

DUTIES ALLOTTED TO ACCOUNTANT

- To deal with the purchase, salary and other routine and non-routine matters related to finance.
- To attend to correspondence/ LAQ related to finance with State/Central Government/ U.G.C. and any other Authorities.
- To arrange for receipt books and to keep custody of such blank books;
- To arrange for cash withdrawals from bank as per the requirements;
- To verify quotations and comparative charts approved by Head clerk, in accordance with GFR rules and to pass for purchases.
- To check/ send claim to DHE the for salary/ arrears and early disbursement on receipt of grants of payment to the concerned teaching and Administrative staff;
- To check and to ensure that the dues are effectively recovered from the employees in case of excess payment as per the specific cases;
- To prepare college budget and present to the Administrator and Principal.
- To supervise the work of the subordinate Clerks under her/him and to pass the bill for payment as per relevant rules.
- To ensure that the various payments made from the DHE/ UGC funds are within the budgetary provision and with the prior sanction of competent authorities.
- To prepare utilization certificates for UGC/ DST/DHE, other project grants. To prepare utilization certificates for NSS regular and special grants.
- To ensure accuracy in bank reconciliation statement and budget, final accounts of funds assigned to her/him and to ensure that non-revenue accounts appearing in particular account of fund are reconciled.
- To attend to all audit queries and to reply audit report and to submit necessary statement of accounts.

- To prepare periodic accounts of funds and furnishing figures of expenditure to higher authorities.
- To attend to routine correspondence with Banks and other Departments.
- To verify Form no 8 for claiming non-salary grants from DHE.
- To verify pension calculation sheet.
- To draft resolutions for account opening/ closing to the management.
- To finalize quarter 4 for finalization of income tax and issue of form 16.
- To file TDS returns with the help of accounts staff on quarterly basis and final returns in form 24Q if needed.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession;
- To perform any such duties when allotted by the higher authorities or Principal.

DUTIES ALLOTTED TO U.D.C - (Accounts Section)

- To prepare Salary for Contract/ Lecture basis Teachers. To prepare Salary for Regular Teaching and Administrative staff with the help of Head Clerk as regards increment, leave etc. Send salary slip on email.
- To open new NPS A/c for newly recruited staff.
- Maintaining GPF/CPF/NPS individual ledgers, preparing Reconciliation statement of GPF/CPF/NPS balance statements, Calculation of GPF interest at the end of financial year and issue of GPF/CPF/NPS slips to the Staff on email.
- To attend to all the matters pertaining to deduction of Income Tax, LIC/GSLIC Premium, GPF/NPS, bank loan EMI contribution from the salary of employees.
- To assist accountant to file TDS returns on quarterly basis and final returns in form 24Q if needed.
- To prepare and forward Medical Reimbursement bills, LTC Claims, Children Education allowance claims, GPF withdrawal, advance and final settlement of GPF/CPF/NPS Claims and Group Insurance claims on retirement.
- To calculate encashment of earned leave on account of LTC and superannuation.
- To draw cheques for recoveries made from salary and dispatch the same in time.
- To write Service Books for teaching and Administrative staff in respect of pay and allowance after release of increments, revised pay.
- To enter LTC details / leave encashment in service book.
- To maintain Pay Book for Salaries in soft copy and Register. To ensure signature of all staff on Pay book before 5th of every month.

- To prepare due drawn statement for arrears payable to staff.
- To type and forward documents for grant of increments towards Ph.D/ M.Phil. for DHE approval.
- To ensure filing of relevant papers.
- To report to the Accountant/ Principal about any deficiencies noticed by her/him.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession;
- To perform any such duties when allotted by the higher authorities or Principal.

DUTIES ALLOTTED TO L.D.C – I (Accounts Section)

- Inviting quotations and preparing comparative charts, typing of note/certificate and minutes of acceptance/ purchase and place order.
- To enter students fee register in soft copy.
- To prepare and maintain file and statement of salary and non-salary grants as per release of grants by the Government.
- To maintain accounts and records of various Skill Development Courses and prepare budget for the same.
- To verify bank reconciliation statement, budget and final account of funds entrusted to him/her.
- To prepare filing of quarterly returns.
- To assist accountant to file TDS returns on quarterly basis and final returns in form 24Q if needed.
- To prepare statement of investments under section 80 C, etc. relevant to income tax to determine the savings and rebate claimed by staff and issue Form 16 to all staff.
- To prepare pay fixations on account of financial up gradation, promotion/ CAS of staff.
- To prepare Form no. 8 based on audited statements.
- To prepare pension papers of staff.
- To maintain and furnish record of passed students to employers under placement cell.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession;
- To perform any such duties when allotted by the higher authorities or Principal.

DUTIES ALLOTTED TO L.D.C. - II (Accounts Section)

- To prepare vouchers and drawing cheques for all the Current and Saving Accounts of the college on Tally.
- To draw receipts for miscellaneous amounts, TC fees, Migration fees, sale of journals, RTI, etc.
- To enter amount collected in cash / cheques with receipts in the Tally/ bankbook depositing the same in the bank within a day and to be sent to Accountant for verification daily.
- To maintain Petty Cash Book and Petty cash payments in Tally.
- To disperse all sort of payments by the College and forwarding payments to respective parties along with forwarding memos and obtain receipts for the same.
- To enter receipt of fees in Tally system based on bank statement for collection of fees.
- To reconcile fees and to complete by 31st March every year.
- To refund of Laboratory / Library deposits to students in cash and obtain receipts for the same.
- Preparing Bank Reconciliation Statement of all Bank Accounts monthly and obtain signature of the Accountant and Principal on the statement.
- Typing letters to Bank for Bank confirmation Certificates, Covering letters to Directorate of Higher Education, L.A.Q., etc.
- To respect staff and students while speaking to them and cooperate with the authorities with the dignity of the profession;
- To perform any such duties when allotted by the higher authorities or Principal.

- In absence of Mrs. Rachana Pai her daily routine and urgent work to be done by Mrs. Rajasi Gavas or Mrs. Gauri S. Manerkar as the case may be.
- In absence of Mrs. Shubhalaxmi L. S. Assoldekar, her daily routine and urgent work to be done by Mrs. Rajasi Gavas.
- In absence of Mrs. Rajasi Gavas her daily routine and urgent work to be done by Mrs. Rachana Pai.
- In absence of Mrs. Gauri S. Manerkar her daily routine and urgent work to be done by Mrs. Shubhalaxmi L. S. Assoldekar.