

प्रतिभूति कागज कारखाना, नर्मदापुरम (म.प्र.)

दिनांक : 08.05.2024

Sr. No.	Name of Executive	Designation	Roles and Responsibilities
1	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	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	SH. ARUN KUMAR GULIA	JOINT GENERAL MANAGER (IT)	<ul style="list-style-type: none"> • All I.T related Activities. • Track and trace related activity.
4	SH. AKHILESH KUMAR GUPTA	JOINT GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> • Production & Operation of PM#5, NPP, Wire workshop, MCMP. • Capex, MoU and all projects related for SPMN (Nodal Officer). • Track and trace related activity.
5	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 30 of Procurement Manual 3.0) • Financial concurrence of procurement files (as per Annexure 28 of Procurement Manual 3.0) • Vetting of all agreements of SPM • Budgetary Control • Inventory Control • Authorization/concurrence of all bills for payment

6	SH. MOHIT RAM KORRAM	DY. GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> • Overall incharge for Mechanical Department, SPMN • Boiler Operation & Maintenance. • Workshop / Garage / Transport. • HVAC/ RAC • WTP / ETP / BLTP. • Fire hydrant maintenance & CISF- Fire tender and associated work
7	SH. SHEKHAR KUMAR MEENA	DY.GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> • Finishing End & Dispatch section of Old Plant • Procurement of materials (Raw, Chemicals, Packing, consumables, etc) ,Spares, services etc. *SAP related activities. *SOP related activities. *Planning & records/data communication etc. related to SPMN.
8	SH. SANJEEV KUMAR GAUTAM	DY. GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> • PM#5 Finishing End & Dispatch section. • Procurement of materials (Raw, Chemicals, Packing, consumables, etc) ,Spares, services etc. * Jointly responsible for mould quality, paper quality at Paper Machine. *SAP related activities. *SOP related activities.
9	SH. SATYANARAYAN PATRO	DY. GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> • New Pulp Plant. • Production & Operation of Paper Machine,Calendar,Cutter - Old Plant • Procurement of Security items & materials (Raw, Chemicals, Packing, consumables, etc) , Spares, services etc. *SAP related activities. *SOP related activities.
10	SH. NILESH JAISWAL	DY. GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> • Production & Operation of Paper Machine # 5, Wire Workshop, MCMP. • Procurement of Security items & materials (Raw, Chemicals, Packing, consumables, etc) , Spares, services etc. *SAP related activities. *SOP related activities.
11	SH. DEBDULAL MAJI	DY. GENERAL MANAGER (T.O.)	<p>E&I related activities for:</p> <ul style="list-style-type: none"> • Old plant •New Pulp Plant. • ETP, WTP, R.O. Plant. • Boiler, CCTV, CISF gadgets and Telephone exchange etc. <p>MCMP plant maintenance</p>
12	SH. AJAY KHAWAS	DY. GENERAL MANAGER (T.O.)	<p>E&I related activities for:</p> <ul style="list-style-type: none"> • Paper Machine # 5 • Finishing End PM#5. • Wire Workshop. • Detection and Alarm system.

13	SH. SANJAY KUMAR GAVASKAR	DY. GENERAL MANAGER (MATERIAL) & CPSO	<ul style="list-style-type: none"> • Overall Responsible for Procurement, Store and scrap yard management.
14	SH. S.PALANI KUMAR	DY. GENERAL MANAGER (T.S.)	<ul style="list-style-type: none"> • Safety, Civil, Horticulture, • Liasioning with DIS, Factory Inspector, CPWD, AERB etc
15	SH S S Balani	DY. GENERAL MANAGER (T.S.)	<ul style="list-style-type: none"> • Safety & Civil, • Liasioning with DIS, Factory Inspector, CPWD, AERB etc
16	SH. GHANSHYAM JAREDA	DY. GENERAL MANAGER (T.C.)	<ul style="list-style-type: none"> • Overall Incharge of Quality Control, Lab, Environment and Research & Development.
17	SH. GOVIND SINGH RAGHUWANSHI	DY. GENERAL MANAGER (VIGILANCE)	<ul style="list-style-type: none"> • Vigilance roles and responsibilities
18	SH. Pramod Yadav	DGM (TO)	<ul style="list-style-type: none"> • Planning & record Cell. • Indent and supply position for SPMN. • Monitoring and updates of monthly,quarterly,half yearly & yearly records of SPMN. • All Communication records to other units, CHO etc. • Capex details & progress reports. • Projects update & Monitering at SPMN. • MIS & Group of expert any other. • Any other information/reports/data realated to SPMN. • Data/records communication to Utilities like water, Power,steam etc.data for SPMN. • Presentation details for SPMNPreparation of Annual report of SPMN
19	SH AMLESH KUMAR	DY GENERAL MANAGER (T.O.)	<ul style="list-style-type: none"> • Over all incharge for Electrical department and related activities in SPMN
20	SH. Himanshu Shukla	DGM (TO)	<ul style="list-style-type: none"> • Operation of Wire Workshop & Old MCMP. • Procurement and planning of raw materials, spares, consumables etc at Wire Workshop & Old MCMP. • Capex project related to Wire Workshop & Old MCMP. • New development and quality improvement at CWBN /Security paper. • SAP related activities. • SOP related activities.
21	Ms. PRIYANKA SHARMA	DY. GENERAL MANAGER (T.O)	<ul style="list-style-type: none"> • Procurement of <ul style="list-style-type: none"> i) Chemicals. ii) E&I Department. iii) IT iv) AC Plant & Boiler. v) Packaging material vi) Hiring of Transportation related activities vii) Labour Contracts

22	SH. DHANRAJ PRAJAPATI	MANAGER (T.O.)	<ul style="list-style-type: none"> • Production & Operation of Paper Machine, Calendar, Cutter - Old Plant • Procurement of Security items & materials (Raw, Chemicals, Packing, consumables, etc), Spares, services etc. *SAP related activities. *SOP related activities.
23	SH. Eshwnath Jibhe.	MANAGER (T.O.)	<ul style="list-style-type: none"> • Operations of Paper Machine PM#5 and Finishing End. • SAP related activity
24	Sh. Sanjay Bhawsar	Manager (OL)	<ul style="list-style-type: none"> • Official Language • CPIO under RTI Act, 2005 • Public Relation Officer • Office Stationary • SPMCIL grievance and public grievance settlement system coordination • Apart from above, any task assigned by HR Head from time to time.
25	SH BIPLAB BASAK	MANAGER (MATERIAL)	<ul style="list-style-type: none"> • Procurement of <ul style="list-style-type: none"> i) Mechanical Department ii) Old & PM5 Finishing End/Machine House iii) Safety, Civil, Horticulture & Pest control including CPWD procurements. • Scrap Disposal • Engineering Store including cleanness of area*Track and trace related activity.
26	SH. Avinash Ganpatrao Chichghare	M (TO)	<ul style="list-style-type: none"> • Operations of Paper Machine PM#5 and Finishing End. • Operation New Pulp Plant • PM#5 Strong Room • SAP related activity
27	SH. MUHAMMAD NAWAZ	MANAGER (F&A)	<ul style="list-style-type: none"> • Member of finance department for DPR committee • Nodal officer of all Audits (Internal, 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 Procurement Manual 3.0) • Release of Purchase Requisitions in the release strategy up to Manager(Finance) • Approval of indent for material, AoN and Administration approval for capital items/capital works (as per annexure 30PM.0) • Coordination Processing of foreign finance bills including LC and TT Payment • Member of finance department for all GEM Transaction • Uploading of GeM Payment & Status of GeM Portal • MIS of GeM Creditors • GST & Taxation related work & ITC • Assisting in preparation of Annual Financial Statements i.e. Balance Sheet, Profit & Loss and Cash Flow Statements • Monitoring of SAP entries. • Any other work as assigned by HOF

28	Sh. Subhash Kumar	Manager (HR)	<ul style="list-style-type: none"> • Establishment & Pension Matters • Coordination with CISF & Security Matters • 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. • Canteen Management • Responsible for union related correspondence, union meetings, works committee and workmen related issues. • All service matters • Responsible for rotational transfer for sensitive posts of non-executives. • Processing of death cases for compassionate appointment, payment of lump sum compensation • Apart from above, any task assigned by HR Head from time to time.
29	SH. RAHUL RAMGOPAL RAIDAS	MANAGER (T.O.)	<ul style="list-style-type: none"> • Ensure the quality control and testing of all raw materials. • AMC and calibration of the instruments and its spare parts management. • To maintain general requirements of NABL accreditation for the testing laboratory of SPM and ensure timely completion of Desktop surveillance. • To ensure the quality of semi-finished and final paper quality parameter as per norms before dispatch.
30	SH. HARISH KUMAR	MANAGER (T.O.)	<ul style="list-style-type: none"> • Operations of Paper Machine PM#5 and Finishing End. • SAP related activity.
31	SH. RAHUL CHHABRA	MANAGER (T.O.)	<p>E&I related activities for:</p> <ul style="list-style-type: none"> • Finishing End. • BMS system of AC plant. • Fire Detection and Alarm system. • Isra related work of Sheeter & Machine.
32	SH.BALBIR SINGH PRAJAPTI	MANAGER (T.O.)	<p>E&I related activities for :</p> <ul style="list-style-type: none"> • New Pulp Plant. • ETP, WTP, R.O. Plant. • Wire workshop
33	SH. FANISH CHANDRA SINHA	MANAGER (T.O.)	<ul style="list-style-type: none"> • PM#5 Finishing End & ISRA related activities. *Operation of ISRA inspection system of PM-5 and Cross cutter • Procurement of Consumable & packing material for finishing end. • Shredder & Briquetting Machine. • Isra related work of Sheeter & Machine. *SAP related activities. *Daily/weekly /Monthly /Quarterly Reports, MIS of PM-5. *APV related work.
34	SH. MOHIT KUMAR	MANAGER (T.O.)	<p>E&I related activities for :</p> <ul style="list-style-type: none"> • Paper Machine. • Wire Workshop.

35	SH. MIRZA MUSHARRAF	MANAGER (T.O.)	<ul style="list-style-type: none"> • All Mechanical Maintenance & procurement related activities in Ground floor of Paper Machine-PM#5. • All Mechanical Maintenance related activities in NPP and mechanical spare procurement related activity • SAP related activity
36	SH. NAVEEN KUMAR BAIRWA	MANAGER (T.O.)	<ul style="list-style-type: none"> • All Mechanical Maintenance & procurement related activities in the First Floor of Paper Machine-PM#5. • WWS & New ETP Mechanical maintenance and procurement related activity. • SAP related activity
37	SH. KALANAND PRABHAKAR	MANAGER (T.O.)	<p>1. All Mechanical Maintenance related activities in the following areas of PM5:</p> <p>a) Lift, Rewinder, Sheeter Ream Line Bale Press Section.</p> <p>b) EOT Cranes.</p> <p>c) Shredding & Briquetting machine.</p> <ul style="list-style-type: none"> • SAP related activity
38	SH. GHANSHYAM KUMAR	MANAGER (T.O.)	<ul style="list-style-type: none"> • Operations of Paper Machine PM#5 and Finishing End. • SAP related activity.
39	SH. PRATEEK GUPTA	MANAGER (T.O.)	<ul style="list-style-type: none"> • Wet End inspection system • Operation of ISRA inspection system of PM-5 and Cross cutter • Production planning and ISRA related activities. • Coordinator for Capex related work *Daily/weekly report and MIS report of PM-5. *APV related work. *Procurement and planning of security items and raw materials at PM 5.
40	SH. NITIN NIWARIYA	MANAGER (T.O.)	<p>E&I related activities for:</p> <ul style="list-style-type: none"> • Old plant • Boiler, CCTV, CISF gadgets and Telephone exchange etc.MCMP plant maintenance
41	SH. INDRAJEET KUMAR	MANAGER (T.O.)	<ul style="list-style-type: none"> • Operations of Paper Machine PM#5 and Finishing End. • SAP related activity and monthly closing *Daily/weekly /Monthly /Quarterly Reports, MIS of PM-5. • Maintain all Security Items(including CWBN Paper/Passport paper) floor management & records at paper machine & its safe disposal if any. *Group of expert and other reports at PM5. • Passport paper related work *Procurement of raw materials ,consumable used at PM 5.
42	SH. PRINCE KUMAR	MANAGER (T.O.)	<ul style="list-style-type: none"> • Operations of Paper Machine PM#5 and Finishing End. • SAP related activity • ISO audits of PM 5. • Export paper related work.
43	SH. BIROTTAM KUMAR	MANAGER (T.O.)	<p>All electrical work of;</p> <ul style="list-style-type: none"> •NPP • OLD PLANT •132/33KV SS, •33/11/0.415 • INTAKEWELL •OUT SIDE MILL PREMISES •BOILER

44	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. • Sales and Dispatch related activity • PM-5 Finishing house related activity • SAP related activity • MIS/ Group of expert and other reports.
45	SH. UTSAV BHARGAV	MANAGER (T.O.)	<ul style="list-style-type: none"> • Operations of New Pulp Plant • ISO & Assets audits of NPP. • SAP & APV related activity. • Procurement of raw materials, chemicals etc related to NPP. • Maintaining reports/records related to NPP *ISO audits of NPP.
46	SH. AKSHAY KASHYAP	MANAGER (T.O.)	<ul style="list-style-type: none"> • Operations of Paper Machine PM#5 and Finishing End. • SAP related activity
47	SH. ANURAG SHARMA	MANAGER (T.S.)	<ul style="list-style-type: none"> • Operation & Maintenance of Boiler House. • Transportation • SAP related activity
48	SH. DHRUV ANAND GUPTA	MANAGER (T.O.)	<ul style="list-style-type: none"> • Operations of Paper Machine PM#5 and Finishing End. • SAP related activity
49	SH. DEVANAND SINGH	MANAGER (MATERIAL)	<ul style="list-style-type: none"> • Procurement of i) Raw Materials ii) Security Items
50	SH. D SHIVA SHUBRAMANYAM YADAV	MANAGER (T.O.)	<ul style="list-style-type: none"> • All Mechanical Maintenance related activities in Old Plant. • HVAC / RAC • Workshop and Garrage • WTP / ETP / BLTP. • PM- module SAP related activity • Fire hydrant maintenance & CISF- Fire tender and associated work • Procurement and maintenance of water cooler and air cooler • SAP related activity
51	SH. TARUN BABURAO DESHMUKH	MANAGER (T.O.)	<ul style="list-style-type: none"> • PM5 FINISHING END • RAC • Illumination Work • LIFT ,CRANE • ETP,WTP,RO Plant .etc.
52	SH. ASHIK HUSSAIN SHAMEE	MANAGER (T.O.)	<ul style="list-style-type: none"> • Civil work • Safety

53	Sh. Sourabh Prajapat	Dy. Manager (F&A)	<ul style="list-style-type: none"> • Processing all domestic vendor payments including MSME and GeM • Inventory monitoring and Valuation • Costing and Pricing • Nodal officer of Cost Audit • Coordination in Limited Review and Balance Sheet preparation & finalization • Budgeting • Sales accounting/invoicing • Nodal officer of statutory audit, CAG • Inter Unit Reconciliation • Coordination Asset Accounting • Monthly debit/credit notes • SD and EMD • MIS of MSME Creditors, Domestic Creditors and Scrap Sales • Assisting in preparation of Annual Financial Statements i.e. Balance Sheet, Profit & Loss and Cash Flow Statements. • Monitoring of SAP entries. • Any other work as assigned by HOF
54	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 • Dispensary and Hospital Administration • Vigilance Matters Pertaining to HR • Apart from above, any task assigned by HR Head from time to time.
55	MS. ANUPAMA BAXLA	DY. MANAGER (T.O.)	<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.

56	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/ RAC Section, 132 KV AC, Chiller, Duct able, split and Precision ACs, WWS AC. • SAP related activity
57	SH. DIVYAM GARG	DY. MANAGER (T.S.)	<p>Environment :-</p> <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. • To ensure the air pollution, water pollution parameters within the norms and ensure the regular communication of RTQMS, CEMS with Pollution control.
58	SH. SADDAM HUSSAIN	ASSTT. MANAGER (T.O.)	<p>All electrical work of;</p> <ul style="list-style-type: none"> • NPP • OLD PLANT • 132/33KV SS, • 33/11/0.415 • INTAKEWELL • BOILER • OUT SIDE MILL PREMISES
59	SH. MAHESH KUMAR KARMODIYA	ASSISTANT MANAGER (T.O.)	<p>All electrical work of;</p> <ul style="list-style-type: none"> • PM5(Paper M/C) • WIRE WORKSHOP
60	SH. PRAVIN MADHAV BANGAL	ASSTT. MANAGER (R&D)	<ul style="list-style-type: none"> • Quality Assurance and R&D. • ISO related all activities
61	SH. SAURABH BHARDWAJ	ASSTT. MANAGER (MATERIAL) -I	<ul style="list-style-type: none"> • Procurement of <ul style="list-style-type: none"> i) WTP, ETP, Laboratory, R&D and Environment ii) General Store including cleanliness of area iii) Admn, CISF, Miscellaneous. iv) segregation and Scrap management v) NPP vi) Wire workshop and MCMP
62	SH. SHUBHAM DHAKER	ASSTT. MANAGER (MATERIAL)	<p>Procurement of</p> <ul style="list-style-type: none"> i) Coordinating with Audit and Vigilance reply. ii) All kinds of reports iii) All Annexure-2 & 3. iv) Electrical Department & CPWD -Electrical

			v) Canteen
63	SH. NALIN PATEL	ASSTT. MANAGER (HR)	<ul style="list-style-type: none"> • Assisting in Estate Administration • Assisting in Housekeeping Activity Co-ordination. (Colony & Mill Area) • Assisting in all welfare activities and office administration related coordination. • Apart from above, any task assigned by HR Head from time to time.
64	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, y early reports, DPE Survey report all reports pertaining to HR. • Performance Management System • Responsible for upgradation and modification of HR part of SPM, Narmadapuram Website • In charge time office • Conduction DPC for promotion/financial upgradation /confirmation, seniority, gradation list, reservation roster in case of non-executives. • Attendance Management System and SAP Payroll administrator. • Training & Development Coordination • Apart from above, any task assigned by HR Head from time to time.
65	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 advance and claim etc. • EPF, EPS related work • Monitoring of SAP entries. • Monthly financial, MIS ,DO letter and finance Dash Board • Cash & Bank section • Processing of foreign finance bills including LC and TT payment • Coordination in Limited Review and Balance Sheet preparation • Assisting in preparation of Annual Financial Statements i.e. Balance Sheet, Profit & Loss and Cash Flow Statements. • Any other work as assigned by HOF