

ANNEXURE-2

The powers and Duties of its officers and employees

Powers and Duties of the Corporation is delegated among various Officers and employees as follows

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| Managing Director | Managing Director is the supreme authority in KSBC and Overall responsibility, authority & control of company's activities |
| Company Secretary | In charge of company meetings, legal matters and secretarial department |
| G M(Administration) | In charge of administration of establishment personnel, labour and industrial relations |
| G M (Finance) | Overall charge of finance department |
| Manager Operations | In charge of supervision of the whole organization including all the regions ,warehouses and shops regarding the day to day operations like sales, storage, loading/unloading of stock, issue of stock |
| Internal Auditor | In charge of internal audit department |
| Law Officer | In charge of the supervision of legal matters and Court cases of the Corporation |
| Finance Manager | In charge of finance, account, cash , purchase, sales sections |
| Accounts Officer | Administration and management of accounts of the organization |
| Regional Managers | Supervisory control over the warehouses and shops under the region |

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| Managers | At head office, managers act as a link between the head of the department and employees providing leadership in coordinating the activities. Each warehouse has a manager. The Managers are in charge of the wholesale business activity of the Warehouses and supervision of the retail business of the KSBC outlets with the assistance of assistant managers / accountants. |
| Assistant Managers | Assist the head of the department/WH manager in coordinating the activities |
| Accountants | To manage the financial administration of the warehouse to support the WH manager |
| Computer Programmers | Software related activities which Includes software development and support for the successful functioning of the whole organization |
| Line Officers | Assistant grade, LDC, UDC employees placed in head office, warehouses and shops are assisting the middle level and senior officers. |
| Helpers , LDC (Non Category), UDC (Non Category) | Placed as supporting staff in the shops to attend the counter, in the warehouses for attending the supportive work and in Head Office for assisting staff and officers. |
| Labeling Workers | Placed in the warehouses for attending to labeling of liquor bottles. |