

COMPUTER SECTION

- Preparation of Gazetted Officers, Non-Gazetted Officers, Class-IV Time-Scale, Daily-Wage and Security Guards Pay Bills.
- Preparation of 8 Yrs./16 Yrs./24 Yrs. Pay Fixations & Arrears Bills.
- Preparation of PRC Bills & Arrears.
- Preparation of Advance Salary, Children Loans, Education Loans, Festival Loans etc.
- Preparation of deductions statements, LIC premiums.
- Uploading the joining reports of the students in ICET web site who joined in MBA (Regular/SFC) & MCA through ICET.
- Preparation of DA arrears, Surrender Leave arrears etc.
- Preparation of GPF Temporary Loans, Part Final withdraw Bills, Medical Loan, Marriage Loan
- Preparation of Admissions list, Examination nominal roles of all the students of University College.
- Preparation of Salary Certificates, Service Certificates etc. of the University College employees.
- Correspondence with Departments, University Authorities, Government and Miscellaneous.