

## Appendix - A

**Role of Scale II executive when working as Manager and Scale III executive when working as Senior Manager in administrative offices.**

The main roles of this job are as follows:

1. To compute data on on-going basis, to analyse trends, to make plans in functional area and to project for the future.
2. To formulate Long Range Planning (LRP) or to assist the higher authorities in formulation of LRP and organizational strategies.
3. To assess the input requirement for his department and prepare manpower, finance, material budget.
4. To establish contacts with important customers and develop customer relations.
5. To arrange for training, etc. for different officials of the Bank in order to facilitate implementation of systems and procedures under his functional responsibility
6. To review progress, and take prompt remedial measures wherever bank's interests are involved.
7. To identify clients needs through field visits and other secondary sources like correspondence, etc.
8. To assist the functional heads in processing of proposals and programmes and create and update firm and reliable information based and necessary records.
9. To provide expert guidance to operating units for undertaking appropriate course of action and encourage positive factors.
10. To investigate and find out actual position of issues referred to him and submit his comments to the higher authorities.
11. To communicate with operating units on a statutory provisions and government directives in his functional area and disseminate knowledge.