

Duties of Administrative Staff

Administrative Officer

Shri Kuber P Bidikar 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

Smt Pushalata Bhuvad The Assistant is directly under the Administrative Officer
Her duties will be as categorized in the AIR Manual

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
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
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. Preparation & submission of Schedule of Assets.
7. Correspondence regarding 'LOC'.
8. Additional work of TA/LTC bills

Smt.Sandhya Vaze To assist in Library for day to day work.

Lower Division Clerk

Shri Rajendra Sawant,

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

Shri Savio Fernandes,

1. Preparation of Pay bills of all staff members
2. Maintenance of register for GO IRLA salary on the basis of pay slips to be obtained through internet.
3. Preparation of bills for Night Duty Allowance to Security Guard.
4. Calculation of Income Tax & its deduction through salary and preparation & submission of income tax returns through proper media to Income Tax Department.
5. Leave Salary Contribution of IRLA/Non-IRLA employees.

Smt Vaishali S Fernandes

1. Preparation of GPF withdrawals/advance of all staff.
2. Salary bills P.B.R. entries

Smt.Snehal Fondekar,

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

Shri Sitaram A. Bhogle	<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.
Smt Anuja Sawant	<ol style="list-style-type: none"> 1. Cheque writing and all its related works. 2. Maintaince of relevant registers.
Smt Silvia Lobo	<ol style="list-style-type: none"> 1. All matters like recruitment / appointment / Seniority List/transfers/promotions 2. Antecedents verification / confirmation / fixation of pay / tour / Leave / increment / S.B. 3. GPF nominations/CGEGIS etc of Staff Artists & Group "D",
Smt Anuja Mahale	<ol style="list-style-type: none"> 1. Maintaining on the Inward & Outward registers 2. Passing of Postage stamp bills. 3. Maintaining Casual Leave register.
Shri Charles Roncon	Clerical work in news section.
Smt Manisha Sheth	Hindi Section (Hindi Typist)
Shri Ashok Gawas	<ol style="list-style-type: none"> 1. Booking of Commercial's over PC / VB / FM channel 2. commercial related jobs.
Smt Soniya Verelkar	<ol style="list-style-type: none"> 1. Artist / Casual Announcer contacts over PC. / VB / FM channel
Smt Neela Kasbekar	<ol style="list-style-type: none"> 1. Artist contacts over PC. / VB / FM channel 2. Cue Sheets , Quarterly Schedule . 3. Weekly press note

Stenographers

Smt Rekha Boghati	Steno to SD
Smt Ranjana Redkar	Steno To SE

Duty Chart of Programme Executive

Shri V R N Mardolkar (FRO)	<ol style="list-style-type: none">1. Farm & Home2. Gharkul3. Lok Jagor4. Family Welfare5. Children's Programme (Marathi)
Shri Pradip Lotalikar (Pr.Exe.(C))	<ol style="list-style-type: none">1. Co-ordination.2. D/R & Announcers3. Features & Drama (Konkani & Marathi)4. Konkani Talks5. Science Serial
Smt Sumedha Phadate (Pr.Exe (M))	<ol style="list-style-type: none">1. Tinhi Sanjha2. Yuvavani Marathi3. Morning Information Porgramme4. Hindi Karyakram5. Educational Broadcast
Smt Anita Patel (Pr.Exe (M))	<ol style="list-style-type: none">1. Music Section2. Mani Mekhala3. Commercial
Shri Savio De Noronha (Tr Exe)	<ol style="list-style-type: none">1. FM Rainbow2. Commerical, CSU, CBS3. English talks4. Sports5. Merry Go Round
Smt Cynthia Rego (Tr. Exe)	<ol style="list-style-type: none">1. Honibaili Vasri (Women's Prog.)2. Khallar ani Mallar3. Yuvavani Konkani