

**Manual 9
Directory of officers and employees
[Section 4 (1)(b)(ix)]**

S.No.	Name and designation	EMP Code	Office Phone No
1.	Sh Rakesh Kumar, Director (Accounts)	309532	23365244(Extn.No. 2611)/Mobile No:- 9717087575
2.	Smt Anju Khanna, PA	182626	23742694/2611
3.	Sh. S.K.Bhasin, Jt. CAO-I and Jt.CAO-III	102905	41501354(Extn. No. 2608)/Mobile No:- 9958219041
4.	Sh. V.K. Goel, Jt.CAO-II	185993	41501354(Extn. No. 3600)/Mobile No:- 9711007155
5.	Ram Pyare, Peon	305712	23742694/2611

Details of Department/Accounting units under Accounts Department

I.	Investment Branch
II.	Bank Reconciliation Unit (BRU)
III.	Computer Billing Section (CBS)
IV.	ACCOUNTS BRANCH (A/Cs)
V.	E-financial Project
VI.	FUND Branch
VII.	PENSION Branch
VIII.	ACCRUAL BASED ACCOUNTS SECTION(ABAS)
IX.	CASH BRANCH



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INVESTMENT BRANCH

S. No.	Name and designation	EMP Code	Office Phone No
1	Smt. Prem Lata, SO (Investment)	181743	41501354-60 Ext.3719
2	Sh. Savinder Singh Sahni, H.A.	179748	41501354-60 Ext.3719
3	Sh. Surender Jha, Sr. Asstt.	184987	41501354-60 Ext.3719
4	Sh. Ashok Kumar, Steno	277021	23365010 Ext.2601
5	Mrs. Chander Kala, Helper	307191	41501354-60 Ext.3719

S. No.	Name and designation	EMP Code	Office Phone No
1	Vacant		011-23342537
2	Smt. Kanchan Verma, Sr.Asstt	187410	011-23342537
3	Sh. Man Mohan Singh, Jr. Asstt.	305161	011-23342537
4	Sh. Virender Kumar, A.A.O	279259	011-23342537
5	Sh. Sachin Kumar, DEO (Contractual Basis)	309725	011-23342537
6	Sh. Ajab Singh, Peon	186222	011-23342537
7	Smt. Kiran Upadhyay, Cl. Asstt.(Contractual employee)	310278	011-23342537

Section(CBS)			
S. No.	Name and designation	EMP Code	Office Phone No
1.	Sh. S.K.Jain, AO(CBS & A/Cs)	118738	41501353-85 Ext.2606
2.	.Sh. Anil Kumar, A.A.O(on Deputation)	265472	41501353-85 Ext.2606
3.	Sh. Sukesh Aggarwal, A.A.O.	279340	41501353-85 Ext.2606
4.	Sh. Udai Bhan, SO	179540	41501353-85 Ext.2606
5.	Sh. Pawan Kumar Singhal, Sr. Asstt.	180175	41501353-85 Ext.2606
6.	Sh. V.S. Rana, SO	181793	41501353-85 Ext.2606
7.	Smt. Sumitra Devi, Sr. Asstt.	197386	41501353-85 Ext.2606
8.	Sh. D.S. Bhandari, Sr.Asstt.	188616	41501353-85 Ext.2606
9.	Smt. Indu Rawat, Sr. Asstt.	189250	41501353-85 Ext.2606
10.	Sh. Om Parkash, Sr. Asst.	197287	41501353-85 Ext.2606
11.	Ms. Inderjeet Nagpal, Sr, Asstt.	174657	41501353-85 Ext.2606
12.	Smt. Rattan Arora, Sr. Asstt.	229999	41501353-85 Ext.2606
13.	Sh. Sunder Singh, Sr. Asstt.	265216	41501353-85 Ext.2606
14.	Sh.Surender.Rawat Jr. Asstt.	305583	41501353-85 Ext.2606
15.	Smt. Vidya Pant, Sr. Asstt.	272542	41501353-85 Ext.2606
16.	Sh. Kadoo Ram Meena, Cl. Asstt.	257304	41501353-85 Ext.2606
17.	Sh. Sanjeev Kumar , Cl. Asstt.	307037	41501353-85 Ext.2606
18.	Sh. Pawan Kumar, Sr. Asstt.	279267	41501353-85 Ext.2606
19.	Sh. Pan Singh, Sr. Asstt.	285701	41501353-85 Ext.2606
20.	Sh. Mahavir Singh, Sr. Asstt.	285719	41501353-85 Ext.2606
21.	Sh. Kishan Pal, Jr. Asstt	291352	41501353-85 Ext.2606
22.	Smt. Usha Rani, Jr. Asstt.	286999	41501353-85 Ext.2606
23.	Sh. Anoop Kumar, Jr. Asstt.	306235	41501353-85 Ext.2606
24.	Smt. kanchan Bala, Jr. Asstt.	294497	41501353-85 Ext.2606

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		303324	Ext.2606	41501353-85
		305467	Ext.2606	41501353-85
27.	Sh. Ashwani Kumar Bhanot, Jr. Asstt.	305971	Ext.2606	41501353-85
28.	Sh. Sunil, Jr. Asstt.	307922	Ext.2606	41501353-85
29.	Sh. Punit Gupta, D.E.O.	308207	Ext.2606	41501353-85
30.	Sh. Raj Kumar, Daftary	236689	Ext.2606	41501353-85
31.	Sh. Umesh Kumar, Peon	306877	Ext.2606	41501353-85
32.	Smt. Urmil Negi, Sr. Asstt.	285793	Ext.2606	41501353-85
33.	Sh. Sunil Kumar, Cl. Asstt.	311051	Ext.2606	41501353-85
34.	Sh. Vijender Mahalwal, Cl. Asst.	310310	Ext.2606	41501353-85
35.	Sh. Narender Singh, Cl. Asst.	310230	Ext.2606	41501353-85
36.	Smt. Sudha, Helper	311506	Ext.2606	41501353-85
37.	Sh. Krishan Pal, Clerical Asstt.	311313		41501353-85 Ext.2606
38.	Smt. Jitender Kaur, Jr.Asstt.	307268		41501353-85 Ext.2606
39.	Sh. Praveen Kumar, Helper	311428		41501353-85 Ext.2606

S. No.	Name and designation	EMP Code	Office Phone No
1	S.O. (Vacant)		41501353-85 Ext.2602
2	Smt. Shobha Saini H.A.	182783	41501353-85 Ext.2602
3	Smt. Kusum Bawa Sr. Asstt.	185539	41501353-85 Ext.2602
4	Smt. Krishna Goel, Sr. Asstt.	197576	41501353-85 Ext.2602
5	Smt. Sheela Chabra, Sr. Asstt.	173419	41501353-85 Ext.2602
6	Smt. Veena Khurana Sr. Asstt.	183179	41501353-85 Ext.2602
7	Sh. K.K. Gupta, Sr. Asstt. (½ day in CSO) & (½ day in A/C Branch)	104216	41501353-85 Ext.2602
8	Shri Mahesh Gupta, Sr. Asstt.	197550	41501353-85 Ext.2602
9	Sh. Krishan, Sr. Asstt.	256108	41501353-85 Ext.2602
10	Sh. Narender Yadav, Sr. Asstt.	173451	41501353-85 Ext.2602
11	Smt. Preeti Singh Saini, DEO	309164	41501353-85 Ext.2602
12	Shri Mahesh, DEO	309650	41501353-85 Ext.2602
13	Sh. Surinder , DEO	309677	41501353-85 Ext.2602
14	Ms. Baljeet Kaur, DEO	309667	41501353-85 Ext.2602
15	Ms. Kavita Sachdeva DEO	310744	41501353-85 Ext.2602
16	Ms. Richa DEO	310741	41501353-85 Ext.2602
17	Ms. Shashi, Clerical Asstt.	310249	41501353-85 Ext.2602
18	Sh. Virender Piwal , Clerical Asstt.	310245	41501353-85 Ext.2602
19	Sh. Kapil, Clerical Asstt.	312008	41501353-85 Ext.2602
20	Sh. Lallan Pandey, Peon	233239	41501353-85 Ext.2602
21	Smt. Magan, Helper	310706	41501353-85 Ext.2602
22	Sh. Jitender, Helper	310857	41501353-85 Ext.2602
23	Sh. Bhagat Singh, Helper	312025	41501353-85 Ext.2602



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S. No.	Name and designation	EMR Code	Office Phone No
1	S.K.Bhasin, Jt. CAO-III	102905	41501353 / 2608
2	Smt. Harsh Arora, AAO	272526	41501353-60/Extn.2017 43516584
3	Sh. N.K.Khanna, Consultant	-	41501353-60/Extn.2017 43516584

S. No.	Name and designation	EMP Code	Office Phone No
1	Sh. Pankaj Anand, A.O. (F&I) Additional Charge	286519	23365010 Ext.2601
2	Smt. Prem Lata, S.O. Additional Charge	181743	41501353 /2297
3	Smt. Veena Sharma, AFO	260357	41501353 /2297
4	Sh. Ram Lal Thakur, H.A.	144155	41501353 /2297
5	Smt. Veena Gambhir Sr. Asstt.	104000	41501353 /2297
6	Smt. Pushpa Sharma Sr. Asstt.	174730	41501353 /2297
7	Smt. Sumita Chadha, Sr. Asstt.	188723	41501353 /2297
8	Smt. P. Sushma Sr. Asstt.	178063	41501353 /2297
9	Sh. Kishan Pal Sr. Asstt.	263210	41501353 /2297
10	Sh. Raghuvir Singh Sr. Asstt.	185290	41501353 /2297
11	Sh. V.P. Sharma, Sr. Asstt.	143511	41501353 /2297
12	Sh. Ashok Kumar, Cl. Asstt.	301903	41501353 /2297
13	Sh. Anil Bhatt D.E.O.	307882	41501353 /2297
14	Sh. Baljeet Singh Daftry	189078	41501353 /2297
15	Sh. M. Sundarampandian, Helper	308906	41501353 /2297
16	Smt. Kiran Bala, Sr. Asstt.	173477	41501353 /2297
17	Shri Surindra pandian, Peon	308906	41501353 /2297
18	Sh. Kanchan Lal Meena, Cl. Asstt.	310792	41501353 /2297

S.N.	Name & Designation	Office Phone NO.
1.	SH. Ashok Anand A.O. (Pension-II)	2607
2.	Miss Lata A.O. (Pension-I)	2607
3.	SH. Gulshan Kumar A.A.O (P-I)	2901/2903
4.	SH. Purnima Khanna A.A.O (P-II)	2901/2903
5.	SH. Anil Kumar A.A.O (P-III)	2903
6.	SH. D.K. Verma A.A.O (P-IV)	2903
<u>SUPERVISORS</u>		
1.	Smt. Santosh Menon Sr. Assistant	2903
2.	Smt. Veena Jaggi Sr. Assistant	2903
3.	Smt. Prem Wati Sr. Assistant	2903
4.	Sh. Madhu Sudan Sr. Assistant	2903
5.	Sh. Rajesh Sharma (Clerical Asstt. on Contract)	2903
6.	Smt. Suman Malhotra Sr. Assistant	2903
7.	Sh. Radhey Shyam Jr. Assistant	2903
8.	Smt. Vijay Kumari Sr. Assistant	2903
9.	Sh. Ashok Kumar Sr. Assistant	2903
10.	Smt. Renu Soni Jr. Assistant	2903
11.	Sh. Chetna Nand Sharma Jr. Assistant	2903
12.	Smt. Sarla Devi Sr. Assistant	2903
13.	Smt. Lam Vung Jr. Assistant	2903
14.	Sh. Parveen Kumar Data Entry Operator	2903
15.	Sh. Vicky Kumar D.E.O. (On Contract)	2903
16.	Sh. Gyaneshwar D.E.O. (On Contract)	2903
17.	Sh. Naheem Ahmad D.E.O. (On Contract)	2903
18.	Sh. Vishal Kumar (Clerical Asstt. on Contract)	2903
19.	Sh. Ravi Kumar (Clerical Asstt. on Contract)	2903
20.	Sh. Mange Lal Peon	2607/2613



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03

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2903

ACCRUAL BASED
ACCOUNTS SECTION(ABAS)

S. No.	Name and designation	EMP Code	Office Phone No
	Sh. H.S. Verma, Director Accounts (II)	189482	23341902/ Ext.3907
	Sh. Ram Singh ,A.O.	268179	23366001/ Ext.2604
	Smt. Savita Badhan, PA	103325	23341902/ Extn.3907
	Ms. Sushma Baweja, Sr.Asstt.	102822	23366001/ Ext.2614
	Sh. Likhi Ram, Sr. Asstt.	178071	23366001/ Ext.2614
	Ms. Amarjeet Kaur, Sr. Asstt.	178101	23366001/ Ext.2614
	Ms. Neena Sharma, Sr. Asstt.	187915	23366001/ Ext.2614
	Smt. Meena Chawla, Jr. Asstt.	278558	-23366001/ Ext.2614
	Smt. Shashi Sharma, Jr. Asstt.	274283	23366001/ Ext.2614
	Sh. Rahul Gautam, Jr. Asstt.	279324	23366001/ Ext.2614
	Sh. Shishu Pal Singh, Daftary	185456	23366001/ Ext.2614
	Sh. Vijay Singh, Helper		23366001/ Ext.2614
	Sh. Ranjit Tiwari, Peon	252700	23366001/ Ext.2614

		<u>Office Phone No.</u>
1	Smt. Saroj Gupta, Dy. Dir. (Cash)	23344123
2	Sh. Rajender Prasad, Head Cashier	23344123
3	Smt. Neelam Verma, Sr. Asstt.	23344123
4	Smt. Kusum Lata, Sr. Asstt.	23344123
5	Sh. Madan Mohan, Sr. Asstt.	23344123
6	Sh. Anil Kumar, Sr. Cashier	23344123
7	Sh. R. S. Yadav, Sr. Cashier	23344123
8	Sh. Harveer Singh, Sr. Cashier	23344123
9	Sh. Omprakash, Sr. Cashier	23344123
10	Sh. S.K. Mathur, Head Asstt.	23344123
11	Sh. Mohan Lal Arora, Head Asstt.	23344123
12	Smt. Prem Lata, Sr. Cashier	23344123
13	Sh. R. K. Manchanda, Sr. Asstt	23344123
14	Sh. Manoj Kumar, Jr. Asstt.	23344123
15	Smt. Neetu Arora, Jr. Asstt.	23344123
16	Sh. Sanjeet Kumar, Jr. Asstt.	23344123
17	Sh. Naresh Kumar, Jr. Asstt.	23344123
18	Sh. Dharmender, Jr. Asstt.	23344123
19	Smt. Bimla Ekka, Jr. Asstt.	23344123
20	Smt. Surjeet Kaur, Jr. Asstt.	23344123
21	Smt. Rachna, Jr. Asstt.	23344123
22	Sh. Chander Shekhar Bhatt, Cl. Asstt.	23344123
23	.Sh. Arun Garg, DEO	23344123
24	Sh. Bijender Sharma, DEO	23344123
25	Sh. Love Sharma, DEO	23344123
26	Sh. Rakesh Kumar, Barkhandaz	23344123
27	Sh. Yogesh Kumar, Peon	23344123
28	Sh. Chander Mani, Peon	23344123
29	Sh. Anil Kumar, Peon	23344123
30	Sh. Ranvijay Singh, Peon	23344123
31	Sh. Ranvir Singh, Daftary	23344123
32	Sh. Rajpal Singh, Daftary	23344123
33	Sh. Surinder Tyagi, Driver	23344123
34	Sh. Shiv. Kr. Kaushik, Driver	23344123

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		23344123
	lar	23344123
37	Sh. Sohan Singh, Cl. Asstt.	23344123
38	Sh. R. Vajjiravelu, Gunman	23344123
39	Sh. D.P.S. Rathore, Jr. Asstt.	23344123
40	Sh. Surender Singh, Cl. Asstt.	23344123
41	Sh. Prashant Kumar, Cl. Asstt	23344123
42	Sh. Satish Kumar, Cl. Asstt.	23344123
43	Sh. Satpal Rawat, Cl. Asstt.	23344123
44	Sh. Vineet Prakash , DEO	23344123
45	Sh. Manesh Kumar Tomar, DEO	23344123