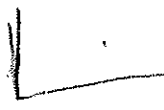



JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 01/07/2019 | JR Code: GSPCB/JR/06/107 | JR Rev. No.: 03

Placement	ACCOUNTS	
Name	Miss. Nevies Miranda	
Designation	Accounts Clerk	
Qualification	Masters in Commerce Diploma in Computers including Tally ERP 9 at NICE (National Institute of Computer Education)	
Experience	Worked as Accounts Assistant in Goa Rajee Auto Pvt Ltd. for 10 months.	
Responsibility	1.	Maintaining the records of all Receipts in Excel format and verifying with bank scroll/bank statement.
	2.	Preparing monthly bank reconciliation of receipts, bank statement.
	3.	Preparing and forwarding of LIC premium payment letters, bank loan installment payment letters.
	4.	Filing of the letters, circulars pertaining to Accounts section.
	5.	Preparing and maintaining monthly EPF – Employees Provident Fund Contribution online payment.
	6.	EPF queries w.r.t KYC, Claims etc.
	7.	Drafting of letters, Notes
	8.	Replying to L.A.Q.
Authorized to/ Accountability	Receipts, EPF, LIC and loan letters	
Additional Responsibility	Accepting cash and writing on receipt book in the absence of colleagues.	
Reporting to	Accountant / AAO	


Prepared by


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GSPCB/F/21
Rev. No. 04
Issued Date: 01.07.2019

JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 01.07.2019	JR Code: GSPCB/JR/06/108	JR Rev. No.: 03
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Placement	ACCOUNTS SECTION	
Name	Mrs. Berlyn Fernandes	
Designation	Accounts Clerk	
Qualification	Graduate in Commerce Diploma in Computers including Tally ERP 9 at 3 rd Millennium Computers. Working Knowledge of Tally 7.2, Tally 9.	
Experience	Working in Goa State Pollution Control Board since 23-12-2011.	
Responsibility	1.	Entering Receipts and Payments and maintaining board accounts on tally for finalization purpose.
	2.	Preparing monthly bank reconciliation of expenditure and receipts with bank statement and tally of Board A/c.
	3.	Checking any fixed deposits are getting matured and processing the same.
	4.	Preparing of Salary Certificate of Staff.
	5.	Entering salary on SAP and running monthly payroll and giving monthly salary slips to the Board staff.
	6.	Assisting and feeding the statutory Auditors approved by the Board while Auditing the Accounts of the Board.
	7.	Maintaining monthly consumption of electricity of office for ISO purpose.
	8.	Accepting cash and demand drafts from customers and writing receipt books and depositing daily cash and DD collection in bank.
	9.	Preparing Budget Estimates and Revised Estimates for placing the same before the Board.
	10.	Preparing Financial Statements as required by higher authorities.
	11.	Replying to L.A.Q and submission of the relevant information as and when required.
	12.	Any other work assigned to by the Accountant, Accounts Officer.
Authorized to/	Tally, Fixed deposit, Salary Certificate, Accepting Cash	

Accountability		
Additional responsibility	1.	Maintaining Imprest advance petty cash and preparing statement for the same.
	2.	Maintaining bank guarantee and processing the same.
	3.	Preparing and filing of E-TDS statement of Contractors and Board staff every quarterly of the year.
	4.	Preparing of Computerized software Salary of Board staff by entering on salary register and on PC.
Reporting to		Accountant / AAO



Prepared by
Section in-charge



Authorised by
MS



Accepted by
Staff

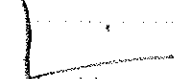
GSPCB/F/21
Rev. No. 03
Issued Date: 01.07.2019


JOB RESPONSIBILITIES OF GSPCB STAFF

Effective Date: 01/07/2019 | JR Code: GSPCB/JR/06/109 | JR Rev. No.: 03

Placement	ACCOUNTS SECTION	
Name	Mrs. Stefanie Carvalho	
Designation	Accounts Clerk	
Qualification	Graduate in Commerce Diploma in Computer, Fally 9 at Digicom	
Experience	1. Working in Goa State Pollution control Board since 23.12.2011	
Responsibility	1.	Preparing payment vouchers and issuing cheques to the parties.
	2.	Preparing GAR6 Challans of Deputation staff.
	3.	Preparing letters to forward the cheques to the parties.
	4.	Preparing Challan letters for forwarding of Challans
	5.	Maintaining Bank Guarantee of parties
	6.	Maintaining Petty Cash, Imprest advance register and preparing statement for the same.
	7.	Preparing and filing of E-TDS statement of Contractors and Salaries quarterly.
	8.	Calculating Income tax of Board staff and issuing form 16 to them
	9.	Replying of LAQ
	10.	Drafting of letters & Notes.
Authorized / Accountability	1.	Payment of Bills, Handling Petty Cash, Form 24 & Form 16 of Staff
Additional responsibility	1.	Accepting cash and writing on receipt book in absence of colleague
Reporting to	1.	Accountant / AAO




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