

SECTION- F & A

SI.No	Employee	Designation	Work Allocated
1	Ravindra Kumar	Sr. Supervisor	Processing of LTC / TA bills of Classified & Executives,TA bills of Workmen, maintenance of their service records, pay fixation/ CISF bills/ Medical bills etc.
2	Bheesma	Sr. Supervisor	Commemorative Coins / Supervision of Sales activities / Global Tenders in Purchase Section
3	Sudharshan	Supervisor	Processing of Vendor Bills, Employee Advances , Settlements etc / Bills Section
4	Hemanth Kumar	Sr. Supervisor	Processing of Payrolls/ all employee alterations / Transfer IN-Out/ Creation & updation of Positions/ SAP compliance HR module.
5	C.Ranganath	Supervisor	EPF withdrawals/ Correspondance/Attendance - Leaves' maintenance of Classified staff & Executives
6	Pandi	Supervisor	Sales confirmations/MIS// related SAP activities/ Cash Section/ Statutory Compliance of TCS & TDS
7	Kiran Mathur	Senior Office Assistant	Processing of Vendor Bills, Employee Advances , Settlements etc / Bills Section
8	MV. Subbareddy	Senior Office Assistant	Leave records maintenance of Workmen /Preparation of Musters for payment of OT and Incentive/ Leave encashments
9	K L V N S Subrahmanyam Sharma	Senior Office Assistant	All outgoing payments/ Bank Reconciliation Statements/RM procurement confirmations/ Review of Stock positions
10	M.S.V.PADMAVATHI	Senior Office Assistant	Processing of LTC bills of Workmen, maintenance of their service records, pay fixation etc
11	T MAHENDER KUMAR	Senior Operator	Costing Section/ Scrap sales related activities.