


Annexure-D

Job Chart of Establishment/ Accounts Branch O/o D.C. Chamba.

S.No.	Name and Post	Job Chart
1.	Sh.Rajinder Kumar (Sr.Asstt) Accountant.	Establishment/ Disciplinary Cases General Correspondence, Transfer/ Posting and over all Supervision of the Branch. Casual leave accounts District officer+ Staff Posted at District H.Q. Submission and all kind of returns or audit objections. Pension cases of Staff. ACP Scheme. Notifications, Ex-Gratia grants, leave Encashment + DCRG, Pay Fixation.
2.	Sh. Sanjay Kumar (Contract Clerk) Establishment Clerk	Conversion and continuation of Posts, Appointments , correspondence regarding inter District transfer Departmental Examinations, Assemble Questions, Seniority List of class -III and IV employees, RTI & work assigned by the AC to DC/Supdt./ Accountant.
3.	Lakhinder singh (Contract Clerk) Bill Clerk	Budget Estimates, Excess + surrender Creation Preparation of Pay Bills and Arrear Bills of the staff posted at District Head quarter. TE, TTE, MR Bills of all Staff+ MR Bills of Retirees, Tour Programme, Approval /Counter Signature of MR + TE Bills. Monthly expenditure statements of all heads of accounts. Maintenance of service books of staff and leave cases of officer and class III and IV Staff, GPF Withdrawals and Advance cases. Income Tax, Contract agreements, Biometric attendance .PMIS .and other work assigned by the AC to DC/Supdt./ Accountant.


Ac to DC Chamba EA.