

ANNEXURE-II

Job Description

Deputy Director Law-Prosecution

To supervise and coordinate with the prosecution team in cases to be filed and monitoring of prosecution cases in various Courts across the country. Attending to court hearings. Liaison with advocates. Maintenance of database of court matters.

Deputy Director [Law-Investigation]

To associate and coordinate with the investigating team during the course of investigation. Expert advice to be rendered to the investigation team on the sufficiency of evidence, identification of violations under various laws in force. Supervision of criminal investigation division.

Deputy Director – Banking

Supervising the work of Banking Division. Rendering expert advice regarding the documents to be analysed, identification of issues requiring further investigation, preliminary framing up of charges on banking related issues. Liaisoning with various banks during the course of investigation for seeking documents etc. required in the investigation.

Deputy Director – Corporate Law

Supervising the work of Corporate Law Division. Examination of cases under various sections of the Companies Act and advice accordingly during the course of investigation on violations of provisions of Companies Act and related rules etc..

Deputy Director – Forensic Audit

Supervising the work of Forensic Audit Division. Investigation and advice in the field of auditing and forensic auditing etc. Liaisoning with various institutions like Institute of Chartered Accountants of India, Institute of Company Secretaries of India, Institute of Chartered Financial Analysis of India, Institute of Cost and Works Accountant of India

Deputy Director – Capital Market

Supervising, analyzing, investigation of corporate fraud cases which involve stock market violations. Liaisoning with SEBI, Stock exchanges, depositories etc for seeking information/collection of documents during the course of Investigation.

Sr. Assistant Director –Tax / Customs

To function as a member of investigating team for examination of the investigation cases relating to enforcement of economic laws such as FERA/Income Tax/Customs and Excise/MRTP/COFEPOSA, Collection and collation of evidence/recording of statements/ and presentation of evidences in the preparation of reports to be subsequently used in prosecution.

Assistant Director [Investigation]

To function as a member of investigating team for examination of the investigation cases under regulatory laws, economic offences and collection of intelligence thereto and rendering assistance to Additional/Joint director [Investigation]. Collection and collation of evidence/recording of statements/ and presentation of evidences in the preparation of reports to be subsequently used in prosecution.

Assistant Director [Forensic Audit]

To function as a member of investigating team for examination of investigation cases from audit angle , recording of statements, collection, collation and presentation of best evidence and render assistance to JD[Forensic Auditing] . Collection and collation of evidence/recording of statements/ and presentation of evidences in the preparation of reports to be subsequently used in prosecution.

Assistant Director [Corporate Law]

To function as a member of investigating team for examination of investigation cases in the field of corporate laws and render assistance to Joint Director [Company Law]. Collection and collation of evidence/recording of statements/ and presentation of evidences in the preparation of reports to be subsequently used in prosecution.

Assistant Director [Capital Market]

To render assistance in the SUPERVISING /ANALYSING/ investigating CORPORATE FRAUD CASE[S] on the matters Involving capital stock market and stock market and examining them with reference to various laws

relating to securities market. Collection and collation of evidence/recording of statements/ and presentation of evidences in the preparation of reports to be subsequently used in prosecution.

Assistant Director [Banking]

To examine the investigation cases from banking angle. Finding the Irregularities noticed in various types of bank & term lending institutions Forex, Credit Remittances etc. by corporates under Investigation. Maintaining liaison with Reserve Bank of India, All India Term Lending institutions, mutual funds, other Regulatory authorities like stock exchange, Registrar of Companies and Commercial Banks. Collection and collation of evidence/recording of statements/ and presentation of evidences in the preparation of reports to be subsequently used in prosecution.

Assistant Director [Information Technology]

To provide logistic support and assisting the Additional Director [Information Technology] in the Development and maintenance of software for Investigation/ software kits for data processing, System Administration, networking etc. for analyzing the Bank and Share Market data pertaining to investigation cases of SFIO and Imparting software training to the officers of SFIO etc.

Prosecutors –II

Filing of prosecutions /complaints in all the cases that are investigated by the SFIO in the concerned courts and pursue their progress. Coordination with the Counsels detailed by the government. Maintenance of database of court cases. Rendering assistance to Additional Director [Law] in the prosecution division.

Principal Private Secretary

Rendering assistance to all the official work pertaining to the Head of Department, SFIO. Supervision of the work of subordinates posted in the office of the HOD.

Private Secretary

Rendering secretarial assistance to the Head of Department of SFIO.

Section Officer

Supervision of all administrative and establishment work of administration division of SFIO. To function as DDO of SFIO.

Assistants

Work of the establishment branch of SFIO. Cash and accounting matters, housekeeping and office management and caretaker work, vigilance and parliament matters , sending of miscellaneous reports to various branches of the administrative ministry, record management, library, stationery issue, maintenance of various accounting registers, budget matters, pay matters, drawal of bills for processing and payment by Pay and Accounts Office and all other miscellaneous work pertaining to administration.

Personal Assistant

Rendering secretarial assistance to the officers at the level of Group A and to look after all the miscellaneous work that may be assigned by the concerned officers working in SFIO.

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