

DECLARATION UNDER RTI H(1)(b) office of DCF  
Mahadwarapeta Zone B&MP

**STAFF CHART OF OFFICE OF DEPUTY CONTROLLER[FINANCE]**

**Deputy Controller[Finance]**

Smt. Manuthur Sandhya Rani

Ph: 9480118983

[Pay Scale: 52650-97109]



**Asst Controller(Finance)**

Sri. ShivaRam.H.C

(Pay Scale:46080 -98030 )

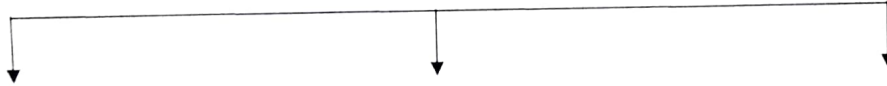


**Accounts Superintendent**

Sowmya.V

Ph: 9916282721

[Pay Scale:40900-83909]



**First Division Asst**

VICTORIA RANI(OOD)

Ph: 9740702362

[Pay Scale:27650-53650]

**Second Division Asst**

KRISHNA R (OOD)

Ph: 9901015944

[Pay Scale: 23500-47650]

**Second Division Asst**

MUNIRAJU C (OOD)

Ph: 8050079333

[Pay Scale: 21400]



Group D (OOD DCF Office)

**Balu P**

Ph : 9739861723

Group D (OOD DC Admin)

**Rathnamma**

Ph : 9901125304

[Pay Scale : 17000-28950]

**Data Entry operator**

(Out Source)

**Literate Asst**

(Out Source)

# INTRODUCTION

- Accounts section is headed by Deputy Controller[Finance]
- Payment of general administrative expenditure of the Zone .
- Payment of SWM , Horticulture, Welfare, Census expenditure of the Zone.
- Assistance to Joint Commissioner for preparation of annual Budget of Mahadevapura zone and advise Joint Commissioner in financial matters.
- Supervision of Re-conciliation of receipt & Payment of Various Bank Accounts
- Submission of Financial position to higher authorities from time to time.
- To Liaison with central office regarding financial issues pertaining to Mahadevapura Zone

## DUTIES OF STAFF

### **Smt. Manuthur Sandhya Rani, Deputy Controller [Finance]**

1. To distribute cheques of General expenditure, SWM bills & other bills pertaining to welfare division, Census payments of Mahadevapura zone
2. To take action to get the LOC released from central office for above bills
3. Letter correspondence with Central office regarding financial & accounting matters
4. To take action on audit reports and supervision of compliance reports
5. To give opinion on Financial & administrative matters and to attend to the order of Joint Commissioner /Deputy Commissioner
6. Overall supervision of finance & Account's office of the zone

### **Sri. ShivaRamu .H.C Assistant Controller of Finance**

1. Passing Salary Bills of Mahadevapura Zone
2. Attending Welfare schemes files of Mahadevapura Zone
3. To attend work entrusted by DC[F] & Higher authorities

### **Smt. V.Sowmya, (Accounts Suptd)**

1. Supervision and scrutinization of work attended by the caseworkers.
2. To attend files relating to matters of principle or to give suitable suggestions
3. Supervision of preparation of monthly Accounts and funds transfer.
4. Preparing LOC letter every month in order to make payment expenses of zone
5. To reply for paras of audit Report and to follow-up of compliance reports
6. Letter correspondence with Central office
7. To attend work entrusted by DC[F] & Higher authorities

**SMT. VICTORIA RANI , (FDA)**

1. To write cheques for files that are pre audited and scrutinized by Accounts Superintendent and case workers
- 2 Maintenance of Cash book of expenditure A/c of DC(F) Section.
- 3 To attend files on general expenditures bills like Electricity, Telephone, Petrol, Vehicle repairs & Miscellaneous Expenditure relating to range offices of the zone.
- 4 Reconciliation of expenditure Account & preparation of monthly accounts to FBAS and preparation of classified expenditure statement and maintenance of all Bank pass sheets
- 5 To prepare pro-farma bill of salary recoveries and sending it to concerned departments.
- 6 To prepare pro-farma bills for statutory deductions like Income tax,VAT etc. and sending it to the concerned departments.
- 7 To take action to issue TDS of Income Tax recoveries to employees and other deductees for whom payment made by the AC[F] section.
- 8 To attend work entrusted by D.C(F) & Higher authorities
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**Sri. KRISHNA R, (Second division Asst)**

1. Reply to letters received in respect of RTI
2. Maintaining Deduction registers, FSD registers.
3. To Audit & scrutinize files of solid waste management
4. To attend files on general expenditure of various offices of the zone
5. To obtain statement of income tax from employees and to prepare form 16 for the same
6. Maintenance of subsidiary registers like Telephone bills register, DC bill register etc.
7. To supervise the inward & outward of files & letters done by literate Assistant
8. Audit work of Horticulture bills
9. To attend work entrusted by D.C(F) & Higher authorities

**Sri. C Muniraju, (Second division Asst)**

1. Reply to letters received in respect of RTI
2. To Audit & scrutinize files of all kinds received from the DDO's for payment
3. To attend files on general expenditure of various offices of the zone
4. To supervise the inward & outward of files & letters done by literate Assistant
5. Audit work of Horticulture bills
6. To maintain cashbook for IDBI Bank
7. To attend work entrusted by D.C(F) & Higher authorities

**Group -D**

1. Cleaning & Maintaining office
2. To attend work entrusted by D.C(F) & Higher authorities

  
ಉಪನಿಯಂತ್ರಕರು(ಹಣಕಾಸು)

ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ  
ಮಹದೇವಪುರ ವಲಯ  
ಬೆಂಗಳೂರು-48