

Designation	Powers and responsibilities
Managing Director	<ul style="list-style-type: none"> ➤ Managing Director is the Administrative Controller of the Corporation. ➤ Managing Director is the Chief Executive Officer of the corporation. ➤ Managing Director is entrusted with substantial powers of the Corporation management subject to superintendence, control and direction of the Board of Directors. ➤ As a member of the Board of Directors he participates in formulating the objectives and policy making functions of the Board. ➤ He is the liaison officer between the Board of Directors and the rest of the Organization. ➤ To review the operations of the corporation and present to the Board periodically accounts and statistics showing progress and the present position of the corporation. ➤ To approve or disapprove development plans submitted by the Heads of the section and place before the Board for final approval.
General Manager (M&T)	<ul style="list-style-type: none"> ➤ Procurement and distribution of Agricultural inputs. ➤ Business related matter ➤ Conduct review meetings with incharges of Branch/Sale points including collection of monthly progress reports. ➤ Matters related to preparation of bills and realization of bills thereon. ➤ Expansion of business of ASC Ltd. in other states. <ul style="list-style-type: none"> ○ (All duties shall be performed with due approval of the Managing Director)
General Manager (Finance)	<ul style="list-style-type: none"> ➤ Act as a financial advisor to the Managing Director in the financial matters of the Corporation. ➤ Verification/Supervision of cash receipt & payments made by different branches and sale points including headquarter. ➤ Matters related to salary of Headquarter and field staff. ➤ All other finance related matter. ➤ Finalisation of Budget ➤ Finalisation of Annual Accounts. ➤ Matters related to taxation. ➤ Matters related to Employees' welfare scheme. <p>(All duties shall be performed with due approval of the Managing Director)</p>
General Manager (Production) & SPIO ASC Ltd.	<ul style="list-style-type: none"> ➤ Production of seeds and planting material in Seeds Farms & Nurseries ➤ Co-ordinate with Deputy Director of Agriculture of Agriculture (Seeds) for receiving and utilizing breeder seeds ➤ Act as Nodal Officer for implementation of seeds village programme, national Seeds Reserve and related programme. ➤ All matters related to RTI. ➤ Preparation of schemes <p>(All duties shall be performed with due approval of the Managing Director)</p>
Administrative Officer	<ul style="list-style-type: none"> ➤ All administrative matter relating to employees ➤ Legal work ➤ Work related with personal file appointment of new officers/ officials, promotion, transfer etc of employees ➤ All works related to court cases ➤ Maintenance of attendance of employees ➤ Works related with electricity bill, office and godown rent, legal fees, printing & stationery, allotment of office quarter etc. ➤ Security related matter of office campus, employees, branch staff ➤ Allotment of vehicles with drivers for officers/other purposes. ➤ Proper utilization of Human Resource <p>(All duties shall be performed with due approval of the Managing Director)</p>
Junior Accountant	<ul style="list-style-type: none"> ➤ Preparation of cash book ➤ Preparation of journal ➤ Preparation of General ledger ➤ Preparation of trial balance ➤ Preparation of Profit & Loss A/C ➤ Annual stock Reconciliation Statement ➤ Correspondence with Public enterprise department ➤ Preparation of Bill register ➤ Maintenance of Purchase Book and Sales book and other subsidiary books as per Accounting Manual.

	<ul style="list-style-type: none"> ➤ Preparation of Salary Statement of all employees ASC Ltd. ➤ Processing of Employees' Welfare schemes. ➤ Works related to taxation.
Junior Engineer	<ul style="list-style-type: none"> ➤ Infrastructure Development ➤ Maintenance of vehicles ➤ Allotment of duties of drivers ➤ Preparation of schemes related to infrastructure development ➤ Processing of tender under Engineering section. ➤ Electrification.
Junior Assistant (Production Section)	<ul style="list-style-type: none"> ➤ Processing of applications for issue of Principal Certificate ➤ Processing for allotment of funds for Farms and Nurseries of ASC Ltd. ➤ Preparation of Production budget. ➤ Preparation of Farm wise yearly production Register ➤ Preparation of Production Profit and Loss Statement Farm wise. ➤ Processing of fund allotment under various Govt. of India Schemes and State schemes.
Incharge B.M.,	<ul style="list-style-type: none"> ➤ Maintenance of all books of accounts like cheque issue register, General ledger, Challan issue register, and other subsidiary books as mentioned in the Accounting Manual ➤ Annual consolidated MST ➤ Annual Stock statement & others ➤ Submission of all report monthly to the Head Office.
Incharge Farms & Nurseries.	<ul style="list-style-type: none"> ➤ Maintenance of all books of accounts like cheque issue register, General ledger, Challan issue register, and other subsidiary books as mentioned in the Accounting Manual ➤ Annual consolidated MST ➤ Annual Stock statement & others ➤ Submission of all reports monthly to the Head Office. ➤ Production Register ➤ Yearly Production plan.
Assistant Branch Manager H.O.	<ul style="list-style-type: none"> ➤ Work related to Marketing section ➤ Pursue of pending bills receivables from the Govt. of Assam. ➤ Work related to development of all Farms and Nurseries ➤ Work related to increase the business of the nurseries ➤ Monitoring of the seed supply in all the Districts of Assam under various schemes