

Duties of Administrative Staff

Administrative Officer

Shri P C Malkondaiah The AO is the head of accounts & Administration Sections He functions as the DDO and is directly under the Head of Office
His functions will be as categorized in the AIR Manual

Assistant

Post Vacant

Upper Division Clerk

Shri M C Lobo

1. Store Keeper [Engineering Store]
2. Transport Section

Smt Sandhya Shirodkar

1. All matters like recruitment / appointment / Seniority List/transfers/promotions r/o Transmission Executive
2. Antecedents verification / confirmation / fixation of pay / tour / Leave / increment / S.B.
3. Statements Pertaining Parliament Question, Fidelity & Guarantee Bond & Other Valuable Documents.

Shri V.V. Chari

1. Passing of all kinds of bills
2. Payments to various committee meetings.
3. Posting of SRBs/SIBs & preparation of yearly abstract.
4. Preparation of bills for payment of OTA of all staff members.

Smt.Swati Maujekar

1. All matters like recruitment / appointment / Seniority List/transfers/promotions in r/o Engg,Progr,Admin staff
2. Antecedents verification / confirmation / fixation of pay / tour / Leave / increment / S.B.
3. GPF nominations/CGEGIS etc of Gazetted Staff and Group 'C' LDC/UDCs and

Shri K.U. Kalsekar

1. Preparation of Revised Estimates & Budget Estimates.
2. Preparation of Monthly Expenditure Statement in respect of all schemes
3. Including monthly return of Commercial/Non-commercial receipts.
4. Reconciliation of Departmental figures, Government Deduction(Credits/Debits) booked by PAO, AIR, Mumbai.
5. Reconciliation of Capital Expenditure booked by CE(WZ), AIR & DD, Mumbai
6. Maintenance of register for GO IRLA salary on the basis of pay slips to be obtained through internet.
7. Preparation & submission of Schedule of Assets.
8. Correspondence regarding 'LOC'.
9. Additional work of TA/LTC bills

Smt.Sandhya Vaze

1. Scrutiny & passing of Medical Reimbursement Bills of all staff members
2. Maintenance of Group 'D' GPF
3. Correspondence with Audit
4. Pension Contribution to IRLA/NON-IRLA staff
5. All kinds of advance (excluding GPF)
6. Depreciation on Assets

Lower Division Clerk

Smt Vaishali S Fernandes

on Child Care Leave

1. Working as Cashier.
2. Preparation of monthly Receipt and Payment Account.
3. Bank Reconciliation.
4. Payments of Salary and different types of Allowances to staff.
5. Artists and Suppliers payments.
6. Writing of General Ledger.
7. Maintenance of Permanent Imprest A/c.
8. Postage stamps A/c with Cashier.
9. Remittance of Non / Commercial receipts

Smt.Snehal Fondekar,

1. Preparation of Pay bills of all staff members
2. Preparation of bills for Night Duty Allowance to Security Guard.
3. Calculation of Income Tax & its deduction through salary and preparation & submission of income tax returns through proper media to Income Tax Department.
4. Leave Salary Contribution of IRLA/Non-IRLA employees.
5. Preparation of GPF withdrawals/advance of all staff.
6. Salary bills P.B.R. entries

<p>Shri Rajendra Sawant,</p> <p><i>also looks after duties of cashier</i></p>	<ol style="list-style-type: none"> 1. Storekeeper [Stationery & Consumable stores] 2. Stationary purchase / issuing of the same, maintaining of the different stock registers 3. Duty charts of Group D / Security Guards / Home Guards / Peons . 4. looking after the guest rooms 5. Maintenance of typewriter, Computers, Fax, Xerox machines & other Office machines.
<p>Shri Sitaram A. Bhogle</p>	<ol style="list-style-type: none"> 1. Cheque writing and all its related works. 2. Maintaince of relevant registers.
<p>Smt Anuja Mahale</p>	<ol style="list-style-type: none"> 1. All matters like recruitment / appointment / Seniority List/transfers/promotions in r/o steno,Staff Artist Gr. D staff 2. Antecedents verification / confirmation / fixation of pay / tour / Leave / increment / S.B. 3. GPF nominations/CGEGIS etc of Staff Artists & Group "D",
<p>Shri Charles Roncon</p>	<ol style="list-style-type: none"> 1. Maintaining on the Inward & Outward registers 2. Passing of Postage stamp bills. 3. Maintaining Casual Leave register.
<p>Smt Silvia Lobo</p>	<p>Clerical work in news section.</p>
<p>Smt Manisha Sheth</p>	<p>Hindi Section (Hindi Typist)</p>
<p>Shri Ashok Gawas</p>	<ol style="list-style-type: none"> 1. Booking of Commercial's over PC / VB / FM channel 2. commercial related jobs.
<p>Smt Soniya Verelkar</p>	<ol style="list-style-type: none"> 1. Artist / Casual Announcer contacts over PC. / VB / FM channel
<p>Smt Neela Kasbekar</p>	<ol style="list-style-type: none"> 1. Artist contacts over PC. / VB / FM channel 2. Cue Sheets , Quarterly Schedule . 3. Weekly press note
<p>Shri Savio Fernandes,</p>	<ol style="list-style-type: none"> 1. To assist in Tape & Book Library for day to day work. 2. Preparing updates for the office web site.

Stenographers

Smt Rekha Boghati

Steno to SD

Smt Ranjana Redkar

Steno To SE

Duty Chart of Programme Executive

Shri Pradip Lotalikar (Pr.Exe.) (Ad- Hoc) (C)

1. Co-ordination.
2. D/R & Announcers
3. Features & Drama (Konkani & Marathi)
4. Konkani Talks Science Serial **Farm & Home**
5. Lok Jagor
6. Family Welfare
7. Children's Programme (Marathi)

Smt Sumedha S Phadate (Pr.Exe.) (Ad- Hoc) (M)
on Child Care Leave

1. Morning Information Programme
2. Hindi Karyakram
3. Educational Broadcast

Smt Anita Patel (Pr.Exe.) (M)

1. Music Section
2. Mani Mekhala
3. Commercial

Shri Savio De Noronha (Pr.Exe.) (Ad- Hoc)

1. FM Rainbow
2. Commercial, CSU, CBS
3. English talks
4. Sports
5. Merry Go Round

Smt Cynthia Rego (Pr.Exe.) (Ad- Hoc)

1. Honibaili Vasri (Women's Prog.)
2. Khallar ani Mallar
3. Yuvavani Konkani

Smt Kalpana Nandanpawar Prog Exe.) (Ad- Hoc)
on Child Care Leave

1. Gharkul
2. Tinhi Sanjha
3. Yuvavani Marathi

- During the leave period of (1) Smt Sumedha S Phadate (Pr.Exe.) (Ad- Hoc) (M) (2) Smt Kalpana Nandanpawar Prog Exe.) (Ad- Hoc) Shri Pradip Lotalikar (Pr.Exe.) (Ad- Hoc) (C) will look after their duties.

