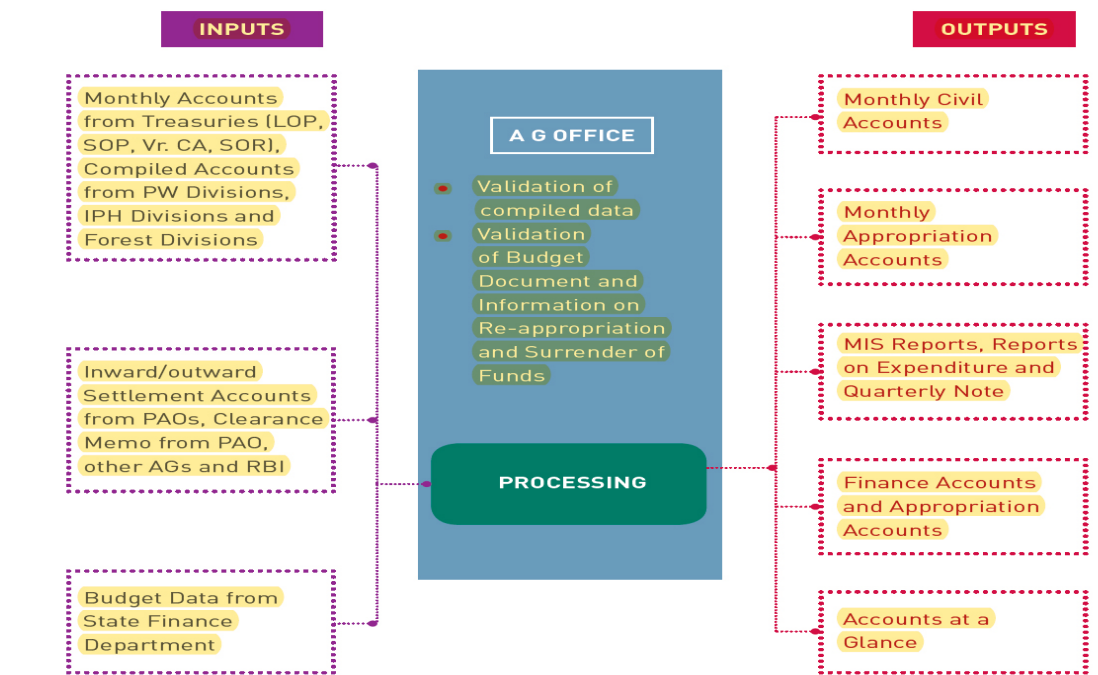


Accountant General (A&E) Punjab & U.T. Chandigarh is entrusted with the Accounts maintenance & entitlement function of Punjab State. The Accountant General (A&E), Punjab is responsible for compiling and preparing the Monthly Civil Accounts and Annual Accounts (Finance Accounts & Appropriation Accounts) of the Government of Punjab and to submit the Accounts to the Governor for placing it before the State Legislature in accordance with Articles 149 and 151 of the Constitution of India, read with Section 11 of the Comptroller & Auditor General of India. This office also maintains Deposit Accounts and Inward and Outward Settlement Accounts as well as accounts of long-term advances, viz- House Building Advance, Motor Car Advance for the State Government employees.

○ **Main features of Accounts wing**

- **Compilation of Accounts**
- **Preparation of Finance and Appropriation Accounts.**
- **Treasury Inspection**
- **Miscellaneous (Issuance of DDO powers, maintenance of long term advances Broadsheets etc.)**

**Flow Diagram of Accounts Compilation**



## **Role of AG office in respect of State Government Transaction with Reserve Bank of India.**

- Inter Government Transaction Settlement of accounts through RBI Advices.
- RBI Advices are issued in following transactions:
  - i. Payments of loans/interest.
  - ii. Repayments of loans.
  - iii. Payment of State share of Union taxes.
  - iv. Inward / Outward Claim.
  
- Under an agreement with the Reserve Bank of India State Government has to maintain a minimum balance of 1.56 crore daily with the bank.
- Compilation of ways and means advance and sanction of Market loans received in this office from RBI.
- Transaction Account of receipt and payment is being sent by RBI to AG(A&E) Punjab monthly to reconcile the transactions reported by the treasuries of Punjab to AG (A&E) Punjab Office.

## **Preparation of Finance and Appropriation Account**

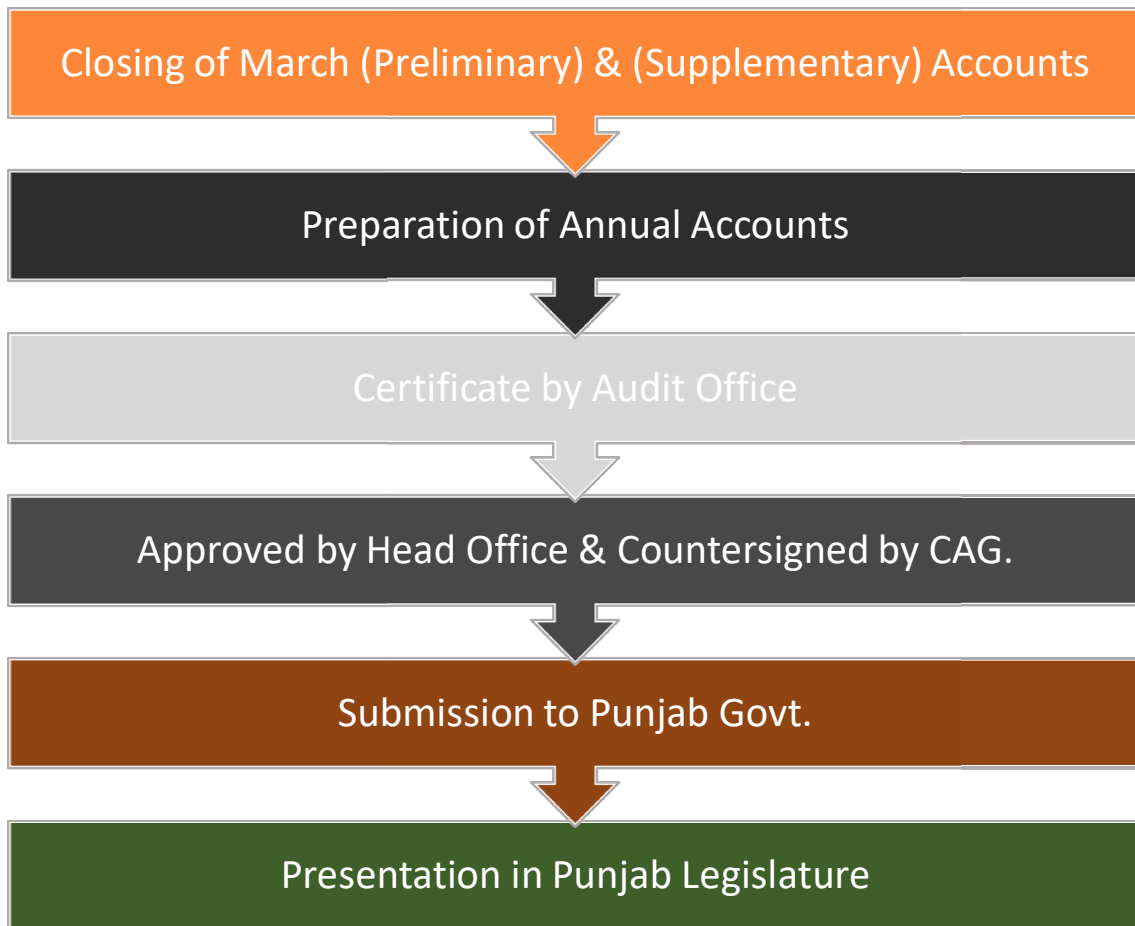
### 1. Finance Accounts

Receipts and disbursements of the Government for the year.

### 2. Appropriation Accounts

Appropriation Accounts bring out the Gross Expenditure (both Voted and Charged) of the State Government incurred from the Consolidated Fund for each financial year compared with the accounts of Voted Grants and Charged Appropriations. The Appropriation Accounts supplement the Finance Accounts.

## Steps for preparation & submission of Finance Accounts



## VOUCHER LEVEL COMPUTERISATION

○ **Introduction** :- Voucher Level Computerization (VLC) is running successfully in Accountant General (A&E), Punjab since January 2000. In the year 2012-13 it was technically upgraded from SCO Unix ware to Linux and Oracle 8i to Oracle 11g using 3-tier architecture..The main motive of the system is to generate Monthly Civil Account and Annual Accounts of the Government of Punjab. To keep the account of the State Government and generate various reports, VLC embodied with 14 modules as detailed below:-

- Master Module
- Budget Module
- DC Module
- Forest Module
- Grant in aid Module
- Loan Module
- Deposit Module

- Account current Module
- Audit Module
- Book Module
- GPF Module
- HBA/MCA Module
- Enumeration Module
- Security Module

### **Broadsheet of Suspense**

- **Broadsheets of DAA Suspense** :- The balance under M.H. 8658-111 DAA Suspense arises when there is a difference in the posting of Cash Account and List of payments by book section and the related vouchers posted in VLC system by the concerned DC Sections. Also, the account of interstate transactions is received by Account Current Section in the form of advices and clearance memo from RBI. Account Current section raises the suspense in the concerned heads and passes the suspense slip to the respective DC sections and sometimes due to delay in passing of suspense slips by one section to another section or due to delay in the posting of suspense slip, the situation of outstanding DAA Suspense arises.
- **Broadsheets of O.B. Suspense** :- If vouchers are not received from treasuries before compilation is over or, if the correct classification of a recovery of receipt cannot be ascertained, the amount should be accounted under “OB Suspense” below the minor head “ Suspense account” under the major head “8658-Suspense Account” and it will be shown in the Broadsheet of OB Suspense.