

	Department - Accounts	Min reqd	1.1.21	2.1.21	3.1.21	4.1.21	5.1.21	6.1.21	7.1.21	8.1.21	9.1.21	10.1.21	11.1.21	12.1.21	13.1.21	14.1.21	15.1.21	16.1.21	17.1.21	18.1.21	19.1.21	20.1.21	21.1.21	22.1.21	23.1.21	24.1.21	25.1.21	26.1.21	27.1.21	28.1.21	29.1.21	30.1.21
Daily	1 Accounts mail checking	10																														
	2 Pay-outs Download	10																														
	3 Petty cash update (HO) and collect expenses from branch	60																														
	4 BRS	120																														
	5 Unrecognised deposit / online details	60																														
	6 Consolidated	30																														
	7 ECS chart update	10																														
	8 Cheque book update	10																														
	9 Envelops	10																														
	10 Files	30																														
	11 Segregate Bank statement for online receipts	20																														
	12 Settle unrecognised deposits with branches	20																														
		6hrs 30min	390																													
Monthly	1 Stock check and collect report from both branches and HO																															
	2 Taxes - TDS, GST and PT																															
	3 Fixed salary report																															
	4 Salary Process both online & Regular																															
	5 Non teaching leave from HR																															
	6 Teachers Leave from HR																															
	7 Students attendance from Software																															
	8 Advance list from Branches																															
	9 Monthly accounts submission Excels																															
	10 Bank statement of RAFA and Rhythms for IT purpose																															
	11 Trust Transaction																															
	12 HVP Sb account																															
	13 Income tax preparation																															
Seasonal	1 Insurance Vehicle, Personal, Building & others																															

General Jobs	
1	Pending Electricity Difference amount to be Collected from Post Office - 3183/-
2	Add reminders in E mail
3	Deposit to trust account & paste the bank statement in trust account