

Section 4(1)(b)(ii)

Warehousing Development and Regulatory Authority

The Powers and Duties of Chairperson, Officers and Employees:

<p>Powers of Chairperson of the Authority (as per Sec. 30 of the Warehousing (Development and Regulation) Act, 2007 and Rule 3 of the Warehousing (Development and Regulatory) Authority - Financial and Managerial Powers Rules, 2010)</p> <p>Links: — https://wdra.gov.in/web/wdra/w-d-r-act-2007 — https://wdra.gov.in/documents/32110/35427/56+Financial+Power+Rules+2010-+English.pdf/546fc955-3308-1904-35da-0d53e6ce64f2</p>	<p>The Chairperson shall be the chief executive of the Authority.</p> <p>The Chairperson shall have the same powers as are conferred on a Head of Department in respect of the General Financial Rules, 2005, the Delegation of the Financial Powers Rules, 1978, the Fundamental Rules, the Supplementary Rules, the Central Civil Services (Leave) Rules, 1972, the Central Civil Services (Joining Time) Rules, 1979, the Civil Services (Pension) Rules, 1972, the Central Civil Services (Conduct) Rules, 1964, the Central Civil Services (Classification, Control and Appeal) Rules, 1965 and the Contributory Provident Fund (India) Rules, 1962 and such powers shall be exercised by the Chairperson subject to the instructions issued by the Central Government from time to time.</p>
Power and duties of its officers and employees (as per internal work allocation orders)	
Joint Secretary	<p>The Joint Secretary shall look after matters relating to :</p> <ul style="list-style-type: none">• Administration, Finance, Legal, IT and Human Resources• All policy matters including amendment to Act, Rules, Regulations & Manual; norms/checklist for registration• Publicity campaign related to WDRA• Coordination with the Ministry of Consumer Affairs, Food and Public Distribution and related Ministries for early disposal of matters relating to budget, finances, legislative approval on Regulations, etc.
Director (A&F)	<p>The Director (A&F) shall look after matters relating to :</p>

	<ul style="list-style-type: none"> • Administration, Plan Allocation, Budget and Accounts, Finance matters, Human Resource matters, Legal Matters • Charge of Chief Vigilance Officer • Publicity campaign related to WDRA • All policy matters including Amendment to Act, Rules, Regulations, etc.
Director (Information Technology)	<p>Director (Information Technology) is responsible for :</p> <ul style="list-style-type: none"> • All work relating to all aspects of IT including the IT projects started consequent to implementation of the Transformation Plan of the WDRA, tracking of e-NWRs, office automation work, etc. • Implement risk management framework in collaboration with the Chief Risk Officer • Operations of Repositories including Corporate Governance of Repositories
Director (Technical)	<p>Director (Technical) is responsible for :</p> <ul style="list-style-type: none"> • Registration and Inspection of warehouses (including cold storage, cooperative godowns, etc.) • Training of farmers, warehousemen and Assayers • Organizing of workshops/ seminars/ meetings for popularizing the concept of NWRs • Developing new schemes for the promotion and development of warehousing sector • Insurance of warehouses • Compliances by registered warehouses and taking appropriate action in case of noncompliance • Banking and regulation of e-NWRs, pledge, etc.
Under Secretary (Technical)	<p>The Under Secretary (Technical) shall assist Director (Technical) in technical matters including Registration of Warehouses, inspection of warehouses, implementation of the Warehousing (Development and Regulation) Act, 2007 including</p>

	<p>preparation / amendment of Rules and Regulations for implementation of the various provisions of the W(D&R) Act</p>
<p>Under Secretary (A&F)</p>	<p>The Under Secretary (A&F) is responsible for the administrative and financial functions of WDRA and assists Director (A&F) in financial matters of the Authority including salary, office expenses, rent and taxes, prepare the Annual Budget of the Authority and would keep the accounts of all financial transactions, and also prepare Annual Financial Statement including details of grants, income and expenditure of the Authority.</p>
<p>Deputy Director (Strategy Risk and Research/ Operations/ Stakeholders Affairs/ Stakeholders Awareness and Outreach)</p>	<p>Deputy Director (Strategy Risk and Research) shall be responsible for creation and passing of regulations/rules/guidelines/ circulars, conducting economic and regulatory research for creating of policy and strategy, ensuring the formulation, implementation and monitoring of risk management framework and liaisoning with the related ministries and regulators for co-ordination and collaboration of efforts etc.</p> <p>Deputy Director (Operations) shall be responsible for the work relating to monitoring of warehouses and repositories. The work also includes processing registration applications for registration of warehouses, scheduling of inspection, day to day monitoring of the compliance regarding inspection guidelines, monitoring the regular and legitimate inspection of WDRA registered warehouses across the country etc.</p> <p>Deputy Director (Stakeholders Affairs) shall be responsible for the work relating to approaching and maintaining relationship with stakeholders of WDRA's activities. Sensitizing stakeholders like Warehousemen, Banks, Commodity Markets, Depositors and any other who is and appears to be potential stakeholders of e-NWRs. Organisation of Training and Capacity building programmes,</p>

	<p>Conferences, etc. Handling Grievance Redressal mechanism. Work relating to warehouse registration & inspection and monitoring of warehouses and repositories, day to day monitoring of the compliance etc.</p> <p>Deputy Director (Stakeholders Awareness and Outreach) shall be responsible for the work relating to sensitization of the market participants about the benefits of warehouses registration, Liaisoning with intermediaries (Bank, FIs, Banking regulators) to increase the awareness about the system and increase trust, release communications to the media in connection with awareness of registration.</p>
<p>Deputy Director (Human Resource/ Administration and Finance and Contracts)</p>	<p>Deputy Director (Human Resource) is responsible for the work relating to HR division which includes recruitment of manpower for WDRA, to take care of day to day human resource process lay pay roll, leave management, MIS and employees relations etc.</p> <p>Deputy Director (Administration and Finance and Contracts) is responsible for the work relating to administrative finance, programmes and contracts, tendering, hiring of Data Entry Operators, Office Assistants, hiring of vehicle, hiring of Multi Task Staff and other contracts for supporting day to day administrative matters of WDRA</p>
<p>Deputy Director (Marketing & Credit)</p>	<p>The Deputy Director (Marketing & Credit) is responsible for promotion of pledge finance against Negotiable Warehouse Receipts (NWRs), coordination with the Banks, Financial Institutions, Ministry of Finance and other Ministries. He is also responsible for promotional activities and Publicity campaigns of WDRA for the activities of the WDRA and benefits of e-NWR.</p>
<p>Deputy Director (Information Technology)</p>	<p>Deputy Director (IT) is responsible for work relating to internal IT infrastructure automation, online</p>

	<p>portal which includes advising the Authority on technology issues, oversee new system and handing support to WDRA employees. Besides this, resolving technical issues arising out in stabilizing and running the WDRA portal. The work also includes processes for warehouses inspection, grievances redressal, warehouse management system and its implementation system etc.</p>
<p>Deputy Director (Legal)</p>	<p>The Deputy Director (Legal) is responsible for advising the Authority about implementation of the provisions of the W(D&R) Act 2007, and Rules and Regulations made under the Act. He shall handle all legal matters and cases of the Authority Relating to the W(D&R) Act 2007 and other Acts of the Central/ State Governments. He shall draft the Rules and Regulations of the Authority and coordinate with the Department of Food and Public Distribution and the Ministry of Law and Justice on legal matters.</p>
<p>Assistant Director (Strategy Risk and Research/ Operations/ Stakeholders Affairs/ Stakeholders Awareness and Outreach/ Human Resource/ Administration and Finance and Contracts/Information Technology/ Enforcement and Legal)</p>	<p>Assistant Director (Strategy Risk and Research/ Operations/ Stakeholders Affairs/ Stakeholders Awareness and Outreach/ Human Resource/ Information Technology/ Enforcement and Legal) shall assist their respective Deputy Directors in the work relating to Technical/ Administration and Finance/ Human Resource/ Information Technology/ Enforcement and Legal divisions</p>
<p>Section Officer (Technical/ Administration and Finance); Assistant (Strategy Risk and Research/ Operations/ Stakeholders Affairs/ Stakeholders Awareness and Outreach/ Human Resource/ Information Technology/ Enforcement and Legal)</p>	<p>Section Officer (Technical/ Administration and Finance); Assistant (Strategy Risk and Research/ Operations/ Stakeholders Affairs/ Stakeholders Awareness and Outreach/ Human Resource/ Information Technology/ Enforcement and Legal shall assist their respective Assistant Directors in the work relating to Technical/ Administration and Finance/ Human Resource/ Information Technology/ Enforcement and Legal divisions.</p>

PPS/PS/PA or Steno	The PPS/ PS/ PA will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meetings and collecting information so as to give the officer more time to devote himself/herself to his/her assigned work. He/she will maintain the secrecy of confidential and secret papers entrusted to him/her. He/she will maintain cordial relations in his/her day-to-day official interactions.
Accountant	The Accountant is responsible for all the accounting work in the Authority as stipulated in the Financial Rules including preparation of Accounts Book, Budget, Annual Financial Statement including details of Grants, Fees collected and Income and Expenditure of the Authority.
Staff Field Officer	Staff Field Officer is responsible for collecting field information from warehouses & inspection agencies required by the Authority for grant of Registration to Warehouses, empanelment of inspection agencies, inspections of warehouses, NWR/eNWR matters