

JOB ALLOCATION OF RSO FINANCE FOR 2010-2011

Dy General Manager (Fin.)- Overall In charge of Finance Team

1 Chief Manager (Finance) : Mr. HG Dutta

- FC for Retail, Engineering and Ops. Deptt cases (As per DOA)
- Internal/Statutory/Govt. Audit Co-ordination and Replies/follow up for POM, QRIP, PREMAC para etc.
- Presentation material for conferences.
- Monitoring of work of Mr. Sharad Rakesh and Mrs. Jyoti Hassani.
- FK08 – Verification of bank data in SAP vendor master for RTGS payments.
- Preparation of MOU data.
- Inspection of locations
- TCC work.
- Preparation of MIS.
- SAP coordination.
- Maintenance of finance section attendance and leave etc.
- Any other jobs assigned from time to time.

2. Sr. Finance Manager – Shri. S J. Joshi

- FC for LPG Deptt cases (As per DOA)
- Management Accounting.
- Monitoring of work of Mr. Deepak Jain and Mr. Sumanto Paul.
- Inspection of locations.
- MIS- Single tender data.
- TCC work.

Any other jobs assigned from time to time

3. Sr. Finance Manager – Shri. Rakesh Takkar

- FC of HR, IS, Consumer and Lubes
- Finalization of Sales tax data, monthly PWR, Qtrly and annual returns.
- Liaisoning with sales tax authorities & advocates.
- Sales tax assessment, reconciliation of forms issued to various dept.
- Payment of Lube incentives & Discounts to (SSA,SSI, LPG Distributors selling Non Domestic LPG), Credit Note of FO, LDO and Bitumen.
- Inspection of Locations.
- TCC Function.
- Any other jobs assigned from time to time.

4. **Manager (Fin.) – Sh. Sharad Rakesh**

- Banking Section work (Collection/Withdrawal/CVAC A/C) including Liaisoning with Divisional offices for increasing E Collection, clearance of RTGS rejects and HDFC & ICICI Instructions Cards collection.
- Product accounting including OMC accounting.
- Monitoring of Payment of Bills of COCO, DOLG, CFA (by D.O./S.O.)
- FK08 – Verification of Bank Data in SAP vendor master for RTGS payment.
- BG Accounting and monitoring.
- Monitoring of TDS – Income tax payment, Returns and issuance of certificates.
- TCC Members and FC as per DOA including assistance to CM (Fin.) in FC.
- MIS- Cash flow statement.
- Monthly MIS to HO/RO.
- Monitoring of Jobs being handled by Mrs. Jyoti Hassani.
- Any other jobs assigned from time to time.

Reporting to Shri. H. G. Dutta, Chief Manager (Fin.)

5. **Dy Manager (Fin.)- Shri. Deepak Jain**

- Monthly price checking MIS from supply locations as per HO circular and ZEDA.
- SSLF recovery checking, license fees recovery from SKO & LPG distributors.
- Budgetary control & MIS on budget vs. actual.
- MIS- CMC outstanding monthly.
- Providing Datas on Credit Cap Utilization and Discount cap utilization to Consumer Deptt.
- Corpus funds accounting, monthly recoveries.
- Joint reconciliation with Major customers.
- Customer Refund.
- MIS- dishonour instruments.
- Revenue stores (consumption) and clearance of GR/IR.
- LPG Accounting including SV/TV reconciliation.
- MA including finalization of accounts.
- Under/over recovery working & dispatching data to NRO during Qtrly closing.
- TCC and FC (as per DOA).
- Scrap disposal accounting in SAP.
- Any other jobs assigned from time to time.

Reporting to Mr. S.J. Joshi, Sr. Fin, Manager.

6. **Dy Manager (Finance) – Shri. Sumanto Paul**

- Control on Capital Budget, Payment of Zonal/Capital Bills including issuance of IR.
- Capital Assets/Stores accounting, Review of Capital Advances & recovery thereof and Finalization of Schedule – E of Balance Sheet.
- Dismantled Stores Accounting.
- Physical Verification of Assets as per Cycle.
- WCT (Including issuance of certificates).
- Refund of SD/EMD/withheld amount/LD of Vendors..
- Generation of various reports- FR Data.
- Providing cylinder insurance data and Actual cash-outlay data to Region towards capital expenditure on monthly basis.
- Any other jobs assigned from time to time.

Reporting to Shri S.J. Joshi Sr. Finance Manager.

7. **Accounts officer – Mrs. Jyoti Hassani:**

- Meeting out requirement of Locations - Imprest recoupment & Special Advances.
- Vendor/employees payments- Revenue.
- Monitoring of cash section (including issuance of Cash Receipts).
- Payment of self lease/specific lease to employees/landlords.
- TDS payment, returns and issuance of Certificates.
- Payroll accounting.
- Service Tax Payments including returns.
- Any other jobs assigned from time to time.

Report to Shri. H.G. Dutta Chief Manager (F)

Dy General Manager (Fin.)