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Jammu & Kashmir Infrastructure Development Finance Corporation Ltd. (A Government of Jammu and Kashmir Undertaking)

Subject: Work Distribution of Payment Teams of JKIDFC

Order No. ~~37~~ JKIDFC of 2019
Dated: 06 -09-2019

The Payments Teams are created in Jammu & Kashmir Infrastructure Development Finance Corporation under the supervision of Mr. Raja Saqib Qayoom (Sr. System Engineer) dividing the payment related work into two teams consisting of Two Assistant System Engineers and Two Office Assistants as per the matrix below. Mr. Raja Saqib shall be overall in charge of the Payment Teams of JKIDFC.

Team "A"	Team "B"
1. Danish Abbas (Asst. System Engineer)	1. Raaja Mohammad Iqbal (Asst. System Engineer)
2. Rishab Gupta (Office Assistant)	2. Sakshi Thapa (Office Assistant)

The work among the two teams shall be divided by the Executive Director on daily basis and both the teams shall scrutinize and process the payment files accordingly.

The head of the Payments Team shall be accountable to following:

1. Overall Payment work related issues.
2. Work flow Management of Payments.
3. Imparting necessary tasks to the teams.
4. Date-wise or Depart-wise payments to be divided into the two teams.
5. Overall supervision of the payments.
6. Distribution of payment related work to the two teams.
7. Cross Check/ Scrutinization.

By order of the Executive Director, JKIDFC


(Shoukat Hussain Mir)
Director Finance,
JKIDFC

No: FD/2019/JKIDFC/47
Dated: 06/09/2019