

Duties and Responsibilities of employees working in EMCC Department

Sl. No.	Name	Designation	Responsibilities	Reporting to
1	Gopinathan K B. No.: 1145	HoD (EMCC)	Coordination of all contracts including rate contract as per plant requirement, procurement of materials, tendering and allied activities, preparing estimates etc., billing, Tender Committee and supervision of functions of subordinate staff.	GM (Works)
2	Valsala M B.No. 1332	Executive	Preparation of proposals for tender and allied activities, tender opening upto placing work orders of each work.	HoD (EMCC)
3	Ambika N K B.No. 814	Chief Assistant	Preparation of work orders, bills etc	HoD (EMCC)