

**MSME TESTING CENTRE, CHENNAI
ADMINISTRATION DIVISION**

File No. D/13011(1)/2020-21

Dated 18-05-2022

Office Order

SEAT	INCUMBENT	ACTIVITY	ALTERNATE	REPORTING
(A2)	Smt. M M I Nirmalatha, UDC	Appointments, Promotion, transfer, MACP, DCP, Probation, Pay Bill (PFMS), Pay arrears, Bonus, DA arrears, Increment, EL encashment, Staff welfare-TTA, TA,DTE,Tour claims GPF(advances and claims), TA/DTE/Tour claims,LTC, Bhavishya(pension related), Service book, Preliminary verification of serviced, leave related, Immovable returns, APAR, IEDS related, passport, Higher studies of officer and staff, Pay certificate, LPC, Re-employment of retired staff, E- sampada, Govt. accommodation, Compassionate appointment, DC correspondence etc. (estt related) Central Govt. Staff Co-operative Society, Co-optex Handloom Weavers and LIC correspondence	A1	AD(Admn)
(Admin)	Smt. Andal Govindarajan, OS	All GST Fillings related , All Income Tax related Fillings(24 Q&26Q) including Form 16 , AG audit/other audit related. Trainees/apprentices related. All co-ordination works related to Administration	A4	AD(Admn)
(A4)	Smt. S Padmavathy, UDC	All Contingent bills - preparation and submission and maintain copy through PFMS (including GeM bills) Maintenance of Cash book, TR5 related , remittances and related work , GST data compilation in respect of Purchase Invoice, GST TDS compilation, medical bills	A3	AD(Admn)


A1	Sh.Y.Venkateshwar, UDC	Purchase of capital Equipments&Stationery/RM&CS/Calibration/AMC/ procurement of outsource staff , Lab Assistant,Driver, Data Entry operator including bill process, Disbursement of stores (including preparation and issuing of work orders), CPWD Day to day maintenance, Hindi work shop/padwada/ reports etc. newspaper claim, brief case (approval in file) GFR/scrap disposal etc.	A2	AD(Admn)
PA	Sh. C V Mahadevan, Steno	Official email correspondence, Diarising Incoming tapals and Issues, CEO related activities (tours etc) Confidential correspondence, Marketing/publicity, MRM meeting coordination. Income Tax calculation. Website maintenance. Service/AMC/development, NIC related coordination works. GST compilation from job bookings (Sales Invoice) etc.	PA	AD(Admn)
A3	Smt. L. Gayathri, Steno	CPWD correspondence, CPWD New PE./ Fund related. Minor works (PFMS) Lift solar power plant, office order and circulars, library, DC correspondence - Reports and Branch correspondence, RTI, Vigilance, court cases, MPR, MES, Digital transactions report. GST returns, IT returns, Form 16, 24Q, 26 Q Audit para related correspondence, apprentices stipend correspondence, Officers and staff related all training correspondence, apprentices correspondence, Quarterly returns to HQ	A4	AD(Admn)
CSC/AD MIN	Smt. D.Lakshmi (MTS)	Customer Cell, Tapals, Dispath stores, Record maintenance and assist in all administrative works whenever required etc.	CSC/ADMIN	AD (Admin)
CSC/AD MIN	Sh. P. Ranjit	Customer cell, Tapals, Dispath, Stores and assist in all admin works and product/Metallurgy Lab whenever required etc.	CSC/ADMIN	AD (Admin)

1. All the registers, Office copies etc. related to their work shall be maintained and kept under the safe custody of the respective Dealing officials.
2. Allocation of work in "Italics" will be effective from the date of 01-07-2022.
3. Smt. Andal Govindarajan, OS shall hand over the respective files to the concerned Dealing official on her superannuation. The other remaining files/documents as per "Annexure A" under her custody shall be handed over to Shri Y. Venkateshwor, UDC for record purpose only.
4. The work pertaining to periodical inspection of service book by employee and obtaining his/her signature as a token of verification shall be taken up and completed by Smt. MMI .Nirmalatha, UDC. The time frame to complete the task shall be on or before 15-06-2022.


(V GOVINDARAJ)
Joint Director

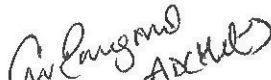
To,

1. All Officers and staff (by Circulation)
2. Ministerial staff
3. Spare copy.


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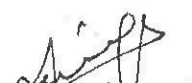
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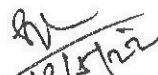

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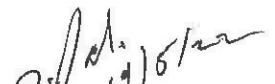

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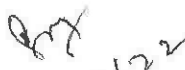

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