

CASH-I SECTION

Cash-I Section is responsible for:-

- Preparation of bills related to salary, GPF, Medical reimbursement, Tuition fees, leave encashment, OTA, DA arrear, Bonus, loans & Advances, retirement benefits, contingency, grant in-aid etc.
- Income tax calculation, updating pay bill registers, online entries of licence fees.
- Issue of Form-16
- Issue of Last Pay Certificate (LPC)
- Miscellaneous work like add the details of new employees, deletion of transferred/retired employees, payslip printing.
- Entries regarding service verification & CGEGIS in Service Book.
- Maintenance & up gradation of Server (Comp_DDO)
- Cashier's work like collection & depositing of cheques, cash, IPOs with challans, withdrawal of cheques, updating cash book and other registers and make necessary entries in related registers etc.
- Distribution of cash
- Preparation of TA/DA & transferred TA
- Preparation of LTC Bills
- Sanctioning & preparation of Conveyance bill.

➤ **CHANNEL OF SUBMISSION:-**



Section Officer/DDO	Sh. Sanjay Katiyar	☎ - 011-23062818
Deputy Director (GA)	Sh. U.S.Mehta	☎ - 011-23063539
Director (HQ)	Sh. M. Arshad Khan	☎ : 011-23061869