

## OFFICE NOTE

### **Sub: Duties and Responsibilities of Office Staff of STTC/SBI**

**From: 01.01.2023**

#### **Shri Amaratlal Prajapati, Ch. OS**

He will be in charge of overall working of the office of STTC-SBI and specifically be responsible for:

- i) He will look after the complete establishment matters of STTC-SBI i.e. Fixation of Pay, Increment of Staff, Income Tax, Trainee's Pay Authorities, IPAS, HRMS, IREPS etc.
- ii) To upkeep of Store work of Signal & Telecom - Procurement, Indenting & DS-8ed work.
- iii) To prepare and maintain Budget.
- iv) To reply Audit & Account Inspection in time.
- v) He will ensure to dealt with all RTI Cases.
- vi) To issue and maintain accounts of Privilege, Post Retire and other Passes & PTO to all staff.
- vii) To maintain day to day posting of Tally Book, Work Order, Chasing of Material.
- viii) To Reply of compliance letter of HQ Office / Rly. Bd. on top priority bases.
- ix) To maintain Postal Stamp account.
- x) To Reply of compliance letter of HQ Office / Rly.Bd. on top priority bases.
- xi) Preparation and submitting of Pay sheet of staff, Bonus & D.A. Card to Account Dept. in time.
- xii) To maintain Leave Record, Service Sheet of Staff.
- xiii) Preparing & Posting of Duty Pass of all Staff and Trainees.
- xiv) Issue of Sick Memo to staff and Trainees.
- xv) All the Pay Orders.
- xvi) Preparation of Cash Imprest and submitting to Account Dept.
- xvii) To ensure dispatching of Monthly Training Programme, reliving letters of trainees and other related documents to Divisions & HQ Office in time.
- xviii) Any other instructions given by higher ups.

  
Paras Nath Prajapati

PSTTC-SBI