



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

Order No: 28 - JKIDFC of 2021

Dated: 14 - 06-2021

Subject: Work Distribution of Officials of JKIDFC.

Work distribution of officials working in JKIDFC categorized into (03) Three sections viz. Accounts Section, General Section, Payment Section / IT Resource section is given here Under:

Accounts Section	General Section	Payment Section/IT Resource Cell	
Nimisha Abrol-Project Manager			
		Tanveer Hussain Dar – System Engineer (IT Resource Head)	
		Raja Saqib Qayoom - System Engineer	
Gazala Shafi- Accounts Executive		Danish Abbas- Asstt. System Engineer	Raja Mohammad Iqbal - Asstt. System Engineer (Attached with CMD, JKIDFC)
Nazima Syed – OA - L4(Nazarat)	Mohammad Asif Wani – OA-L4	Rishabh Gupta - OA- L4	Sakshi Thapa - OA L4
Tauqeer Hussain – OA - L2	Shehnaz Akhter- OA -L2	Aroosa Malik - OA- L2 (Attached with Jal Shakti Dept.)	Gurpreet Kour - OA- L2
Aditi Singh - OA - L2	Mohammad Yasin Bhat- OA - L2	Manav Jamwal - OA- L2 (Attached with Jal Shakti Dept.)	
		Jasmine Shafi Wani - OA-L2	

Work assignment in different sections is given as under:

Accounts Section:

- 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.

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- III. Coordinating with Auditor of JKIDFC & Matters related to preparation of financial statements.
- IV. Cash & Imprest Management for office expenditure.
- V. Preparation of Annual Budget.
- VI. Banking issues of JKIDFC
- VII. Co-ordination with CA in the Filling of TDS GST/TDS.
- VIII. Stationary management.
- IX. Interest and repayment Management.
- X. Revenue Management.
- XI. Tally 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. Preparation of running list of HPC.
- 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 (Requirement).
- XI. Development of MIS, File management, indexing.
- XII. Preparation of tenders and solving related issues.

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

- 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. Training of 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 files.


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- 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.


(Shafaat Yehya)
General Manager,
JKIDFC

No: FD/2019-20/JKIDFC/47/148

Dated: 14-06-2021

Copy to:

1. Chairman & Managing Director, JKIDFC for information.
2. Executive Director / Director Finance, JKIDFC for information.
3. Project Manager, JKIDFC for information.
4. Website In charge, JKIDFC.
5. Office file.