

KENDRIYA VIDYALAYA SANGATHAN, REGIONAL OFFICE BHOPAL

In partial modification of work distribution in account section dated 11-12-2017. The following work re-distributed in account section as detailed below w.e.f. 01-05-2018

Sh. Rajneesh Saxena (ASO)	Sh. B.L.Patel (ASO)	Sh. Rajesh Triptahi (SSA)
<ol style="list-style-type: none"> 1. LSPC Cases. 2. Vetting of E. L. Encashment and other cases on the above subject received from Admn. Section. 3. Pension Cases upto PGTs of all KVs. 4. Pensioners related correspondence. 5. Monthly information of Pension cases. 6. He will put up pre 01.01.2006 pension cases to AO/DC. 7. Work of Incharge Finance Officer. 8. Passing of TA/DA medical, CEA bills of KVs & RO staff & officers. 9. Issue of GPF/CPF provisional statements. 10. Any other work assigned from time to time. <p>All dealing hands of accounts section will route their files through Sh. Rajneesh Saxena ASO & Incharge Finance Officer. The I/C Finance, if required/as the case may be, will put up files to Deputy Commissioner through AO/directly for further action/approval.</p>	<ol style="list-style-type: none"> 1. Pre Audit of Medical bills/of all KVs. 2. Work related to KVS Fund Accounts/Public Financial Management system (PFMS)/ Monthly and Quarterly statement 3. All correspondence relating to Project and Annual Account of School Fund/VVN consolidation. 4. Budget of School Fund & VVN. 6. Release of Funds for Pay & Allowances & payment for pensionary benefit to all the KVs. 7. Requisition of fund for pension & Pay & allowances every month. 8. Any other work/ information to be sent to Head Quarter/ assigned from time to time. 9. Work related to Regional Sports Control Board account 	<ol style="list-style-type: none"> 1. Maintenance of KVs RO Account. 2. Laptop account, cash book and its related correspondence. 3. Pay Fixation cases of all KVs (upto PGTs) & vetting of pay fixation cases of V.PPLs & PPLs. 4. Pay Anomalies of all KVs. 5. Internal Audit tour programme, issue of Audit reports & other correspondence, Audit Adlat etc. 6. Any other works assigned from time to time.
		<p align="center">Sh. Arvind Sahare (SSA)</p> <ol style="list-style-type: none"> 1. Maintenance of GPF/CPF Cash Book/Ledgers, fund requirement to KVS Hqrs, 2. Final Payment of GPF/CPF, Advances, Part Final withdrawal. 4. Preparation of Broad Sheet of GPF/CPF & All correspondence relating to GPF/CPF. 6. Work related to AG Audit including RO replies & compilation work etc. 7. UBI Fees related work & Tally related work (Correspondance etc.) if any. 8. Any other work assigned from time to time.
<p align="center">Smt. Minu S. Thomas (SSA)</p> <ol style="list-style-type: none"> 1. Pre- audit of Bills all the KVs (Excluding medical bills) & Regional Office TA/DA, medical, pay bill etc. 2. UBI salary related work of Bhopal Region & Correspondance. 3. Maintenance of Bharat Scout & Guides Cash book and all related work. 4. EWS final payment (w.e.f. 01.07.2018) 5. Any other work assigned from time to time. 	<p align="center">Sh. Laxman Madnani JSA</p> <ol style="list-style-type: none"> 1. NPS related all work, cash book maintenance, all correspondence, preparation of Broadsheet, NPS Transfer advice, uploading, checking, PRAN kit etc. all work. 2. Digital information, Fund requirement, every month submission to KVSHQ. 3. Compilation of Datas/Information etc. 4. Typing work, maintenance of computers, UPS, Photocopy machine etc. record. 5. (From 01.07.2018 onwards- Maintenance of VVN Fund Account, releasing of funds to KVs, maintenance of Cash book etc. 	<p align="center">Sh. Deendayal (Sub. Staff)</p> <ol style="list-style-type: none"> 1. Bank work. 2. Dispatch work. 3. Office copy to dealing hand after dispatch. 4. Searching of GPF/CPF ledger and cards for final payment of the same. 5. Maintenance of Pension files no. wise in almirah. Searching of Pension files for pension related work. 6. Any other works assigned from time to time.

- Note :-**
1. The work of Annual A/cs consolidation of SF/VVN/GPF/Budget will be jointly assisted by the all staff of account section.
 2. All above dealing hand will ensure to down load e-mails relating to their charge on day to day basis for ensuring time submission of reply.
 3. Apart from the above Internal audit work may also be assigned to the above staff members.
 4. All dealing hands are directed to take over the charge of their assignment from the concerned dealing latest by 03.05.2018.
 5. In the absence of FO (I/C) Senior most in the section (available) will look after the daily routine work of the section and accordingly files will be submitted to next authority.

(Rajneesh Saxena)
ASO
I/C Finance Officer

(Sunil Shrivastava)
Deputy Commissioner(I/C)