

## **Power & Duties of Officers**

### **Executive Director**

#### **Responsibility**

- To ensure that the employees understands the need of primary goal of CHT to offer satisfactory service to the customers.
- To liaise with Ministry of Petroleum & Natural Gas / Refining Sector.
- To look after overall operation of CHT
- To review the quality policy and monitor its effective implementation in the organization
- Ensure overall internal / external customer satisfaction.

#### **Authority**

- Approving authority at CHT (in line with Delegation of Powers of ED, CHT approved in 31<sup>st</sup> GC meeting held on 18.10.2012)

**Accountable to:** Ministry of Petroleum & Natural Gas and Governing Council.

### **Director**

#### **Responsibility**

- To monitor jobs assigned by Executive Director, CHT
- To prepare/review the performance report of jobs/projects and submit to Executive Director

#### **Authority**

- In-charge of CHT in the absence of Executive Director

**Accountable to:** Executive Director

### **Advisor (Tech)**

#### **Responsibility**

- To monitor jobs assigned by Executive Director
- To prepare/review the performance report of jobs/projects and submit to Executive Director

#### **Authority**

- Nil

**Accountable to:** Executive Director

### **Addl. Directors/Joint Directors/Dy. Director (Technical)**

#### **Responsibility**

- To assist Director/Advisor (Tech).

**Authority**

- NIL

**Accountable to:** Director/Advisor (Tech).

**Joint Director (HR)**

**Responsibility**

- To ensure the well maintained resources
- To handle Administration/personal process
- To comply statutory & regulatory norms.
- To handle & monitor supports services
- To facilitate proper housekeeping of working environment
- To liaise with OADB for basic utilities like water, electricity and safety/security issues

**Authority**

- Overall control of administration in CHT

**Accountable to:** Executive Director

**Joint Director (Finance)**

**Responsibility**

- To carry out the finance & accounting jobs.
- Budget preparation, monitoring & control
- Handle cash & accounts.
- Handle finance audit.

**Authority**

- Payment release as per approval from the Executive Director

**Accountable to:** Executive Director