Order No: 59 -JKIDFC of 2020

Dated: 17 -01-2020

Subject: <u>Work Distribution of Officials of JKIDFC.</u>

Work distribution in JKIDFC is categorized into (03) Three sections viz. Accounts section, General Section and IT Resource Section.

Accounts Section	General Section	IT Resource Cell
Nimisha Abrol –Project Manager		
		Tanveer Hussain Dar –System Engineer (IT Resource Head)
		Raja SaqibQayoom-System Engineer
Nazir Ahmad Seero- Accounts Asstt.	Sakshi Thappa-OA L4	Raaja Mohammad Iqbal - Astt.System Engineer(Attached with CMD, JKIDFC)
Nazima-OA L4	Mohammad Asif – OA L4	Danish Abbas - Astt.System Engineer
Mohd.Yasin Bhat-OA L2	ShehnazAkhter–OA L2	Rishabh Gupta-OA L4
Aditi Singh OA L2 (Attached with GeneralManager, JKIDFC)	Gurpreet Kour(Attached with Director Finance, JKIDFC)	Tauqeer Hussain -OA L2

Categorization of work is as under:

<u>Accounts Section</u>:

Accounts Section shall be supervised by Nazir Ahmad Seero (Accounts Assistant)

I.   Co-operation with CA in the creation of Cash book, P&L A/C, Balance sheet.

II.   Co-ordination with Audit team e-tendering & procurement of items in JKIDFC.

III. Coordinating with Auditor of JKIDFC & Matters related to preparation of financial statements with the assistant of CA,GM & PM.

IV. Cash &Imprest Management for office expenditure.

V. Preparation of Annual Budget through Director Finance for JKIDFC with the assistance of CA, GM & PM.

VI. Banking issues of JKIDFC.

VII. Co-ordination with CA in the creation of Cash book, P&L A/C, Balance sheet.

VIII. Stationary management.

IX. Imprest Account management

X. Loan management

General Section:

I. Holding HPCs & Board Meetings.

II. Preparation of Agendas & Minutes of HPC, BOD & other important meetings.

III. Monitoring IDFC team in the scrutiny of HPC languishing projects forms.

IV. Scrutiny of HPC forms

V. Data entry of HPC Projects

VI. Scanning of HPC forms.

VII. Preparation of running list of HPC

VIII. Monitoring establishment issues Office Administration, Recruitment rules & other office related work.

IX. Press related issues.

X. Human Resource Management(Recruitment)

XI. Development of MIS,File management,Indexing.

IT Resource Cell / Payment Cell (Supervised by Tanveer Hussain Dar (SE)

I. Co-ordination with NIC & related issues with assistance from SE(T).

II. Creating monthly MIS of User ID &Pwd of JKIMS, Updating all JKIDFC officers over it.

III. Trainingof Nodal officers of Various Departments.

IV. Assisting SE (T) in creation of user IDs &Pwd of JKIMS.

V. Portal Management

VI. Website Administration – JKIDFC.

VII. Technical specification to be given to GM for e-tendering.

VIII. Trainings & resolving queries of respective departments in co-ordination with SE (T)

IX. Creation of Payment file

X. Workflow Management of Payments

XI. Imparting necessary tasks to the teams

XII. Data wise & Department wise payments to be divided into two teams

XIII. Cross check /Securitization.

XIV. Making Payment MIS.

(ShafaatYehya) 16/1/20
General Manager
JKIDFC

No: FD/2019-20/JKIDFC/47/__01__   Dated: 17-01-2020

Copy to:
1. CMD, JKIDFC for information.
2. Executive Director, JKIDFC for information.
3. Director Finance, JKIDFC for information.
4. PM (IT), JKIDFC for information.
5. Website Incharge, JKIDFC.
6. Office File.