

**Instruction for Accounting Authorization for the State**

**Annexure-I**

<b>Sl. No.</b>	<b>State Account/Accounting System</b>	<b>Instruction for Accounting Authorities for the State/Description of work related to sections</b>
<b>1</b>	<b>VLC (VMG)</b>	<b>Treasury Account receiving and collection of Treasury account, caging and distributing the account to concerned section/wing.</b>
<b>2</b>	<b>D.C. Sections</b>	<ol style="list-style-type: none"> <li>1.Entering, authorization and Posting of Vouchers</li> <li>2. Maintenance of HBA/MCA B/sheets</li> <li>3.Capture of all Transfer Entries related to Major Heads dealt in the section.</li> <li>4.Reconciliation work of Major Head-7610 with data of DDO/CCO &amp; different adjustment in time.</li> <li>5. Maintenance of OB/DAA B/sheets of related major heads and correspondence work.</li> <li>6. Maintenance of Class-IV B/sheets of mentioned related Major Heads.</li> <li>7. Maintenance of sanction data base.</li> <li>8.All work related to preparation of Finance Accounts for the M.H. as whole.</li> </ol>
<b>3</b>	<b>T.M. (central)</b>	<b>KFA/KRA, Weeding Certificate, Hindi report, C&amp;AG Complaint cases , Court cases report, Reconciliation report, Nil Payment report, Monthly Arrear report, Progressive report, Cass Cap report, Office Profile report, Material of Performance report, Nil Voucher report, Specimen signature of Sr. AOs. Citizen charter report, Peer Revive, ITA,A.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 TAD Co-ordination.</b>
<b>4</b>	<b>Reconciliation (cell)</b>	<b>Quarterly reconciliation of Accounts with C.C.Os of State Government.</b>
<b>5</b>	<b>VLC (CG)</b>	<b>Opening of monthly A/c merger of data receive from Lko branch and after merging send report to AG (A&amp;E)-I site. Taking of daily/weekly/monthly/annual logical and physical, backup of database in the backup server fortnightly. Start up the Main server and text server every morning on working days and record the start up time in server log book. Shutdown the Main server at the end of the working days and record the Shutdown time in the log book.</b>
<b>6</b>	<b>R.M.S.G.</b>	<b>Voucher and other records received from VLC and other sections, bundling of records and sending of records to GD Record room. Supply of vouchers to fund wing on demand.</b>