



SOWiL LIMITED

**Managing Director (MD) /
Chief Executive Officer (CEO)**

Chief Operative Officer (COO)

**CFO/HOD (Accounts Department)
Directly report to MD/CEO. Head
Office**

**Secretary . directly
report to MD/CEO.
Head Office**

**CGM/HOD (Personal &
Administration) . Directly Report to
MD /CEO. Head Office**

**Executive Director (North) / Sr.
Associate Director (North)**

Executive Director

Sr. CC (IT)

**MIS & Quality Assurance
Department**

**Executive Director (Technical) /
Sr. Associate Director
(Technical)**

**Business Development
Department**
Associate Director
(BD)/Principal Chief
Consultant (BD) / Sr.
Chief Consultant (BD)/
Chief Consultant (BD)

**Project Management
Group**

**Tender Appraisal
Contract
Administration
Construction
Supervision
Technical Audit
Safety Audit**

**ATCC
JICA
CLAIMS**

**Sytem Itegration,
Desktop/Web/Mobile
Application Development.
Data Processing, ,
Digitalisation, Solution
Design, Technology as a
Service (TasS), Product
Development**

Highway

**Feasibility Studies,
Geometrics & Design
Detailed Project BOT /
Privatisation Studies
preparation of BID
documents
Topographical
Survey
Engineering Surveys
Traffic & Transport Planning
Environment & Social Impact
Assessment
Economic
Appaisal
Cost Benefit
Analysis
Rehabilitation &
Resettlement
Inventorisation
Design Reviews
Value Engineering**

Rail DEpartment

**Railways Permanent
Way Design
Signal Control
Railway Structures
Design
Tunnel Design
Condition rating of
bridges and other
structures**

**Rail Transit
Department**

**Planning of Integrated
Mass Transit
(Bus & Rail)
Selection of Route
Alignment and Station
Locations
Design of Structures**

Infra Projects

**Bridge Flyover
Viaducts
Grade Separators ROB & RUB
FOB Skywalk
OD works
Building Projects
Preparation of DPR & BID
documents**

**Maintain Company
Accounts, Project Billing,
Salary Preparation/,
Disbursement
Monthly Balance Sheet, Cash
Flow, Profit & Loss Account
and Management Accounts,
Monthly Calculation &
Deposit of TDS, Service Tax &
PF, Cash & Bank Dealing**

**Keep Company Seal in safe custody,
Arrange for the Meeting of the Board
of Director, Technical & Audit
Committees, Record the Minutes of
all Meetings & Maintain the Minutes
Books, Maintain all Statutory
Register, Maintain, Shareholder
Register, File the Annual Returns and
Annual Accounts with the ROC,
Ensure timely filing of all necessary
ROC documents /forms as may be
required fom time to time, File
Income Tax Return, & TDS, Services
TAX return and Professional tax
return**

**Recruitment Appointments
Confirmation Service Records
Performance Appraisals, Increments,
Grievances Redressal Office Equipment and
Furniture, Vehicles Procurement, Purches
order, Computer & IT, AMC Stores
Accounting Library
Deployment of Staff,
Posting/Transfer/Moves on Duty
Register & review of MSME, NSIC, Shop &
Establishment, PF & ESIC, MR of ISO 9001-
9008, Legal matters (personal), Utility
Services,, Payment to Staff/ Old payments,
Co-ordination with local Administration,
Follow up with Clients, Accomodation &
Ticket**