

CENTRAL FOOTWEAR TRAINING INSTITUTE, CHENNAI

POWERS AND DUTIES OF CFTI OFFICERS AND EMPLOYEES

(Under clause 4(1) (b) (ii) of Right to information Act, 2005)

Central Footwear Training Institute (CFTI) has been setup to conduct short term as well as Long term training programme to upgrade the skill of fresher's and personnel working in shoes industries. The Institute is headed by the Director. To carry out the functions of the institute both technical and Non-technical posts sanctioned in CFTI, are as under:

A. TECHNICAL :

- i. Director
- ii. Deputy Director
- iii. Assistant Director
- iv. Technical Officer
- v. Demonstrator-cum-Machine Operator
- vi. Mechanic

B. NON- TECHNICAL:

- i. Office Superintendent
- ii. Steno Typist
- iii. Senior Clerk
- iv. Junior Clerk
- v. Documentation & Librarian

All the authorities of the society are vested with the Governing Council and the Chairman of the Governing Council. The office bearers of the Society are the Chairman and the Director. The functions, duties and powers to be discharged by the Chairman, Governing Council and Director are prescribed in the Memorandum of Association and Rules and Regulation of the Society.

Some Administrative and Financial powers have been delegated to the Director to carry out the day to day functions of the society as follows :

ADMINISTRATIVE AND FINANCIAL POWERS OF DIRECTORS

(As amended up to dt 24.12.2014)

A) ADMINISTRATIVE POWERS		
S. No.	Nature of power	Power Delegated to Director, CFTI, CHENNAI
1	Grant of leave	Full Power except EL/HPL for self
2	Grant of periodical increments	Full Power
3	To accept Medical/Fitness Certificate for leave purpose	Full Power
4	To fix initial pay	Full Power as per rules
5	Grant of Travelling Allowance Advance	Full Power
6	Grant of L.T.C advance	Full Power
7	To forward application of staff for outside jobs	Full power (except self) 3 times in a year
8	Controlling Officer	For Self & Staff
9	Appointment of Authorized Medical Attendant	Full Power as per rules
10	Grant of CPF Advance	Full power as per rules
11	To determine the hometown of staff members	Full power as per rules
12	Contribution to Deposit Link Insurance Scheme	Full Powers
13	Power to make appointment on sanctioned posts	Full Powers for Group C & D posts
14	Power to accept resignation of staff	Full powers for Group C & D Posts
15	Selection/expulsion of trainees for training courses	Full Powers
16	Power of re-delegation excepting statutory powers & power to write off	Full Powers. However Director will continue to be responsible for the decision taken by the subordinate officer.
17	Power to grant joining time	Full Powers for Group C & D posts
18	Power to refer for Medical Examination	Full Power as per PPM
19	Refund of Training Fees	Whenever any need arises for the refund the Director may be empowered with full powers to avoid unnecessary correspondence
FINANCIAL POWERS		
1	Contingent Expenditure a) Recurring b) Non Recurring	Rs.10,000 p.a. per case Rs.25,000 p.a. per case
2	Local Conveyance Charges	Full Powers as per Govt. rule.
3	Purchase of bicycles and repairs for office use	Full Powers
4	Fixtures and Furniture and Furniture (Purchase and repairs (subject to budgetary provision)	Full Powers for repairs of furniture and fixtures
5	Hire of office furniture	Full Powers (for specific occasion)
6	Payment of Freight	Full Powers

7	Power to engage counsel & make payment of legal charges	Full powers (to keep chairman informed where expenditure exceeds Rs. 5000/-in one case.
8	Printing and binding	Full Powers
9	Purchase of stationery	Full Powers
10	Electricity, water and gas charges	Full Powers
11	Postal and telegraph charges	Full powers
12	Telephone Charges	Full Powers
13	Motor Vehicles Maintenance, upkeep and repairs	Full Powers
14	Purchase of Petrol, Oil and Lubricants	Full powers
15	Payment of Municipal rates and taxes	Full Powers
16	Execution of petty work and special repairs to owned building including Sanitary fittings, water supply and Electric installations in such buildings and repairs to such installations	Rs. 10,000/- P.A. (to be reported to GC/Chairman
17	Repairs and alternations to hired and requisitioned buildings	Rs. 5,000/- p.a.
18	Purchase of books and journal	Full Powers
19	Repairs and removal of machinery (where the expenditure is not of the capital nature)	Full Powers
20	Staff paid from contingencies	Full Powers (upto maximum no. of seven for Workshop and four for office)
21	Advertisement charges (through DAVP as far as possible)	Full Powers
22	Publicity expenses (Exhibition/Conferences etc.)	Full Powers
23	Entering into service contracts for maintenance of Air Conditioners, Typewriters, Calculating machine, Duplicating machines, Photo Copiers, Computers etc	Full Powers
24	Entertainment expenses	Rs. 3000/- at a time subject to a maximum of Rs. 30,000/- p.a.
25	Stores required for Workshop including spares, consumable and raw materials	Full Powers
26	Purchase of raw material, spare & tools of emergent requirement without calling quotations	As per provision of GFR 2005/further amendments
27	Purchase and repairs of Typewriters, Calculating machine, Duplicating Machine, Photocopiers, computers etc.	Full Powers (after following the purchase procedure laid down in GFR-2005)
28	Office Upkeep and maintenance	Full Powers
29	Bank commissions payable for remittance as well as collection of bills etc.	Full Powers
30	Payment of Children's Educational Allowance/Hostel Subsidy	Full Powers As per G.O.I rules/PPM
31	Reimbursement of Tuition fees	Full Powers As per G.O.I rules/PPM
32	Sanction of refunds of Earnest Money Job Work Charges due to defective Workmanship etc	Full Powers

33	Reimbursement of medical expenses	Maximum upto Rs. 10,000/- in each case
34	Payment of insurance on Vehicles/Building and equipment	Full Powers
35	Maintenance of Gardens/Land Scalping	Full Powers
36	Local purchase of Rubber stamps and Office seals.	Full Powers
37	Payment of inspection charges to Regional Provident Fund Commissioner	Full Powers
38	Hiring of Taxi/Vehicle	Full Powers
39	Payment of rent	Full Powers in respect of accommodation hired with the approval of GC
40	Grant of Festival advance	As per Govt. of India rules subject to availability of funds
41	Employees welfare expenses	Upto Rs.10,000 p.a.(GC to be kept informed)
42	Payment of Demurrage/warfare charges	Rs.20,000/- P.A. (to be reported to G.C./Chairman)
43	Expenditure on Meeting & Inspection	Rs. 10,000/- p.a.
44	Purchase without calling quotations	Rs.1,500 in each case contingent items
45	Impressed Money	Rs.5,000/-
46	Writing off and disposal of unserviceable machinery and equipment and other store	Rs. 25,000/- (Book Value) p.a. for machinery & equipment(not due to theft, fraud or negligence) Rs.10,000(for other store)
47	Payment of custom duty and transportation charges on machinery equipment and office material	Full Powers
48	Payment of TA/Honorarium to non-official and power to fix their grade (interviews, meetings etc.)	Full Powers subject to the condition that the programme is self supporting
49	Hiring services of technical faculty and consultants for specific activity on ad-hoc engagement basis.	Maximum number of 12 with maximum remuneration of Rs. 50,000/- per month. Approval of chairman needs to be taken when maximum limit exceeds.

The Director has re-delegated some of the Administrative and Financial powers to the Head of the departments/sections and other officers to carry out the day to day functions of the society the duties and responsibilities of the technical and non-technical officers are as under.

A. Technical

1. Deputy Director

- (i) Assisting Director in devising course curriculum.
- (ii) Organizing & Coordinating Short Term & Long Term Courses.
- (iii) Imparting training and Monitoring
- (iv) Budgeting
- (v) Consultancy & common facilities.
- (vi) Any other work as assigned from time to time.

2. Assistant Director

- (i) To assist in preparation of course materials for trainees and imparting theoretical and practical training in Short Term & Long Term Courses. Ensure completion of syllabus within the time schedule.
- (ii) Assist the Project Reports and test papers submitted by the trainees periodically.
- (iii) Supervise common facility service and render consultancy.
- (iv) Administration control over the Section under his charge.
- (v) Any other assignment.

3. Technical Officer

- (i) To assist in conducting Theoretical and Practical classes for Long Term and Short Term Courses, conducting assignment, project study, visit of the trainees.
- (ii) Supervising maintenance of machines.
- (iii) To guide Trainees in Project preparations.
- (iv) Hold charge of the Section in the absence of Section Incharge.
- (v) Any other work as assigned from time to time.

4. DMO

- (i) Demonstration & operation of machines during practical classes.
- (ii) Maintenance of machines.
- (iii) Preparation of new design and pattern cutting.
- (iv) Any other work as assigned from time to time.

B. Non-Technical

1. Office Superintendent

- (i) Incharge and supervise the Administration and Accounts Section.
- (ii) Supervise administrative, accounts, security & housekeeping jobs of the Institute.
- (iii) Any other work as assigned from time to time.

2. Steno Typist

- (i) To be attached with Director and assist him in maintaining files and records dealt with by the Director.
- (ii) Taking down dictation and transcribing.
- (iii) Any other work as assigned from time to time.

3. Senior Clerk

- (i) To function as Accountant-cum-Cashier and to maintain all relevant records, files, registers and also to prepare pay bills, etc.
- (ii) Assist office superintendent in administration and housekeeping matter and to maintain necessary documents and records in this regard.
- (iii) Handle matter relating to procurement, stock and distribution of stationary items, furniture and fixture and office equipment's etc.
- (iv) Any other work as assigned from time to time.

4. Junior Clerk

- (i) Assist the Office Superintendent in establishment matter and miscellaneous work.
- (ii) Diary, dispatch and typing.
- (iii) Any other work as assigned.

5. Documentation & Librarian

- (i) Hold charge of the Library and maintain relevant register, catalogues, card index etc.
- (ii) Assist in data processing and computerized documentation of data.
- (iii) Any other work as assigned from time to time.
