

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

S.No.	Name & Designation	Duties
1.	Mohan K.A. Finance Officer I	<ol style="list-style-type: none"> 1. Accounting matters not falling within the jurisdiction of F.O.II & F.O.(Consultant). 2. Any other work assigned by Controller of Finance.
2.	Sh. Narender Kumar Finance Officer II	<ol style="list-style-type: none"> 1. Accounting matters related to Examination. 2. Acting as Drawing & Disbursing Officer for examination related work. 3. Any other work assigned by Controller of Finance.
3.	Sh. A.D. Bhateja Finance Officer (Consultant)	<ol style="list-style-type: none"> 1. AGCR audit & Internal Audit. 2. Settlement of all fee, Collection of fee from students. 3. Supervision of all grants issued to the University by various Departments. 4. Any other work assigned by Controller of Finance.
4.	Sh. Anand Singh, Accounts Officer & Drawing & Disbursing Officer	<ol style="list-style-type: none"> 1. Acting as Drawing and Disbursing Officer other than examination related work. 2. Any other work assigned by Controller of Finance.