

Pune Mahanagar Parivahan Mahamandal Ltd
Chief Account & finance Department
Date 14/05/2018

To,
Head Of Department,
Information & Technology Department,
PMPML, Pune.

Subject: To declare update information on website right to information.

Reference: Letter dated 02/04/2018 from admin department.

Here with enclose update information of Chief Account & finance
Department.

Chief Account & finance Department
Pune Mahanagar Parivahan Mahamandal Ltd

Information Rights

1. Law - Law of 2005 right to information

2. Proactive Manifestation

- Clause (4) 1 For people According to right to information 2005

Department - Chief Account & finance Department

Head Of Department -

Shree. Yogesh Uttam Holey - Chief Account & finance officer

Shree. Pankaj Lakshman Giri - Chief Internal Auditor

- **Responsibility and duty of officers & workers.**

Working system of Chief Account & finance department.

1. PMPML buses are plying on different routes. By route operation different passes passenger passes, fine etc. amount is collected at 13 depots. Collected cash amount from 13 depots is been deposited at central bank of India camp branch Pune and at Pimpri branch Pune. Record of deposits and expenses of the said account is recorded.
2. Chief Account & finance department services payment from different department of PMPML and is to be paid.
3. Bill of CNG, Oil, Diesel, Spare parts are been sent to Chief Account & finance department. Bill is paid only after auditing deposit & expenses.
4. Payroll section which comes under Chief Account & finance department check attendance input and from salary subtraction is been made for eg. Provident fund, LIC, Bank Loan etc. & sent to bank.
5. Payslips are prepared on computer & distributed to each & every single staff member payment paid by E.C.S from different branches of Central Bank of India.
6. Receives coming amount different department which is audited by Chief Account & finance and bills are paid by R.T.G.S. register is maintain to which party or contractor the bill is paid.
7. To record off deposits and expenses PMPML has established tally department keeps double entry system (E.R.P.9) which maintain record of profit, loss, payroll

and balance sheet is prepared. Balance sheet is checked by chartered accountant and then it is sent to Chief Managing Director to grant permission.

8. Deduction of G.S.T. income tax is done from incoming amount receiving from different department and paid by E.C.S. system.
9. PMPML bearing functional operation loss as government decision according to ownership Pune Municipal corporation should pay 60% and Pimpri Chinchwad Municipal corporation pay 40% to receive this amount Chief Account & finance department has to provide necessary evidential document of bearing functional operation loss.
10. PMPML issues free passes to school student of class 5th to 10th blind, handicap citizen , other passes. This facility is borne by Pune Municipal corporation & Pimpri Chinchwad Municipal corporation to receive the amount of free passes Chief Account & finance department as to finalize the amount of free passes and inform concern authority of both Municipal corporation after receiving the amount of free passes it is necessary for Chief Account & finance department to maintain account of received amount of said free passes.
11. To prepare and maintain sheet of passenger tax, childhood overload and payments.
12. To maintain disbursement of pension.
13. 12 % of amount is deducted from salary of employee and 13.36% from employer. This amount is matched and sent to the account of employee at provident fund office. Preparing and maintain final payment sheet of retired and death employee.

Duty And Responsibility

Audit Department

Sr. No.	Name Of Worker	Designation	Work Format
1	Shree.Ramakant Nile	Senior clerk	To prepare monthly cash flow on basis of balance and expenses. To keep an account of passengers childhood overload. All official letter Correspondence.
2	Shree. Shashikant Pawar	Writer	Accepting petty cash and cheques from different departments and maintain register of petty cash. Disbursement of advances.
3	Shree. Kantaram Jagtap	Writer	Different passes of school student of class 5 th to 10 th . To prepare documents of operational loss blind & handicap passes, make demand of grant from both Municipal corporations. Maintain of balance sheet budget & letter correspondence to bank.
4	Shree. Sudhakar Ghoshe	Writer	Different passes for school student of class 5 th to 10 th . To maintain record of functional operation loss blind & handicap passes maintain the escrow payment , balance & expenses overarching & term deposits of fourth stage private bus contractor.
5	Shree. Pratap Ghodse	Writer	To keep record of sale tax, income tax, service tax & make payment online.
6	Shree. Shankar Jadhav	Writer	To keep record of payment & pending payments, balance , expenses.
7	Shree. Yadavrao Yadav	Writer	Disbursement of pension by E.C.S system maintain record of pensioners prepare record of gratuity balance leave disbursement of cheques.
8	Shree. Sachin Gurav	Computer Operator	Disbursement of pension by E.C.S system. Maintain records of pensioners all completes work inward outward section.
9	Shree. Rahul Gaykwad	Marathi Typist	To prepare balance sheet, notification of tally department.
10	Shree. Pandurang Urankar	Marathi Typist	To prepare balance sheet, notification of tally department.
11	Shree. Ganesh Golande	Senior clerk	Cash book, daily bank deposit, depot wise posting, daily expenses voucher posting, balance sheet, cash reconciliation etc. Ticket , cash collection according to software report. Balance sheet of deposits from bank.

Computer Section

Sr.No.	Name Of Worker	Designation	Work Format
1	Shree. Suresh Chalake	Head of Computer Section	To prepare computerised payroll of all worker & staff & related programmes.
2	Shree. Abhay Kumbhar	Computer Operator	To prepare payroll of officer & administrative workers, repairs & maintain of computer.
3	Shree. Nitin Pawar	Computer Operator	To prepare payroll of permanent conductors, driver & workers of workshop.
4	Shree. Madhukar Dhanawade	Computer Operator	To prepare payroll of permanent conductors, driver & workers of workshop.
5	Shree. Dynaneshwar Bhande	Computer Operator	To prepare payroll of daily wages conductor , driver & workers of workshop.
6	Shree. Aabasaheb Salunke	Computer Operator	To prepare payroll of daily wages conductors, driver & workers of workshop. Payroll previous PCMC from 1 st to 10 th of every month.

Internal Audit Examiner Section

Sr.No.	Name Of Worker	Designation	Work Format
1	Shree. Vishwanath Dinkar Kande	Sub-accountant	To give feedback on files and document received from internal audit examiner. To check on functional internal audit section. R.T.I taxation and budget.
2	Shree. Rajendra Damase	Head Clerk	To check daily cash deposits at bank, electrical bills, advances. Telephone bills medical bills of C.M.D., J.M.D. , computer bill & adjustments, R.T.O bills emergency accident bills, fire protection bill, law section news paper bill. To work on service tax , counting of cash at bank.
3	Shree. Mahadev Ranjane	Senior Clerk	According to service book check resignation, expired, retirement, leave record balance leave and increment. Correction of wrong entries of increment in service book.
4	Shree. Ashok Sabale	Senior Writer	To check and work on entries made in service book gratuity. Bank loan , worker pension , increment , checking of bill received from civil engineering section, administration section.
5	Shree. Vijaykumar madage	Senior Writer	Bills of private watchman for BRT. All bills of security department parches order & bills from chief engineers section, diesel, oil, CNG. Bills from store section E-ticket billing rental bus bill, bus washing & cleaning bills.

Payroll Section

Sr. No.	Name Of Worker	Designation	Work Format
1	Shree. Anant Jagatp	Senior Writer (Payroll section)	Letter correspondence of letter received by payroll section. To complete RTI correspondence without delay of alimony & accident claim. Being present at said court for evidence and enquiry. Keeping note of inward & outward letters and dispatching of letters to concern clerks. Clearing cheques of workers for pay commission, bonus those who are marked not to pay. To prepare new cheque for retired worker, expired worker (if validity of expires) check and get work complete within from clerk of payroll section.
2	Shree. Sunil Poman	Junior Grade Writer	To prepare receipt register of personal admin, clerk ,watchman, sweeper, notifying of monthly salary. Dearness allowance, bonus, copywriting of payroll into register and to be posted to computer preparing quarterly records of income tax, investment should be sent to chartered accountant. To prepare form No 16 at year ending. Clearing different of dearness allowance declared by government.
3	Shree. Dipak Shankar Gawde	Clerk	By receiving the deduction feedback from salaries has to be matched & tally, home loan entries to be made in register of home loan. Recovery amount to be paid to Pimpri Chinchwad Municipal corporation receipt is to be prepare. Figures of deduction amount received from PMC are to be matched & tally receipt is to be prepared of LIC amount recovered for LIC has to be tally according to receipt prepared and dispatch to concern office. To create supplement bills of driver, conductors, retired, expired balance leave feedback to be submitted to administration section. Prepare bills of salary different to prepare recovery sheet submit to computer section to be noted into salary recovery register. Abstract to salary submit to account section according to salary sheet are to be prepared and submit to balance sheet section. To prepare salary slip of apprentices to follow work orders giving by seniors. Noting monthly salary into salary register deducting of income tax preparing 11000 No 16 form for drivers & distributing.
4	Shree. Rajendra Bagade	Junior Grade Writer	Entries of salaries of all permanent conductors is to be made into salary register calculating and deducting of income tax amount to be sent income tax department preparing 2054 No 16 forms for conductors & distributing following work order given by senior.
5	Shree. Vijay Sondakar	Junior Grade Writer	Entries of monthly salary of permanent drivers to be made in register. Calculating and deducting of income tax amount sending to income tax department. Preparing 1910 No 16 form for drivers & distributing.

Fulfil Duties & Functioning Rule

1. EPF Act 1952
2. Employee wages Act 1936
3. Minimum wage Act 1948
4. Payment Of Gratuity Act 1972
5. Company Act 2013

Salary Information Of Officers And Workers:-

Month April 2018 paid in May 2018				
	Workers on role	Salary	PF	Total Salary
Administration	829	34737381	3648170	38385551
Daily wages Conductor	1027	17450675	1395697	18846372
Daily wages Driver	945	16330597	1229885	17560482
Daily wages Workshop	292	4592956	406935	4999891
Total Daily wages worker	2264	38374228	3032517	41406745
permanent conductors	3220	101542732	11991099	113533831
Permanent Driver	1967	70020893	8282609	78303502
Permanent workshop	1088	37720518	4607054	42327572
	6275	209284143	24880762	234164905
Total	9368	282395752	31561449	313957201

3 Designation information of public information officer.

Public information officer – Shree. Vishwanath Dinkar Kanade - Sub Accountant

First appeal officer – Shree. Yogesh Uttam Holey - Chief Accountant & finance

Officer

Pune Mahanagar Parivahan Mahamandal Ltd

Contact Numbers and E-Mail ID of Chief Accountant & finance department

Sr . No.	Name of Officer	Designation	Contact Numbers	E-Mail ID
1	Shree. Yogesh Uttam Holey	Chief Accountant & finance Officer	020-24503371	cafo@pmpml.org
2	Shree. Pankaj Laxman Giri	Chief Internal Auditor	020-24503371	auditor@pmpml.org
3	Shree. Suresh Maruti Chalake	Head Of Computer Section	020-24503232	-
4	Shree. Vishwanath Dinkar Kanade	Sub Accountant	020-24503317	-
5	Shree. Anant Dashrat Jagtap	Senior Clerk (Payroll Department)	020-24503217	-

Duty And Class of Officers & Workers (Account Office)

Clause 4 (1) kh Sample Two K

Sr. No	Authority	Financially Rights	Related rules,regulation,order,gazette	Remark
1	Chief Accountant & finance Officer	No		
2	Chief Internal Auditor	No		
3	Head Of Computer Section	No		
4	Sub Accountant	No		
5	Senior Clerk (Payroll Department)	No		

Clause 4 (1) kh Sample Two KH

Sr. No	Authority	Financially Duty	Related rules,regulation,order,gazette	Remark
1	Chief Accountant & finance Officer	By Permission of Chief Managing Director & Joint Managing Director auditing & paying of bills. To make payment of pension & entries.	Office Order	
2	Chief Internal Auditor	To audit all bills.	Office Order	
3	Head Of Computer Section	To prepare salary slip to make entries provident fund.		
4	Sub Accountant	To audit all bills.		
5	Senior Clerk (Payroll Department)	To make entries of salary.		

Clause 4 (1) (KH) Sample Two G

Sr. No	Authority	Penalty Rights	Related rules,regulation,order ,gazette	If Remark
1	Chief Accountant & finance Officer	No		
2	Chief Internal Auditor	No		
3	Head Of Computer Section	No		
4	Sub Accountant	No		
5	Senior Clerk (Payroll Department)	No		

Clause 4 (1) (KH) Sample Two G

Sr.No	Authority	Penalty Duty	Related rules,regulation,order,gazette
1	Chief Accountant & finance Officer	No	
2	Chief Internal Auditor	No	
3	Head Of Computer Section	No	
4	Sub Accountant	No	
5	Senior Clerk (Payroll Department)	No	

Clause 4 (1) (KH) Sample Two GH

Sr. No	Authority	Semantic Rights	Related rules,regulation,order ,gazette	If Remark
1	Chief Accountant & finance Officer	No		
2	Chief Internal Auditor	No		
3	Head Of Computer Section	No		
4	Sub Accountant	No		
5	Senior Clerk (Payroll Department)	No		

Clause 4 (1) (KH) Sample Two GH

Sr.No	Authority	Semantic Duty	Related rules,regulation,order,gazette
1	Chief Accountant & finance Officers	No	
2	Chief Internal Auditor	No	
3	Head Of Computer Section	No	
4	Sub Accountant	No	
5	Senior Clerk (Payroll Department)	No	

Clause 4 (1) (KH) Sample Two Y

Sr. No	Authority	Judicial Rights	Related rules,regulation,order ,gazette	If Remark
1	Chief Accountant & finance Officer	No		
2	Chief Internal Auditor	No		
3	Head Of Computer Section	No		
4	Sub Accountant	No		
5	Senior Clerk (Payroll Department)	No		

Clause 4 (1) (KH) Sample Two G

Sr.No	Authority	Judicial Duty	Related rules,regulation,order,gazette
1	Chief Accountant & finance Officers	No	
2	Chief Internal Auditor	No	
3	Head Of Computer Section	No	
4	Sub Accountant	No	
5	Senior Clerk (Payroll Department)	No	

