

Role and Responsibilities of BDE (Business Development Executive):

Responsibilities:

He will work after getting prior approval from GNG

He'll be responsible for making all existing VLE functional / Operational.

He'll be responsible for Sales and Promotions of the available services & products.

He will work like a trainer and will be responsible for query handling of VLEs.

He'll be responsible for OMT installation in his block.

It the responsibility for B.D.E that every VLE in his block has to maintain minimum working Capital in his account.

He'll be responsible to attend meeting at block level.

He'll be responsible for complete all pending statutory compliances in his block.

Remuneration Structure of BDE :

Fixed 2000/- including TA/DA

Variables 0.1% of Total transaction (Block Wise)

***TA/DA is not applicable in a same Block, if any BDE will move to other Block than he/she is will claim for T.A as per actual.**

Reporting Structure:

Shimla Division (Shimla, Solan, Sirmour, Kinnaure & Lahaul Spiti)

- All BDEs of Shimla Division will report to/ Cont. to Mr. Sukesh Chauhan.

Mandi Division (Mandi, Kullu Bilaspur & Hamirpur)

- All BDEs of Mandi Division will report to/Cont. to Mr. Ajay Anand.

And For Daily Reporting they have to send report in available format which will be available on portal without any fail.