

## PROFILE



<b>Name</b>	Mrs. P. LALITHA
<b>Designation</b>	Superintendent SG
<b>Qualification</b>	S.S.L.C Account Test Passed District Office Manual Passed
<b>Age &amp; DOB</b>	57 & 07.03.1959
<b>Date of joining in govt service</b>	01.08.1977
<b>Date of Retirement</b>	31.03.2017
<b>Date of Promotion</b>	Office Attender – 01.08.1977 Junior Assistant – 07.12.1982 Assistant Superintendent
<b>Works Assigned</b>	<ul style="list-style-type: none"><li>❖ Appointment</li><li>❖ Increment</li><li>❖ All Kinds of Leave Sanction</li><li>❖ Surrender Leave Sanction</li><li>❖ ACTPF Loan, Part Final &amp; Closure</li><li>❖ ACTPF A/C Slip Preparation Work</li><li>❖ SPF Closure</li><li>❖ Pension</li><li>❖ Department Wise Work Load Assignment</li><li>❖ Pay Bills &amp; Arrear Bills</li><li>❖ Courses</li><li>❖ Abroad</li><li>❖ Career Advancement</li><li>❖ Income Tax and TDS “E” Filing</li><li>❖ Committee Meeting Work</li><li>❖ Confidential Files and Letters Etc.,</li><li>❖ Salary Accounts</li><li>❖ Treasury Work (Reco. &amp; Bills Entry)</li><li>❖ JDCE Work (Pay Bills, Arrear Bills, INC.PF Loan, A/c Slip, Appo. Approval, Pension Etc.,)</li><li>❖ Audit Report</li><li>❖ Financial Statement</li><li>❖ Overall Incharge for Office Administration</li></ul>