeholders including GRSE senior management
- Monitor environment and safety, canteen and administration related aspects at DEP Ranchi and take overall accountability for ensuring adherence to all applicable standards
- As the Occupier of the Unit take overall responsibility for ensuring that all applicable statutory compliance requirements are adhered to
- Define Quality Policy, Objectives, and Responsibilities & Authority.
- Diversification plans and resource mobilization etc.
- Ensuring that process of the quality management system are established, implemented and maintained, any need for improvement,

Internal process :

- Ensure deployment of Standard Operating Procedures in the all departments at DEP Ranchi
- Lead cost saving efforts at the unit by facilitating identification of cost saving opportunities and ensuring follow up action on the same
- Guide the implementation of process improvement initiatives within the various departments at DEP Ranchi
- Establish reporting & review mechanisms to track operational performance of the unit and ensure course correction & corrective action, as appropriate

People development

- Take overall responsibility for people development initiatives and building up in-house capabilities for the employees in the unit
- Drive a performance driven culture in the team by timely monitoring, review of performance parameters and feedback to the team members
- Contribute towards development of talent for the unit by providing subordinates with adequate exposure and growth opportunities to enable readiness for higher roles
- Actively participate in HR initiatives to drive overall employee engagement and motivation
- *Any other additional responsibility that could be assigned to the role holder from time to time as a standalone project or regular work.*