

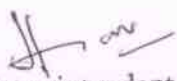
(19)


(2)

DUPIES & FUNCTIONS OF THE POST  
OF ACCOUNTANT.

1. Processing of pay Bills.
2. Processing of claims of LTC/T.A/Tuition Fee etc.
3. Processing of G.P.F Advance and final withdrawal in respect of all staff.
4. Processing of Pension cases including leave encashment/CGEIS fund.
5. Processing of all advance cases viz House Building Advance/Scooter Advance/Cycle Advance/Festival Advance etc.
6. Processing of contingent bills.
7. Verification of service from Pay Bill and ARS. of Employees.
8. Any other duty assigned by Assistant Accounts Officer/Accounts Officer from time to time.

  
Accounts Officer

  
Medical Superintendent

  
Deputy Director (Admn.)