

Indicative list of activities in each level for position are as under:

Control in the Hierarchy	Activity levels
Executive Director	<ol style="list-style-type: none"> 1. Decision making where powers are delegated and general guidance. 2. To ensure that decision making involves collaboration, mutual contribution between Departments and cross-communication and also to restrict layers to four. 3. To ensure efficient and expeditious disposal of work and plug delays. 4. To innovate, sponsor and execute new Projects and initiatives. 5. To review systems, procedures and methods for improving efficiency. 6. To draft and implement an action plan to meet with the requirements of future. 7. Any other activity as per need.
Chief General Manager/ General Manager	<ol style="list-style-type: none"> 1. To function as HOD. 2. To analyse and evaluate key financial decisions. 3. To develop adequate skills in the analysis and interpretation of data. 4. Activities impacting operations and resource allocation between activities. 5. Evaluating performance and performance management to check whether employees under their control are implementing the instructions. 6. To ensure efficient and expeditious disposal of work and plug delays. 7. To recommend to higher management any changes that are not in the ambit of his role but help in reaching optimum efficiency. 8. Any other activity as per need.
Deputy General Manager/ Asst. General Manager	<ol style="list-style-type: none"> 1. Plans work and processes including assigning work among the staff as evenly as possible while adhering to the policies of the Authority, while keeping HOD informed as necessary and discouraging any rule/process leading to loss of efficiency. 2. To execute Projects adhering to general guidance as to methods, procedures and desired end results. 3. Coaching, counselling and mentoring when an employee's problems impact performance and to initiate steps for any further action, including formal disciplinary action. 4. To provide opportunity to the promising subordinates for learning and development.

	<ol style="list-style-type: none"> 5. To recommend to higher management any changes that are not in the ambit of his role but help in reaching optimum efficiency. 6. Keep a watch on any hold up in the movement of dak. 7. Any other activity as per need.
<p>Manager/ Assistant Manager</p>	<ol style="list-style-type: none"> 1. Plans work and supervises. 2. To process work by adhering to Internal governance procedures, including internal audit arrangements. 3. To ensure escalation of significant issues to appropriate levels while ensuring that action shall be taken immediately in urgent cases. 4. Checks the notes put up by Assistants/Sr. Assistants and verifies facts and figures. 5. Analysis and review of budget proposals. 6. Handling outside references effectively. 7. Control and disposal of inward and outward mail/dak. 8. Any other activity as per need.