

GOVT. OF THE NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF TRAINING: UNION TERRITORIES CIVIL SERVICES

Institutional Area Vishwas Nagar, Shahdara, Delhi-32

(Accounts Branch)

No.F./Misc/Acctts/

Dated:

OFFICE ORDER

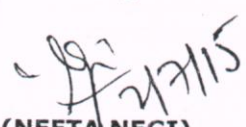
On posting of following staff in Accounts Section, work allocation is hereby ordered with immediate effect in supersession of all previous orders:-

S.No.	Name & Designation	Work allocated
1.	Sh. Santosh Kumar, UDC (Working as Cashier)	Submission of all kinds of bills to PAO, collection of cheques from PAO and timely payment/delivery to the concerned thereof., Monthly Reconciliation of the expenditure with PAO-24, Maintenance of old bills for audit purpose, Maintenance of Cash book Acquaintance Roll, Adjustment of Advance Bills, Imprest & its recoupment, Maintenance distribution & safe custody of Cash, Deposit of Income Tax, DVAT, Submission of quarterly statements of Income Tax & DVAT, Issue of Form 16A to the visiting faculties, Liaison with PAO, Income Tax Department, Finance Department & Trade & Tax Department, submission of challans & deposit of TDS in Bank. Sh. Devender Kumar, LDC will look after the work of Sh. Santosh Kumar, Cashier during the period of leave/absence in addition to his own duties.
2.	Ms. Meenu Sharma, LDC	Preparation of Salary bills, Arrear bills, Children Education Allowance, Festival Advance, GPF Advance/Withdrawal, Pension cases, Preparation of GPF bills, Short term and Long term advances bills, Calculation of Income Tax, Processing for allotment of New Pension Scheme Registration Number, Correct deduction of Income Tax, Preparation of form No. 16. Ms. Shiv Rani, LDC will look after the work of Ms. Meenu Sharma, LDC during the period of leave/absence in addition to her own duties.
3.	Sh. Devender Kumar, LDC	Scrutiny & preparation of Medical bills, Conveyance, TA, LTC and Over Time Allowance, Preparation of monthly, quarterly and yearly expenditure statements, Audit work, Preparation of BE & RE and Excess & Savings statement for Plan & Non-Plan, Annual Plan, Misc. correspondence, RTIs, Parliament & Vidhan Sabha questions, VIP References and Pension Cases. Correct deduction of DVAT of the employees as well as other parties and Preparation of forms related to DVAT and follow up of quarterly statement of Income Tax and DVAT. Sh. Santosh Kumar, Cashier will look after the work of Sh. Devender Kumar, LDC during the period of leave/absence in addition to his own duties.
4.	Ms. Shiv Rani, LDC	Maintenance of GPF/Licence Fee pass Books , Electricity, Water and Telephone bills, Maintenance & updating of Pay Bill Register, Expenditure Register, Medical Register, TA Register, Tuition Fees Register, Preparation of GPF bills, Short term and Long term advances bills, Festival Advance Register and Issuance of Pay slips. Ms. Meenu Sharma, LDC will look after the work of Ms. Shiv Rani, LDC during the period of leave/absence in addition to her own duties.
5.	Sh. V. Raju, HCRA (Working as Peon)	Arrangement of files/Register in Almirahs, To operate photocopier machine, To deliver the files/letters within the department sent/issued from Accounts Branch against proper receipt, switch on fans and light in the morning and close the same in the evening before leaving the officer, Dusting of office furniture, machines and other equipments installed in the Branch, serve drinking water to employees/visitors.

All the above mentioned officials are further directed to follow the directions of Special Director (Training) issued vide order no. 1/8/7/13-UTCS(Admn.)/4868 dated 17.04.2014 without fail.

Besides above mentioned works, any other work may also be assigned by the Branch Incharge from time to time to any official to ensure smooth functioning of the branch.

Encl: As above


(NEETA NEGI)
Asstt. Director (Accounts)

No.F./Misc/Acctts/ 7249-7250

Dated: 02-07-15

All staff to note for strict compliance

Copy to:-

1. AD (Admn.).
2. AD(Trg-V) with the request to upload on website.