

KAMALA NEHRU COLLEGE

DUTIES AND RESPONSIBILITIES OF MR.RAM GOPAL (ASSTT.)

1. To Scrutinize all the bills related to the UGC grant-in-aid, medical bills and LTC/HTC bills along with all related works of the said duties and reconcile the SB A/C
2. To prepare and release the monthly pension after deduction of Income tax on the 12 monthly average basis of the pensioners and also reconcile the pension quarterly and yearly basis .The cases of fixation of pension be forwarded to DU and pay all retirement benefits as per rules.
3. To maintain all the FDR's of the College.
4. Keep eyes on fixed grants of the UGC and also deal with grant sanctioned by UGC for travel, research grant ,innovation grant etc. released by UGC from time to time.
5. To provide the detail of pension for B.E. & R.E. as and when required by the UGC/ Govt.of N.C.T. of Delhi.
6. Any other duties assigned by S.O.A/cs, A.O., Bursar and Principal from time to time.

KAMALA NEHRU COLLEGE

DUTIES AND RESPONSIBILITIES OF MS, SARITA (ASSTT.)

1. To scrutinize all the bills, related to the Student fund society account, make the vouchers and issue cheques. reconcile the saving bank of Student fund account ~~no. 10732034483~~ with SBI and SB. ~~a/c no. 571~~ of BOI and Waste Management on monthly basis
2. To prepare and release the salary of Non-Teaching staff after deduction, calculation of Income tax on cumulative basis and transfer the same to bank and also do all related works i.e. issue of cheques of monthly remittances like LIC.SLGI, I. Tax, and CTS etc. And also reconciled salary quarterly for submission of quarterly income tax return I. Tax and yearly for audit purpose.
3. To prepare the salary statement for B.E. and R.E. as and when it required by the UGC/Govt. of NCT of Delhi and also prepare the statement of Festival Advance ,Loan and advances of Provident Fund of Non-Teaching staff, Development Fund a/c
4. To deal with all sponsorship, prizes and other receipts relating to the student fund
5. Any other duties assigned by S.O.A/CS, A.O., Bursar and Principal time to time.

KAMALA NEHRU COLLEGE

DUTIES AND RESPOSIBILITIES OF MS.RACHNA (JR.ASSTT.)

1. To check and make the payment to the guest lecturer, salary to employees appointed on contractual basis / through agencies after deduction of income tax and reconciliation the salary account with SBI & BOI , fees a/c SB A/C and also process the application of Loan/ advances and final payment to the subscribers of GPF also reconciliation of SB A/C also to prepare the related vouchers.
2. To scrutinize all the bill related to Auditorium and reconciliation of SB A/C, with BOI
3. To reconcile and prepare the statement of Daily wage, Conveyance expenses and Guest lecturer yearly for audit purpose also prepare the statement of income tax of non salary for income tax return. The case of SLGI Scheme be processed of the retired employees to LIC for its final payment.
4. Any other duties assigned by the S.O.(A/CS)., A.O., Bursar and Principal.

KAMALA NEHRU COLLEGE

DUTIES AND RESPOSIBILITIES OF MR. SHAHID HUSSAIN (ASSTT.)

1. To prepare the monthly salary of teaching staff including staff appointed under OBC expansion and transfer the same to bank after calculating and deduction the income tax and reconcile the salary quarterly for income tax return and yearly for our audit purpose including all related works i.e. preparing of arrears of teacher and also filling of income tax challan.
2. To provide the information of salary of teaching staff for B.E.and R.E. as and when required by the UGC/Govt. of NCT of Delhi.
3. To scrutiny the all bills and reconcile the SB A/C of Grant for infrastructure under OBC expansion and prepare the related statement of this grant.
4. To prepare the statement of General Contingencies expenses, Repair to Building and Garden expenses etc., for our audit purpose.
5. Any other duties assigned by the S.O.(A/cs)., A.O., Bursar and Principal.

KAMALA NEHRU COLLEGE

DUTIES AND RESPOSIBILITIES OF MR.JAWAHAR LAL GUPTA (JR.ASSTT.)

1. To maintain fees record of all students of the College i.e. issue of roll number, make the entries in computer fee software, bifurcate the amount under the different head of account and transfer the same accordingly.
2. To deal with all types of scholarships received from different institution/ Governments and maintain the record and including fee concession to students and also deal with cash as cashier whether it receipts or payments (payment of security to outgoing students, refund of fee on a/c of withdrawal of admission).
3. To sent all cheques of publishers through couriers and check the dispatch register
4. Any other duty assigned by the S.O.(A/cs)., A.O., Bursar and Principal.



Principal
Kamala Nehru College
(University of Delhi)
New Delhi-110049

