

Additional works assigned to admin managers in audit team.
Details are given below:

Sl.No	Name of the employee	Designation	Work to assign	Remarks
1.	R. Sanjay Kumar	Audit Manager	ESI and staff petrol conveyance	ESI - Contractors ESI updating monthly one and preparing challans, Conveyance- staff conveyance monthly once payment. Staff two/four wheeler maintenance charges as per 132(e)
2.	G. Balakrishna	Asst Audit Manager	Updating of gate passes & Contractors PF	Updating of gate passes on monthly basis as per 912/35/b with assist of Mr. Sanjeev Kumar, & PF- Uploading ECR's and preparing monthly challans.
3.	V Ravi	Audit Manager	Contractors PF & 138(f) circular	PF- Uploading ECR's and preparing monthly challans. & Preparing monthly and quarterly 138(f) circulars
4.	N. Naredhar Reddy	Asst Audit Manager	Contractors PF & 138(f) circular	PF- Uploading ECR's and preparing monthly challans. & Preparing weekly, monthly and quarterly 138(f) circulars
5.	M. Mahesh	Audit Manager	Contractors PF & 138(f) circular	PF- Uploading ECR's and preparing monthly challans., Preparing weekly monthly and quarterly 138(f) circulars & other misc works and assigned by MD.
6.	B Praveen	Audit Manager	Contractors PF & 138(f) circular	PF- Uploading ECR's and preparing monthly challans., Preparing weekly, monthly and quarterly 138(f) circulars & other misc works and assigned by MD.