

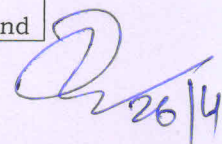
CENTRAL COUNCIL FOR RESEARCH IN UNANI MEDICINE

[Ministry of Ayurveda, Yoga & Naturopathy, Unani, Siddha & Homoeopathy (AYUSH), Govt. of India]

Jawahar Lal Nehru AYUS H Anusandhan Bhawan,
61-65, Institutional Area, Opp. D-Block,
Janakpuri, New Delhi-110058**Dated: 26.04.2023****OFFICE ORDER**

The undersigned has re-allocate the work of Account Section with the following staff are as under:-

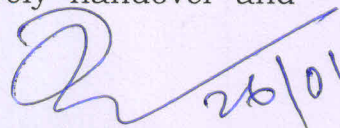
Sr. No.	Name of Employee	Work Allocation
1.	Shri Shyam Kumar, Assistant	<ul style="list-style-type: none"> All work of cashier including maintenance of cash books and petty cash book of all accounts. Reconciliation of all accounts Maintained Investment of funds. Correspondence regarding opening of Bank A/c. Preparation and submission of G.S.T. Returns. P.F.M.S. work. Any other work assigned by the Accounts Officer.
2.	Shri Akif Iqbal Alvi, Photo-Artist	<ul style="list-style-type: none"> Calculation of Income Tax (Salary/Pensioner). Preparation of income tax statement of salary as well as pensioners and submission of quarterly/annually return. Preparation of TDS quarterly and annually return and other taxes etc. Implementation of T.S.A. work in the Council. Any other work assigned by the Accounts Officer.
3.	Shri Mahesh Singh Dangi, U.D.C.	<ul style="list-style-type: none"> Preparation & maintenance of GPF/CPF ledgers, broadsheet and schedules. Payment of GPF/CPF advances/withdrawal as well as final payment. Maintenance of NPS records including all correspondence & allotment of PRAN No. as well as payment of NPS. Any other work assigned by the Accounts Officer.
4.	Shri Mohd. Aslam, U.D.C.	<ul style="list-style-type: none"> Assisting to Shri Mahesh Singh Dangi, U.D.C. All matters related to Budget. Payment of all pensionary benefits i.e. Pension/Gratuity/Encashment of Leave/Commutation of Pension etc. Preparation of any type of arrears in respect of pensioner. Preparation of monthly Pensions bill. P.F.M.S. work. Any other work assigned by the Accounts Officer.
5.	Shri Farhat Ali, Office Assistant	<ul style="list-style-type: none"> Payment of all Release to decentralized Institutes. Passing the Pay Bills of Incharge of Decentralized Instt. Preparation of TA advance Headquarters Office, Institute/Units. Preparation of all T.A/Transfer TA of Headquarters as well as Institutes/Units. P.F.M.S. work. Any other work assigned by the Accounts Officer.
6.	Shri Asif Khan, Office Assistant	<ul style="list-style-type: none"> Preparation of all salary bills of Hqrs./Centralized Institutes/Units and posting in PBRs. Preparation and distribution of Pay Slip of Headquarters' staff. Preparation of schedules of advance including income tax etc. Preparation of all LTC Advance/LTC Adjustment and



		LTC Claim of Headquarters as well as Institutes/Units <ul style="list-style-type: none"> • P.F.M.S. work. • Any other work assigned by the Accounts Officer.
7.	Smt. Samreen Naaz, Office Assistant	<ul style="list-style-type: none"> • Preparation of salary of contractual staff of Hqrs./Ministry/ centralized Institutes/Units. • Preparation of all contingent bills of Hqrs. • Payment of all contingent bills of centralized Institutes/Units. • Preparation of contingent advance of Headquarters Office and Institutes/Units.. • Countersignature of Telephone bills of the Incharges of the decentralized Institutes. • P.F.M.S. work. • Any other work assigned by the Accounts Officer.
8.	Shri Adarsh Kumar Mishra, Office Assistant	<ul style="list-style-type: none"> • Assist cashier. • Maintaining the Conveyance Register, V.R. Register and preparation of OR Bills. • Preparation of taxes Challan. • Any other work assigned by the Accounts Officer.
9.	Shri Mohd. Amir, Office Assistant	<ul style="list-style-type: none"> • Maintenance of long and short term advances and broad sheet etc. • Maintenance of GIS Broad sheet and ledger along with GIS Final payment. • Maintenance of section diary. • Any other work assigned by the Accounts Officer.
Internal Audit Cell		
10.	Shri Wajid Khan, Junior Accountant	<ul style="list-style-type: none"> • Guiding in work related to Internal Audit Cell. • Posting of all Pay bills, T.A, Contingencies in the books of accounts. • Settlement of outstanding external/internal audit paras with the help of establishment section. • Assisting to the approver on T.S.A. portal. • To assist Audit Parties of DGACR and Ministry. • Any other work assigned by the Accounts Officer.
11.	Shri Shakaib Hasan, Office Assistant	<ul style="list-style-type: none"> • Preparation of monthly and annual accounts. • Preparation in generating monthly expenditure. • P.F.M.S. work. • Any other work assigned by the Accounts Officer.

2. All staff of Accounts Section would submit their files/bills to the Shri Mohammad Parvez, Administrative Officer through Shri Deva Nand, Consultant (Budget).

3. These orders will come into force with effect from 01.05.2023 to till further order. All concerned are requested to respectively handover and takeover the charges accordingly.


 (Mohammad Parvez)
 Administrative Officer
 for Director General

To,

1. Person(s) concerned.
2. Concerned file.