

**OFFICE ORDER**

In super session of earlier office orders dt. 30.8.2010 & 31.01.2011, the following allocation of duties would come into force with immediate effect:-

**ACCOUNTS****1. SHRI AJAY KUMAR GUPTA, Sr.A.O**

- \* To look after all accounts, taxes & audit matters.
- \* He will check day to day accounting and cash balance at the end of each day.
- \* He will control the works attended by Sh. C.L. Meena, A.A., Ms. Anshuk Doliya, A.A and Sh. Jagvir Singh, UDC (Cash)
- \* To ensure that all payments are properly dealt with and disbursement made as per vigilance guidelines.
- \* To ensure remittance of tax deducted at source and filing of tax return in time.
- \* To ensure compilation of accounts and periodical updation of expenditure both plan and non plan.
- \* To ensure update of all accounts data in tall ERP.
- \* To attend such other works as assigned by ED(F) from time to time.

**2. SHRI C.L. MEENA, AA.**

- \* Preparation of Pay Bill Register every month and supporting vouchers for same.
- \* Monthly payment of lease rent as per approval.
- \* Works related to LISS/IVBSS.
- \* Calculation of TDS of the employees once in April, December and Feb. of every year and same to be deducted from salary of employees.
- \* Transfer of Funds to Field Offices.
- \* Matters relating to operation of Bank Account.
- \* Project Work related to accounts to be maintained like,
  - (a) Account of Kaladan Project.
  - (b) Files of Kaladan Project.
  - (c) Bills of Kaladan Project.
  - (d) Control the Bank Account of Kaladan Project.
  - (e) Other works as assigned by the Senior Officer.
- \* Any other work assigned by Sr. A.O

**3. MS. ANSHUK DOLIYA, A.A.**

- \* Ledger Posting.
- \* Preparation of Utilization Certificate of Plan and Non Plan expenditure.
- \* Preparation of Trial Balance, Bank Reconciliation along with other details like advances etc. ( to be put up by 5<sup>th</sup> of every month positively)
- \* Preparation of details of Plan and Non Plan expenditure ( to be put up by 3<sup>rd</sup> of every month positively)

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Preparation of payment vouchers as per budget/approval of the Competent Authority as per the existing Delegation of Powers.

- Work related to service tax matters and TDS from Contractors.
- Maintenance of all control registers like Tour advance, LTC advance, Medical advance, Contractor's EMD, Security Deposit etc.
- Inter Unit Reconciliation be done on monthly basis and assisting in the preparation of the final Accounts.
- Processing of Medical bills from time to time.
- Any other work assigned by the Sr.A.O.

**4. SH. JAGVIR SINGH, UDC.**

- Write Petty cash book and bank book daily and to get signature on the same day of the Sr. Officer.
- Deposit cheques/ DDs either on the same day or on the very next day.
- Payment of the approved vouchers either on the same day if possible, or the very next day.
- Forwarding all cheques/ DDs to the concerned parties along with covering letter on the same day.
- Dispatching the recoveries made from salary of the employees and sending it to the respective department of the concerned employees not later than the 5<sup>th</sup> of each month.
- Depositing tax deducted at source on the very next day of deduction.
- Keep a copy of the forwarding letter of all payments through cheques, marking one copy to the respective Wing Heads and maintain the file.
- Processing of Telephone bills.
- Any other work assigned by Sr.A.O.

**FINANCE**

**5. SHRI ASHISH YADAV, A.O**

- To look after all proposals, requiring financial concurrence and supervise works attended by Sh. B.N. Pradhan, JAO, Sh. Mohan Singh, A.A. and Sh. Rakesh Kumar, A.A.
- To ensure proper maintenance of accounts of GPF, Pension and audit thereon.
- To ensure filing of statutory returns in respect of pension and PF.
- To attend all correspondence related to pensioners and dealing with grievances of pensioners.
- Follow up on matters related to draft para of CAG with Tech. Wing and to ensure sending the reply to CAG within reasonable time.
- Reply to "Inspection report" of CAG to be obtained from Tech. Wing and sent to CAG within reasonable time.
- To attend such other works as assigned by ED(F) from time to time.

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**SHRI B.N. PRADHAN, J.A.O**

- \* Examine all Plan and Non-Plan proposals received from Tech. Wing. Hy. Wing and Admn. Wing and process for concurrence as per Budget.
- \* Assist in preparation of Plan and Non-Plan budget.
- \* Maintenance of Bank Guarantee register and monitoring of the Bank guarantees every month.
- \* Correspondence with Banks/Parties for bank guarantees.
- \* Coordination with Internal audit /CAG (Govt. Audit).
- \* Process quarterly report of Internal audit and following up field offices for getting their comments and putting up with comments to higher Authority for perusal.
- \* Any other work assigned by E.D.(F).

**7. SHRI RAKESH KUMAR, A. A.**

- \* Processing of GPF advance/Withdrawal and final settlement.
- \* Correspondence with Field Offices on GPF related matters.
- \* Maintenance of GPF sub ledgers, accounting thereof, follow up with Income Tax Department and Tax Consultant on GPF Trust.
- \* Issuing of Annual GPF Statement to employees.
- \* Preparation of Agenda for Trust meeting of G.P. Fund. Transfer of funds with respect to monthly GPF recoveries from IWAI fund to G.P. Fund.
- \* Investment of surplus fund as per Govt. guidelines.
- \* Preparation of Voucher, Cash Book, Ledger and Balance Sheet of TOLIC, Noida.
- \* Work related to Income Tax Return of Authority alongwith annual/quarterly return of TDS.
- \* Income-Tax/ITAT related works, Appeal Matters, Assessments
- \* Entering the tax deducted in the appropriate register daily and sending the same to the Consultant along with challans on quarterly basis to facilitate filling of the quarterly returns by 5<sup>th</sup> of each quarter.
- \* Any other work assigned by the Accounts Officer.

**8. SH. MOHAN SINGH, A.A.**

- \* Maintenance of original agreements received from Technical, Hydrography and Administration Wing in safe custody.
- \* Accounting/Audit of Pension/Gratuity Fund Trust.
- \* Ensure monthly Pension/family Pension disbursement through LIC.
- \* Follow up with the Ministry and Pay & Accounts Office for the release of Plan/Non Plan Fund from the Govt.
- \* Safe custody of all physical instrument of pension fund investment.
- \* Any other work assigned by the Accounts Officer.

  
**(S. Jayaraman)**  
Executive Director(F)

Copy to:

1. Sh A.K. Gupta, Sr.A.O,
2. Sh C.L. Meena,A.A
3. Ms Anshu Doliya, A.A
4. Sh. Jagvir Singh, UDC.
5. Sh. Ashish Yadav, A.O.
6. Sh. B.N. Pradhan, JAO
7. Sh. Rakesh Kumar, A.A
8. Sh. Mohan Singh, A.A,

C.C.:

1. P.A. to Member(F), IWAI )-- For information

2. P.A. to Secretary, IWAI )

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