

BIHAR STATE POWER TRANSMISSION CO. LIMITED, PATNA

(Registered office: Vidyut Bhawan, Bailey Road, Patna)

O/o No. 18 / BSPTCL Patna,
Trans/Accounts/WA/01/2013

Dated: 6-4-2015 /

Consequent upon Transfer of Sri Kishlay Kumar, Accounts Officer to Transmission Circle Biharsharif and posting of Smt. Shikha as a Accounts Officers at BSPTCL, HQ, Patna, the works allocated to Smt. Shikha, Accounts Officers is as under:-

Name	Work Allocated
Smt. Shikha,	<p>Accounts Officers (Establishment):-</p> <ol style="list-style-type: none">1. Release of fund to different field units under all heads i.e Establishment, administrative, O&M and Capital.2. Maintenance of fund wise and head wise utilization of the fund releases to all offices.3. Submission of statement of liability on the last date of month on the basis of all requisitions bill received during the month for preparation of Cash Budget.4. Release of fund to all offices towards recoupment of Corpus/Revolving fund.5. Timely requisition of fund to Master Trust as well as remittance of fund to Master Trust.6. Any other work assigned time to time.

In leave Period of Smt. Shikha, Accounts Officer (Establishment), Sri Ravi Prakash, Accounts Officer (Finance & Accounts) will look after the works of Accounts Officer (Establishment) in addition to his own work & vice versa.

Sd/-

(Pramod Tiwari)

Dy. General Manager F & A