Annexure No. XXX

BRIEF FUNCTIONS OF VARIOUS DIVISIONS OF HAFED

1. Establishment: It deals with all personnel matters relating to recruitment, postings and transfers, training, salary structure, disciplinary cases, employees' grievances, etc.

2. Legal: It deals with all legal matters as well as annual confidential reports of the employees.

3. Public Relations: It is responsible for advertisements, propaganda, exhibitions, publications, sports and cultural activities.

4. General: It is concerned with meetings of General Body and Board of Directors/Committees, and administration of the property of Hafed.

5. Marketing: This division is responsible for purchase and marketing of foodgrains on agency, direct, and joint venture basis.

6. Marketing Research: It assists the marketing division in providing marketing information.

7. Stores: It provides storage accommodation to the marketing division and is also concerned with construction of godowns.

8. Processing: This division looks after the existing and new processing units.

9. Construction: It is responsible for construction work.

10. Accounts General: It deals with preparation of budget, final accounts, returns, and investment plan.

11. Cash and Banking: It deals with various banks for operating and borrowing the funds.

12. Internal Audit: It audits the internal accounts of the Hafed.

13. Fertilizers: It deals with matters relating to distribution of fertilizers including sale of finished products of its Fertilizer Unit.

14. Pesticides: It is concerned with distribution of pesticides and insecticides including marketing of the goods of its Pesticides Unit.