

JAL VAYU VIHAR

ASSISTANT MANAGER (OFFICE): DUTIES & RESPONSIBILITIES

1. Asst. Manager is administratively responsible to Secretary, BOM in his/her day to day functioning and is under functional control of Treasurer.
2. Asst. Manager has to collect the petty cash from the Manager and at the end of the day, that day collections along with petty cash has to be handed over to Manager in writing with denominations. A Handing over and Taking over Register has to be maintained by the Asst. Manager in this regard for collection of petty cash as well as handing over the day collection along with petty cash and must be signed by both Manager and Asst. Manager.
3. Asst. Manager is responsible for collection of all the Maintenance, Water bills from all the residents. Asst. Manager also responsible for collection of rentals from various vendors of the colony running commercial operations from JVV Premises.
4. Asst. Manager is responsible for follow up of the unrecovered dues. Any outstanding beyond one month are to be brought to the notice of Secretary/President.
5. Asst. Manager is responsible to receive the routine Electrical/Plumbing/ Maintenance complaints from residents and enter them in respective registers. Asst. Manager has to ensure that they are rectified to the satisfaction of residents by informing to respective staff and Manger.
6. At the end of the day if any of the complaints are not attended/rectified by concerned staff the same is to be brought to the notice of Secy.
7. Asst. Manager is responsible to for Akash Ganga Bookings. After the approval of concerned member and Secretary, Asst. Manager has to collect the requisite fees. After the function is over, balance of caution deposit is to be returned after deducting all the expenses by cheque if amount exceed Rs 2,500/-.
8. Asst. Manager is responsible to receive all the physical letters and e-Mails. All the incoming Mails are to be entered in "Inward register" and are to be put up to perusal of President / Secy. She is also responsible to maintain "Outward register". All the incoming and outgoing e-Mails/letters are to be properly filed in the respective files. Mail in and Mail out registers should have a column indicating the file name where they are filed.
9. Asst. Manager is responsible for safe custody of files.
10. In case any file or document goes out of office for any reason she has to make a note of it and obtain signature and ensure they are returned in reasonable time. Any failure in this is to be reported Secretary/President.
11. Asst. Manager is responsible for receiving calls in office.
12. Asst. Manager has to print Outstanding Dues like Maintenance, Water Charges and Rents on 16th of Every Month and produce the same to the Secretary.
13. Asst. Manager has to print Balance Sheet, Income and Expenditure Statement and Trial Balance and file them in a separate file and obtain Signature from Treasurer, Secretary and President every month on last working day.
14. Bank Reconciliation Must be done by 15th of every month for the previous month and obtain signature from the Treasurer.

15. Day Book along with Receipts and Payments Vouchers must be placed before Treasurer on the following working day for verification.
16. Reconciliation of Akash Ganga Deposits must be done regularly and tally the same with Akash Ganga Register and Tally Software.
17. Reconciliation of Gardener Income from GHMC must be done regularly, in case of difference inform the same to secretary.
18. Generate SMS Excel File in the tally after Passing the Maintenance, Rents and Water Journals and load the same in the website on first of every month.
19. For any Payments or Receipts write the narration clearly with DU No and other details as required. The narration must reflect the clear picture of Payment or Receipt.
20. Asst. Manager must attend the office in time in uniform and leave the office after completion of Working hours.
21. Asst. Manager should not leave the premises on duty hours without prior permission of Treasurer/Secretary.
22. Working hours from 09.30 am to 05.30 pm, Lunch time is from 01.15 pm to 02.00 pm only.
23. Asst. Manager is authorized to have one day leave in a month other than paid weekly off and paid public holidays. In case if Asst. Manager is on duty on weekly off, on public holiday and not availing leave will be paid extra days as per the salary.
24. Any issues of emergency or unresolved issues are to be escalated to Secretary/President.

Date:

(V Gouripathi)
WgCdr (Retd)
President
JVVHWA