



भारतीय पटसन निगम लिमिटेड  
(भारत सरकार की संस्था)  
**The Jute Corporation of India Limited**  
(A Government of India Enterprise)



पंजीकृत और प्रधान कार्यालय: पटसन भवन, तीसरी और चौथी मंजिल, एक्शन एरिया I,  
ब्लॉक - सीएफ, न्यू टाउन, पश्चिम बंगाल - 700156  
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Ref. No. JCI/HO/Pers./2025-26/107

Date: 16.03.2026

**OFFICE ORDER**

As per the approval received from Competent Authority thereupon, the list of roles & responsibilities of Finance Officials along with their reporting officials are enclosed at Annexure-I.

नि. नि. 214  
16/3/26

Bitan Biswas  
(Manager -HR)

**Distribution:**

1. MD's Secretariat- For information to MD
2. D(F) 's Secretariat- For information to D(F)
3. CVO
4. GM (O/M)
5. DGM (Finance)
6. Chief Managers/CS
7. Senior Managers
8. Managers
9. Dy. Managers
10. Person Concerned.
11. Asst. Managers
12. All RO/RLDs
13. IT Dept.: For information, updation in e-Office, website & wherever applicable
14. Guard File/Notice Board

टेलीफोन / Telephone : 91 33 2252 1771 / 6720

ई-मेल / E-mail : [jci@jcimail.in](mailto:jci@jcimail.in) | वेबसाइट / Website : [www.jutecorp.in](http://www.jutecorp.in)

## Annexure-I

Keeping in view the current work position vis-à-vis manpower available in Finance Dept., Head Office, following are the basic work allocation of Finance Officers posted in HO /RLD .

Sl.	Name & Designation (with abbreviation) of Officer	Reporting to	Basic Work Allocation
1.	Sri Santanu Chakraborty (DGM)	DF	<ul style="list-style-type: none"> <li>- Evolving and implementation of Finance and accounting policies and in administration of Finance function of the Corporation.</li> <li>- Providing financial inputs to the Chairman/Director Finance and Members of the Board of Directors, Audit Committee and Govt. Authorities, as and when required.</li> <li>- Overall supervision and monitoring of the functions of Finance and Accounts Department, including the Audit activities and Project accounting.</li> <li>- Ensure the annual budgets, accounts, audit, and statutory payments are completed in line with JCI guidelines.</li> <li>- Replies to Govt. and other queries.</li> <li>- Providing Finance Concurrence for granting Approval by other HoDs in line with DoP.</li> <li>- To monitor and approve Disbursement of payment (for which administrative &amp; expenditure approval of appropriate authority in line with DoP.</li> <li>- Providing functional training to finance officials.</li> <li>- To keep in place an effective MIS system of Finance and Accounts activities and to ensure on time accounting of financial transactions so as to reach an era of real time accounting.</li> </ul>
2.	Sri Ramesh Kumar, (Chief Manager – Finance)	DGM-F	<ul style="list-style-type: none"> <li>- Supervising of Central Accounts activities, ensure maintenance of proper books of accounts/packages with on time updating and periodical closure with compliance of accounting policies and standards.</li> <li>- Finalization of annual books of accounts and preparation of annual accounts.</li> <li>- Supervising annual budgets of the Corporation.</li> </ul>

*G. Pravin*  
15/8/26

			<ul style="list-style-type: none"> <li>- Ensure Proper Change Management and System Audit of Tally Prime of HO and RO/RLDs.</li> <li>- Supervision and Handling of all activities related to Direct and Indirect Taxation.</li> <li>- Co-ordination for all Audit activities and generation of MIS on related functions etc.</li> </ul>
3.	Smt Priyanka Mohanty, (Senior Manager – Finance)	DGM-F	<ul style="list-style-type: none"> <li>- Financial evaluation of proposals of Mktg./Opns. and to provide Finance Concurrence in line with DoP (in a supporting role to Mktg./Opns.) .</li> <li>- Ensure Timely payment to Vendors.</li> <li>- To monitor and approve Disbursement of payment (for which administrative &amp; expenditure approval of appropriate authority in line with DoP,</li> <li>- Supervision and monitoring of LCs/Advances received, Sales invoicing and realization of payments there-against.</li> <li>- To monitor project accounting, financial co-ordination with NJB and other project related bodies, Seed accounting, JDP accounting etc.</li> <li>- To handle financial issues related to Sales and other marketing contracts/MoUs, customer claims, transportation and operating activities etc.</li> <li>- Monitoring and evaluating administrative proposals and expenditure in line with DoP for disbursement of payment and bill supervision along with monitoring retirement settlements.</li> <li>- Supervision of banking related activities and fund management.</li> </ul>
4.	Sri Rajendra Kumar Das, (Manager- Finance)	CM-F	<ul style="list-style-type: none"> <li>- Assistance and Support to CM-F on Indirect Taxation, audit of Indirect tax matters and reply to IDT audit Queries etc</li> <li>- To ensure proper bill documentation i.e. GST compliant invoices, debit/credit note, e-way bill, GRN, registers/forms etc as applicable.</li> <li>- Stock reconciliations with Operations; valuation &amp; provisioning policy; exception dashboard</li> <li>- Vigilance/Ethics support: Red flag analytics (round</li> </ul>

G. Aditya  
16/3/26

			<p>sum entries, backdated postings, duplicate vendors).</p> <ul style="list-style-type: none"> <li>- Assisting DGM-F in replies to Internal audit queries.</li> <li>- Assistance in evaluation of proposals put forth by Marketing, HR &amp; Admin, IT section for financial concurrence.</li> <li>- To provide inputs for financial planning and analysis.</li> <li>- To supervise and monitor financial matters of Forbesganj, Bhadrak, Parvatipuram RO/RLD, Agartala also TTD and all other business offices.</li> </ul>
5.	Sri Bijoy Bhowmick, (Manager – Finance)	CM-F	<ul style="list-style-type: none"> <li>- Handling of Central Accounts activities, ensure maintenance of proper accounts books/packages along with bank reconciliation statements; with on time updating and periodical closure after due compliance of accounting policies and standards.</li> <li>- Assisting in preparation of budget after compilation from all sections and regions and due deliberation.</li> <li>- Assistance and Support to CM-F on Direct Taxation, audit of Direct tax matters and Reply to DT audit Queries etc.</li> <li>- Payroll TDS computation and Retirement settlements etc.</li> <li>- Assisting DGM-F in replies to MoT matters, Govt. Audit and other queries</li> <li>- To supervise and monitor financial matters of Bethaudhari, Berhampore, Krishnanagar, Malda RO/RLD also.</li> </ul>
6.	Sri Bijay Sahoo, (Manager – Finance)	SM-F	<ul style="list-style-type: none"> <li>- To monitor and approve Disbursement of payment (for which administrative &amp; expenditure approval of appropriate authority in line with DoP,</li> <li>- To ensure proper accounting of all payments related to employees, vendors, suppliers, third party agencies and process bills after ensuring approval, work order terms, budgetary availability, and applicable taxes.</li> <li>- Ensuring GeM /Procurement Finance Checks: Bid security/PG/BG management; milestone payments; vendor KYC &amp; compliance</li> </ul>

G. Ardiya  
16/3/26

			<ul style="list-style-type: none"> <li>- Ensuring timely Payments to MSMEs.</li> <li>- Supervising all activities of CPF cell, accounting and finance related activities of the CPF cell and reporting to Secretary, BoT.</li> <li>- To manage the status of accounts and balances and identify inconsistencies of account receivable/payable and creditor management.</li> <li>- To co-ordinate with Regional offices and ensure remittances of funds to RO for procurement and operational expenses.</li> <li>- To supervise and monitor financial matter of Siliguri, Coochbehar, Kolkata RO/RLD.</li> </ul>
7.	Sri Tarkeshwar Singh, (Manager – Finance)	SM-F	<ul style="list-style-type: none"> <li>- Assistance in banking related activities related to fund management, cash credit facilities, liasoning with banks for projects like e-auction etc, credit rating.</li> <li>- Scrutinizing LCs, providing concurrence against LCs, refunds, claims follow up on Debtors, mill wise records and accounting thereof.</li> <li>- Ensuring timely payments to mills against short weight and quality claims etc.</li> <li>- Responsible for ledger reconciliation of mills, balance confirmation of the ledgers with mills and co-ordination with marketing &amp; operations as well as mills for issues related to sales.</li> <li>- Supervising project accounting and co-ordinating with NJB and other project related bodies, accounting and audit of the projects.</li> <li>- To supervise and monitor financial matter of Guwahati, Dhubri, Nagaon, Gauripur RO/RLD.</li> </ul>
8.	Sri Abhijeet Dey, (Additional Deputy Manager – Finance)	SM-F	<ul style="list-style-type: none"> <li>- All intra-departmental co-ordinations and assistance for preparation of internal audit report.</li> <li>- Ensuring proper accounting as well as receipts/payments related to JDP, JGT, JAT, TTD, E-commerce.</li> <li>- Assistance in proposals related to Jute diversified products in coordination with marketing &amp; operation section.</li> </ul>

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16/3/22*

9.	Sri Monosish Kar,  (Deputy Manager-Finance)	FM-BB	<ul style="list-style-type: none"> <li>- Ensure timely submission of all kinds of Financial &amp; Management Accounting related MIS to Management.</li> <li>- Ensure MIS on Daily: Cash position, due payments (HO+RO) and Weekly: vendor ageing, collections, exceptions (open GRNs/advances).</li> <li>- Assisting MM(BB) &amp; MM(RKD) in Taxation related matters.</li> <li>- Assistance in evaluation of proposals put forth by Marketing &amp; operations related to trade activities.</li> </ul>
10.	DFM/AAFMM of RO/RLD	Administrative ally to ZMs  Functionally to respective FMs having specific financial charge to those ROs/RLDs.	<ul style="list-style-type: none"> <li>- Maintenance of Books of Accounts related to RO/RLD monthly as well as Yearly basis.</li> <li>- Reporting of Profit and Loss Accounts for RO/RLD monthly as well as Yearly basis.</li> <li>- Closure of Annual Accounts and Audit related to RO/RLD.</li> <li>- Ensure all Proposals submitted to HO are as per JCI laid down guidelines/ GFR.</li> <li>- Ensure timely submission and payment of all taxation related matters</li> <li>- Ensuring Budgetary Control related to RO/RLD</li> <li>- Ensuring timely payments through processing of Bills and Operating expenses.</li> <li>- Ensuring timely reporting of Project related expenses.</li> <li>- MIS related to HO and RO/RLD.</li> <li>- Timely processing/ submission of Statutory dues</li> <li>- Providing Concurrence as per DOP.</li> </ul>

**(NB: All the officers will have to handle jobs allotted to another officer on need basis. For example, till FM BS resumes duty, his function will be looked after by FM BB with support of others)**

*Handwritten signature and date*  
16/3/26