

## **1.2 Power and duties of its officers and employees [Section 4(1) (b)(ii)]**

### **1.2.5 Work allocation**

#### **As per Office Order, work allocation as under:-**

The Commissioner has an AAO, AAAO under him to Super vise the entire work of the organization, the details of allocation of works to further downstream personnel of the organization are as annexed.

#### **(Smt. Sangeeta P. Bhatt)- Office Superintendent**

All Deputy Superintendent should report to Office Superintendent.

#### **(Shri Sachin S. Kolte) - Dy. Superintendent-II**

He in-charge of Investment Section, Administration Section, Cash Section, Control Section, Board Section, Court Cases. Cashier and Control section report to the Deputy Superintendent -II and preparation of Annual Accounts and Annual Reports and feeding of Receipt and Payments vouchers into Tally Accounting Software. Shri Shiv Shankar, Senior Assistant look after the work of Cashier, along with his regular duties. Agenda papers related to the Section for BoT meeting to be provided to the Board Section as and when required. The following staff members will work under him:-

- i) Smt. Rajshree Malkar, Junior Asst.
- ii) Shri Yash Kelaskar, Junior Asst.
- iii) Shri Mahadev Kanade, Junior Asst.
- iv) Ms. Priyanka Thakur, Junior Asst.

#### **(Shri Kaushal Kumar) - Dy. Superintendent-III**

He is in-charge of Payment Section - Final Withdrawal, Non-Refundable Withdrawal, D/N, RCH, Inward / Outward, old Final Withdrawal Correspondence and Inquiry Counter. Agenda papers related to the Section for BoT meeting to be provided to the Board Section as and when required. He also in-charge of new Final Withdrawal cases and Un-posted section. In addition to the above work, Shri Kaushal Kumar, D/S – look after the work of Hindi Section, Computer and Audit Section. Shri Sudershan Chaudhary, Senior Assistant look after the work of Computer, C&AG, Internal Audit, Disposal of complaints received from CPGRAMS, furnishing information through Right to Information Act, he has to discharge the duties of Inspector mentioned under Section 15 of the SPF Act, 1966 along with his regular duties and assistants should report to Deputy Superintendent-III. Shri Avinash David, Junior Asst is assigned the duty of essentially monitoring all e-mails received, and informing each section regarding the e-mails and he will also report this to the Commissioner, in addition to work allotted to him.

The following staff members work under him: -

- i) Shri Sudershan Chaudhary, Senior Asst.
- ii) Shri Shiv Shankar, Senior Asst.
- iii) Smt. Sampa Bhowal, Senior Asst.
- iv) Smt. Shilpa Periara, Senior Asst.
- v) Shri Avinash David , Junior Asst.

In addition to the allotment of above-mentioned work, all the staff members and Deputy Superintendents carry out the duties assigned to them from time to time as and when required by Office Superintendent, Administrative / Assistant Accounts Officer, Administrative – cum – Accounts Officer and Commissioner.