

ALLOCATION OF WORK IN FINANCE & ACCOUNTS SECTION

Date : 14.06.2023

Roshan Singh, COFA – I	A.M. Pradhan COFA - II
<p>Mr. Amit Mudaliar</p> <ol style="list-style-type: none">1. All IMPACT related work2. All AMS related work at the stage of Cheque writing & Reconciliation with AMS to available all manual records.3. Budget Related work.4. To provide all Budget related Information/Communication to Headquarter/Lab.5. Preparation of Monthly Exp. Statement, Balance Sheet as per AMS.6. Budget Preparation & Management, Transfer of Funds.7. Maintenance of Cash Book & Reconciliation.8. Software related issues of AMS.9. In absence of Shri Amit Mudaliar, Shri Swapnil Meshram will look after his duties.10. Valuable draft receipt.11. To inform all the parties for payment through E-mail / Phone as per their Requirements.12. Issue of receipts.13. Any other work as assigned by COFA/F&AO/ S.O. (F&AO)	<p>Mr. Prashant Kathane</p> <ol style="list-style-type: none">1. P-50, P-70, P-701, P-06 and Net work related Works & Services.2. P4 Contingency, P4 medial Bills.3. Reconciliation of LC4. ERP/EMIS & TSA Account Reconciliation.5. P-90801 EMD & Security Deposit, P-81, P-82, P-90807 & P-90802 (All Fellowship)6. All Medical Bills. (Regular, Pensioners)7. Pay Fixation of all regular staff, GPF Maintenance and payment.8. Investment Related work.9. P-50 Apparatus & Equipment (Grant/CSIR-Projects)10. In absence of Shri Prashant Kathane, Shri Uttam Thakare will look after his duties.11. Any other work as assigned by COFA/F&AO/ S.O. (F&AO)
<p>Mr. Uttam Thakare</p> <ol style="list-style-type: none">1. Bank Reconciliation.2. P-3, TA/LTC, TDS due3. P-05, HRD4. Revision of Pension / Family Pension5. Leave Salary & Pension contribution6. Maintenance of Pension Scrolls & Its records.7. Preparation of RE and BE for Pension / Family Pension/ Other Retirement benefits.8. Preparation of Actuarial valuation for pensioners.9. Salary Bill of Category I, II, & III.10. Coordination with CAG/Internal Audit and all Audit related work.11. In absence of Shri Uttam Thakare, Shri Prashant Kathane will look after his duties.12. Any other work as assigned by COFA/F&AO/ S.O. (F&AO)	<p>Mr. Manish Kharbikar</p> <ol style="list-style-type: none">1. GAP Projects , Consultancy project, SSP & TSP. No how royalty and premia for distribution.2. Hindi Quarterly report.3. Issue of Statement of Expenditure /Utilization Certificate.4. Deputation related work5. Any other work as assigned by COFA/ F&AO / S.O. (F&AO)6. In absence of Shri Manish Kharbikar, Shri Swapnil Meshram will look after his duties.

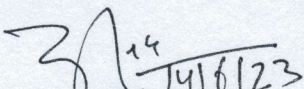
Mr. Rajesh Borkar

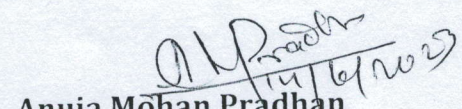
1. All Diary Work (Manual as well as AMS)
2. Maintenance of Voucher & Its Records
3. Dispatch & Distribution of Internal bills & Dak.
4. Any other work assigned by COFA/FAO & S.O. (F&A)
5. In absence of Shri Rajesh Borkar, Shri Swapnil Meshram will look after his duties.

Mr. Swapnil Meshram

1. All CSIR-Funded project (MLP, OLP, HCP, NWP) P-07 (Grant, CSIR Funded Projects)
2. Maintenance & Reconciliation of OB, Preparation of monthly Statement & Submission to Headquarter.
3. NPS related work.
4. P-921-All remittances including GST, TDS.
5. In house projects of MLP, OLP (All GDA related work)
6. All Pay Bills Related to Scientist (Group I to Group IV)
7. P-06 & Outsource contracts
8. Salary Bill Category 6, 7, 8, 9 & 10
9. Maintenance of LR related all expenditure register.
10. ISO, Staff Club, Creche related work.
11. In absence of Shri Swapnil Meshram, Shri Manish Kharbikar will look after his duties.

1. Shri Vijay Khade, S.O. (F&AO) will report to both the COFA for all above mentioned work.
2. All the files, receipts, in Accounts Section to be processed through Shri Khade
3. An advance bill / Adjustment bills along with register will put up to Shri Khade
4. All Tender Opening / Quotation opening / Market Survey will be attended by Mr. Khade.
5. Co-ordination with Finance Staff / employees of Institute / Headquarter communication Will be look after by Shri Khade.
6. Shri Khade will attend Meetings according to nomination.
7. All Accounts project staff will report and help to regular staff as per direction of Shri Khade
8. Any other work assigned by both the COFA to Shri Khade
9. Leave of All Accounts Staff will put up to respective COFA through S.O. (F&AO) and Leave Records will be maintained by COFA-I.
10. In absence of either COFA, available COFA will look after all the duties of other COFA.
11. All the Official meetings will be attended by the concern COFA as per formation of Different committee's by competent authority.


Roshan Singh
COFA-I


Anuja Mohan Pradhan
COFA-II

- Copy to :
- 1) All concern Staff.
 - 2) Director, CSIR- NEERI for information.
 - 3) A.O. I & II. For information.
 - 4) S.P.O. for information.