

Ames - I

**Instructions for Accounting Authorities for the State**

Sl. No.	State Accounts/ Accounting system	Instructions for Accounting Authorities for the State /Description of work related to the sections
1	Comp(G)	Treasury Suspense B/sheet, Review of balance Report(Receipt),Detailed Book Part-II(Payment),DAA/OB sheet, Performance Indicator Report (Receipt) Loans and Suspense Statements.Clearance of DAA & OB Suspense figure. Treasury Account receiving and correction of account of following treasuries and caging and distributing and related work
2.	Departmental(C) Sections	1. Entering, authorization & posting of vouchers.2. Maintenance of HBA/MCA B/sheets 3. Capture of all Transfer Entries related to Major heads dealt in the section.4 .Reconciliation work of Major Head-7610 with data of DDO/CCO & different adjustment in time.5. Maintenance of OB/DAA B/sheet.6 .Maintenance of Class-IV B/sheets of above Major Heads.7. Maintenance of sanction data base.8. All work related to preparation of Finance Accounts for the M.H. as a whole.
3	Pension (C)	1. Compilation sheet register/Data sheet, 2.Inward suspense account register.3.Outward suspense account register.4.DAA/Suspense B/sheet register.5.OB Suspense B/sheet register.6.TE register.7. Periodical adjustment, if any required during the year.8.All work related to preparation of Finance Accounts for the Mh as a whole.9. Any other work related to above MHs dealt at present as a whole not specifically allotted to any other sister section.
4	A.C.(S)	i)FA & CAO Railways O/w and I/w A/cs,Net proceeds of shareable union taxes and duties in lieu of state share(MFO GIMEDEABD), New Delhi, High Commission of India,London,Inter State settlement (I/W and O/W A/cs MP,Kerala,TamilNadu,Rajasthan,Maharashtra,AssamKarnatka,Nagaland,Tripira,Meghalaya,Arunachal Praesh,Sikkim,Manipur,Mizoram,Chhatisgarh,Goa and Pondicherry, All Pay and Accounts Officers(Outward Accounts,112-TDS, Settlement of claims of MH-8658-00-109 RBS(H.Q), All inward Accounts of DAO, Advices to be issued in respect of MH 8793 on RBI Nagpur RBI Nagpur and in respect of all receipt and

		payments which arises in the book of PAO of Central Govt. Ministries as well as Central Govt. Undertakings Corporation, Bodes.
5.	Book(C)	Report of quarterly appreciation note on Account, posting of key Indicators of Monthly Civil Account, Review of Balances (Main and follow up) & CCO wise expenditure. Preparation and checking of statement No.4,7,11,12,13,165,17,17A of Finance Account Preparation of time schedule for closing of March (Pre) and March (Sy) Account, Verification of J.Es for supplementary account and Checking of quarterly data on gross domestic product and sending to Ministry of Statistics and programmed Implementation G.O)
6.	Budget	Actuals, Monthly report on expenditure, Budget reviewing, scrutiny and distribution and Preparation and submission of Central Plan Monitoring System report to Headquarter's office, P.A.G (Civil Audit) and D.A.G (Local bodies).
7.	Deposit(S)	Issuing of Authority letters for lapsed deposit, Refund, Plus Minus Memoranda, Adjustment of Adverse balance.
8.	L.A.	Maintenance of Loan Account and issuing of loan statement to loanees.
9.	T.M.	Giving opinion as required by State Govt. in accounting procedures. Vetting of various schemes along with correction of Major Heads Sub head, Minor Head etc. Convening of High Power State level Meeting. Preparation of Annual Review of Treasury Inspection and Administrative Report. KFA/KRA, Weeding Certificate, Hindi Report, C & AG Complaint cases, Court cases report, Reconciliation report, Nil payment report, Monthly Arrear report, Specimen signature of Sr.A.Os, Embazement/fraudulent drawals, Citizen charter report, CVC report, Peer Review, ITA, D.I. Report, nomination of staff and related work for RTI and In-house training, distribution of DAA/OB Suspense, Transfer and Posting of Officers/staff, Men-in Position, Maintenance of leave Account of staff of T.A.D. co-ordination
10.	T.I.(Cell)/Pool	Sending of T.I. parties, Editing of I.Rs, Issuing of I.Rs, and settlement of paras.
11.	Reconciliation(Cell)	Quarterly reconciliation of Accounts with C.C.Os of State Government.



12.	Report	i)Preparation of Finance and Appropriation Account, printing thereof and submission to the State Government,ii)Preparation, printing and sending to State Govt. the Account at a Glance.iii)Preparation of combined Finance and Revenue Accounts.iv)Surrender and re appropriation orders.v) Review work of various statements of Finance Accounts generated through VLC and to expedite most of the intricate type of accounting problem relating to TAD co-ordination.
13.	VLC(EDP)	Downloading of Annual and Supplementary budget of the State Government interface, Merger of data received from A.G.(A&E)-II site. Generation of Monthly Civil Accounts, Generation and printing of Annual Finance Account. Taking of daily/weekly/monthly/annual logical and physical, backups of the database Restoration of the backup data in the Test server fortnightly. Changing system pass ward every quarterly. Start up the Main server and Test server every morning on working days and record the start up time in the server log book. Shutdown the Main server and Test Server at the end of the working days and record the shutdown time in the logbook.
14	T.A.D(C)	Typing letter received from various sections of T.A.D
15.	R.M.S.G	Vouchers and other records received from VLC and other sections,bundling of records and sending of records to GD Record room.

Sr.Accounts Officer/T.M.II