

**RIGHT TO SERVICE ACT – Details of duties & responsibilities of staff**

Name of the Department: FINANCE OFFICER'S OFFICE, FINANCE BRANCH

Name of the Branch Head: RAJESH K.P.

Designation: FINANCE OFFICER

Contact Number (Office):04942407123

Sl.No	ID. No	Name	Designation	Branch/ Section	Telephone Number (Office)	Duties and Responsibilities
1	2157	Jugal Kishor K	P. A. to Finance Officer	Finance Officer's Office	0494 2407123	Attending all the duties assigned by the Finance Officer and general supervision of the Finance Officer's Office.
2	1832	Jameela P. M.	Pool Officer	Finance Officer's Office	0494 2407123	1. Supervising the work of typists in Finance Branch. 2. Attending the distribution of all remarks file (physical) received in Finance Branch. 3. Receiving meeting notice addressed to the Finance Officer and maintenance of register in this regard. 4. Supervision of typing work of Finance I and Finance II Branches. 5. Typing work in Finance Officer's Office.
3	2915	Baby C.	Lab Assistant on work arrangement	Finance Officer's Office	0494 2407123	Attending office attendant work in Finance Officer's Office