

Duties and Responsibilities of Employees in Finance Department

| Sl No | Name & Designation | Powers & Duties | Reporting Officer |
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| 1 | Subhasis Dey B.No. 2291 HoD(Finance) | Head of the Department-Finance Specific responsibility for Works bills, FDP bills, PSL Costing, MIS, Compilation, Insurance, Projects, Bank Credits, Provident Fund and Income Tax matters. Finance Concurrence of works and other Administrative proposals | MD |
| 2 | Ganapathy K Sr.Supvr PS | Assisting Director (Finance) in day to day activities | HoD(Finance) |
| 3 | Narayanaswamy S B.No. 2391 Manager | In-charge of Works & Misc. bills Section, Compilation, Insurance other than Forest, Concurrence of Works proposals, Audit coordination. | HoD(Finance) |
| 4 | Mohit Arora B.No. 2558 Executive | In-charge of Cash & Sales Section, Compilation, Fixed Assets & Audit Co-ordination | Sr.Manager(Finance) |
| 5 | Anoop K S B.No. 2586 Supervisor | Cash & Sales Section, Bill discounting | Executive (Finance) |
| 6 | Geojin John B.No. 2585 Supervisor | In-charge of FDP bill section | Sr.Manager(Finance) |
| 7 | Sethulakshmi V Nair B.No. 2583 Supervisor | In-charge of Costing & MIS section.PSL Co-ordination, Budget and Cost Audit Coordination. Clearance of Indents for Purchase and Finance Concurrence EMCC & other Works proposals | Sr.Manager (Fin.) |
| 8 | Vimala AV B.No.1382 Sr. Asst. (Spl.Gr.1) | Purchase Bills section | Dy.Manager (Fin.) |
| 9 | Molly MO B.No. 1649 Sr. Asst. (Spl.Gr.) | FDP bill section | Supervisor (Fin.) |

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| 10 | Ratnamma K B.No. 1655 Sr.Asst. (Spl.Gr.) | FDP Bills section | Supervisor (Fin.) |
| 11 | Geetha S Nair B.No. 2107 Sr.Asst.(Spl.Gr.) | Purchase bill section | Dy.Manager (Fin.) |
| 12 | Mariamamma VS B.No.2158 Sr.Asst.1 | Medical and TA Bills | Executive (Finance) |
| 13 | Narayan A B.No.2165 Sr. Asst. (Spl.Gr.) | Costing & MIS section. | Supervisor (Fin.) |
| 14 | Rani KN B.No.2171 Sr.Asst. (Spl.Gr.) | Establishment Section | Executive (Fin.) |
| 15 | Jayakumar NK B.No. 2264 Sr.Asst.1 | Works and Misc. bills | Manager (Fin.) |
| 16 | Molly T B.No. 2265 Sr. Asst.1 | Provident Fund | Executive (Finance) |
| 17 | Beena George B.No.2338 Asst.1 | Cashier | Executive (Finance) |
| 18 | Salina TA B.No. 2133 Sr.Asst.(Spl.Gr.) | Purchase Bills section | Executive (Finance) |
| 19 | Sreejith KR B.No. 2542 Atndt I | Cash & Sales Section and Bank Reconciliation | Executive (Finance) |
| 20 | Athira M B.No. 2661 Atndt I | Works and Misc. bills | Executive (Finance) |