

**CHAPTER-4(I)(b) ii**

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

<b>Sl No.</b>	<b>Designation</b>	<b>Powers and Duties</b>
1	Chairman	<ul style="list-style-type: none"><li>• Chairman and Managing Director of Oil and Natural Gas Corporation (ONGC) is the Chairman of MRPL</li></ul>
2	Managing Director (One)	<ul style="list-style-type: none"><li>• CEO of the company, general superintendence, direction and Management of the affairs of the company</li><li>• Overall head of the company</li></ul>
3	Director (Refinery) (One)	<ul style="list-style-type: none"><li>• To Assist the MD</li><li>• Overall in charge of Operation &amp; Maintenance of the company.</li><li>• Member of the Board</li></ul>
4	Director (Finance) (One)	<ul style="list-style-type: none"><li>• To Assist the M.D.</li><li>• Overall in-charge of financial affairs of the company, excluding Audit.</li><li>• Member of the Board</li></ul>
5	Group General Manager (Twelve)	<ul style="list-style-type: none"><li>• To assist the MD / D(F).</li><li>• Functional head of the Division</li><li>• Overall supervision of all administrative/ministerial work</li><li>• Monitoring of the work of the concerned department</li></ul>
6	General Manager (Twenty six)	<ul style="list-style-type: none"><li>• To Assist GGM wherever the post exists</li><li>• Independent head of the department.</li><li>• Supervising and monitoring of the department on holistic basis.</li></ul>
7	Company Secretary (One)	<ul style="list-style-type: none"><li>• Statutory post, functions as Secretary to the Board of Directors.</li><li>• Looks after the Board's affairs.</li><li>• Ensures compliances with Company Law requirements and supervises and coordinates with SEBI</li></ul>

8	Dy. General Manager (Forty Eight)	<ul style="list-style-type: none"> <li>• To assist the respective General Managers.</li> <li>• Functional head of the Section.</li> <li>• Supervises and monitors the respective Section.</li> </ul>
9	Chief Manager (Twenty Seven)	<ul style="list-style-type: none"> <li>• To Assist DGM/GMs.</li> <li>• Ensures compliance of instructions of the Departmental Head.</li> </ul>
10	Senior Manager (Seventy three)	<ul style="list-style-type: none"> <li>• To assist DGM/GM.</li> <li>• Ensures compliance of instructions of the Departmental Head.</li> </ul>
11	Manager (Forty Six)	<ul style="list-style-type: none"> <li>• To Assist DGM/GM.</li> <li>• Ensures compliance of instructions of the Departmental Head</li> </ul>

12	Dy. Manager (One hundred forty eight)	<ul style="list-style-type: none"> <li>• To Assist Chief Manager/Sr. Manager /Manager and carries out instructions issued by the respective sectional head.</li> </ul>
13	Sr. Engineer/Sr. Executive (One hundred and seventy one)	<ul style="list-style-type: none"> <li>• To assist Chief Manager/ Sr. Manager/Manager and carries out instructions issued by the respective sectional head</li> </ul>
14	Engineers/Executive (Two hundred and two)	<ul style="list-style-type: none"> <li>• To assist Chief Manager/Sr. Manager/Manager and carries out instructions issued by the respective sectional head</li> </ul>
15	<b>Non- Management Staff</b> 1. W3 to TS1 technical staff (Eight hundred and twenty four) 2. JM6 to JM1 Commercial /Administration staff( One hundred and thirty one)	<ul style="list-style-type: none"> <li>• To carry out production/processing/Material/Marketing/Administration/Security/Maintenance/HR/ Secretarial/Support services/Finance/Vigilance/Audit Department/implementation of OL Policy</li> </ul>
	<b>Miscellaneous</b> Telephone Operator and Receptionist (one)	<ul style="list-style-type: none"> <li>• Including attending telephone calls</li> <li>• Reception of Guests.</li> </ul>

. The duties can include any other jobs assigned from time to time.

