

1. Receive and check the monthly accounts from 54 No. DDO's.
2. Compilation of twelve months accounts of 54 No. DDO's and prepare trial balance.
3. Prepare Balance Sheet and Profit & Loss accounts of Nigam.
4. Audit of financial statement of Nigam from Statutory Auditors as well as C&AG Audit.
5. Carry out the tax audit and filling of Income tax return of Nigam.
6. Preparation of Cost Records and Cost Audit Report of Nigam.
7. Filling of Nigam accounts and Cost audit report with Ministry of Companies Affairs, GOI.
8. Deal with Income tax authorities like AO, CIT Appeal, ITAT Delhi, High Court, Supreme Court which involve Rs. 3202.49 crores financial implications at various stages
9. Preparation of day to day information as desired by Center Govt., State Govt., C&AG, HERC, PFC, Assembly Question, other utilities.
10. Insurance of Chest
11. Maintenance of cash Book & payment for Head office
12. Disbursement of Pay & Allowances of all officers & Non gazzeted establishment of Head office.
13. Finalization of Pension cases of all the retired employees of the DHBVN.
14. Monitoring of Material at Site Account.
15. Management of trusts for pension & GPF
16. NPS Contribution
17. Pay verification of employees of DHBVN.
18. SPIO -cum CAO DHBVNB
19. Pension Disbursement Cell.
20. Checking & payment of Pension prepared by Shiv IT.

21. Verification & payment of DCRG, Comm. Pension, LTC and all other Arrears (Life Time Arrear 7th CPC Arrear, revised PPO Arrear etc) of DHBVN Pensioners.
22. Recording of Pension files pertaining to PDC.
23. Calculation & deduction of TDS on Pension.
24. Submission of inventory report for 1st payment of new pensioners to Sr. AO/ Pension.
25. Correspondence with Bank regarding grievances of Pensioners whose Pension was re- called by Sr. AO pension from Banks including 100% Pensions of PNB
26. Preparation of Pension payment Roll for making payment.
27. Reply of CM Window regarding Pensioners Pensioners payments under the Control of PDC.
28. Reply of Court cases regarding Pensioners payments under the control of PDC.
29. Preparation & issuance of Form 16 of Pensioners, whose payment is made by PDC.