

## **VPS**

### **The Accounting Set Up**

Secretary (Vice President Sectt) is the Chief Accounting Authority for Vice President Sectt. He discharges his duties with the help of Joint Secretary & Financial Advisor (Finance) and Controller of Accounts (CA), M/O PPG&P. The accounting function of the Vice President Sectt is discharged by Principal Accounts office(PPG&P), Pay and Accounts Office(Cabinet Affairs) and an Internal Audit Wing of M/O PPG&P. The accounts organization is responsible for:

- Arranging all payments on behalf of the VP Sectt through Pay and Accounts Office(Cabinet Affairs) ;
- Compilation and consolidation of the Monthly Accounts of the Ministry and its submission to the Controller General of Accounts (CGA);
- Preparation of annual statutory Grant-wise Appropriation Accounts and liaison with the Audit of their certification;
- Preparation of the annual Statement of Central Transactions (SCT) and material for the Union Government Finance Accounts and its submission to CGA;
- Monthly internal financial reporting for effective budget execution and release of monthly data on expenditure and receipts on Ministry's Website;
- Preparation of receipt estimates; estimates for transactions in Public Account, and estimates for pension and interest payments;
- Reconciliation with the accredited banks of the Ministry; and
- Internal audit of the various subordinate formations of the Ministry to ensure that financial rules, regulations and procedure are adhered to by these units in their day to day functioning;