

NAVI MUMBAI MUNICIPAL CORPORATION

ACCOUNTS DEPARTMENT JOB CHART

- 1) To prepare Budget
- 2) To keep accounts
- 3) Accept all types of cash
- 4) Pay all type of the bills
- 5) Other account related duties

Table no.	Designation	JOB DESCRIPTION
	CHIEF ACCOUNT & FINANCE OFFICER	<ul style="list-style-type: none">• Head of the department• Overall supervision• Controlling officer of the department
ACCOUNT OFFICER -1	ACCOUNT OFFICER (Class – 2)	<ul style="list-style-type: none">• Nerul & Digha ward related account works• Law Department , Estate Department , encroachment Department ,Electric Department, computer department ,sports departments bills• Salary bills,electricity bills,security gaurd refund bills,traveling bills,misc.expenditure, security deposite payment• Payment of varius deduction to concern department• Payment of govt taxes, e.g.income tax (employee & contractor),vat,labour cess to file returns• To pay state education tax,employee garantee cess to
ACCOUNT OFFICER-2	ACCOUNT OFFICER (Class – 2)	<ul style="list-style-type: none">• Vashi & Ghansoli ward related account works• Fire department, vehicle department, vishnudas bhawe ,store depatment, Admin department.• Salary bills,electricity bills, security gaurd refund of bill payments,overtime bills, traveling bills,misc.expenditure,

		<ul style="list-style-type: none"> • security deposite payment & make payment of salary deduction to concern department • GPF,DCPS. • Employee Loans,Pensions
ACCOUNT OFFICER-3	ACCOUNT OFFICER (Class – 2)	<ul style="list-style-type: none"> • Koperkhairne & Airoli ward related account works • Education Department,Municiple Secretary department Desastetr Managment,LBT, Recort Room AIROLI. • Salary bills,electricity bills,security gaurd refund of bill payments,overtime bills,traveling bills, misc.expenditure,security deposite payment & make payment of salary deduction to concern department • Goverment Grants • SERVICE TAX
ACCOUNT OFFICER-4	ACCOUNT OFFICER (Class – 2)	<ul style="list-style-type: none"> • Turbhe & Belapur ward related account works. • Participate in tender committee on behalf of cafo Envirnment department, Morbe Dam department, PAY & PARK,PRO department,City engineer Department. • Salary bills,electricity bills,security gaurd refund of bill payments,overtime bills,traveling bills,misc. expenditure,security deposite payment & make payment of salary deduction to concern department • Budget related works,Investment ,NMMT Grant
ACCOUNT OFFICER-5	ACCOUNT OFFICER (Class – 2)	<ul style="list-style-type: none"> • Health department,Garden department,SWM department, department, account related works. • Salary bills,electricity bills,security gaurd refund of bill payments,overtime bills,traveling bills,misc. expenditure,security deposite payment & make payment of salary deduction to concern department • Account department Administration , AUDIT

Table no.	Designation	JOB DESCRIPTION
Table No.1	Stenografer High Grade	<ul style="list-style-type: none"> Account Department Correspondence
Table No.2	Assistant Account Officer	<ul style="list-style-type: none"> Health department, GARDEN department, SWM department Salary bills,electricity bills,security gaurd refund of bill payments,overtime bills,traveling bills,misc. expenditure,security deposite payment & make payment of salary deduction to concern department Account department Administration , AUDIT
Table No.3	Assistant Account Officer	<ul style="list-style-type: none"> Nerul ward related account works Electric Department, encroachment Department , computer department bills. Salary bills,electricity bills,security gaurd refund bills. Payments,overtime bills,traveling bills,misc. expenditure,security deposite payment
Table No.4	Assistant Account Officer	<ul style="list-style-type: none"> Ghansoli ward related account works Town Planing department, Store deapartment, Salary bills,electricity bills,security gaurd refund of bill payments,overtime bills,traveling bills,misc.expenditure, security deposite payment & make payment of salary deduct department Reconciliation GPF,.
Table No.5	Assistant Account Officer	<ul style="list-style-type: none"> Scheme,License department, Account related works. Salary bills,electricity bills,security gaurd refund of bill payments,overtime bills,traveling bills,misc.expenditure,security deposite payment & make payment of salary deduction to concern department Account department Administration , AUDIT.
Table No.6	Deputy Accountat	<ul style="list-style-type: none"> Digha ward related account works Law Department , Estate Department , sports departments bills Salary bills,electricity bills,security gaurd refund bills. Payments,overtime bills,traveling bills,misc. expenditure,security deposite payment

		<ul style="list-style-type: none"> • Payment of various deduction to concern department • Payment of govt taxes, e.g.income tax (employee & contractor),vat,labour cess to file returns • To pay state education tax,employee guarantee cess to govt.
Table No.7	Deputy Accountant	<ul style="list-style-type: none"> • Koperkhairne ward account related works • Education department, PHE department,Water department, Account Related Works • Salary bills,electricity bills,security guard refund of bill payments,overtime bills,traveling bills,misc.expenditure, security deposit payment & make payment of salary deduction to concern department • Government Grants
Table No.8	Deputy Accountant	<ul style="list-style-type: none"> • Airoli ward related account works • Municipality secretary department, Disaster Management, LBT, Recort Room Airoli • Salary bills,electricity bills,security guard refund of bill payments,overtime bills,traveling bills,misc.expenditure,security deposit payment & make payment of salary deduction to concern department • Service Tax
Table No.9	Deputy Accountant	<ul style="list-style-type: none"> • Belapur ward account related works. • Environment department, Morbe DAM department, • Property Tax department, ZONE -1 department. Salary bills,electricity bills,security guard refund of bill payments,overtime bills,traveling bills,misc.expenditure, • security deposit payment & make payment of salary deduction to concern department • Budget related works, NMMT Grant
Table No.10	Deputy Accountant	<ul style="list-style-type: none"> • Turbhe ward account related works. • PAY & PARK,PRO department,CITY Engineer department. • Salary bills,electricity bills,security guard refund of bill payments,overtime bills,traveling bills,misc. expenditure,security deposit payment & make payment of salary deduction to concern department • NMMC Investment.

Table No.11	Deputy Accountant	<ul style="list-style-type: none"> • Vashi ward related account works • Fire department, vehicle department, vishnudas bhav, admin department, • Salary bills, electricity bills, security guard refund of bill payments, overtime bills, traveling bills, misc. expenditure, security deposit payment & make payment of salary deduction to concern department • DCPS. • Employee Loans, Pension
Table No.12	senior clerk account	<ul style="list-style-type: none"> • account department correspondence • deposit recovery reports • rti
Table No.13	senior clerk account	<ul style="list-style-type: none"> • investment related work • bank correspondence • reconciliation
Table No.14	senior clerk account	<ul style="list-style-type: none"> • audit related work • reconciliation
Table No.15	senior clerk account	<ul style="list-style-type: none"> • account department administration report • receipt entry in system
Table No.16	senior clerk account	<ul style="list-style-type: none"> • 1 cash room related work
Table No.17	senior clerk account	<ul style="list-style-type: none"> • government grant related work
Table No.18	senior clerk account	<ul style="list-style-type: none"> • GPF related work • Employee Loans related work
Table No.19	senior clerk account	<ul style="list-style-type: none"> • reconciliation related work • security deposit related work
Table No.20	senior clerk account	<ul style="list-style-type: none"> • budget related works • accrual entries related works • voucher related works
Table No.21	senior clerk account	<ul style="list-style-type: none"> • account department administration • investment related works
Table No.22	senior clerk / Tax Inspector	<ul style="list-style-type: none"> • cashier related work

Table No.23	senior clerk / Tax Inspector	<ul style="list-style-type: none"> • Payment of various deduction to concern department • Payment of govt taxes, e.g.income tax (employee & contractor file returns • To pay state education tax,employee guarantee cess to govt.
Table No.24	senior clerk / Tax Inspector	<ul style="list-style-type: none"> • GPF related work
Table No.25	senior clerk / Tax Inspector	<ul style="list-style-type: none"> • Education department, Salary Related Work
Table No.26	senior clerk / Tax Inspector	<ul style="list-style-type: none"> • Various Departments Salary Related Works • Security deposite
Table No.27	senior clerk / Tax Inspector	<ul style="list-style-type: none"> • Security deposite • Record Room Related Work
Table No.28	Data Entry Operator cum Clerk	<ul style="list-style-type: none"> • Various Departments Salary Related Works • Security deposite
Table No.29	Data Entry Operator cum Clerk	<ul style="list-style-type: none"> • Various Departments Salary Related Works
Table No.30	Data Entry Operator cum Clerk	<ul style="list-style-type: none"> • Voucher Related Works
Table No.31	Clerk cum Typist	<ul style="list-style-type: none"> • cash Room Related Work
Table No.32	Data Entry Operator cum Clerk	<ul style="list-style-type: none"> • Reconciliation
Table No.33	Data Entry Operator cum Clerk	<ul style="list-style-type: none"> • Reconciliation
Table No.34	Data Entry Operator cum Clerk	<ul style="list-style-type: none"> • Security guard salary Related Work

Table No.35	Data Entry Operator cum Clerk	<ul style="list-style-type: none">• Store Department Related Work• Pension Related Work
Table No.36	Data Entry Operator cum Clerk	<ul style="list-style-type: none">• Reconciliation
Table No.37	Data Entry Operator cum Clerk	<ul style="list-style-type: none">• Reconciliation