

TOOL ROOM & TRAINING CENTRE, GUWAHATI

POWERS AND DUTIES OF TRTC OFFICERS AND EMPLOYEES

(Under Section 4(1)(b)(ii) of Right to Information Act 2005)

Tool Room & Training Centre (TRTC), Guwahati was set up in 1999 to conduct short term as well as long term training programmes to upgrade the skill of fresher's as well as personnel working in industries. It is headed by the Project Manager. To carry out the functions of different Departments/Divisions both Technical and non-Technical personnel are appointed.

The structure of both Technical and non-Technical posts in TRTC, Guwahati are as under:

A. Technical

- i) Project Manager
- ii) Deputy Manager
- iii) Senior Training Officer
- iv) Training Officer
- v) Technician 'A'
- vi) Technician 'B'
- vii) Technician 'C'
- viii) Store Keeper

B. Non-Technical

- i) Administrative Officer
- ii) Accountant
- iii) Private Secretary

All the authorities of the Society are vested with the Governing Council and the Chairman of the Governing Council and the office bearers of the Society are the Chairman and the Project Manager. The functions, duties and powers to be

discharged by the Chairman, Governing Council and Project Manager are prescribed in the Memorandum of Association and Rules Regulations of the Society.

Certain Administrative and financial powers have been delegated to the Project Manager to carry out the day to day functions of the Society. The Project Manager in turn delegated some of the financial and administrative powers to the Head of the Departments and other officers to carry out the day to day functions of the Society.

The duties and responsibilities of the Technical and non-Technical officers are as under:

A. Technical

1. Deputy Manager

- i. To supervise the work of the Departments/Divisions in their control, i.e. Training/Production Deptt.
- ii. To plan and distribute work amongst the subordinate officers in the Department/Divisions under their control.
- iii. To fix Departmental target and plan and take necessary action to achieve both financial and physical target fixed for the year.

2. Senior Training Officer/Training Officer/Technician A

- i. To supervise the subordinate staff under their control
- ii. To take required measures for optimum use of machines and manpower under their control.
- iii. To assist the Senior Manager/Manager to plant in achieving the target.

3. Technician B/Technician C

- i. To work with the machines/execute the jobs allotted to them.
- ii. To ensure timely completion of job with minimum rejection of the work.

4. Store Keeper

- i. In charge of the both Production and Training store.
- ii. To look after the activities of the Store.

B. Non-Technical

1. Administrative Officer

- i. To look after recruitment, HRD, security and housekeeping activities.
- ii. To assist Deputy Manager in planning and coordination.
- iii. To look after staff welfare activities.

2. Accountant

- i. To look after the financial, Accounts activities of the Centre.
- ii. To look after P.F./ESI/Income Tax/Insurance etc.
- iii. To supervise staff under his control.

3. Private Secretary

- i. To assist the immediate authority for activities, maintenance files, noting and drafting etc.