

Duties and Responsibilities of Employees in Finance Department

SI No	Name & Designation	Powers & Duties	Reporting Officer
1	Subhasis Dey B.No. 2291 HoD(Finance)	Head of the Department-Finance Specific responsibility for Works bills, FDP bills, PSL Costing, MIS, Compilation, Insurance, Projects, Bank Credits, Provident Fund and Income Tax matters. Finance Concurrence of works and other Administrative proposals	MD
2	Ganapathy K Sr.Supvr PS	Assisting Director (Finance) in day to day activities	HoD(Finance)
3	Narayanaswamy S B.No. 2391 Manager	In-charge of Works & Misc. bills Section, Compilation, Insurance other than Forest, Concurrence of Works proposals, Audit coordination.	HoD(Finance)
4	Mohit Arora B.No. 2558 Executive	In-charge of Cash & Sales Section, Compilation, Fixed Assets & Audit Co-ordination	Sr.Manager(Finance)
5	Anoop K S B.No. 2586 Supervisor	Cash & Sales Section, Bill discounting	Executive (Finance)
6	Geojin John B.No. 2585 Supervisor	In-charge of FDP bill section	Sr.Manager(Finance)
7	Sethulakshmi V Nair B.No. 2583 Supervisor	In-charge of Costing & MIS section.PSL Co-ordination, Budget and Cost Audit Coordination. Clearance of Indents for Purchase and Finance Concurrence EMCC & other Works proposals	Sr.Manager (Fin.)
8	Vimala AV B.No.1382 Sr. Asst. (Spl.Gr.1)	Purchase Bills section	Dy.Manager (Fin.)
9	Molly MO B.No. 1649 Sr. Asst. (Spl.Gr.)	FDP bill section	Supervisor (Fin.)

10	Ratnamma K B.No. 1655 Sr.Asst. (Spl.Gr.)	FDP Bills section	Supervisor (Fin.)
11	Geetha S Nair B.No. 2107 Sr.Asst.(Spl.Gr.)	Purchase bill section	Dy.Manager (Fin.)
12	Mariamamma VS B.No.2158 Sr.Asst.1	Medical and TA Bills	Executive (Finance)
13	Narayan A B.No.2165 Sr. Asst. (Spl.Gr.)	Costing & MIS section.	Supervisor (Fin.)
14	Rani KN B.No.2171 Sr.Asst. (Spl.Gr.)	Establishment Section	Executive (Fin.)
15	Jayakumar NK B.No. 2264 Sr.Asst.1	Works and Misc. bills	Manager (Fin.)
16	Molly T B.No. 2265 Sr. Asst.1	Provident Fund	Executive (Finance)
17	Beena George B.No.2338 Asst.1	Cashier	Executive (Finance)
18	Salina TA B.No. 2133 Sr.Asst.(Spl.Gr.)	Purchase Bills section	Executive (Finance)
19	Vijayakumary S B.No. 2132 Sr.Asst.(Spl.Gr.)	Works Bills Section	Asst.Manager (Finance)
20	Sreejith KR B.No. 2542 Atndt I	Cash & Sales Section and Bank Reconciliation	Executive (Finance)
21	Athira M B.No. 2661 Atndt I	Works and Misc. bills	Executive (Finance)