Date: 19th June 2009.

WORK ORDER OF ACCOUNTS SECTON

Sr. No.	Name of the Official and Designation	Work
1.	**Kum. Sulaksha Borkar, Accountant** **9850475309**	Preparation of Budget Revised Estimates, P.A.C. matters, Annual & Five Year Planning, Allotment of funds, Periodical Plan Expenditure Statements, Matters relating to proposals submitting to the Government, Supervising the reconciliation of expenditure & submitting the required certificate to Directorate of Accounts, Matters relating to application of Financial Rules, Maintenance of important files and special works assigned by the undersigned.
2.	**Shri. Chandrashekar Chote, L.D.C., Cashier** **9822156323**	Encashment and payment of cheques relating to Salaries, Permanent advance bills, A.C. D.C. bills of Head Office, Personal Ledger Accounts of A.A.O. any other matter assigned. MPLADS matters i.e. issue of cheques pertaining to M.P. Schemes, Maintenance of Personal Ledger Account for Natural Calamities, Maintaining all records and all the duties of cashier.
3.	**Shri. Ivo A.J. Daniel, U.D.C** **9822132625**	Preparation of Salary bills of the staff of Collectorate, Monitoring the Expenditure statement under G.F.R. 9 towards O/O Dy. Collector & Mamlatdar and Head Quarter and Reconciliation of Expenditure thereof. Issue of Salary Certificate, Maintaining accounts and outside recovery for pay bills
4.	**Smt. Sharmila Sinai Kerkar, U.D.C** **2316345**	T.A. bills (Gaz. & Non. Grz), Scrutiny of Cases towards LIG/MIG & maintaining the relevant records. Matters relating to refunds, settlement of Medical reimbursement and tuition

		fees bills and other matter specially assigned. Also HBA claims of staff of this Collectorate and its subordinate offices. Maintenance of Dead Stock Register.
5.	**Smt. Dories Coelho, U.D.C** **9860971527**	Preparation of contingent bills of the Collectorate. Scrutiny of proposal of G.P.F. Advances / Withdrawals and other matters specially assigned. Cheques register, purchase of books and periodical receipt and issue of stationery. Maintaining the stationery account, Maintenance of consumable stock register.
6.	**Kum. Ranjeeta Sudir, L.D.C. (Contract Basis)** **9420896088**	Entry and Dispatch diaries of Accounts Section. Distribution of dak to the dealing assistants. Maintaining of Library section. Scrutiny of proposal for expenditure sanction of sub-ordinate offices and any other matter specially assigned, typing works given by the undersigned, Assistance to cashier,
7.	**Smt. Meera Dessai, Peon**	Attending the Accounts Section, collection of cheques, procument of refreshment, outdoor duties.

(Roque Martins)
Asstt. Accounts Officer,
Collectorate of South Goa,
Margao-Goa.