

प्रतिभूति कागज कारखाना, नर्मदापुरम (म.प्र.)

Sr.No.	SAP No.	Name of Executive	Designation	Roles and Responsibilities
1	3141	SH. AMIT KUMAR	JOINT GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> • Nominated as the Factory Manager & Chairman - Works Committee. • Appellate Authority for Public Grievance Redressal Portal • Operations & Maintenance of the unit. • Procurement (Purchase), Stores & Management. • Civil Work. • PM#6 Project work. • Safety. • QA, Lab, R&D & Environment. • Capex & MOU Management. • FAA under RTI Act. • Vigilance Coordination & related correspondence. • Information Technology. • Authorized as administrative/ in principle approving authority for procurement through Annexure-II & Annexure III.
2	3641	SH. ASHESH AVINASHI	JOINT GENERAL MANAGER (H.R.)	<ul style="list-style-type: none"> • All H.R.Activities of SPM. • Official Language. • Industrial Relation & Training.
3	4985	SH. AKHILESH KUMAR GUPTA	JOINT GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> • Production Department of entire PM#5. • PM#6 Project work. • Related CAPEX and Material Procurement. • Safety Committee Chairman.
4	354	SH. VIVEK TANEJA	DY. 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/ concurrence of all bills for payment
5	2056	SH. MOHIT RAM KORRAM	DY. GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> • Mechanical Maintenance of Existing Plant. • Boiler Operation & Maintenance. • Workshop, Garage.

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6	22056	SH. PARDEEP KUMAR	DY. GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> • PM#5 Finishing End & Dispatch section. • Procurement of material, packing materials & Transportations services etc. • Scrap management of PM#5 and surrounding
7	22057	SH. SANJEEV KUMAR GAUTAM	DY. GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> • Overall Incharge of Quality Control, Environment and Research & Development.
8	22070	SH. SATYANARAYAN PATRO	DY. GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> • Production of entire Old Plant • New Pulp Plant. • Procurement related to Production, Finishing End, Dispatch of Old plant and NPP to be looked into. • Scrap management of Old plant, NPP and surrounding.
9	22071	SH. NILESH JAISWAL	DY. GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> • Paper Machine # 5 Operations. • Procurement of Security items & other raw material related to paper machine. • Wire Workshop, Old MCMP. • Procurement related to wire workshop & Old MCMP.
10	22104	SH. DEBDULAL MAJI	DY. GENERAL MANAGER (T.O.)	<p>E&I related activities for :</p> <ul style="list-style-type: none"> • New Pulp Plant. • Old Plant, Boiler, CCTV, CISF Gadgets, Telephone Exchange. • ETP, WTP, R.O. Plant.
11	22121	SH. BRAJMOHAN KUMAR DWIVEDI	DY. GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> • All Mechanical Maintenance related activities in NPP, PM-5, Finishing End, New ETP and all other allied sections.

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12	22115	SH. AJAY KHAWAS	DY. GENERAL MANAGER (T.O.)	E&I related activities for : <ul style="list-style-type: none"> • Paper Machine. • Finishing End PM#5. • Wire Workshop. • Detection and Alarm system.
13	16499	SH. SANJAY KUMAR GAVASKAR	DY. GENERAL MANAGER (MATERIAL) & CPSO	<ul style="list-style-type: none"> • Overall Responsible for Procurement, Store and scrap yard management. • Examination of SCCGM proposal.
14	3055	SH. S.PALANI KUMAR	DY. GENERAL MANAGER (T.S.)	<ul style="list-style-type: none"> • Safety, Civil, Horticulture, Pest Control & jungle cutting. • Liaisoning with DIS, CPWD, AERB.
15	22090	SH. PRABHAKAR CHAUDHARY	DY. GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> • Entire Electrical Department of SPMN.
16	2053	SH. ABHIRAJ SINGH THAKUR	MANAGER (T.O.)	<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.
17	2902	SH. DHANRAJ PRAJAPATI	MANAGER (T.O.)	<ul style="list-style-type: none"> • Finishing End & Dispatch section of Old Plant. • Packing Materials & Transportation for dispatch, Procurement related activity.
18	3139	SH. GOVIND SINGH RAGHUWANSHI	MANAGER (VIGILANCE)	<ul style="list-style-type: none"> • Vigilance roles and responsibilities
19	3133	SH. ASHUTOSH SHARMA	MANAGER (T.O.)	<ul style="list-style-type: none"> • E&I related activities for Old Plant, Boiler, CCTV, CISF gadgets and Telephone exchange etc.
20	2058	SH. ANIL KUMAR VISHWAKARMA	MANAGER (T.O.)	All Mechanical Maintenance related activities of Old Plant: <ul style="list-style-type: none"> • Mill Maintenance. • HVAC. • Workshop / Garage / Transport. • WTP / ETP / BLTP.
21	6798	SH. PRAMOD KUMAR YADAV	MANAGER (T.O.)	<ul style="list-style-type: none"> • Finishing End & Dispatch section of Old Plant. • Packing Materials & Transportation for dispatch, Procurement related activity.

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22	4573	SMT. PUSHPLATA KULHARE	MANAGER (F&A)-I	<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 • Nodal Officer in LR and BS preparation & finalization • Budgeting • Sales accounting/invoicing • Nodal officer of statutory audit • Inter Unit Reconciliation • Coordination Asset accounting • Monthly debit/credit notes • MIS of MSME Creditors & GeM Creditors • MIS of Domestic Creditors & Scrap Sales • Uploading of GeM payment • Status on GeM portal • SD and EMD
23	3338	SH. VIKAS KUMAR	MANAGER (MATERIAL)-I	<ul style="list-style-type: none"> • Scrap Disposal • Procurement of <ul style="list-style-type: none"> i) Civil including CPWD procurements. ii) Chemicals. iii) E&I Department. iv) IT • Engineering Store.
24	16893	SH. ATUL RAO	MANAGER (I.T.)	<ul style="list-style-type: none"> • All I.T. Activities.
25	385	SH. MOHD. NAWAZ MIYA	MANAGER (F&A)-II	<ul style="list-style-type: none"> • Member of finance department for DPR committee • Nodal officer of Audits (Internal, CAG, GST and Tax) • Coordination Monthly financial, MIS ,DO letter and finance Dash Board • 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 30 PM 2.0) • Coordination Processing of foreign finance bills including LC and TT payment • GST & Taxation related work & ITC

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26	3313	SH. RAHUL RAMGOPAL RAIDAS	MANAGER (T.O.)	<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)
27	22076	SH. LOKESH MEENA	MANAGER (T.O.)	<p>All electrical work of;</p> <ul style="list-style-type: none"> • PM5 Finishing End • Air Conditioning Plant • ETP Plant • BOPT • Illumination Work
28	22077	SH. HARISH KUMAR	MANAGER (T.O.)	<ul style="list-style-type: none"> • Wire Workshop • OLD MCMP • Procurement of Security items & Raw Material for WWS & MCMP

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29	22106	SH. SUDHIR KUMAR TIWARI	MANAGER (T.O.)	Plant Scrap Segregation and Management
30	22087	SH. RAHUL CHHABRA	MANAGER (T.O.)	E&I related activities for : <ul style="list-style-type: none"> • Finishing End. • BMS system of AC plant. • Detection and Alarm system. • Isra related work of Sheeter & Machine.
31	22092	SH. BALBIR SINGH PRAJAPATI	MANAGER (T.O.)	<ul style="list-style-type: none"> • Procurement of i) Mechanical Department ii) Old & PM5 Finishing End iii) Labour Contracts iv) AC Plant & Boiler.
32	22101	SH. FANISH CHANDRA SINHA	MANAGER (T.O.)	<ul style="list-style-type: none"> • PM#5 Finishing End. • Procurement of Consumable & packing material for finishing end. • Shredder & Briquetting Machine. • Isra related work of Sheeter & Machine
33	22098	SH. MOHIT KUMAR	MANAGER (T.O.)	E&I related activities for : <ul style="list-style-type: none"> • Paper Machine. • Wire Workshop.
34	22102	SH. NEERAJ KUMAR	MANAGER (T.O.)	<ul style="list-style-type: none"> • Shift operations of Paper Machine PM#5.
35	22103	SH. DEEPAK YADAV	MANAGER (T.O.)	<ul style="list-style-type: none"> • All Mechanical (Old Plant) Maintenance related activities in Existing Plant.
36	22107	SH. MIRZA MUSHARRAF	MANAGER (T.O.)	<ul style="list-style-type: none"> • All Mechanical Maintenance related activities in Ground floor of Paper Machine-PM#5.
37	22108	SH. NAVEEN KUMAR BAIRWA	MANAGER (T.O.)	<ul style="list-style-type: none"> • All Mechanical Maintenance related activities in the First Floor of Paper Machine-PM#5.
38	22110	SH. AMIT SINGH	MANAGER (T.O.)	All electrical work of; <ul style="list-style-type: none"> • PM5(Paper M/C) • Crane
39	22111	SH. KALANAND PRABHAKAR	MANAGER (T.O.)	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.
40	22117	SH. GHANSHYAM KUMAR	MANAGER (T.O.)	<ul style="list-style-type: none"> • Shift operations of Finishing End PM#5.
41	22118	SH. PRATEEK GUPTA	MANAGER (T.O.)	<ul style="list-style-type: none"> • Wet End Inspection system. • Operation of ISRA PM & cross cutter. • Production & Planning Activity.
42	22119	SH. NITIN NIWARIYA	MANAGER (T.O.)	<ul style="list-style-type: none"> • E&I related activities for Old Plant, Boiler, CCTV, CISF gadgets and Telephone exchange etc.
43	22124	SH. INDRAJEET KUMAR	MANAGER (T.O.)	<ul style="list-style-type: none"> • Shift operations of Paper Machine PM#5. • Maintain all Security Items floor management & records at paper machine & its safe disposal if any.
44	22125	SH. PRINCE KUMAR	MANAGER (T.O.)	<ul style="list-style-type: none"> • Paper Machine PM#5 operations. • ISO audits of Machine House. • Export paper related work.

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45	22127	SH. BIROTTAM KUMAR	MANAGER (T.O.)	All electrical work of; <ul style="list-style-type: none"> • NPP • Substation No.6 • NPP Compressor
46	22126	SH. SANCHIT UPADHYAY	MANAGER (T.O.)	<ul style="list-style-type: none"> • PM#5 Strong Room. • Procurement of Packing Materials. • Hiring of services related to box packing, loading & Transportation.
47	22129	SH. DEBESH PANDA	MANAGER (T.O.)	E&I related activities for : <ul style="list-style-type: none"> • New Pulp Plant. • R.O. Plant. • ETP Plant.
48	6844	SH. DEVANAND SINGH	MANAGER (MATERIAL)	<ul style="list-style-type: none"> • Procurement of i) Raw Materials ii) Security Items
49	22081	SH. UTSAV BHARGAV	MANAGER (T.O.)	<ul style="list-style-type: none"> • New Pulp Plant • ISO & Assets audits of NPP.
50	22082	SH. AKSHAY KASHYAP	MANAGER (T.O.)	<ul style="list-style-type: none"> • Shift operations of Paper Machine PM#5.
51	22122	SH. SAGAR VASANTRAO DEVTALE	MANAGER (T.C.)	Environment :- <ul style="list-style-type: none"> • 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.
52	22169	SH. ANURAG SHARMA	MANAGER (T.S.)	<ul style="list-style-type: none"> • Operation & Maintenance of Boiler House.
53	4895	SH. SANJAY BHAWSAR	MANAGER (O.L)	<ul style="list-style-type: none"> • Official Language • CPIO under RTI Act, 2005 • Public Relation Officer • Office Stationary • Establishment & Pension Matters • Training & Development Coordination • SPMCIL grievance and public grievance settlement system coordination
54	22099	SH. DHRUV ANAND GUPTA	MANAGER (T.O.)	<ul style="list-style-type: none"> • Shift Operation of Finishing End- PM#5.

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55	22546	SH. VYOM TRIPATHI SHIVAM	DY. MANAGER (LEGAL)	<ul style="list-style-type: none"> • Responsible for Legal cases/matters coordination including Conciliation and Arbitration in various courts. • Looking after Statutory Compliances. • ACPIO and Nodal Officer under RTI Act, 2005 • Disciplinary Cases pertaining to SPM Executives/Staff/Industrial Workmen • Guest House Management • Contract Labour Management • CSR Coordination • Coordination with CISF • Dispensary and Hospital Administration • Vigilance Matters Pertaining to HR
56	22562	MS. ANUPAMA BAXLA	DY. MANAGER (I.T.)	<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 Managemen in Unit.
57	3014	SH. VIJAY BHARDWAJ	DY. MANAGER (T.O.)	<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.
58	23353	SH. DIVYAM GARG	DY. MANAGER (ENVIRONMENT)	<ul style="list-style-type: none"> • Environment
59	22688	SH. SADDAM HUSSAIN	ASSTT. MANAGER (T.O.)	<ul style="list-style-type: none"> • Old Plant Electrical Maintenance. • 132/33 KV Substation • 33/11/0.415 KV Substation • Intake Well Operation & Maintenance.
60	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
61	8147	SH. PRAVIN MADHAV BANGAL	ASSTT. MANAGER (R&D)	<ul style="list-style-type: none"> Quality Assurance and R&D.
62	22842	SH. SAURABH BHARDWAJ	ASSTT. MANAGER (MATERIAL)	<ul style="list-style-type: none"> • Procurement of <ul style="list-style-type: none"> i) Mould Plant, WTP, ETP, Laboratory ii) General Store iii) HR, Safety, CISF, Miscellaneous.

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63	23140	SH. SHUBHAM DHAKER	ASSTT. MANAGER (MATERIAL)	Procurement of i) Coordinating with Audit and Vigilance reply. ii) Monthly reports to CHO. iii) All Annexure-2 & 3. iv) Electrical Department.
64	2017	SH. NALIN PATEL	ASSTT. MANAGER (HR)	<ul style="list-style-type: none"> • Estate Officer as per Public Premises Act, 1971 • Housekeeping Activity Co-ordination. (Colony & Mill Area) • Responsible for all welfare activities and office administration related coordination.
65	23271	MS. PRATIBHA GAUTAM	ASSTT. MANAGER (HR)	<ul style="list-style-type: none"> • Responsible for all types of recruitment including fixed term appointments. • Monitoring of HR MIS data, Periodic reports including monthly reports, yearly reports, DPE Survey report all reports pertaining to HR. • Performance Management System • Responsible for rotational transfer for sensitive posts of non-executives. • Processing of death cases for compassionate appointment, payment of lump sum compensation • Responsible for upgradation and modification of HR part of SPM, Narmadapuram Website • Canteen Management • In charge time office • Responsible for union related correspondence, union meetings, works committee and workmen related issues. • Conduction DPC for promotion/financial upgradation/confirmation, seniority, gradation list, reservation roster in case of non-executives. • All service matters • Attendance Management System and SAP Payroll administrator.
66	23304	SH. DHEERAJ SEHGAL	ASSTT. MANAGER (F&A)	<ul style="list-style-type: none"> • Payroll Activities • Billing/recovery in respect of SBI, CPWD,BSNL, Post Office etc. • Bill process of Medical/TA/LTC adv. and claim etc. • EPF, EPS related work • Asset accounting • Coordination in Internal Audit , LR and BS preparation • Monthly financial, MIS ,DO letter and finance Dash Board • Cash & Bank section • Processing of foreign finance bills including LC and TT payment