

**Terms of Reference (ToR) for
Petroleum Oil & Lubricant (POL) Manager**

1. Roles and Responsibilities

- Shall take over the gewog power tillers hiring services and responsible for the awareness on availability of petroleum products and lubricants.
- The abnormal loss within the assigned POL station should be beared by Manager and PoL Assistant
- He or She shall be responsible to develop plans and implement accordingly.
- Shall submit the monthly report to the respective Regional Manager(RM).
- The concern POL Manager should send the supply order of fuel beforehand to RM.
- Should support the POL assistant in case of need like funeral, sickness and other issues
- POL station should be opened from 6 am till 10 pm and whenever there is in need of fuel.
- Manage staff and assign duties.
- Study market research and trends to determine consumer demand and potential sales volumes.
- Shall work as assigned by the FMCL management.

2. Book Keeping and Reporting

- ✓ The proper books of account should be maintained by POL station Manager.
- ✓ POL manager shall follow the standard reporting and cash handling format provided by FMCL for submitting the progress report.
- ✓ Manager should update, maintain and close daily account and submit report on monthly basis.
- ✓ Revenue from fuel POL station shall be deposited to the FMCL Account or to the Regional manager, whichever is convenient.
- ✓ Any mechanical issues shall be reported to RFMCL management for necessary support services
- ✓ POL station fuel services of FMCL shall be operated as per the Farm Machinery POL Guideline, 2016 of FMCL.
- Rate will be based on Department of Trade and will inform as when the rate changes.

3. Review

The Terms of Reference will be reviewed annually.

ToR for PoL Assistant

1. Role and Responsibilities

- Should have the minimum of class 12 pass certificate
- Should be present at PoL station all times except for emergencies
- Shall close and submit the daily record of fuel receipt and supply to the client.
- PoL Assistant should measure and sale the accurate amount of oil and should follow the data and cash memo producer as per the SoP.
- PoL Assistant should submit the supply order of fuel beforehand to the PoL Manager.
- Leave and other issues regarding PoL station should be discussed with the concern Manager
- Shall submit the daily cash to the Manager with proper record, in case of any misplace shallbe responsible by the PoL Assistant.
- Shall be present at the station from 7am till 8:30 pm (Monday to Saturday)
- Shall be responsible to communicate with the customers in a proper manner.

2. Book Keeping and Reporting

- Should maintain the daily record as per the format given by FMCL
- Should meet the target as per the compact agreement
- Should submit the cash to the manager at the end of every day with proper and all the details
- Should console with manager for the leave and others issues.
- Shall be responsible in case of any loss of PoL properties and the cash.
- Technical or mechanical support should be given by FMCL.

REVIEW

TOR shall be revived annually