

## WORK DISTRIBUTION LIST OF ADMN-II BRANCH

For smoothly working of Admn.II Branch the work is distributed amongst the remaining Assistant of this branch is as under:-

Sr.No.	Assistant	Subjects
1	A-6 Assistant	<ol style="list-style-type: none"> <li>1) Grant of Periodicals/Annual Increments.</li> <li>2) Pay fixation on promotion/revision of scales/on determination of deem dates etc. of class-I,II and III</li> <li>3) Pay fixation on grant of benefit of stepping up.</li> <li>4) Pay fixation on grant of ACP.</li> <li>5) Pay fixation on grant of up graded Grade Pay i.e Supdt. And PS on completion of 4 years satisfactory services from Rs. 4800 to Rs. 5400/-</li> </ol>
2	A-7 Assistant	<ol style="list-style-type: none"> <li>1) Preparation of pay bills of class-III employees under budget head 2052-SGS and 2030 Stamp.</li> <li>2) Preparation of GPF Advance, Final payment of GPF, HBA, Marriage, Vehicle, Computer of Class-III employee.</li> <li>3) Preparation of bills Education and Honorarium.</li> <li>4) Preparation of LTC bills of Class-III employees</li> <li>5) Calculation of Income Tax.</li> <li>6) Calculation of perquisite for the purpose of Income Tax.</li> <li>7) Preparation and Issuing annual salary statement, salary Certificate/ Form-16.</li> <li>8) Preparation of Last Pay Certificate.</li> <li>9) Preparation of Education Bills, Honorarium bills.</li> <li>10)Preparation of arrear of bills</li> <li>11)Maintenance of Ledger.</li> <li>12) Misc. work/Periodical Reports.</li> <li>13) Calculation of interest on loans in respect of class-III employee under budget head 2052-SGS and 2030 -Stamp.</li> <li>14) Issue of NDC in respect of long terms advances of class-III employees under budget head 2052- SGS and 2030- Stamp</li> </ol>

3	A-8 Assistant	<ol style="list-style-type: none"> <li>1) Preparation of pay bills of class-III employees under budget head 3451- SES, 2515-ORDP, 3454 CS&amp;S , 2245-L.Relief, 2052-HTT, 2029-I.R.</li> <li>2) Preparation of GPF Advance, Final payment of GPF, HBA, Marriage, Vehicle, Computer of Class-III employees.</li> <li>3) Preparation of bills and Honorarium.</li> <li>4) Preparation of LTC bills of Class-III employees</li> <li>5) Calculation of Income Tax.</li> <li>6) Calculation of perquisite for the purpose of Income Tax.</li> <li>7) Preparation and Issuing annual salary statement, Salary Certificate/ Form-16.</li> <li>8) Preparation of Last Pay Certificate.</li> <li>9) Preparation of Education bills, Honorarium bills.</li> <li>10) Preparation of arrear of bills.</li> <li>11) Maintenance of Ledger.</li> <li>12) Preparation of medical bills of officers/officials and retire employees.</li> <li>13) Calculation of interest on loans in respect of class-III employee under budget head 3451- SES, 2515-ORDP, 3454 CS&amp;S , 2245- Relief, 2052-HTT, 2029-LR.</li> <li>14) Issue of NDC in respect of long terms advances of class-III employees under budget head 3451- SES, 2515-ORDP, 3454 CS&amp;S , 2245-L.Relief, 2052-HTT, 2029-LR</li> </ol>
	A-9 Assistant	<ol style="list-style-type: none"> <li>1) Pension cases of all officers/Officials up to class-III.</li> <li>2) Sanction of leave encashment in respect of all Officers/ Officials up to Class-III</li> <li>3) Preparation of LTC Claims in respect of IAS Officers.</li> <li>4) Preparation of Salary bills of IAS Officers.</li> <li>5) Revision of pension of retiree's pre 1986 and pre 1996.</li> <li>6) Preparation of TA bills of IAS Officers.</li> <li>7) Calculation of Income Tax in respect of IAS Officers.</li> <li>8) Calculation of perquisite in respect of long term advances and uses of car etc in respect of IAS.</li> <li>9) Issue of form-16 in respect of IAS Officers.</li> <li>10) Preparation of arrear of bills and loan and advances bills of IAS Officers.</li> <li>11) Issue of LPC and all other matters relating of IAS Officers.</li> </ol>

5	A-10 Assistant	<ol style="list-style-type: none"> <li>1) Preparation of pay bills of class-I and class-II employees under respective budget heads except IAS offices.</li> <li>2) Preparation of GPF Advance, Final payment of GPF, HBA, Marriage, Vehicle, Computer of Class-I and II employees.</li> <li>3) Calculation of Income Tax.</li> <li>4) Calculation of perquisite for the purpose of Income Tax.</li> <li>5) Preparation of annual salary statement, Salary Certificate/ Form-16.</li> <li>6) Preparation of Last Pay Certificate.</li> <li>7) Preparation of Education bills, Honorarium bills.</li> <li>8) Preparation of arrear of bills.</li> <li>9) Maintenance of Ledger.</li> </ol>
6	PBC	<ol style="list-style-type: none"> <li>1) TA bills of all officers except IAS officers.</li> <li>2) Maintenance of Pay Books of all employees.</li> </ol>

**Details of ASPIO/SPIO of Admn.II Branch.**

<b>Sr.</b>	<b>Name</b>	<b>Designati on</b>	<b>Contact No.</b>	<b>Email</b>
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