

Sr. No.	SAP No.	Name of Executive	Designation	Roles and Responsibilities
1	22131	SH. DURGESH PATI TIWARI	CGM	Factory Occupier & Head of the Department
2	9945	SH. VIVEK M. DHAKE	ADDITIONAL GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> Nominated as the Factory Manager & Chairman- Works Committee Operations & Maintenance of the unit Procurement(Purchase) & Stores Management Civil Work PM#6 Project Safety QA, Lab, R&D & Environment Capex & MOU Management FAA under RTI Act.
3	22176	SH. PARTHA PRATIM DAS	JOINT GENERAL MANAGER (T.O.)-I	<ul style="list-style-type: none"> Production Department of entire SPMN. Safety Committee Chairman Overall coordination of CAPEX items. QA, Lab, R&D & Environment PM#6 Project work
4	3153	SH. RAVINDER SINGH	JOINT GENERAL MANAGER (T.O.)-II	<ul style="list-style-type: none"> Mechanical & RAC Section Electrical Electronics and Instrumentation Boiler Operation & maintenance Information Technology Service Areas like sub station, water supply, sewage, ETP Workshop, Garage Civil Work, Horticulture, Pest Control & jungle cutting. Vigilance Coordination & related correspondence
5	354	SH. VIVEK TANEJA	DEPUTY GENERAL MANAGER (F&A)	<ul style="list-style-type: none"> Overall in-charge of Finance & Account activities of SPM Audit, Vigilance related activities in respect of Finance Approval of indent for material, AoN and Administration approval for capital items/capital works (as per annexure 30PM 2.0) Financial concurrence of procurement files (as per Annexure 28 PM 2.0) Vetting of all agreements of SPM Member of SCCGM Budgetary Control Inventory Control Authorization of all bills for payment
6	3641	SH. ASHESH AVINASHI	DEPUTY GENERAL MANAGER (H.R.)	<ul style="list-style-type: none"> All H.R.Activities of SPM Official Language Industrial Relation & Training.
7	2056	SH. MOHIT RAM KORRAM	DEPUTY GENERAL MANAGER (TECHNICAL OPERATIONS)	<ul style="list-style-type: none"> Mechanical Maintenance of Existing Plant and PM#5 Boiler Operation & Maintenance. Workshop, Garage.
8	4985	SH. AKHILESH KUMAR GUPTA	DY. GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> Production & Dispatch of (Existing plant & PM#5) Wire workshop MCMP(Old Mould Plant) Related CAPEX and Material Procurement.
9	22056	SH. PARDEEP KUMAR	MANAGER (TECH.OPR)-I	<ul style="list-style-type: none"> New Pulp Plant. Wire Workshop, Old MCMP Procurement of raw materials, chemicals related to NPP and wire workshop
10	22057	SH. SANJEEV KUMAR GAUTAM	MANAGER (TECH.OPR)-II	<ul style="list-style-type: none"> Overall Incharge of Quality Control, Environment and Research & Development
11	22070	SH. SATYANARAYAN PATRO	MANAGER (TECH.OPR)-III	<ul style="list-style-type: none"> PM#5 Finishing End & Dispatch section. Procurement of material, packing materials & Transportations services etc.

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12	22071	SH. NILESH JAISWAL	MANAGER (TECH.OPER)-IV	<ul style="list-style-type: none"> Paper Machine # 5 Operations. Procurement of Security items & other raw material related to paper machine.
13	22088	SH. SANDEEP KUMAR	MANAGER (F&A)-I	<ul style="list-style-type: none"> Finance concurrence of procurement files (as per Annexure 28 and Annexure 30 of PM 2.0) Release of Purchase Requisitions in the release strategy upto Manager(F) Approval of indent for material, AoN and Administration approval for capital items/capital works (as per annexure 30PM 2.0) Concurrence of all financial approval. Nodal officer of Statutory Audit Budgeting Monthly financials, MIS, DO letter and finance Dash Board Coordination in preparation and finalization of LR and BS and P&L.
14	22104	SH. DEBDULAL MAJI	MANAGER (TECH.OPER)-V	<ul style="list-style-type: none"> E&I related activities for : <ul style="list-style-type: none"> New Pulp Plant Finishing End PM#5 BMS system of AC plant New ETP Plant
15	22121	SH. BRAJMOHAN KUMAR DWIVEDI	MANAGER (TECH.OPER)-VI	<ul style="list-style-type: none"> .All Mechanical Maintenance related activities in NPP, PM-5, Finishing End, New ETP and all other allied sections.
16	22115	SH. AJAY KHAWAS	MANAGER (TECH.OPER)-VII	<ul style="list-style-type: none"> E&I related activities for : <ul style="list-style-type: none"> Paper Machine Wire Workshop Fire Detection and Alarm system
17	2053	SH. ABHIRAJ SINGH THAKUR	MANAGER (TECH.OPER)-VIII	<ul style="list-style-type: none"> Finishing End & Dispatch section of Old Plant Packing Materials & Transportation for dispatch, Procurement related activity
18	16499	SH. SANJAY KUMAR GAVASKAR	MANAGER (MATERIAL) & CPSO	<ul style="list-style-type: none"> Overall Responsible for Procurement and Store Management.
19	2902	SH. DHANRAJ PRAJAPATI	MANAGER (TECH.OPER)-IX	<ul style="list-style-type: none"> Old Plant Paper Machine Production. Production & Operation of Old plant Calendar Cutter. Procurement related to Paper Machines, Calendar, Cutter etc.
20	3055	SH. S.PALANI KUMAR	MANAGER (TECHNICAL SUPPORT)	<ul style="list-style-type: none"> Safety, Civil, Horticulture, Pest Control & jungle cutting. To procure & dispose of radioactive material.
21	22090	SH. PRABHAKAR CHAUDHARY	MANAGER (TECH.OPER)-X	<ul style="list-style-type: none"> PM#5 Electrical. 132/33 KV Substation. 33/11/0.415 KV Substation. NPP Electrical.
22	22128	SH. KISHOR ASHOK MANE	MANAGER (MATERIAL)-I	<ul style="list-style-type: none"> Procurement of <ul style="list-style-type: none"> i) Security Items ii) CPWD iii) E&I Department iv) Coordinating with Audit and vigilance reply v) Monthly report to CHO Examining SCCGM Proposals.
23	3139	SH. GOVIND SINGH RAGHUWANSHI	MANAGER (TECHNICAL OPERATIONS)-XI	<ul style="list-style-type: none"> Old Plant Electrical Maintenance. 132/33 KV Substation 33/11/0.415 KV Substation Intake Well Operation & Maintenance.
24	3133	SH. ASHUTOSH SHARMA	MANAGER (TECHNICAL OPERATIONS)-XII	<ul style="list-style-type: none"> E&I related activities for Old Plant, Boiler, CCTV, CISF gadgets and Telephone exchange etc.
25	2058	SH. ANIL KUMAR VISHWAKARMA	MANAGER (TECHNICAL OPERATIONS)-XIII	<ul style="list-style-type: none"> All Mechanical Maintenance related activities of Old Plant: <ul style="list-style-type: none"> a. Mill Maintenance b. HVAC c. Workshop / Garage / Transport d. WTP / ETP / BLTP

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26	6798	SH. PRAMOD KUMAR YADAV	MANAGER (TECHNICAL OPERATIONS)-XIV	<ul style="list-style-type: none"> Quality control of all incoming raw materials & chemicals required for production of security paper. Quality control of finished paper including pre-dispatch inspection by other units of SPMCIL. AMC and calibration of the instruments and its spare parts management. To maintain general requirements of NABL accreditation for the testing laboratory of SPM Hoshangabad and ensure timely completion of Desktop surveillance. Re-certification of ISO 9001:2015 (Quality Management System) and ISO 14001:2015 (Environment Management System)
27	4573	SMT. PUSHPLATA KULHARE	MANAGER (F&A)-II	<ul style="list-style-type: none"> Processing all domestic vendor payments including MSME and GeM Member of finance department for all GEM Transaction Inventory monitoring and Valuation Costing and Pricing Nodal officer of Cost Audit Monthly MSME and Creditors report. Coordination in preparation and finalization of LR and BS and P&L.
28	3338	SH. VIKAS KUMAR	MANAGER (MATERIAL)-II	<ul style="list-style-type: none"> Scrap Disposal Procurement of <ul style="list-style-type: none"> i) Mechanical (Old Plant) ii) AC Plant & Boiler iii) HR, Safety, CISF, Miscellaneous iv) All Annexure-2 & 3 v) Electrical Department vi) IT Department vii) Civil Engineering Store
29	16893	SH. ATUL RAO	MANAGER (IT)	<ul style="list-style-type: none"> All I.T. Activities.
30	385	SH. MOHD. NAWAZ MIYA	MANAGER (F&A)-III	<ul style="list-style-type: none"> Taxation related work Sales accounting/invoicing Asset accounting Inter Unit Reconciliation Member of finance department for DPR committee Nodal officer of all Audits (Internal, CAG, GST and Tax) Processing of foreign finance bills including LC and TT payment
31	3313	SH. RAHUL RAMGOPAL RAIDAS	MANAGER (TECHNICAL OPERATIONS)-XV	<ul style="list-style-type: none"> AMC and calibration of the instruments and its spare parts management. To maintain general requirements of NABL accreditation for the testing laboratory of SPM Narmadapuram and ensure timely completion of Desktop surveillance. Re-certification of ISO 9001:2015 (Quality Management System) and ISO 14001:2015 (Environment Management System)
32	22076	SH. LOKESH MEENA	MANAGER (TECHNICAL OPERATIONS)-XVI	<ul style="list-style-type: none"> All electrical work of; <ul style="list-style-type: none"> NPP Substation No.6 NPP Compressor
33	22077	SH. HARISH KUMAR	MANAGER (TECHNICAL OPERATIONS)-XVII	<ul style="list-style-type: none"> Wire Workshop OLD MCMP Procurement of Security items & Raw Material for WWS & MCMP
34	22087	SH. RAHUL CHHABRA	MANAGER (TECHNICAL OPERATIONS)-XVIII	<ul style="list-style-type: none"> E&I related activities for : <ul style="list-style-type: none"> New Pulp Plant Wire Workshop

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35	22092	SH. BALBIR SINGH PRAJAPATI	MANAGER (TECHNICAL OPERATIONS)-XIX	Responsible for; • Shift operations of Finishing End PM#5. • ISO audits of Finishing House.
36	22101	SH. FANISH CHANDRA SINHA	MANAGER (TECHNICAL OPERATIONS)-XX	• PM#5 Finishing End. • Procurement of Consumable & packing material for finishing end. • Shredder & Briquetting Machine.
37	22098	SH. MOHIT KUMAR	MANAGER (TECHNICAL OPERATIONS)-XXI	E&I related activities for : • Paper Machine • New ETP Plant
38	22102	SH. NEERAJ KUMAR	MANAGER (TECHNICAL OPERATIONS)-XXII	• Procurement of i) Raw Materials ii) Chemicals iii)Mould Plant, WTP, ETP, Laboratory • General Store
39	22103	SH. DEEPAK YADAV	MANAGER (TECHNICAL OPERATIONS)-XXIII	• All Mechanical (Old Plant) Maintenance related activities in Existing Plant.
40	22107	SH. MIRZA MUSHARRAF	MANAGER (TECHNICAL OPERATIONS)-XXIV	• All Mechanical Maintenance related activities in Ground floor of Paper Machine-PM#5
41	22108	SH. NAVEEN KUMAR BAIRWA	MANAGER (TECHNICAL OPERATIONS)-XXV	• All Mechanical Maintenance related activities in the First Floor of Paper Machine-PM#5
42	22110	SH. AMIT SINGH	MANAGER (TECHNICAL OPERATIONS)-XXVI	All electrical work of; • PM5 Finishing End • Air Conditioning Plant • ETP Plant • BOPT • Illumination Work
43	22111	SH. KALANAND PRABHAKAR	MANAGER (TECHNICAL OPERATIONS)-XXVII	1. All Mechanical Maintenance related activities in the following areas of PM5: a) Lift, Rewinder, Sheeter Ream Line Bale Press Section b). EOT Cranes c). Shredding & Briquetting machine
44	22114	SH. AMIT YADAV	MANAGER (TECHNICAL OPERATIONS)-XXVIII	• Procurement of i) Mechanical Department (PM#5 & NPP) ii) Old & PM5 Finishing End iii) Labour Contracts iv) GEM Procurement
45	22117	SH. GHANSHYAM KUMAR	MANAGER (TECHNICAL OPERATIONS)-XXIX	• Shift operations of Paper Machine PM#5.
46	22118	SH. PRATEEK GUPTA	MANAGER (TECHNICAL OPERATIONS)-XXX	• Wet End Inspection system • Operation of ISRA PM & cross cutter • Production & Planning Activity
47	22119	SH. NITIN NIWARIYA	MANAGER (TECHNICAL OPERATIONS)-XXXI	• Shift operations of Finishing End PM#5.
48	22124	SH. INDRAJEET KUMAR	MANAGER (TECHNICAL OPERATIONS)-XXXII	• Shift operations of Paper Machine PM#5. • Maintain all Security Items floor management & records at paper machine & its safe disposal if any.
49	22125	SH. PRINCE KUMAR	MANAGER (TECHNICAL OPERATIONS)-XXXIII	• Paper Machine PM#5 operations. • ISO audits of Machine House.
50	22127	SH. BIROTTAM KUMAR	MANAGER (TECHNICAL OPERATIONS)-XXXIV	All electrical work of; • PM5(Paper M/C) • Crane
51	22106	SH. SUDHIR KUMAR TIWARI	MANAGER (TECHNICAL OPERATIONS)-XXXV	•Civil Maintenance & Capital work in Mill and Colony. •Pest Control Activities . • Jungle Cutting in Colony Area. • Horticulture activity.
52	22126	SH. SANCHIT UPADHYAY	MANAGER (TECHNICAL OPERATIONS)-XXXVI	• PM#5 Strong Room • Procurement of Packing Materials. • Hiring of services related to box packing, loading & Transportation

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53	22129	SH. DEBESH PANDA	MANAGER (TECHNICAL OPERATIONS)-XXXVII	E&I related activities for : • Finishing End • BMS system of AC plant • Fire Detection and Alarm system
54	22081	SH. UTSAV BHARGAV	DY. MANAGER (TECH. OPR.)	• New Pulp Plant • ISO & Assets audits of NPP.
55	22082	SH. AKSHAY KASHYAP	DY. MANAGER (TECH. OPR.)	• Shift operations of Paper Machine PM#5.
56	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.
57	22169	SH. ANURAG SHARMA	DY. MANAGER (TECH. SUPPORT)	• Operation & Maintenance of Boiler House
58	2995	SH. DEVENDRA TIWARI	DY. MANAGER (O.L)	• Official Language • Coordination with CISF • CPIO under RTI Act, 2005 • Public Relation Officer
59	22099	SH. DHRUV ANAND GUPTA	DY. MANAGER (TECH. OPR.)	• Shift Operation of Finishing End- PM#5.
60	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
61	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 • CPIO 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
62	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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63	22561	SH. RISHABH KUMAR	DY. MANAGER (H.R.)	<ul style="list-style-type: none"> • Responsible for all types of recruitment including those of fixed term appointments. • Conducting DPC for promotion/Financial Up-gradation/confirmation, seniority, gradation list, reservation roster in case of non-executives. • Monitoring of HR MIS data, Periodic reports including monthly reports, yearly reports, DPE Survey report all reports pertaining to HR. • Service matters • Performance Management System • Responsible for rotational transfer for sensitive posts of non-executives. • Training and Development Coordination • Canteen Management • Processing of death cases for compassionate appointment, payment of lump sum compensation • Responsible for up gradation and modification of HR part of SPM, Narmadapuram website.
64	22562	MS. ANUPAMA BAXLA	DY. MANAGER (IT)	<ul style="list-style-type: none"> • Lead the day-to-day operation work of IT in Unit. • Coordination between various departments user for IT work. • Unit Local server (AMS,FTP,MIS etc.) and desktop computer, printers Management. • Server Management. • Operating System Patch and Backup Management • WAN Network Management and LAN Management. • Mail server and Mail communication Management in Unit.
65	3014	SH. VIJAY BHARDWAJ	ASSTT. MANAGER (TECH. OPR.)	<ul style="list-style-type: none"> • All Mechanical Maintenance related activities in NPP • Operation & Mechanical Maintenance of PM-5 HVAC Section, 132 KV AC, Chiller, Ductable, split and Precision ACs.
66	22688	SH. SADDAM HUSSAIN	ASSTT. MANAGER (TECH. OPR.)- ELECTRICAL	<ul style="list-style-type: none"> • Old Plant Electrical Maintenance. • 132/33 KV Substation • 33/11/0.415 KV Substation • Intake Well Operation & Maintenance.
67	2982	SH. MAHESH KUMAR KARMODIYA	ASSTT. MANAGER (T.O.)	<ul style="list-style-type: none"> All electrical work of; • NPP HVAC • PM#5 Lift • PM#5 Wire Workshop • PM#5 Hall Ventilation
68	22842	SH. SAURABH BHARDWAJ	ASSTT. MANAGER (MATERIAL)	<ul style="list-style-type: none"> • Procurement of <ul style="list-style-type: none"> i) Raw Materials ii) Chemicals iii) GEM Procurement