

DUTIES OF ADMINISTRATIVE STAFF

ADMINISTRATIVE OFFICER

Smt P Shashikala The AO is the head of accounts & Administration Sections She functions as the DDO and is directly under the Head of Office Her functions are as categorized in the AIR Manual

ASSISTANT

Shri M C Lobo He is the first supervisory member of the staff who functions Head in sections dealing with Personal, Accounts, & General Administration. His functions are to assist the Head of Office/AO or any other officer entrusted with the duties of a Branch officer.He function as a financial advisor and is also a primary auditor as categorized in the AIR Manual

STENOGRAPHERS

Smt Rekha Boghati P.A. to Station Director

Smt Ranjana Redkar P.A. to Station Engineer

UPPER DIVISION CLERK

Smt Sandhya Shirodkar 1. All matters like recruitment / appointment / Seniority List/transfers/promotions r/o Transmission Executive
2. Antecedents verification / confirmation / fixation of pay / tour / Leave / increment / S.B.
3. Statements Pertaining Parliament Question, Fidelity & Guarantee Bond & Other Valuable Documents.

Smt.Sandhya Vaze 1. Passing of all kinds of bills
2. Payments to various committee meetings.
3. Posting of SRBs/SIBs & preparation of yearly abstract.
4. Preparation of bills for payment of OTA of all staff members.
5. Preparation of bills for Night Duty Allowance of Security Guards
6. Correspondence with Auditors

Smt.Swati Maujekar 1. All matters like recruitment / appointment / Seniority List/transfers/promotions in r/o Engg,Progr,Admin staff
2. Antecedents verification / confirmation / fixation of pay / tour / Leave / increment / S.B/Pension cases.
3. GPF nominations/CGEGIS etc of Gazetted Staff and all Group 'C' staff except erstwhile Gr 'D' & Staff Artist
4. Correspondence regarding Right to Information

Shri K.U. Kalsekar

1. Preparation of Revised Estimates & Budget Estimates.
2. Preparation of Monthly Expenditure Statement in respect of all schemes
3. Including monthly return of Commercial/Non-commercial receipts.
4. Reconciliation of Departmental figures, Government Deduction(Credits/Debits) booked by PAO, AIR, Mumbai.
5. Reconciliation of Capital Expenditure booked by CE(WZ), AIR & DD, Mumbai
6. Preparation & submission of Schedule of Assets.
7. Maintenance of Register for IRLA salary of the basis of Pay Slips to be obtained through the Internet.
8. Correspondence regarding 'LOC'./ release of fund from Prasar Bharati
9. Additional work of TA/LTC bills

Shri V V Chari

1. Storekeeper(stationary & consumables stores)
2. Stationary purchase / issuing of the same, maintaining of the different stock registers
3. Duty charts of Group D / Security Guards / Home Guards / Peons .
4. looking after the guest rooms & staff quarters
5. Maintenance of typewriter, Computers, Fax, Xerox machines & other Office machines.

LOWER DIVISION CLERK

Smt Neela Kasbekar

1. Scrutiny & passing of Medical Reimbursement Bills Children Educational Allowances bill of all staff members
2. Maintenance of erstwhile Group 'D' GPF
3. Pension Contribution to IRLA/NON-IRLA staff
4. All kinds of advance (excluding GPF)
5. Depreciation on Assets and preparation of statements
6. Weeding out of old records and maintaining of records

Shri Rajendra Sawant

1. Working as Cashier.
2. Preparation of monthly Receipt and Payment Account.
3. Bank Reconciliation.
4. Payments of Salary and different types of Allowances to staff.
5. Artists and Suppliers payments.
6. Writing of General Ledger.
7. Maintenance of Permanent Imprest A/c.
8. Postage stamps A/c with Cashier.
9. Remittance of Non / Commercial receipts

Smt.Snehal Fondekar,

1. Preparation of Pay bills and maintance of other relavant records of all staff members
2. Calculation of Income Tax & its deduction through salary and preparation & submission of income tax returns through proper media to Income Tax Department.
3. Leave Salary Contribution of IRLA/Non-IRLA employees.
4. Preparation of GPF withdrawals/advance of all staff.

Smt Anuja Sawant

1. Storekeeper [engineering store]
Her functions are as categorized in AIR manual

Shri Sitaram A. Bhogle

1. Cheque writing and all its related works.
2. Checking of studio log books
3. Maintenance of relevant registers. Including Artist ledgers

Smt Anuja Mahale

1. All matters like recruitment / appointment / Seniority List/transfers/promotions in r/o steno, Staff Artist erstwhile Gr. D staff
2. Antecedents verification / confirmation / fixation of pay / tour / Leave / increment / S.B / Pension cases.
3. GPF nominations/CGEGIS etc of Staff Artists & Group "D",
4. Maintaining of Casual Leave register.

Smt Silvia Lobo

Clerical work in news section.

Smt Manisha Sheth

Hindi Section (Hindi Typist)

ATTACHED TO PROGRAMME SECTION

Shri Ashok Gawas

1. Booking of Commercial's over PC / VB / FM channel
2. Commercial related jobs.
3. Transport Section.

Smt Soniya Verlekar

1. Artist / Casual Announcer contacts over PC. / VB / FM channel

Smt Vaishali S Fernandes

1. Artist contacts over PC. / VB / FM channel
2. Cue Sheets , Quarterly Schedule .
3. Weekly press note

Shri Savio Fernandes,

1. To assist in Tape & Book Library for day to day work.
2. Preparing updates for the office web site.

MULTI TASKING STAFF

Shri Nishakant Kerkar Peon

Shri Dhaktu Halarnkar, Studio Attendent

Shri Suresh Parab, Lib. Attendant

Shri Vithal Fatarpenkar, Daftary

Shri Ramnath Gawas, Sorter

Shri Girish Halarnkar, Daftary

Shri Ashok Bandodkar, Studio Guard

Smt. Vasanti Bhagat, Tea Maker

Shri Vijay Parwar, Safaiwala

Smt Sharad Yadu Margaonkar (Peon)

Multi tasking Staff

DUTY CHART OF PROGRAMME EXECUTIVE

Smt Anita Patel (Programme Executive)	1. Music Section 2. Commercial (in absence of Shri Savio Noronha Pr Ex)
Shri Vivasvan Arya (Programme Executive)	1. Hindi Karyakram 2. Mani Mekhala 3. Features & Drama (Konkani & Marathi)
Shri Pradip Lotlikar (Programme Executive) (<i>Ad- Hoc</i>)	1. Co-ordination. 2. D/R & Announcers 3. Konkani Talks Science Serial Farm & Home 4. Lok Jagor 5. Family Welfare 6. Children's Programme (Marathi)
Smt Sumedha Phadate (Programme Executive) (<i>Ad- Hoc</i>)	1. Morning Information Programme 2. Educational Broadcast
Shri Savio De Noronha (Programme Executive.) (Coordination) (<i>Ad- Hoc</i>)	1. FM Rainbow 2. Commercial, CSU, CBS 3. English talks 4. Sports 5. Merry Go Round
Smt Cynthia Rego (Programme Executive.) (<i>Ad- Hoc</i>)	1. Honibaili Vasri (Women's Prog.) 2. Khallar ani Mallar 3. Yuvavani Konkani 4. Konkani talks
Smt Kalpana Nandanpawar (Programme Executive.) (<i>Ad- Hoc</i>)	1. Gharkul 2. Tinhi Sanjha 3. Yuvavani Marathi 4. Health Programme "Swastha Bharat"