

PAY BILL SECTION

- Claims and Sending the Pay Bills of Gazetted Officers, Non-Gazetted Officers, Class-IV, Contribution Pensioners, Time Scale, Daily Wage and Security Guards employees.
- Maintenance of Service Books, Earned Leaves, Commuted Leaves on Medical grounds, Half-Pay Leaves and EOLs.
- Pay-Fixation work, Promotions /Transfer cases, Service Books, Maintenance of Festival Loan Register, Advanced Salary Registers, Acquittance Registers.
- Concession Reimbursements Bills, Issuing of the Salary Certificate, LPCs.
- Verification of Retired Employees pension papers etc.