

Duties of Authority, its officers and employees:

Chairperson:

The Chairperson has powers of general superintendence and directions in the conduct of the affairs of the Authority and he, in addition to presiding over the meetings of the Authority, exercises and discharges such powers and functions of the Authority as prescribed by the Act, Rules and Regulations made there under.

Members:

Members are responsible for all technical and administrative matters relating to various issues arising out of regulation and implementation of the provisions of Warehousing (Development & Regulation) Act 2005 Rules & Regulations made there under.

Joint Secretary:

The Secretariat of WDRA is headed by Joint Secretary who works through two Divisions – Administration and Finance Division and Technical Division. All proposals for consideration of the Authority are processed through the Joint Secretary. He coordinates preparation, issue of agenda papers for the Authority meetings in consultation with the Chairperson. He organizes preparation of minutes of Authority meeting and issue of regulations/directives/guidelines/interventions in accordance with the decisions of Authority.

Administration and Finance Division:

Administration and Finance Division is headed by Smt. Yatinder Prasad, Director, who is responsible for all administrative and personnel functions which include planning and control of human resource development. This Division also performs the function of budgeting, drawing and disbursement, receipts and payments etc. and is responsible for overall accounting and financial control.

Technical Division:

The Technical Division is headed by Dr. N.K. Arora, Director, who is responsible for the registration and renewal of registration of warehouses, empanel and control of accreditation agencies, issuance and monitoring of Negotiable Warehouse Receipt Books, empanel and control of Inspection Bodies.

The procedure followed in the decision making process, including channels of supervision and accountability:

The necessary staff support is given by the dealing hands in Sections to the officers and Directors in the Divisions to analyze the issues and references and take decisions on the basis of database, reports and rules/regulations as applicable. The Directors are accountable for the functioning of their Divisions to the Joint Secretary. Whenever necessary, Consultants are also engaged. The Joint Secretary is responsible for overall functioning of both the Divisions and accords necessary support of the Secretariat of WDRA to the Authority in discharging its functions and taking policy decisions.

The recommendations, directions and orders relating to obligations falling within the jurisdiction of the Authority are formulated based on studies conducted, consultation process with the representatives of warehouses, consumer advocacy groups etc., a channel of supervision and accountability as is given in the Organization Chart