

## LIST OF SUBJECTS

1. Preparation of Pay Bills, including leave salary, advances and other advances relating to pay and allowances in respect of Steno Grades 'C' and 'D', UDCs, LDCs, Staff Car Drivers and Group 'D' staff.
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 drawal of advances of G.P. Fund accounts in respect of Steno Grades 'C' and 'D', UDCs, LDCs, Staff Car Drivers and Group 'D' staff.
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.
11. Group Insurance Scheme - Preparation of bills.
12. Preparation of TA/LTC/Air journey Bills in respect of Steno Grade 'C' and 'D', UDCs, LDCs, Staff Car Drivers and Group 'D' staff and all correspondence relating thereto.
13. Processing of cases in respect of HBA/MCA/Scooter/Cycle advances in respect of Steno Grade 'C' and 'D', UDCs, LDCs, Staff Car Drivers and Group 'D' staff and issue sanctions there of.
14. Preparation of Festival/House Building/Motor Car/Scooter/ Cycle advances Bills in respect of Steno Grade 'C' and 'D', UDCs, LDCs, Staff Car Drivers and Group 'D' staff and all correspondence relating thereto.
15. Preparation of DCRG and commutation of Pension bills on superannuation/voluntary retirement.
16. Settlement of Audit objections.
17. Bills relating to office expenses, Grants-in-aid sanctioned to various organisations, payment of professional and specialised services, Printing/publication charges, wages of daily rated workers.
18. Maintenance of Expenditure Control Register and Reconciliation of the expenditure figures with the figures compiled by CPAO.
19. Preparation of bills relating to other Administrative Expenses, Other Charges, international Conference, Delegations touring abroad, Delegations from abroad.