

## Ramanujan College

University of Delhi

CR Park Main, H Block Kalkaji, New Delhi-110019

Name : Anuranjan Toppo  
Designation : Junior Assistant  
Department : Accounts  
Qualification : Pursuing B.A from IGNOU, Intermediate,  
Certificate in Web-centric Computing from NIIT



### Key Responsibilities:

- Generating the Bank Voucher correspond to Guest Bills, Medical Bills (Teaching, Non-Teaching and Pensioner) in Tally Software.
- TDS filing.
- Submission of Monthly TDS at TDS office.
- Submission of Monthly GIS policy.
- Maintaining Salary & Individual Register.
- Record keeping of all Bank Vouchers, Receipt Vouchers, Journal Vouchers, Contra Vouchers,
- Provident Fund Register, Ledgers and Balance Sheet etc.
- Any Other work assigned by Principal, A.O and S.O.