

Chapter-3

Andhra Pradesh State Minorities Finance Corporation Ltd.
Head Office, Vijayawada
Right to Information Act 2005 (ACT No 22 of 2005)

Power and Duties of Officers and Employees, Section 4 (1) (b) (ii)

VC & Managing Director

He is the Official Head of the Department. He is responsible for the careful observance of the Business Rules and Government instructions in the transaction of business in the Corporation. He exercises general supervision and control over the staff under him in the State and is responsible to see that the members of the staff under him discharge the work allotted to them efficiently and expeditiously.

General Manager

He is the general in charge of all office matters and procedure as a whole. All files to the VC & Managing Director shall be routed through the General Manager. The General Manager will be advisory in functions to VC & Managing Director and undertakes tours also throughout the Andhra Pradesh for proper Functioning of the District Administration.

Assistant General Manager

The Assistant General Manager takes cases of all developmental activities and will be supervising on the implementation of the targets in all the schemes also tours in the district.

Finance Manager Finance Manager is overall responsible for the maintenance of Books and Accounts of the Corporation. He will be overall responsible for the Returns, Audit, Rectification of Audit objections, Filing Returns, Income Tax Returns etc. He is a Touring Officer to undertake tours throughout the State for Verification of Books of Accounts in the Branch Offices.

Manager

The Manager is responsible for overall Supervision of Administration Section and day to day Administrative Matters, taking care of Vehicles, Maintenance, Stores, Purchases, Printings etc.

Regional Officer

The Regional Officer takes cases of all developmental activities and will be supervising on the implementation of the targets in all the schemes also tours in the district.

Accounts Officer

The Accounts Officer is responsible for Maintenance of Books and Accounts, Scrupulous Observation of Calendar of Statutory Payments. Finalization of Accounts and conduct of statutory internal and Accountant General's Audits and preparation of Annual Action Plan.

Superintendent

The Superintendents are in charge of a Sections relating to the subjects allotted to the Branch working under him. He is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of business at all stages.

Senior Accounts Assistant / Senior Assistant / Junior Assistants

The main duties of the Senior Accounts Assistant / Senior Assistants / Junior Assistants are to draft and reference the communications properly and deal with the cases relating to their Seat in the Section Efficiently and Expeditiously.