

LIST OF SUBJECTS

1. Preparation of acquaintance rolls.
2. Token work
3. Disbursement of pay and allowances.
4. Maintenance of Cash Books.
5. Safe Custody of Agreements.
6. Scrutiny and payment of Conveyance Bills.
7. Recovery of Electricity and Water Charges.
8. Preparation of imprest bills.
9. liaison with CPAO, New Delhi.
10. Recovery of Subscription on account of CTD/RD/LTC/Water/ Electricity/Society etc.
11. Recovery of Insurance Premiums.
12. Grants-in-aid disbursement through Demand Drafts/Cheques and maintenance of accounts.
13. Payment of Contigent Bills.
14. Examination and passing of conveyance vouchers.