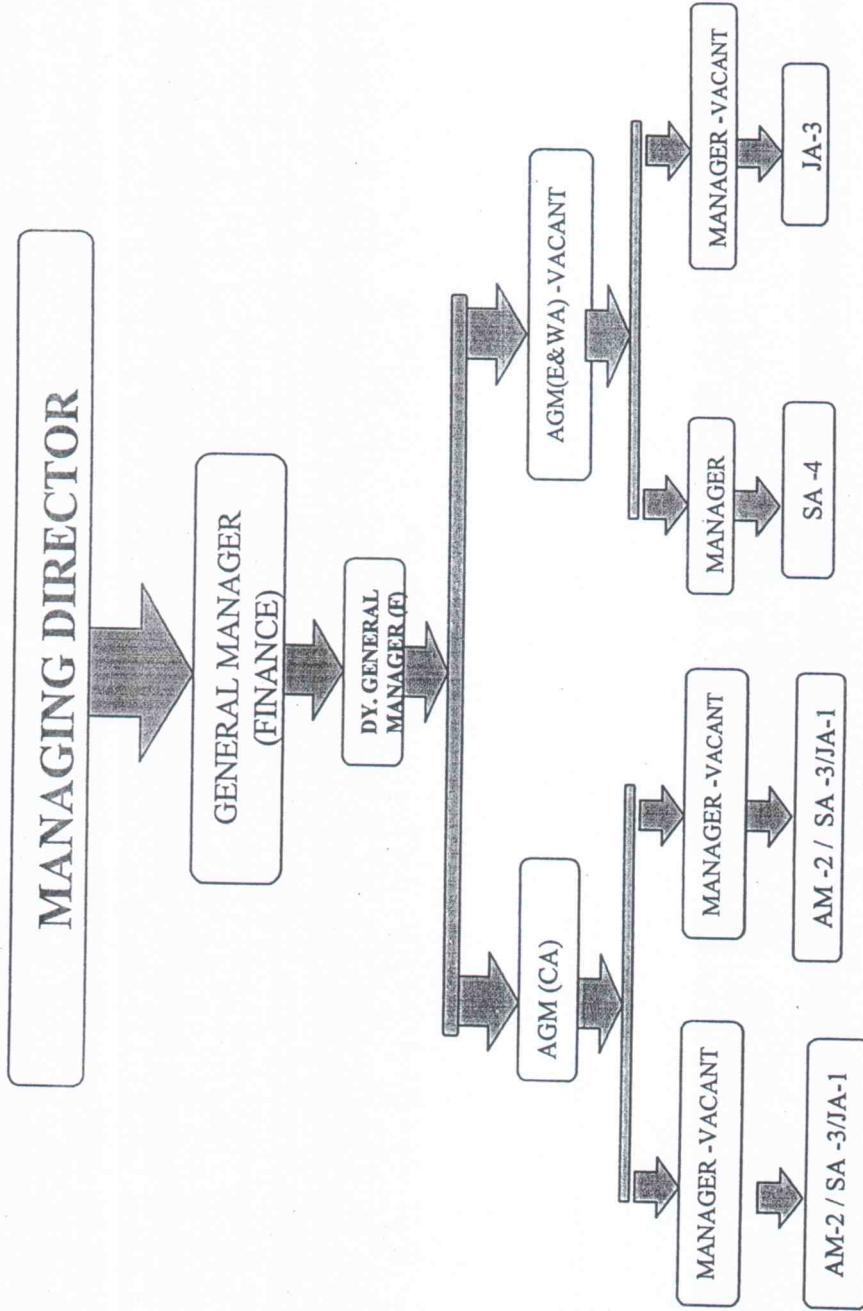


STAFF PATTERN OF FINANCE



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**KARNATAKA STATE SMALL INDUSTRIES DEVELOPMENT
CORPN LIMITED**

A.O.BUILDING, INDUSTRIAL ESTATE, RAJAJINAGAR, BANGALORE - 10.

ಬೆಂಗಳೂರು - 2.

No.FIN/CA/Work Allocation/2012.

DATE: 24-09-2012.

OFFICE ORDER

Sub:- Work allocation among the staff of Comml. Accounts Section.

The work assignments among the staff of Commercial Accounts Section have been reallocated and the order comes into force with immediate effect and until further orders.

DESIGNATION	Smt. KALAVATHI ASST MANAGER(CA)	
REPORTING OFFICERS/ OFFICIALS	C.N.MANJUNATH RAO - Sr.Asst S. SHAMA, Sr. Asst.	J. KRISHNA BAI, Sr. Asst. A.LINGAIAH, Jr-Asst

NAME & DESIGNATION	JOB DESCRIPTION
Smt. KALAVATHI ASST MANAGER(CA)	<ol style="list-style-type: none">1. Recoupment of Imprest of Head Office and all Branch Offices.2. To Supervise and process the file pertaining to the purchase and sales RAW Materials Activities.3. Verify and process the file for arrange payments against the bills in respect of printing and stationery, meeting expenditure, security bills, entertainment expenditure, vehicle repairs and fuel, gifts, donations, sitting fees, subscription fees, advertisement Bills, & to reconcile the accounts thereon.4. To verify and process the all the files attended by Sri. Shama.5. To account, remit and reconciliation of IT for the bills passed.
C.N.MANJUNATH RAO Senior Asst.	<ol style="list-style-type: none">1. Stock Valuation work & preparation of quantitative Information.2. Supervision of Payment of advance to suppliers in respect of I&S allocation materials like SAIL, ESSAR, IISCO, TISCO, JVSL, VSP,IOCL etc.,3. Supervision of Accounting & payment of Transportation/ Handling/Gas Cutting bills received from Transport/Handling contractors & IT remittances thereon.4. Reconciliation of Supplier accounts, obtaining confirmation of balance etc., Monthly. Follow up with Commercial Dept at HO with regard to huge Debit Balances in the Suppliers Accounts.5. Sales Tax/VAT, Entry Tax & Service Tax monthly Remittances, filing of monthly/annual returns and reconciliation with ledger accounts.6. Any other works to be entrusted to.

J KRISHNA BAI SENIOR ASSISTANT	<ol style="list-style-type: none"> 1. Verification & Accounting of RM Sales Invoice & RM Receipts of all R M Depots. 2. Reconciliation of Sundry Debtors account periodically and follow up of debit balances pertaining to Zone-I, II & III. 3. Credit Sales/Ledger reconciliation pertaining to Credit Sales pertaining to Zone-I, II, & III. 4. All refunds pertaining to RM Sales of Zone I, II & III. 5. Preparation & Forwardal of Monthly Sales Day Book to all Branches for verification & necessary accounting. 6. RM Depots reconciliation work – Zone-I/II/III. 7. Any other works to be entrusted to.
S. SHAMA SENIOR ASSISTANT	<ol style="list-style-type: none"> 1. To Pass and arrange payments against the bills in respect of printing and stationery, meeting expenditure, security bills, entertainment expenditure, vehicle repairs and fuel, gifts, donations, sitting fees, subscription fees, advertisement Bills, & to reconcile the accounts thereon. 2. To account, remit and reconciliation of IT for the bills passed. 3. To pay advance to staff in respect of Meetings, Vehicle maintenance and other administrative advances (Non salary advances) other than advances for transportation. 4. Maintenance of advance register and sending reminders for settlement & reconciliation of concerned accounts 5. Maintaining of Advance Registers-to Vehicle, meetings & others. 6 Maintenance of Journal Vouchers files in order. 7 Maintenance of all kinds of Ledgers. 8. To assist Smt.Kalavathi A.M. as and when required and process all the file through her. 9. Any other works to be entrusted to.
LINGAIAH A, JR –ASST	<ol style="list-style-type: none"> 1. Payment of advance to suppliers in respect of I&S allocation materials like SAIL, ESSAR, IISCO, TISCO, JVSL, VSP, IOCL etc. 2. Accounting & payment of Transportation/ Handling/Gas Cutting bills received from Transport/Handling contractors & IT remittances thereon. 3. Purchase Accounting: - GR Notes control & follow up with all depots, Maintenance, reconciliation. 4. Accounting of Supplier Debit/Credit notes after verification. 5. Preparation & Forwardal of Monthly Raw Material Daybook to all the Branches concerned – for verification & necessary Accounting. 6. Tappal and files inward whenever Shri B Venkatesh SA is on OOD/on leave. 7. To assist Sri M Rao Sr Asst related to Purchase Acctg. Etc. 8. Verification of checklist of Cash & Bank and pertaining to Day books. 9. Any other works to be entrusted to.

