PACKAGES CONVERTORS LIMITED

BU-FC

Document type

JOB DESCRIPTION

Title

Incharge offset plate Making

Prepared by	Approved by	PAGE	REV	DATE	DOC NO.
AM Offset	BUM FC	1(3)	3	01.07.2024	JDCTP/BUFC/7.5.1 & 7.5.2/3.3

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- 1.0 <u>Position Title:</u> Incharge offset plate Making
- 2.0 <u>Location</u>:

CTP/ Offset plate making Section Packaging Division

3.0 Accountable To:

Manager Reproduction

4.0 <u>Directly Supervises</u>:

Supervises CTP plate making sections

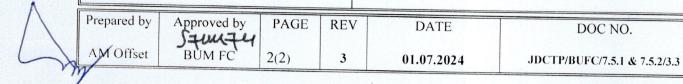
- 5.0 Basic Function:
- 5.1 Responsible for all the activities related to Production and Machines in the department.
 - 5.2 Interaction with supplier & services deptt.
- 6.0 <u>Duties & Responsibilties:</u>
 - 6.1 Responsible to maintain discipline during the shift & execution of the jobs allocated to the shift.
 - 6.2 Distribution of the jobs to the operators and the workers for processing.
 - 6.3 To check whether the job done is up to the standard specifications.
 - To ensure proper lubrication and handling of the machines & see that the department is neat & clean and everything is at its proper place.
 - 6.5 To maintain a record of production jobs samples and process control checklists and procurement of materials and products.
 - 6.6 Supervises the quantity and quality of production & see efficient and effective operations of machines according to the operation instructions.

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6.7 Allocating /arranging the staff if there is some absentees in the department according to the planning programme & nature of the jobs also to ensure fulfillment of productivity and waste target.

6.8 To view the shift reports on the report register about the problems, performances, variances etc. at the end of shift.

6.9 Following any other instructions for Manager Reproduction for implementation.

7.0 <u>Limits of Authority</u>:

7.1 <u>ADMINISTRATIVE</u>

As given in attached annexure

Can allocate / arrange the workers / operators in

different shifts.

7.2 <u>FINANCIAL</u>

As given in attached annexure

8.0 Qualification Guides:

8.1 EDUCATIONAL

8.1.1 ACADEMIC

DAE in Graphic Art or Mechanical or Electrical, or B.Sc. /

F.Sc. / Matric

None

8.1.2 PROFESSIONAL

8.2 EXPERIENCE

8.3 TRAINIG

3 years / 4 years / 8 years

Safety & Environment Course

Human Relation Course Quality Assurance Course Training in relative fields

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Annexure

ADMINISTRATIVE AND FINANACIAL AUTHORITIES (EXECUTIVE GRADE JE TO E1)

		Grade EI	Grade EII	Grade EII	I Grade JE
	Description	Up to grade EIII	Up to grade JE	Up to grade V/PIII	Up to grade IV/PII
Administrative	1- Leaves 1.1- Casual 1.2- Medical 1.3- Annual 1.4- Short leave (gate pass)	Sanction 3 days Sanction 4 days Sanction 10 days Sanction	Sanction 2 days Sanction 3 days Sanction 6 days Sanction	Sanction 2 days Sanction 2 days Sanction 4 days Sanction	Sanction 1 days Sanction 1 days Recommend only Sanction
	2- 2- Overtime	Approve	Approve 8 hrs	Approve 4 hrs	Approve 2 hrs
	3- Discipline 3.1- Show cause notice 3.2- Warning	Approve	Approve Approve	Approve Recommend	Initiate/recommend
Financial	1- TA/DA	Approve	Approve RS. 200	Approve RS. 100	Approve RS. 50

^{*} Executives JE to El cannot sanction leave without pay even for one day; however, can recommend.

