

2. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

1	Managing Director	Over all incharge of AP TRIPCO Direction, supervision of all functional officers.
2	Executive Director	Over all incharge of Finance, Accounts, Administration, Company Law Affairs. Board meetings, AGM, SLC, TEC. All Operations, Execution of schemes with the assistance of CPM under the supervision of the M.D.
3	Chief Projects Manager (Hydel)	Execution of project works and State Level Committee, Technical Evaluation Committee meetings.
4	Administrative Officer	Matters relating to Establishment, administration, getting statutory clearances, Board meetings and AGM other correspondence.
5	Sr. Accts Officer	Finance/Accounts/Audit, taxation, liaison with the Banks/FIs/NABARD/HUDCO.
6	Sr. Projects Manager	Execution of project works construction, inspection of sites, electromechanical equipments, preparation of status reports of execution of works.
7	Executive Accounts	Assisting the Senior Accounts Officer in Finance/Accounts/Audit, taxation, company law.
8	Executive Technical (Civil)	Supervision of project constructions works relating to civil works and assisting in preparation of status reports of works executed relating to civil.
9	Executive Technical (Electrical)	Supervision of project constructions works relating to electrical works and assisting in preparation of status reports of works executed relating to electrical.
10	Executive Technical (Mechanical)	Supervision of project constructions works relating to electromechanical works and assisting in preparation of status reports of works executed relating to electromechanical.
11	Sr. Stenographer/P.A	Taking dictations, making drafts, file work relating to administration, and other correspondence.
12	Draughtsman	Assisting the Chief Projects Manager & Sr.Projects Manager in preparation and scrutiny of PFRs/DPRs and other technical works.