

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

Order No: 22 -JKIDFC of 2019

Dated: 07-06-2019

Subject: Work Distribution of Officials of JKIDFC.

It is hereby ordered that the works among the officials of JKIDFC are distributed as follows:

Chairman & Managing Director, JKIDFC

The chairman is the Head of JKIDFC & is the final authority for approving all matters with regard to payments /administration & overall working of JKIDFC.

Executive Director, JKIDFC

1. The Executive Director shall be responsible for assisting the CMD in execution of all tasks being raised by JKIDFC.
2. The ED shall route important files from all sections of the office to the chairman for approval.
3. The ED will be the overall Incharge of the day to day functioning of the JKIDFC & will be responsible of all the matters of all the sections of the JKIDFC.

Director Finance, JKIDFC

1. Incharge of financial management of the corporation.
2. Co-operation with CA in the creation of Cash book, P&L A/C, Balance sheet
3. Co-ordination with Audit team e-tendering & procurement of items in JKIDFC.
4. Monitoring JKIDFC team in the scrutiny of HPC languishing projects forms.
5. Authorized signatory for sanction orders of payment of languishing projects of Departments & other vendors.
6. Coordinating with Auditor of JKIDFC & Matters related to preparation of financial statements with the assistant of CA, GM & PM.
7. Cash & Imprest Management for office expenditure.
8. Preparation of Annual Budget through Director Finance for JKIDFC with the assistant of CA, GM & PM.
9. Preparation of Agendas & Minutes for HPC & BOD meetings
10. Banking issues of JKIDFC.

General Manager, JKIDFC.

1. Preparation of Agendas & Minutes of HPC, BOD & other important meetings.
2. Assisting DF, JKIDFC in the preparation of Annual Budget.
3. Assisting DF, JKIDFC in the preparation of financial statement in Audit related work.
4. Project Monitoring and management of work execution by JKIDFC.
5. Authorized signatory for payments of languishing projects to Departments & other vendors.

6. Monitoring establishment issues, Office Administration, Recruitment rules & other office related work.
7. Press related issues.
8. Banking issues of JKIDFC

Nimisha Abrol – (Project Manager- IT), JKIDFC

1. Preparation of Agendas & Minutes of HPC, BOD & other important meetings.
2. Assisting DF, JKIDFC in the preparation of Annual Budget, of financial statement in Audit related work.
3. Preparation of Cash book.
4. Co-ordination with CA in the creation of Cash book, P&L A/C, Balance sheet.
5. Monitoring establishment issues Office Administration, Recruitment rules & other office related work.
6. Trainings & resolving queries of respective departments in co-ordination with SE (T)
7. Routing of important files of JKIDFC from SE & OA to Higher authorities.
8. Human Resource Management.
9. Press related issues.

Tanveer Hussain Dar – (System Engineer- IT), JKIDFC

1. Scrutiny of HPC forms
2. Assisting DF, GM, PM in preparation of minutes of HPC
3. Creation of User IDs & PWD of all PIAs & Nodal officers of Languishing projects with assistant from OA (I)
4. Training of PIAs in coordination with PM.
5. Resolving queries of SIMS of respective departments in co-ordination with PM.
6. Website administration –JKIDFC.
7. Technical specification to be given to GM for e-tendering.
8. Co-ordination with NIC related SIMS & related issues with assistance from SE(S).
9. Development of MIS with assistance from SE(S)

Raja Saqib Qayoom – (System Engineer- IT), JKIDFC

1. Scrutiny of HPC forms
2. Assisting DF, GM, PM in preparation of minutes of HPC
3. Payment of HPC approved projects with assistant from OA(R)
4. Website administration –JKIDFC.
5. Technical specification to be given to GM for e-tendering.
6. Assisting SE (T) in SIMS related issues with NIC.
7. Assisting SE (T) in development of MIS.

Raaja Mohammad Iqbal - (Office Assistant)

1. Data entry of HPC Projects
2. JKIDFC website Updation.
3. Preparation of running list of HPC
4. Assisting SE (T) in creation of user ID & password of SIMS.
5. Creating monthly MIS of User ID & Pw of SIMS, Updating all JKIDFC officers over it.

Rishab Gupta – (Office Assistant)

1. Data entry of HPC Projects
2. Preparation of running list of HPC
3. Assisting SE(S) in payments of HPC approved projects.
4. Creating monthly MIS payments done on SIMS, updating all JKIDFC officers over it.

Manvi Saraf (Office Assistant)

1. Assisting PM in meeting management , folder creation.
2. File Indexing
3. File & Dispatch Management.
4. Record keeping
5. Imprest Account management.
6. Scanning of HPC forms.
7. Stationary management.

Nazima Syed (Office Assistant)

1. Assisting PM in meeting management, folder creation.
2. Assisting PM in Cash Management
3. File Indexing
4. File & Dispatch Management.
5. Record keeping.
6. Imprest Account management
7. Scanning of HPC forms.
8. Stationary management.

By order of the Chairman & Managing Director, JKIDFC.

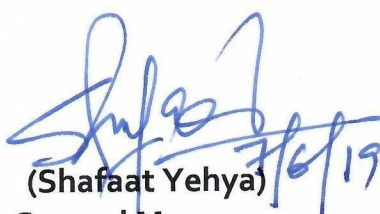
Sd/-
(Dr. Arun Kumar Mehta), IAS
Chairman & Managing Director
JKIDFC

No: FD/2019-20/JKIDFC/47/_____

Dated: 07-06-2019

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.


(Shafaat Yehya)
General Manager
JKIDFC