


Works of Nazart Branch DC office Chamba.

Sr No.	Name of Post	Job of works
1-	Distt . Nazir (Sr Asstt.)	Maintenance of cash book 2053- Distt. Admn., All kinds of drawl& disbursement ,Over all in charge of District Malkhana, maintenance of Acquaintance rolls, other Misc. & outdoor duties assigned by the superiors & General supervision of Nazarat branch. Periodical Checking of veh. log book, Noting and drafting important policy matters relating to Nazarat branch etc.
2.	Asstt. Distt Nazir,(Sr Asstt.)	Maintenance of store & stock, purchase of all kind of items of store &store, other Misc. & out door duties assigned by the superiors, maintenance of all kind of registers stock & store &veh. etc., maintence of all files of Nazarat branch, consignement of old record of Nazart branch & maintenance of its records., any other work assigned by the District Nazir,
3-	Bills clerks(Jr Asstt.)	Preparation of all contingency bills & maintenance of its records/ registers,preparation of Budget/Estimates&excess& surrenders statement of contingency heads,maintenance of contingent vouchers And bills,Corr. Reg. State Guests and submission of its bills, reservation of Curcuit House PWD Chamba & Dalhsouie & RH PWD chamba etc.


 (Om Raj Mehta) Distt. Nazir
 Deputy Commissioner,Office ,
 Chamba.