

**CASH-I**

1	Preparation of Monthly Salary Bills	US	SO*
2	Preparation of Supplementary Bills	US	SO*/US
3	Preparation of O.T.A. Bills	US	SO*/US
4	Advances/L.T.C. GPF, Festival Advance, TA, Contingencies	US	SO*/US
5	Advances - House Building advance/Car Advance/GPF Advance/withdrawal Scooter advance etc.	Secretary/JS/ DIR**	SO*/US/DIR**/JS