

**PACKAGES  
CONVERTORS  
LIMITED  
BU-FC**

Document type  
JOB DESCRIPTION

Title  
Incharge offset plate Making

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

Reviewed on (Date):  Reviewed by:	Reviewed on (Date):  Reviewed by:	Reviewed on (Date):  Reviewed by:	Reviewed on (Date):  Reviewed by:
Approved on (Date):  Approved by:	Approved on (Date):  Approved by:	Approved on (Date):  Approved by:	Approved on (Date):  Approved by:

1.0 Position Title:  
Incharge offset plate Making

2.0 Location:  
CTP/ Offset plate making Section Packaging Division

3.0 Accountable To:  
Manager Reproduction

4.0 Directly Supervises:  
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 Duties & Responsibilities:  
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.  
6.4 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.



<b>PACKAGES CONVERTORS LIMITED BU-FC</b>	Document type JOB DESCRIPTION
	Title Incharge offset plate Making

Prepared by AM Offset	Approved by <i>S. M. F. H.</i> BUM FC	PAGE 2(2)	REV 3	DATE 01.07.2024	DOC NO. JDCTP/BUFC/7.5.1 & 7.5.2/3.3
--------------------------	---	--------------	----------	--------------------	---

- 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 Limits of Authority:
- 7.1 ADMINISTRATIVE **As given in attached annexure**  
Can allocate / arrange the workers / operators in different shifts.
- 7.2 FINANCIAL **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**
- 8.1.2 PROFESSIONAL **None**
- 8.2 EXPERIENCE **3 years / 4 years / 8 years**
- 8.3 TRAINING **Safety & Environment Course  
Human Relation Course  
Quality Assurance Course  
Training in relative fields**

<b>PACKAGES CONVERTORS LIMITED BU-FC</b>	Document type JOB DESCRIPTION
	Title Incharge offset plate Making



Prepared by AM Offset	Approved by <i>S. Kumar</i> BUM FC	PAGE 3(3)	REV 3	DATE 01.07.2024	DOC NO. JDCTP/BUFC/7.5.1 & 7.5.2/3.3
--------------------------	--	--------------	----------	--------------------	---

## Annexure

### ADMINISTRATIVE AND FINANACIAL AUTHORITIES (EXECUTIVE GRADE JE TO E1)

		Grade EI	Grade EII	Grade EIII	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	Sanction 3 days	Sanction 2 days	Sanction 2 days	Sanction 1 days
	1.2- Medical	Sanction 4 days	Sanction 3 days	Sanction 2 days	Sanction 1 days
	1.3- Annual	Sanction 10 days	Sanction 6 days	Sanction 4 days	Recommend only
	1.4- Short leave (gate pass)	Sanction	Sanction	Sanction	Sanction
	2-				
	2- Overtime	Approve	Approve 8 hrs	Approve 4 hrs	Approve 2 hrs
	3- Discipline				
	3.1- Show cause notice	Approve	Approve	Approve	Initiate/recommend
	3.2- Warning	Approve	Approve	Recommend	
Financial	1- TA/DA	Approve	Approve RS. 200	Approve RS. 100	Approve RS. 50

\* Executives JE to E1 cannot sanction leave without pay even for one day; however, can recommend.

