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HARYANA STATE WAREHOUSING CORPORATION
BAY NO. 15-18, SECTOR-2, PANCHKULA

OFFICE ORDER

In supersession of all earlier orders the following work distribution is hereby ordered. The following officers shall be reporting directly to Managing Director. The work is allocated as follows:

Sr. No.	Name of the Branch	Name S/Sh./Smt	Designation	Work Profile
1	Secretary Branch	Vaneet Chawla	Secretary	i) To act as over all Incharge for various duties assigned by the Managing Director being the senior most Class-I Officer. ii) Holding of Board, Executive Committee and AGM meetings. iii) Formation and implementation of various policies in the interest of the Corporation. iv) Liaison with State Govt. on various policies issue and amendment in rules etc. v) The work of store, vehicles Section and Library, etc. with financial delegation as approved by the Board of Directors. vi) All the files of Admn. Branch which are required to be sent to Managing Director shall be routed through Secretary of the Corporation.
2	Construction branch	Maresh Madan	Superintendent Engineer (on deputation)	Work of all Sub Divisions of all circles in Haryana including the court cases and arbitration cases related to construction/ works. All the files relating to Construction and payment XEN-II Naresh Kumar shall route files through the SE.
3	I.T.Cell	R.K.Singh	Sr. Systems Analyst	IT work of the Corporation to devise suitable ways and means to introduce I.T. in all spheres of activity of the Corporation.
4	Administration Branch	Sanjay Moudgil	Manager (P)	Manage service conditions of all human sources in the Corporation.
5	Accounts Branch	Manoj Kumar	Financial Advisor	He is overall Incharge of Accounts Branch with all financial delegation as approved by the Board of Director

6	Accounts Branch	Sanjeev Chopra (on deputation)	Sr. Accounts Officer	He shall act as overall Incharge of Audit & Recovery Cell.
7	Legal Cell	Suman Bansal	Manager (Lega) (on deputation)	Work of Legal Cell including all the High Court Cases and Arbitration cases and offer legal advice to all the Branches on various issues.
8	Storage & Technical Branch	Sh. Yash Pal Singh	Manager (S&T) (Officiating)	i) Work of procurement of all commodities including wheat, paddy, Bajra, Sunflower, etc. ii) PMS work of the Corporation (Preservation, maintenance & Security) of stocks.
9	Business Branch	Sh. S.S. Randhawa	Manager (B) (Officiating)	i) Work of business interest of the Corporation including ICD, Rewari, Silos, etc. ii) To ensure that the Corporation has suitable storage space for all the commodities.
10	Chief Vigilance Officer	Manoj Kumar	Financial Advisor	Work of prevention and detection of corruption, monitoring of disciplinary cases based on vigilance, review of existing organization and procedure, simplification of rules and procedures, complaints related to corruption, action against persons involved or convicted in corruption cases, submission of APRs, sending quarterly reports to the Vigilance Department.

Financial delegation of powers of all the officers shall strictly remain the same as approved by the Board of Directors.

DATED : 23.12.2019
PLACE : PANCHKULA

MANAGING DIRECTOR

Endst. No. HSWC/Admn/EA-4/2019/ 42955977

Dated: 23 DEC 2019

A copy of the above is forwarded for information and necessary action to:

1. All the above Officers (by name)
2. All the District Managers in the field.
3. The AM(A)-I, II & III.
4. PA/MD for information of the worthy M.D

MANAGER (PERSONNEL)
FOR MANAGING DIRECTOR

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