

BILL & BUDGET BRANCH:-

1. Preparation of Pay Bills or Gazetted Officers & Non-Gazetted staffs of Commissioner Establishment and Welfare Establishment of this office.
2. Preparation of Pension Bills for Retired employees of this office.
3. Preparation of Bills for GPF Advance, GIS Advance, Moped Advance, Motor Cycle Advance, House Building Advance, Computer Advance, Festival advance, T.A & R.C.M for Gazetted Officers & Non-Gazetted staff of Commissioner Establishment and Welfare Establishment of this office.
4. Arrear claims of staff and officers of this office.
5. Income Tax Calculation for Gazetted Officers & Non-Gazetted staffs of this office.
6. Preparation of Annual GPF Statement (Temporary/ Part-Final) for Gazetted Officers & Non-Gazetted staffs of this office for submission of the same to Accountant General, Odisha, Bhubaneswar.
7. Correspondence made with Office of the A.G., Odisha, Bhubaneswar for clearance of Moped Advance, Motor Cycle Advance, House Building Advance, Computer Advance for Gazetted Officers & Non-Gazetted staffs of Commissioner Estt. and Welfare Estt. of this office.
8. Preparation of L.P.C for Retired Employees & Transfer Employees of this office.
9. Preparation of Drawal particulars for Retired Employees & Transfer Employees of this office.
10. Distribution of funds under D. No.19-2885-60-others-800-Administrative cost for Special L.A. Cell Jagatsinghpur District.

Date : 30.09.2019