

Appendix - C

Role of Scale IV Executive when working as Chief Manager

1. To investigate and find out the factual details of cases referred to him.
2. To examine proposals beyond the powers of Operational unit/ Authority below him, comment and submit to higher authorities for approval.
3. To sanction proposals within his powers.
4. To interact with the other functional heads in the Region or Zone/Branch.
5. For smooth functioning of his area of operation and to ensure timely processing of proposals.
6. To participate in committees inside and outside the Bank and present his point of view or the Bank's view and protect the interest of the Bank.
7. To ensure proper maintenance, control and supervision in his functional area.
8. To interact with the Audit and Inspection Staff and facilitate operation of proper checks and plug the loopholes.
9. To play the role of a watch dog over the operational environment in the region/zone/office, and ensure that the government guidelines are adhered to in its true spirit.
10. To examine, study and improve the existing services of the bank and develop proper marketing strategies for the Bank's services.
11. To remain sensitive to the human and financial environment in the institution and submit reports to the Top Management periodically.
12. To conduct evaluation study like Cost Benefit Analysis in his functional area and get approval of new systems/schemes and ensure its implementation, economically.
13. To prepare budget for the department and arrange for the equipments, skilled persons and other resources for the department in time.

14. To create an efficient and satisfying climate in the Bank and use suitable motivation of strategy for staff under him and providing suitable rewards.
15. To help the management in management of discipline in the Bank and maintain proper industrial relations.