

## DETAILS OF WORK UNDERTAKEN IN ACCOUNTS BRANCH

- Collection of Fees & Road tax from all Commercial Vehicles and Refund cases.
- Preparation of Salary & Provisional Pension bills of all the staff of Transport Department.(approx. 450 no.s)
- Collection of Tax through POS is also being received at the counters in Accounts Branch.
- Preparation of Budget Estimate, Revised Estimate and Final Excess & Saving.
- Preparation of all Contingency bills in regard to expenditure made for all office expenses , G.I.A to DTC, MRTS, Cluster etc.
- Preparation of all personal claim bills like LTC, TA, GPF Advance/Withdrawal.
- Preparation of Medical Re-imburesment bill of all staff of Transport Department.
- Reconciliation of all expenditure and payment / Revenue in cash and DD received from all sources also done by Accounts Branch.
- Cashier deals with the handing over of cash received on daily basis to CMS Security at Office premises.

*A. S. Rana*  
06/04/2017

(A. S. Rana)

Dy. Controller of Accounts