

Branch wise work allocation in Punjabi Academy

Sr. No.	Name of the Branch	Work Alloted
1.	Accounts Branch Sh. P Krishnakanth, Lib Gr-II Sh. Anil Babu KK, Lib Gr-II Sh. Reman Singh Negi, LDC Smt. Sonia Minocha, LDC Smt. Jyoti Gambhir, LDC	To check and make payments related to vendors, staff bills (Medical, LTC), contingency bills etc. Preparation & disbursement of Salary of staff Punjabi Academy and Composite Libraries. Maintenance of EPF Record, Income Tax and Books of Account. Preparation of Budget. To look after the Elfa & AGCR audit of Punjabi Academy. To prepare and submit the accounts related reports to ACL Department.
2.	PLT Branch Sh. Maninder Singh Sh. Virender Singh, LDC Sh. P K Choudhary, LDC	To maintain the service record of Punjabi Language Teachers (TGT & Primary) and put up the salary on monthly basis. To put up the cases of arrear to Punjabi Teachers in compliance of Court order. To maintain and put up the cases of payment of Gratuity to retired teachers. To conduct Programmes for School children (Kavita Path Muqabla, Folk Dance etc)/Literary programmes of Punjabi Academy. Adult Education Centres, Summer Centres etc. To provide the para wise comments and detail of Court Cases to Pairvy Officer.
3.	Administration Branch Smt. Pooja Sharma Singh, UDC Sh. Pushpinder Arora, LDC	To maintain the service record of all the employees of Punjabi Academy and Composite Libraries, Daily wages staff (Personal file and service books). To check and put up the contingency bills (Newspaper & Sweeper bills etc.) of Composite Libraries for payments. To receive and put up the staff bills (Medical, LTC, HTC, Tution fee etc.). To provide record and assistance in conducting audit of the Punjabi Academy To prepare and submit the administration related reports to ACL Department.
4.	Culture Branch Sh. Sukhjinder Singh, Computer Operator Smt. Kawaljit Kaur, DEO Sh. Dharendra Singh, LDC Sh. Sunil Kumar, Steno	To put up the files related to organisation of Cultural Programmes of Punjabi Academy. To verify and put up the bills of vendors and artist for payment. To maintain the record of programmes organised by Punjabi Academy (Files/Digital mode). To dispose of RTI and PGMS applications received in Punjabi Academy. To provide record and assistance in conducting audit of the Punjabi Academy. To prepare and submit the reports related to Culture Branch to ACL Department.
5.	Care Taking Branch Sh. Anil Suhag, Care Taker Sh. Rakesh Chander Sharma, Lib. Attndt	To look after the work related to Care Taking of Punjabi Academy and Composite Libraries. To put up the bills related the repair work, electricity, Internet broadband and other misc. for payment. To provide record

		and assistance in conducting audit of the Punjabi Academy.
6.	Court Cases Sh. Pushpinder Arora, Pairvy Officer	To look after all the Court Cases pertaining to Punjabi Academy. To examine and put up the bills of Government Counsel.
7.	R & I Section Sh. Rajesh Kumar, LDC Sh. Naresh Kumar, MTS	To receive Dak and dispatch all the letters of Punjabi Academy.
8.	Chowkidars Sh. Ajit Singh, MTS Sh. Inder Pal, MTS Sh. Sheeshpal, MTS	To perform the Security duties of Punjabi Academy in Day time & Night time.