

प्रतिभूति कागज कारखाना, नर्मदापुरम (म.प्र.)

दिनांक : 05.11.2022

Sr. No.	SAP No.	Name of Executive	Designation	Roles and Responsibilities
1	22131	SH. DURGESH PATI TIWARI	CHIEF GENERAL MANAGER	Factory Occupier & Head of the Department
2	22176	SH. PARTHA PRATIM DAS	JOINT GENERAL MANAGER (T.O.)-I	<ul style="list-style-type: none"> <li>• Nominated as the Factory Manager &amp; Chairman- Works Committee</li> <li>• Operations &amp; Maintenance of the unit</li> <li>• Procurement(Purchase) &amp; Stores Management</li> <li>• Civil Work</li> <li>• PM#6 Project work</li> <li>• Safety</li> <li>• QA, Lab, R&amp;D &amp; Environment</li> <li>• Capex &amp; MOU Management</li> <li>• FAA under RTI Act</li> <li>• Entrusted with the responsibility of AGM(TO)</li> </ul>
3	3153	SH. RAVINDER SINGH	JOINT GENERAL MANAGER (T.O.)-II	<ul style="list-style-type: none"> <li>• Mechanical &amp; RAC Section</li> <li>• Electrical</li> <li>• Electronics and Instrumentation</li> <li>• Boiler Operation &amp; maintenance</li> <li>• Information Technology</li> <li>• Safety Committee Chairman</li> <li>• Service Areas like sub station, water supply, sewage, ETP</li> <li>• Workshop, Garage</li> <li>• Civil Work</li> <li>• Vigilance Coordination &amp; related correspondence</li> </ul>
4	354	SH. VIVEK TANEJA	DEPUTY GENERAL MANAGER (F&A)	<ul style="list-style-type: none"> <li>• Overall in-charge of Finance &amp; Account activities of SPM</li> <li>• Audit, Vigilance related activities in respect of Finance</li> <li>• Approval of indent for material, AoN and Administration approval for capital items/capital works (as per annexure 30PM 2.0)</li> <li>• Financial concurrence of procurement files (as per Annexure 28 PM 2.0)</li> <li>• Vetting of all agreements of SPM</li> <li>• Member of SCCGM</li> <li>• Budgetary Control</li> <li>• Inventory Control</li> <li>• Authorization of all bills for payment</li> </ul>
5	3641	SH. ASHESH AVINASHI	DEPUTY GENERAL MANAGER (H.R.)	<ul style="list-style-type: none"> <li>• All H.R.Activities of SPM</li> <li>• Official Language</li> <li>• Industrial Relation &amp; Training.</li> </ul>
6	2056	SH. MOHIT RAM KORRAM	DEPUTY GENERAL MANAGER (TECHNICAL OPERATIONS)	<ul style="list-style-type: none"> <li>• Mechanical Maintenance of Existing Plant and PM#5</li> <li>• Boiler Operation &amp; Maintenance.</li> <li>• Workshop, Garage.</li> </ul>
7	4985	SH. AKHILESH KUMAR GUPTA	DY. GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> <li>• Production Department of entire SPMN</li> <li>• PM#6 Project work</li> <li>• Wire workshop</li> <li>• MCMP(Old Mould Plant)</li> <li>• Related CAPEX and Material Procurement.</li> </ul>
8	22056	SH. PARDEEP KUMAR	MANAGER (TECH.OPR)-I	<ul style="list-style-type: none"> <li>• New Pulp Plant.</li> <li>• Wire Workshop, Old MCMP</li> <li>• Procurement of raw materials, chemicals related to NPP and wire workshop</li> </ul>
9	22057	SH. SANJEEV KUMAR GAUTAM	MANAGER (TECH.OPR)-II	<ul style="list-style-type: none"> <li>• Overall Incharge of Quality Control, Environment and Research &amp; Development</li> </ul>
10	22070	SH. SATYANARAYAN PATRO	MANAGER (TECH.OPR)-III	<ul style="list-style-type: none"> <li>• PM#5 Finishing End &amp; Dispatch section.</li> <li>• Procurement of material, packing materials &amp; Transportations services etc.</li> </ul>

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11	22071	SH. NILESH JAISWAL	MANAGER (TECH.OPER)-IV	<ul style="list-style-type: none"> <li>Paper Machine # 5 Operations.</li> <li>Procurement of Security items &amp; other raw material related to paper machine.</li> </ul>
12	22088	SH. SANDEEP KUMAR	MANAGER (F&A)-I	<ul style="list-style-type: none"> <li>Finance concurrence of procurement files (as per Annexure 28 and Annexure 30 of PM 2.0)</li> <li>Release of Purchase Requisitions in the release strategy upto Manager(F)</li> <li>Approval of indent for material, AoN and Administration approval for capital items/capital works (as per annexure 30PM 2.0)</li> <li>Concurrence of all financial approval.</li> <li>Nodal officer of Statutory Audit</li> <li>Budgeting</li> <li>Monthly financials, MIS, DO letter and finance Dash Board</li> <li>Coordination in preparation and finalization of LR and BS and P&amp;L.</li> </ul>
13	22104	SH. DEBDULAL MAJI	MANAGER (TECH.OPER)-V	<ul style="list-style-type: none"> <li>E&amp;I related activities for :</li> <li>New Pulp Plant</li> <li>Finishing End PM#5</li> <li>BMS system of AC plant</li> <li>New ETP Plant</li> </ul>
14	22121	SH. BRAJMOHAN KUMAR DWIVEDI	MANAGER (TECH.OPER)-VI	<ul style="list-style-type: none"> <li>.All Mechanical Maintenance related activities in NPP, PM-5, Finishing End, New ETP and all other allied sections.</li> </ul>
15	22115	SH. AJAY KHAWAS	MANAGER (TECH.OPER)-VII	<ul style="list-style-type: none"> <li>E&amp;I related activities for :</li> <li>Paper Machine</li> <li>Wire Workshop</li> <li>Fire Detection and Alarm system</li> </ul>
16	2053	SH. ABHIRAJ SINGH THAKUR	MANAGER (TECH.OPER)-VIII	<ul style="list-style-type: none"> <li>Old Plant Paper Machine Production.</li> <li>Production &amp; Operation of Old plant Calendar Cutter.</li> <li>Procurement related to Paper Machines, Calendar, Cutter etc.</li> </ul>
17	16499	SH. SANJAY KUMAR GAVASKAR	MANAGER (MATERIAL) & CPSO	<ul style="list-style-type: none"> <li>Overall Responsible for Procurement and Store Management.</li> </ul>
18	2902	SH. DHANRAJ PRAJAPATI	MANAGER (TECH.OPER)-IX	<ul style="list-style-type: none"> <li>Finishing End &amp; Dispatch section of Old Plant</li> <li>Packing Materials &amp; Transportation for dispatch, Procurement related activity</li> </ul>
19	3055	SH. S.PALANI KUMAR	MANAGER (TECHNICAL SUPPORT)	<ul style="list-style-type: none"> <li>Safety, Civil, Horticulture, Pest Control &amp; jungle cutting.</li> <li>To procure &amp; dispose of radioactive material.</li> </ul>
20	22090	SH. PRABHAKAR CHAUDHARY	MANAGER (TECH.OPER)-X	<ul style="list-style-type: none"> <li>PM#5 Electrical.</li> <li>132/33 KV Substation.</li> <li>33/11/0.415 KV Substation.</li> <li>NPP Electrical.</li> </ul>
21	22128	SH. KISHOR ASHOK MANE	MANAGER (MATERIAL)-I	<ul style="list-style-type: none"> <li>Procurement of</li> <li>i) Security Items</li> <li>ii) CPWD</li> <li>iii) E&amp;I Department</li> <li>iv) Coordinating with Audit and vigilance reply</li> <li>v) Monthly report to CHO</li> <li>Examining SCCGM Proposals.</li> </ul>
22	3139	SH. GOVIND SINGH RAGHUWANSHI	MANAGER (TECHNICAL OPERATIONS)-XI	<ul style="list-style-type: none"> <li>Old Plant Electrical Maintenance.</li> <li>132/33 KV Substation</li> <li>33/11/0.415 KV Substation</li> <li>Intake Well Operation &amp; Maintenance.</li> </ul>
23	3133	SH. ASHUTOSH SHARMA	MANAGER (TECHNICAL OPERATIONS)-XII	<ul style="list-style-type: none"> <li>E&amp;I related activities for Old Plant, Boiler, CCTV, CISF gadgets and Telephone exchange etc.</li> </ul>

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24	2058	SH. ANIL KUMAR VISHWAKARMA	MANAGER (TECHNICAL OPERATIONS)-XIII	<ul style="list-style-type: none"> <li>All Mechanical Maintenance related activities of Old Plant:               <ol style="list-style-type: none"> <li>Mill Maintenance</li> <li>HVAC</li> <li>Workshop / Garage / Transport</li> <li>WTP / ETP / BLTP</li> </ol> </li> </ul>
25	6798	SH. PRAMOD KUMAR YADAV	MANAGER (TECHNICAL OPERATIONS)-XIV	<ul style="list-style-type: none"> <li>Finishing End &amp; Dispatch section of Old Plant</li> <li>Packing Materials &amp; Transportation for dispatch, Procurement related activity</li> </ul>
26	4573	SMT. PUSHPLATA KULHARE	MANAGER (F&A)-II	<ul style="list-style-type: none"> <li>Processing all domestic vendor payments including MSME and GeM</li> <li>Member of finance department for all GEM Transaction</li> <li>Inventory monitoring and Valuation</li> <li>Costing and Pricing</li> <li>Nodal officer of Cost Audit</li> <li>Monthly MSME and Creditors report.</li> <li>Coordination in preparation and finalization of LR and BS and P&amp;L.</li> </ul>
27	3338	SH. VIKAS KUMAR	MANAGER (MATERIAL)-II	<ul style="list-style-type: none"> <li>Scrap Disposal</li> <li>Procurement of               <ol style="list-style-type: none"> <li>Mechanical (Old Plant)</li> <li>AC Plant &amp; Boiler</li> <li>HR, Safety, CISF, Miscellaneous</li> <li>All Annexure-2 &amp; 3</li> <li>Electrical Department</li> <li>IT Department</li> <li>Civil</li> </ol> </li> <li>Engineering Store</li> </ul>
28	16893	SH. ATUL RAO	MANAGER (IT)	<ul style="list-style-type: none"> <li>All I.T. Activities.</li> </ul>
29	385	SH. MOHD. NAWAZ MIYA	MANAGER (F&A)-III	<ul style="list-style-type: none"> <li>Taxation related work</li> <li>Sales accounting/invoicing</li> <li>Asset accounting</li> <li>Inter Unit Reconciliation</li> <li>Member of finance department for DPR committee</li> <li>Nodal officer of all Audits (Internal, CAG, GST and Tax)</li> <li>Processing of foreign finance bills including LC and TT payment</li> </ul>
30	3313	SH. RAHUL RAMGOPAL RAIDAS	MANAGER (TECHNICAL OPERATIONS)-XV	<ul style="list-style-type: none"> <li>AMC and calibration of the instruments and its spare parts management.</li> <li>To maintain general requirements of NABL accreditation for the testing laboratory of SPM Narmadapuram and ensure timely completion of Desktop surveillance.</li> <li>Re-certification of ISO 9001:2015 (Quality Management System) and ISO 14001:2015 (Environment Management System)</li> </ul>
31	22076	SH. LOKESH MEENA	MANAGER (TECHNICAL OPERATIONS)-XVI	<ul style="list-style-type: none"> <li>All electrical work of;               <ul style="list-style-type: none"> <li>NPP</li> <li>Substation No.6</li> <li>NPP Compressor</li> </ul> </li> </ul>
32	22077	SH. HARISH KUMAR	MANAGER (TECHNICAL OPERATIONS)-XVII	<ul style="list-style-type: none"> <li>Wire Workshop</li> <li>OLD MCMP</li> <li>Procurement of Security items &amp; Raw Material for WWS &amp; MCMP</li> </ul>
33	22087	SH. RAHUL CHHABRA	MANAGER (TECHNICAL OPERATIONS)-XVIII	<ul style="list-style-type: none"> <li>E&amp;I related activities for :               <ul style="list-style-type: none"> <li>New Pulp Plant</li> <li>Wire Workshop</li> </ul> </li> </ul>
34	22092	SH. BALBIR SINGH PRAJAPATI	MANAGER (TECHNICAL OPERATIONS)-XIX	<ul style="list-style-type: none"> <li>Procurement of               <ol style="list-style-type: none"> <li>Mechanical Department (PM#5 &amp; NPP)</li> <li>Old &amp; PM5 Finishing End</li> <li>Labour Contracts</li> <li>GEM Procurement</li> </ol> </li> </ul>

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35	22101	SH. FANISH CHANDRA SINHA	MANAGER (TECHNICAL OPERATIONS)-XX	<ul style="list-style-type: none"> <li>PM#5 Finishing End.</li> <li>Procurement of Consumable &amp; packing material for finishing end.</li> <li>Shredder &amp; Briquetting Machine.</li> </ul>
36	22098	SH. MOHIT KUMAR	MANAGER (TECHNICAL OPERATIONS)-XXI	<ul style="list-style-type: none"> <li>E&amp;I related activities for :</li> <li>Paper Machine</li> <li>New ETP Plant</li> </ul>
37	22102	SH. NEERAJ KUMAR	MANAGER (TECHNICAL OPERATIONS)-XXII	<ul style="list-style-type: none"> <li>Procurement of</li> <li>i) Raw Materials</li> <li>ii) Chemicals</li> <li>iii) Mould Plant, WTP, ETP, Laboratory</li> <li>General Store</li> </ul>
38	22103	SH. DEEPAK YADAV	MANAGER (TECHNICAL OPERATIONS)-XXIII	<ul style="list-style-type: none"> <li>All Mechanical (Old Plant) Maintenance related activities in Existing Plant.</li> </ul>
39	22107	SH. MIRZA MUSHARRAF	MANAGER (TECHNICAL OPERATIONS)-XXIV	<ul style="list-style-type: none"> <li>All Mechanical Maintenance related activities in Ground floor of Paper Machine-PM#5</li> </ul>
40	22108	SH. NAVEEN KUMAR BAIRWA	MANAGER (TECHNICAL OPERATIONS)-XXV	<ul style="list-style-type: none"> <li>All Mechanical Maintenance related activities in the First Floor of Paper Machine-PM#5</li> </ul>
41	22110	SH. AMIT SINGH	MANAGER (TECHNICAL OPERATIONS)-XXVI	<ul style="list-style-type: none"> <li>All electrical work of;</li> <li>PM5 Finishing End</li> <li>Air Conditioning Plant</li> <li>ETP Plant</li> <li>BOPT</li> <li>Illumination Work</li> </ul>
42	22111	SH. KALANAND PRABHAKAR	MANAGER (TECHNICAL OPERATIONS)-XXVII	<ul style="list-style-type: none"> <li>1. All Mechanical Maintenance related activities in the following areas of PM5:</li> <li>a) Lift, Rewinder, Sheeter Ream Line Bale Press Section</li> <li>b). EOT Cranes</li> <li>c). Shredding &amp; Briquetting machine</li> </ul>
43	22114	SH. AMIT YADAV	MANAGER (TECHNICAL OPERATIONS)-XXVIII	<ul style="list-style-type: none"> <li>Responsible for;</li> <li>Shift operations of Finishing End PM#5.</li> <li>ISO audits of Finishing House.</li> </ul>
44	22117	SH. GHANSHYAM KUMAR	MANAGER (TECHNICAL OPERATIONS)-XXIX	<ul style="list-style-type: none"> <li>Shift operations of Paper Machine PM#5.</li> </ul>
45	22118	SH. PRATEEK GUPTA	MANAGER (TECHNICAL OPERATIONS)-XXX	<ul style="list-style-type: none"> <li>Wet End Inspection system</li> <li>Operation of ISRA PM &amp; cross cutter</li> <li>Production &amp; Planning Activity</li> </ul>
46	22119	SH. NITIN NIWARIYA	MANAGER (TECHNICAL OPERATIONS)-XXXI	<ul style="list-style-type: none"> <li>Shift operations of Finishing End PM#5.</li> </ul>
47	22124	SH. INDRAJEET KUMAR	MANAGER (TECHNICAL OPERATIONS)-XXXII	<ul style="list-style-type: none"> <li>Shift operations of Paper Machine PM#5.</li> <li>Maintain all Security Items floor management &amp; records at paper machine &amp; its safe disposal if any.</li> </ul>
48	22125	SH. PRINCE KUMAR	MANAGER (TECHNICAL OPERATIONS)-XXXIII	<ul style="list-style-type: none"> <li>Paper Machine PM#5 operations.</li> <li>ISO audits of Machine House.</li> </ul>
49	22127	SH. BIROTTAM KUMAR	MANAGER (TECHNICAL OPERATIONS)-XXXIV	<ul style="list-style-type: none"> <li>All electrical work of;</li> <li>PM5(Paper M/C)</li> <li>Crane</li> </ul>
50	22106	SH. SUDHIR KUMAR TIWARI	MANAGER (TECHNICAL OPERATIONS)-XXXV	<ul style="list-style-type: none"> <li>Civil Maintenance &amp; Capital work in Mill and Colony.</li> <li>Pest Control Activities .</li> <li>Jungle Cutting in Colony Area.</li> <li>Horticulture activity.</li> </ul>
51	22126	SH. SANCHIT UPADHYAY	MANAGER (TECHNICAL OPERATIONS)-XXXVI	<ul style="list-style-type: none"> <li>PM#5 Strong Room</li> <li>Procurement of Packing Materials.</li> <li>Hiring of services related to box packing, loading &amp; Transportation</li> </ul>
52	22129	SH. DEBESH PANDA	MANAGER (TECHNICAL OPERATIONS)-XXXVII	<ul style="list-style-type: none"> <li>E&amp;I related activities for :</li> <li>Finishing End</li> <li>BMS system of AC plant</li> <li>Fire Detection and Alarm system</li> </ul>
53	22081	SH. UTSAV BHARGAV	DY. MANAGER (TECH. OPR.)	<ul style="list-style-type: none"> <li>New Pulp Plant</li> <li>ISO &amp; Assets audits of NPP.</li> </ul>

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54	22082	SH. AKSHAY KASHYAP	DY. MANAGER (TECH.OPR.)	• Shift operations of Paper Machine PM#5.
55	22122	SH. SAGAR VASANTRAO DEVTALE	DY. MANAGER (TECH.CONTROL.)	Environment :- • Operation & Maintenance of WTP/ETPs. • Regular monitoring of physico-chemical characteristics of treated effluent as per the MPPCB/CPCB norms. • Water CESS, Environmental Statement Hazards waste statement to MPPCB, Bhopal. • Disposal and Management of recovered pulp and Hazardous waste. • Installation & Commissioning of ZLD Project (RO-Plant) • Proper working of oxidation pond for treatment of SPM's sewage water and ensure compliances of discharge effluent.
56	22169	SH. ANURAG SHARMA	DY. MANAGER (TECH.SUPPORT)	• Operation & Maintenance of Boiler House
57	2995	SH. DEVENDRA TIWARI	DY. MANAGER (O.L)	• Official Language • Coordination with CISF • CPIO under RTI Act, 2005 • Public Relation Officer
58	22099	SH. DHRUV ANAND GUPTA	DY. MANAGER (TECH.OPR.)	• Shift Operation of Finishing End- PM#5.
59	9770	SH. SHANKAR DEWAJI MOUNDEKAR	DY. MANAGER (H.R.)	• Establishment • Estate Officer as per Public Premises Act, 1971 • Housekeeping Activity Co-ordination (Colony & Mill Area) • Attendance Management System and SAP Payroll Administrator • Dispensary Management • In charge time office • Responsible for union related correspondence, union meetings, works committee and workmen related issues. • Responsible for all welfare activities and office administration related coordination
60	22546	SH. VYOM TRIPATHI SHIVAM	DY. MANAGER (LEGAL)	• Responsible for Legal cases/matters coordination including Conciliation and Arbitration in various courts. • Contract Labour Management • Looking after Statutory Compliances • CAPIO and Nodal Officer under RTI Act, 2005 • Disciplinary cases pertaining to SPM Executives/Staff/Industrial Workmen • CSR Coordination • Hospital empanelment for cashless facility • Guest House Management • SPMCIL grievance and public grievance settlement system coordination
61	22558	SH. MAYANK PRATAP SINGH	DY. MANAGER (F&A)	• Payroll Activities • EPF/PF/GPF/EPS related activities. • Billing/recovery in respect of SBI, CPWD,BSNL, Post Office etc. • Cash & Bank section • SD and EMD

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62	22561	SH. RISHABH KUMAR	DY. MANAGER (H.R.)	<ul style="list-style-type: none"> <li>• Responsible for all types of recruitment including those of fixed term appointments.</li> <li>• Conducting DPC for promotion/Financial Up-gradation/confirmation, seniority, gradation list, reservation roster in case of non-executives.</li> <li>• Monitoring of HR MIS data, Periodic reports including monthly reports, yearly reports, DPE Survey report all reports pertaining to HR.</li> <li>• Service matters</li> <li>• Performance Management System</li> <li>• Responsible for rotational transfer for sensitive posts of non-executives.</li> <li>• Training and Development Coordination</li> <li>• Canteen Management</li> <li>• Processing of death cases for compassionate appointment, payment of lump sum compensation</li> <li>• Responsible for up gradation and modification of HR part of SPM, Narmadapuram website.</li> </ul>
63	22562	MS. ANUPAMA BAXLA	DY. MANAGER (IT)	<ul style="list-style-type: none"> <li>• Lead the day-to-day operation work of IT in Unit.</li> <li>• Coordination between various departments user for IT work.</li> <li>• Unit Local server (AMS,FTP,MIS etc.) and desktop computer, printers Management.</li> <li>• Server Management.</li> <li>• Operating System Patch and Backup Management</li> <li>• WAN Network Management and LAN Management.</li> <li>• Mail server and Mail communication Management in Unit.</li> </ul>
64	3014	SH. VIJAY BHARDWAJ	ASSTT. MANAGER (TECH. OPR.)	<ul style="list-style-type: none"> <li>• All Mechanical Maintenance related activities in NPP</li> <li>• Operation &amp; Mechanical Maintenance of PM-5 HVAC Section,132 KV AC, Chiller, Ductable, split and Precision ACs.</li> </ul>
65	22688	SH. SADDAM HUSSAIN	ASSTT. MANAGER (TECH. OPR.)- ELECTRICAL	<ul style="list-style-type: none"> <li>• Old Plant Electrical Maintenance.</li> <li>• 132/33 KV Substation</li> <li>• 33/11/0.415 KV Substation</li> <li>• Intake Well Operation &amp; Maintenance.</li> </ul>
66	2982	SH. MAHESH KUMAR KARMODIYA	ASSTT. MANAGER (T.O.)	<ul style="list-style-type: none"> <li>All electrical work of;</li> <li>• NPP HVAC</li> <li>• PM#5 Lift</li> <li>• PM#5 Wire Workshop</li> <li>• PM#5 Hall Ventilation</li> </ul>
67	8147	SH. PRAVIN MADHAV BANGAL	ASSTT. MANAGER (R&D)	Quality Assurance and R&D
68	22842	SH. SAURABH BHARDWAJ	ASSTT. MANAGER (MATERIAL)	<ul style="list-style-type: none"> <li>• Procurement of</li> <li>i) Raw Materials</li> <li>ii) Chemicals</li> <li>iii) GEM Procurement</li> </ul>