

ACTIVITIES OF ACCOUNTS SECTION

I. SUBJECT DEALT WITH ACCOUNTS-I SECTION

1. Preparation of monthly salary bill of 275 nos. of employees.
2. T.A. Bill and R.C.M. Bill.
3. G.P.F. Bill.
4. L.T.C. Bill.
5. Preparation of monthly expenditure each head of account wise.
6. Monthly provisional pension Bills.
7. Monthly quarters and water rent rolls separately.
8. Quarterly Income Tax deduction schedules and Annual compilation.
9. Different types of Arrear Bills on account of stepping up, ACPs, Incremental arrear and pay fixation arrears etc.
10. Preparation of L.P.Cs of employees on transfer and retirement.
11. Different advances like HBA, MCA Moped, Festival and L.T.C. Advances.
12. Different information sought for by different employees and Media persons under RTI Act.2005.
13. Preparation of Recovery particulars of different advances like HBA, MCA, Moped and SHBA.

II. SUBJECT DEALT WITH ACCOUNTS-II SECTION

1. Contingency bills in different schemes.

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