

Name of Division- Project Accounts

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| 1. Maintenance of all records duly indexed in a manner and which catalogued and facilities the right to information under this Act. | |
| List of files with subject: | No1.: 1-(1)/2017-18/Accounts (Projects)/Misc. 2.: 6-1/2019-20/Accounts (Project)/TDS 3.: 6-2/2019-20/Accounts (Project)/TDS-GST |
| 2. Function and duties of each employees working in your division. | 1. Sh. Neeraj Kumar Gupta, Section Officer: Supervision of all work carried out by the staff project Accounts under EAPs 2. Sh. S. S. Mittal, Assistant: All correspondence related with GST, TDS, Return file, Bharat Kosh & PFMS, misc. work and FA/TA related work carried out with the help of Retd. Employee. Preparation of final accounts of all EAPs. 3. Sh. SPN Pandey, Cashier: Payment/Deposit under EAPs, Maintenance of all cash Books, Bank Reconciliation, update of passbooks of all EAPs from Bank, Maintaining of revenue account. 4. Sh Nafes Ali, MTS: Passing of Firm bill, Correspondence of Institutional charges, TDS register/GST register, Payment of Honorarium, maintenance of Store Register and misc. work |
| 3. Financial/ Administrative power of an employee in your division | NIL |
| 4. Procedure to be followed, decision making including supervision and accountability. | Group Coordinator (R) and Section Officer (Project) |
| 5. Statement of Categories of documents that are held by it or under its control | All payment vouchers of EAPs |
| 6. Consultancy work carried out in your division. | NIL |
| 7. Directory of employees with name, designation and telephone number | Telephone Directory of the Institute is being loaded separately. |
| 8. Budget allocated during the current year for different projects and expenditure incurred | NIL |
| 9. Particulars of facilities to citizens and for public use. | NIL |