

PROFILE



Name	Mrs. D. PUNITHAVALLI
Designation	Junior Assistant
Qualification	B.Sc., Chemistry Type Writing both Higher – English & Tamil Account Test for Sub ordinate Exam Passed DOM – Exam Passed
Age & DOB	57 & 29.07.1959
Date of joining in govt service	30.12.1987
Date of Retirement	31.07.2017
Date of Promotion	Lab Assistant – 29.07.1988 Junior Assistant – 31.08.2006
Works Assigned	<ul style="list-style-type: none">❖ Appointment❖ Increment❖ All Kinds of Leave Sanction❖ Surrender Leave Sanction❖ ACTPF Loan, Part Final & Closure❖ ACTPF A/C Slip Preparation Work❖ SPF Closure❖ Pension❖ Department Wise Work Load Assignment❖ Pay Bills & Arrear Bills

	<ul style="list-style-type: none">❖ Courses❖ Abroad❖ Carrer Advancement❖ Income Tax and TDS “E” Filing❖ Committee Meeting Work❖ Confidential Files and Letters Etc.,❖ Salary Accounts❖ Treasury Work (Reco. & Bills Entry)❖ JDCE Work (Pay Bills, Arrear Bills, INC.PF Loan, A/c Slip, Appo. Approval, Pension Etc.,)❖ Audit Report❖ Financial Statement❖ Overall Incharge for Office Administration❖ Non Salary Account❖ Special Fee Account
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