

**POWERS AND DUTIES OF THE OFFICERS WORKING IN ACCOUNTS/FINANCE
BRANCH (IN BRIEF)**

S.No.	Name and Designation	Duties	Assistance
01.	M.S. Rawat Finance Officer-I	<ol style="list-style-type: none"> Accounting matters not falling within the jurisdiction of FO-II and FO-III Any other work assigned by Controller of Finance. 	<ol style="list-style-type: none"> Gopal Singh (Drawing and Disbursing Officer) Prabhat Mishra (Officiating - Junior Account Officer)
02.	Narinder Kumar Finance Officer-II	<ol style="list-style-type: none"> Accounting matters related to Examination. Acting as Drawing and Disbursing Officer for examination related work. Any other work assigned by Controller of Finance. 	<ol style="list-style-type: none"> Mohinder Kumar (Assistant Account Officer)
03.	A.D. Bhateja, Finance Officer-III & Finance Officer (Works)	<ol style="list-style-type: none"> Accounting matters related to student admission fees. Accounting matters related to University Works and the ongoing project at Dwarka and Surajmal. Any other work assigned by Controller of Finance. 	<ol style="list-style-type: none"> Asha Rani Singhal (Assistant Account Officer) Manju Raheja (Assistant Account Officer)
04.	Anand Singh Assistant Finance Officer (IGIT)	<ol style="list-style-type: none"> Accounting matters related to the functioning of Indira Gandhi Institute of Technology. Any other work assigned by Controller of Finance. 	
05.	Rameshwar Singh Consultant Finance	<ol style="list-style-type: none"> Conduct of Audit & Settlement of Audit Paras. Any other work assigned by Controller of Finance. 	<ol style="list-style-type: none"> Maju Raheja (Assistant Account Officer)