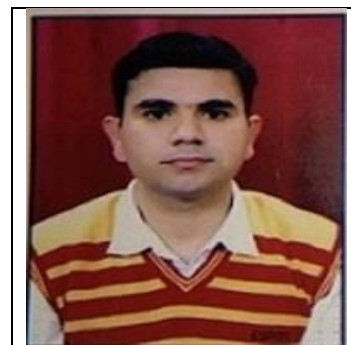


Ramanujan College

University of Delhi

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

Name : Sumit Suhag
Designation : Senior Assistant
Department : Accounts
Qualification : M.Tech. (ECE)
Professional Qualification : GATE & UGC-NET Qualified



Key Responsibilities:

1. Managing All Expenditure of College from UGC and PMMMNMTT Fund on PFMS Portal.
2. Operating The Treasury Single Account (TSA) of the College issued by RBI through Public Financial Management System (PFMS) Portal.
3. Preparation of Salary of all Teaching, Non-Teaching, Ad-Hoc and Contractual Staff.
4. Preparation of Pension of all the pensioners of the college.
5. Handling calculation of Income Tax & Different Taxation Related Work Like Preparation of TDS Quarterly Return, TDS Monthly Challans (192B, 194C & 194J).
6. Preparation and Issuing of Salary and Pension Slip to all the Teaching, Non-Teaching, Ad-hoc Employee through Email.
7. Preparation and Issuing of Form 16 & Form 16A to the Employees and Vendors.
8. Preparation of Provident Fund (GPF & CPF) Register for all the Employees and also process the payment of PF Withdrawal, if any.
9. Preparation of Full and Final Settlement of Retiring Employees Like Leave Encashment, Gratuity, General Provident Fund (GPF) etc.
10. Preparation of Salary & Pension Arrear due to Promotion, Increase of D.A., MACP & Fixation etc.