

OFFICE OF THE MARKET COMMITTEE, UT CHANDIGARH.

ANNEXURE-2

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1) (b)
(ii) OF THE RIGHT TO INFORMATION ACT, 2005.
(The powers and duties of the officers and employees)

Sr. No.	Name of the Post	Functions and duties (in brief)
1.	Chairman, Market committee, Chandigarh	<p>Sec 43(2) (1) The Chairman of the <i>Committee</i> shall be its chief <i>Executive Officer</i> and <i>will</i> be responsible for proper management of the affairs of the committee in accordance with the provision of the Act, rules and bye-laws framed <i>there under</i>.</p> <p>(iii)</p> <p>(2) The Chairman of the committee shall send report about the annual assessment of the work of the Secretary of the committee to the concerned District Mandi Officer who shall forward the same with his comments to the ²[Chairman of the Board] who shall record his opinion thereon.</p> <p>(3) The report about the annual assessment of the work of other employees of the committee shall be written by the Secretary of the committee who shall send</p>

		<p>the same to the Chairman of the committee who shall record his opinion thereon. If the Chairman of the committee <i>disagrees</i> with the opinion of the Secretary of the committee, he shall send a copy of his opinion to him].</p> <p>(4) The Chairman shall forthwith report to ³[Chairman of the Board] in case any member or the committee dies or becomes subject to any of the disqualifications mentioned in sub-section (5A) of section 3 read with sub-section (6) of section 12.</p> <p>(5) The Chairman may by an order in writing delegate any of his powers to the Vice-Chairman or Secretary, generally, or for such period as may be determined by him and may, at any time and without assigning any reasons withdraw the delegation so made by a like order.</p> <p>¹Substituted vide Notification No. 11 (13)-M-III 83/9379 dated 4.5.1988. ^{2&3}Substituted vide Notification No. 11.13.93-M-3/5762 dated 27.8.2003</p>
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		<p>¹[(6) The Chairman shall be the authority competent to grant casual leave to the Secretary of the Committee but other kinds of leave shall be granted to him by the ²[Chairman of the Board] or such other officer of the Board as may be authorized by him in this behalf:</p> <p>Provided that the Secretary of the Committee shall intimate about his being on leave to the concerned District Mandi Officer before proceeding on leave or as early as possible after that.</p> <p>(7) The Chairman shall ordinarily attend the office of the committee at least once in a week and if he is likely to be absent from the notified market area for more than a week or on account of illness or other circumstances is unable to perform his duties, he shall inform the Vice-Chairman in writing accordingly and send a copy of the same to the concerned District Mandi Officer and the Vice-Chairman shall thereupon act for the Chairman, and while so doing he shall have all the powers and privileges and be responsible for all the duties of the Chairman. In the event of death of the Chairman or in the event of resignation of the Chairman having been accepted or a no-confidence motion against him having been confirmed, the powers, privileges and responsibilities of the Chairman shall be exercised enjoyed and discharged by the Vice-Chairman who shall officiate as Chairman until a new Chairman is elected or nominated :</p> <p>Provided that if the Chairman is absent from the</p>
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		<p>notified market area for over a month or is unable to attend the office of the committee on account of illness or for other circumstances or for any other reason is unable to perform his duties and where the Chairman does not inform the Vice-Chairman about his absence in writing the ³[Chairman of the Board] shall direct the Vice-Chairman to officiate as Chairman till the Chairman resumes his duties].</p>
2	Secretary, Market Committee, Chandigarh.	<p>Sec.43 (2)(1) The Secretary shall be the executive officer of the Committee. All office</p> <p>(ii) <i>Establishment</i> of the committee shall be under his control, and all orders to any member of the staff of the committee shall pass through him.</p> <p>(2) The Secretary shall work under the control of the Chairman of the Committee.</p> <p>(3) The Secretary shall be entitled to attend all meetings of the committee or a sub-committee or a joint committee or an ad-hoc committee, except a meeting wherein anything pertaining to him or any of his relatives is to be considered.</p> <p>Explanation : Relative for the purpose of this sub-rule shall mean-</p> <p>(a) father, mother, son, daughter, brother and sister of the person concerned; and</p> <p>(b) brother and sister of the</p>

		<p>father of the person concerned; and</p> <p>Â© father, mother, son, daughter, brother and sister of the wife or husband of the person concerned.</p> <p>(4) The Secretary shall advise the committee and its Chairman in the light of the provisions of the Act, rules and bye-laws framed under the Act and directions of the Board or of the ¹[Chairman of the Board] issued from time to time and previous decisions of the committee. His opinion shall be recorded in the proceedings of the committee.</p> <p>(5) It shall be the duty of the Secretary to carry into effect the provisions of Act, rules and by-laws framed under the Act and instructions of the Board, and the decision of the committee and of the Chairman of the committee consistent with the Act the rules and the bye-laws and instructions of the Board and of the ²[Chairman of the Board] and to effect maximum improvement in the market.</p> <p>(6) The Secretary shall see that communications addressed to the committee by the Chairman or Secretary of the Board are dealt with promptly and efficiently and all correspondence between the Chairman or Secretary of the Board and the committee is laid before the</p>
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		<p>Chairman of the committee for information or action as the circumstances may require.</p> <p>(7) Subject to sub-rule (5) the Secretary shall have immediate responsibility for carrying on the day to day, working of the office of the committee,</p> <p>1&2 Substituted vide Notification No. 11/13/96-M-3/5762 dated 27.8.2003</p> <p>maintenance of accounts, punctual rendering of returns, monthly review of the progress made in the enforcement of the Act and safe custody of the cash, the common seal , the minute book & other records and assets of the committee.</p> <p>(8) The Secretary shall make an annual assessment of the work of the employees of the Committee which he shall submit to the Chairman of the committee. The Chairman of the committee shall take his assessment into consideration while making final assessment of the work of the employees.</p>
3	Assistant Secretary, Market Committee.	To assist the Secretary, Market Committee in day to day affairs and is in charge of the office in the absence of Secretary, Market Committee.
4.	S.D.E. (Civil)	In charge of all the works and technical staff of the Committee.
5	Sectional Officer (C)	To look after the development and maintenance of <i>Mandi</i> areas and to

		supervise the technical staff of the Committee.
6	Accountant	<p>In-charge of office of Market Committee in absence of Secretary or Assistant Secretary;</p> <ol style="list-style-type: none"> 2. Personal files and service books of the employees; 3. Maintenance of accounts including Cash Book, P.F. Ledger, Budget Ledger, Establishment Check Register and Bills etc; 4. Preparation of bills; 5. Preparation of Cheques; 6. Preparation of Budget of Market Committee; 7. General Correspondence; 8. If any other employee viz., Clerk or Mandi Supervisor or Auction Recorder is posted to assist Head Clerk-cum-Accountant the work shall route through Head. Clerk-cum-Accountant. Where there are more than one posts of Head Clerk-cumAccountant the work shall be divided among them by the Secretary, Market Committee according to the local needs and circumstances.
7	Mandi Supervisor cum fee collector.	<ol style="list-style-type: none"> 1. Collection of fees; 2. Accounts checking of dealers when authorized by Secretary; 3. Mandi inspecting; 4. Enforcement of the Act, Rule and Bye-laws; 5. To supervise auction, weighment and market transactions;
8	Auction recorders.	<ol style="list-style-type: none"> To start auction; 2. To record auction in the register in <i>Form "H" of the rules</i>; 3. To ensure entries in Heap Register or Boli Bahis;

		<ol style="list-style-type: none"> 4. Cross checking of sale-purchase returns in <i>Form 'M'</i>. 5. Cross checking of gate register with <i>'M' returns</i>; 6. To maintain gate register; 7. To collect market fee where need be; 8. To assist Mandi Supervisor in accounts checking; 9. To maintain account of market fee in Dealer Ledger; 10. To maintain revenue stamp register.
9	Sanitary Inspector.	To look after the sanitation work of mandies and to supervise sanitation staff.
10	Clerks	<ol style="list-style-type: none"> 1. Receipt; 2. Dispatch; 3. Type; 4. Record Keeping; 5. Maintain of stamp register; 6. To assist the Head Clerk-cum-Accountant in matters pertaining to general correspondence and accounts; 7. Store, Stock and Stationery..
11	Kanda man	<ol style="list-style-type: none"> 1. To weigh loaded and empty vehicles and agricultural produce on the weigh bridge of Market Committee; 2, To issue receipts in token of having received weighment charges; 3. To issue certificate of weighment; 4. Maintenance of accounts of weighment charges.
12	Care Taker	<ol style="list-style-type: none"> 1. Work Connected with the rest house of the Committee; 2. Maintenance of equipment of the rest house like beddings, sheets,

cots, utensils, furniture, fixture etc;

SEE AMENDMENT Enf Dated 15.1.09

3. Maintenance of register of person staying in the rest house;

4. To receive fees for stay in the rest house and keep its account.

(3) Secretary of the Committee may add or modify or allocate the duties according to the local needs and circumstances. Secretary of the Committee may also assign to the employees of the Committee apart from their regular duties such other duties as he may consider necessary for the discharge of official duties and shall see that the employee under him perform their duties properly and efficiently.

(4) Secretary of the Market Committee shall be competent to grant earned leave upto one month, causal leaves and annual increments of the employees of the committee.

(5) No case of promotion or efficiency bar or punishment or leave shall be considered by the Committee without obtaining and considering a report from the Secretary.]