

**Name of Division: Finance**

Sl. No.	Name & Designation	Seat No.	Subject dealt with	TELEPHONE NUMBER		E-mail
				Office	Mobile	
1	Anil. P.S, AGM (Fin)					
2	Sri. Aju. A. H, AM(P &R)			0484-2207930	9447675208	
3	Smt. Shajeena. A.R, AM (Accounts)			0484-2207929	9446578784	
4	Sri. Dinkar. G.M, JM(Accounts)			0484-2203459	9446001801	
5	Sri. Sureshkumar. T, JM(Payments)			0484-2205670	9497718404	
				0484-2206785	9496386600	
6	Sreeja. G (Senior Assistant-1)	A1	All Government Funds /All bank related matters-Opening of all Bank accounts and delegation of powers,POS machine/ Government guarantee, Bank guarantee,Paddy procurement loan, Annual Plan & BudgetEstimate, Supplyco Budget, Arrangement of credit facilities from bank.	Cash- 0484-2207932		<a href="mailto:agmf@supplycomail.com">agmf@supplycomail.com</a> <a href="mailto:managerfinance1@gmail.com">managerfinance1@gmail.com</a>
7	Rubash Chand (Senior Assistant-2)	A2	All miscellaneous payments at Head Office including vehicle, staff advance,fuel expenses, computer & accessories payments,generator payments, advertisement charges, printing and stationery charges, all NFSA payments including ePOS, Thermal paper roll, NFSA-CWC godown Rent Payment, NFSA- PMGKAY Container corporation payment etc., Estate payments, courier charges, security charges, Tea godown Vaduthala ,Advance for capital projects, legal charges, Construction of godown under plan project payments, Furnishing of outlets payments etc.			
8	Geetha.U (Senior Assistant-1)	A3	Cash-Payment / Receipt, Bank receipt, Canteen coupon distribution			
9	Minimol. K (Senior Assistant-1)	A4	TDS -Salary/TDS-Other than salary ,Service Tax matters, TDS return filing ,TDS Certificates,Phone connections - Mobile and land,			
10	Shinu. S (Senior Assistant-1)	A5	TA and Medical Reimbursement			
11	Viji. K. R(Assistant Sales Man)	A6	Employees Provident Fund( Centralized) & and all allied matters, ESI, EDLI,LWF			
12	Jeena. K.V (Senior Assistant-1)	A9	Noon feeding & Theeramythri, advance towards canteen,staff advance, advertisement charges, printing and stationery charges,security charges, legal charges,fuel expenses,News paper charges etc.			
13	Dileep Prabha. A (Senior Assistant-1)	A10	Salary of Head Office Deputation Staff (Including AIS officers) and related matters			
14	Soni Elizabeth. P.S (Junior Assistant)	A11	All Bank Payments/ Fund Monitoring			
15	Eby. K.P (Senior Assistant-1)	A12	Advance and settlement of Levy Sugar, Coffee, Insurance of Levy Sugar, Central Payment- Maveli items- 11 items, Ragi, Lobia, Cumin seed, Peas dhal,Horse gram, Chilly, Coriander, Tooo dhal, toor dhal phadka, Methi, Sugar, CFRD Cutting and release & forfeit of SD and EMD, NAFED advance & settlement.			
16	Indu. M. (Junior Assistant)	A13	Central Payments-All varieties of Rice(5 varieties), green peas, white gram, mustard, CFRD Cutting,release & forfeit of SD and EMD			

17	Jelin. M. Joy(Senior Assistant-2)	A14	Pension Contribution of deputation staff & AIS Officers, Remittance of NPS contribution of deputation staff & AIS officers, Miscellaneous subjects in section ( LC/NLC in Section, Attendance/ leave and Section Office Orders), Refund of Liability, Insurance claim against theft till 2009, Wholesale margin fixation of Levy Sugar up to 2005, Old files of purchase( case files), SPEF accounts till 2005, Sugar misappropriation ( transporters) case files, Staff consumer loan
18	Bindu. K.R (Junior Assistant)	A15	Central Payment- Maveli items (green gram, gram dhal, urad dhal, BG Bold & BG split), CFRD Cutting , release & forfeit of SD and EMD
19	Bindu. K.R (Junior Assistant)	A16	Central Payment of Sabari products- Coconut oil, Masala powder, Salt, Note book, Asafoetida , release & forfeit of SD and EMD, CFRD Cutting
20	Vincy Joseph (Senior Assistant-1)	A17	FMCG payments (all branded items), Payment of packing materials (Poly Propylene bags), Payment of home appliances.
21	Indu. M.C (Junior Assistant)	A18	Payment of all packing material including tea, advance of tea, advance of FCI wheat & insurance of wheat, Transfer of fund to all Petrol bunks & Kerosene depots for lifting Petroleum products.
22	Chandrababu. A.R (Junior Assistant)	A21	EPF, ESI KYC Updation ; ESI online payment
23	Sajeevkumar. O.S(Senior Assistant-1)	A22	Processing charge of atta, Gratuity with LIC, EPF, ESI Payment, Income tax, Depot VAT, SALES TAX
24	Christline Luiz(Senior Assistant-2)	A23	GST, ERP
25	Sindhu. S(Senior Assistant-1)	A24	Salary of Head Office Staff and related matters (Direct, Contract & Daily wage)

**Name of Division: Finance**

//Approved for issue//

Assistant Manager(P & R)

Name of Division: Finance		
Contract Staff		
SI. No	Name	Designation
1	Rajitha. K.A	Executive trainee
2	Bincy Madhavan	Accounts Officer
3	Geethu Rapheal	Accounts Officer
4	Reshma Sajeev	Accounts Officer
5	Ajmal. K.S	Accounts Officer
6	Rakhi. P.S	Accounts Officer
7	Dhanya. M.s	Accounts Officer
8	Athira. G	Accounts Officer
9	Nitheesh. S. Kumar	Accounts Officer
10	Ashik. M. Moosa	Accounts Officer
11	Sariga. C. S	GST Assistants
12	Joselin Joseph	GST Assistants
13	Linisha Rafi	Assistant in EPF section
Daily wage staff		
1	Maheswari. N.H	Accounts Assistant
2	Arline Johnson	Data entry operator
3	Sandhya.M.P	Typist
4	Sindhu. A.T	Data entry operator
5	Jayasree.K	Office attendant

<b>Name of Division: Finance</b>		
<b>Contract</b>	<b>Staff</b>	
<b>Sl. No</b>	<b>Name</b>	<b>Designation</b>
1	Rajitha. K.A	Executive trainee
2	Bincy Madhavan	Accounts Officer
3	Geethu Rapheal	Accounts Officer
4	Reshma Sajeev	Accounts Officer
5	Ajmal. K.S	Accounts Officer
6	Rakhi. P.S	Accounts Officer
7	Dhanya. M.s	Accounts Officer
8	Athira. G	Accounts Officer
9	Nitheesh. S. Kumar	Accounts Officer
10	Ashik. M. Moosa	Accounts Officer
11	Sariga. C. S	GST Assistants
12	Joselin Joseph	GST Assistants
13	Linisha Rafi	Assistant in EPF section
<b>Daily wage staff</b>		
1	Maheswari. N.H	Accounts Assistant
2	Arline Johnson	Data entry operator
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4	Sindhu. A.T	Data entry operator
5	Jayasree.K	Office attendant

Sd/-  
Additional General Manager (Finance)

//Approved for issue//

Assistant Manager(P &R)

**അക്കൗണ്ട്സ് വിഭാഗം**

ക്രമ നം.	ജീവനക്കാരുടെ പേര് & തസ്തിക	സിറ്റ് നമ്പർ	കൈകാര്യം ചെയ്യുന്ന വിഷയങ്ങൾ	ഫോൺ നമ്പർ, ഇ-മെയിൽ ഐഡി എന്നിവ
1.	Anil P.S, Additional General Manager (Finance & Accounts)			9447975208 manageraa@supplycomail.co m
2	Shybee Thomas, Assistant Manager(Accounts)			9446001806
3	Vineetha Manju V SA I	A7 A8	1.Various types of AG Audit, 2.Report of Committees on various years, 3.Apex Committee Meeting, 4.Finalization of Accounts, 5.Annual Stock Verification, 6.Internal Audit,	
4	Sumangali Pai K.V JM(Accounts) - on contract			9497718514
5	Jose P Xavier Daily wages		Accounts Assistant	

ഒപ്പ്/-

അഡീഷണൽ അനാൾ മാനേജർ (അക്കൗണ്ട്സ്)