

CURRICULUM VITAE



PERSONAL DETAILS

Name : **Daibakinandan Das**
Father's Name : **Chitta Ranjan Das**
Sex : **Male**
Date of Birth : **09.02.1970**
Nationality : **Indian**
Caste : **General**
Marital Status : **Married**
Permanent Address : **Vill.- Silampur**
P.O.- Pirijkhanbard
P.S.- Egra
Dist.- East Midnapore
Corresponding Address : **Sukantapalli (West)**
P.O.- Bolpur
Dist.- Birbhum 731204

ACADEMIC QUALIFICATION

B. Sc (Hons) in Chemistry, MA in Public Administration, Post Graduate Diploma in Computer Science & Application

PROFESSIONAL EXPOSURE

Designation : Assistant Registrar (A/c)

From 01.11.2014 to continuing

Job Responsibility:

Accounts: Supervising of Computer based Accounts Maintaining, Finalisation of Annual Accounts and Preparation of Financial Statements. Co-ordination regarding the time schedule for preparation and submission of Annual Accounts.

Budgeting: Supervising in the preparation of Budgeting and monitoring with the actual expenditure.

Audit: Co-ordinating with the C&AG Auditors and Internal Auditors, Compliance to the C&AG Auditors and Internal Auditors.

Taxation: Supervising of Taxation matters - Income tax planning of employees and pensioners, Submission of quarterly returns, Generation of Form 16, Dealings with the Income Tax Office, Appeals Income Tax, Service Tax and Sales Tax Hearing as and when required.

Investment: Supervising the fund management system.

Retirement Benefits: Supervising the retirement benefit processing as such it can be given to the employees on the last working day of the month.

Utilization Certificates: Supervising in the preparation of Utilization Certificates of Plan Grants (Capital Assets) and Non Plan Grants (Salary & Recurring) and timely submission to the same to the funding Agencies.

Meeting: Assisting in the preparation of agenda items and minutes of Finance Committee Meeting.

Section Officer (Accounts): From 11.07.2001 to 09.06.2010

- Computerised Accounting of Salary and Pension disbursement through PARADOX software.
- Implementation of Pay Commission effects during the 5th, 6th and 7th CPC
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Date: 30/06/2021


(Daibakinandan Das)