

# **BHARATH CARES LIFE LINE FOUNDATION**

## **DEPARTMENT OF ADMINISTRATION**

**Memo No. ADM-09/ADMINISTRATION/2026 , Dated:06.01.2026**  
**CIRCULAR/1098/DEPARTMENT OF ADMINISTRATION**

**Dated:06.02.2026**

**Subject: ORDERS** – SHRI KAGITHA ADAM – ENTRUSTMENT OF FULL ADDITIONAL CHARGE OF FINANCE & ACCOUNTS (SECRETARY – FAC)– REG.

Based on the **oral instructions of Shri Akkala Vamsi Reddy, Director & Head of Administration**, and as **resolved in the General Body Meeting dated 05.02.2026**, it is hereby informed that **with effect from 06.02-2026, Shri Kagitha Adam** is entrusted with the **Full Additional Charge (FAC) of Finance & Accounts (Secretary)** of **Bharath Cares Life Line Foundation**, in addition to his existing duties.

### **SCOPE OF RESPONSIBILITIES**

During the period of Full Additional Charge, Shri Kagitha Adam shall be responsible for:

- Overall supervision and administration of the **Finance & Accounts Department**
- Authorization and monitoring of **salary processing, payments, and reimbursements**
- Maintenance of **books of accounts, vouchers, and financial records**
- Ensuring **audit compliance, statutory compliance, and financial discipline**
- Coordination with auditors, banks, donors, and government authorities

- Any other duties assigned by the Director / Governing Body from time to time

All concerned departments, officers, and staff members are hereby **directed to extend full cooperation** to Shri Kagitha Adam in the discharge of his duties.

This order is issued for **information, compliance, and necessary action.**

**SHRI.VAMSI REDDY AKKALA  
DIRECTOR AND HEAD OF ADMINISTRATION**

To  
The Director, Guntur, Admin Dep, State Co-Ordinator(w.e) Copy  
to:  
K.Adam For Information  
To all Employees of Bharath Cares Life line Foundation

**//FORWARDED::BY ORDER//**