

LIST OF SUBJECTS

1. Preparation of Pay Bills, including leave salary, advances and other advances relating to pay and allowances in respect of Gazetted and Non-gazetted staff (excluding Steno Grades 'C' and 'D', UDCs, LDCs, Staff Car Drivers and Group 'D').
2. Recovery of Licence Fee - Correspondence with the Directorate of Estates.
3. Preparation of overtime bills and all correspondence relating thereto.
4. Claim for reimbursement of tuition fees in respect of children of Central Government Employees.
5. Payment and drawl of advances of G.P. Fund accounts in respect of Gazetted and Non-gazetted staff (excluding Steno Grades 'C' and 'D', UDCs, LDCs, Staff Car Drivers and Group 'D').
6. Maintenance of accounts of G.P.F.
7. Calculation and preparation of annual G.P.F. statements.
8. Transfer of G.P.F. cases to and fro in respect of Ministry of Commerce and all correspondence relating thereto.
9. Final payment of G.P.F. cases in superannuation/ voluntary retirement/ resignation etc.
10. Missing credits of G.P.F. from various A.G. and other offices.
11. Group Insurance Scheme - Preparation of bills.
12. Preparation of TA/LTC/Air Journey Bills in respect of Gazetted and Non-Gezatted staff (excluding Steno Grade 'C' and 'D', UDCs, LDCs, Staff Car Driver and Group 'D') and all correspondence relating thereto.
13. Processing of cases in respect of HBA/MCA/Scooter advances in respect of Gazetted and Non-Gazetted staff (excluding Steno Grades 'C' and 'D', UDCs, LDCs, Staff Car Drivers and Group 'D') and issue of sanction thereof.
14. Preparation of Festival/House Building/Motor Car/Scooter advances Bills in respect of Gazetted and Non-Gazetted staff (excluding Steno Grades 'C' and 'D', UDCs, LDCs, Staff Car Drivers and Group 'D') and all correspondance relating thereto.
15. Preparation of DCRG and commutation of Pension bills on superannuation/voluntary retirement.
16. Settlement of Audit objections.
17. Preparation and submission of annual income-tax returns.