

ORGNIGATION CHART OF DAG TAD AND VLC (SITE MAP)

DAG/TAD & VLC

Med.comp.-I	Med.comp.-II	Med.comp.-III	Agri.-comp-I	Agri.-comp-II	L& J comp.	A& H comp.
Suspense (cell)	Reconciliation (cell)	R.M.S.G.	T.M. central	DAG/TAD & VLC (cell)	VLC (CG)	VLC (VMG)

Departmental (C) Sections

Sl. No	Section	Allotted Major Heads	Description of work related to the section
1	Medcal (C)-I	Receipt 0210, 4210 Payment 2210,4210	<ol style="list-style-type: none"> 1.Entering, authorization and 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/sheets of M.H.2210, 4210 and correspondence work. 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 whole.
2	Medcal (C)-II	Receipt 0210, 4210 Payment 2210,4210	<ol style="list-style-type: none"> 1.Entering, authorization and 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/sheets of M.H.2210, 4210 and correspondence work. 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 whole.
3	Medcal (C)-III	Receipt 4216, 0211 Payment 4211,4216, 2211	<ol style="list-style-type: none"> 1.Entering, authorization and 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/sheets of M.H.2211, 4210 and correspondence work. 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 whole.
4	Agriculture (C)-I	Receipt: 0030, 0415, 0435, 0402, 0705, 0501, 0506 Payment: 2030,2402,2415, 2501,2506, 2705	<ol style="list-style-type: none"> 1.Entering, authorization and 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

			<p>adjustment in time.</p> <p>5. Maintenance of OB/DAA B/sheets of M.H.2402,2415,2435,2501,2506,2705 and correspondence work.</p> <p>6. Maintenance of Class-IV B/sheets of above Major Heads.</p> <p>7. Maintenance of sanction data base.</p> <p>8.All work related to preparation of Finance Accounts for the M.H. as whole.</p>
5	Agriculture (C)-II	<p>Receipt: 0401,4401</p> <p>Payment 2401,4401</p>	<p>1.Entering, authorization and Posting of Vouchers</p> <p>2. Maintenance of HBA/MCA B/sheets</p> <p>3.Capture of all Transfer Entries related to Major Heads dealt in the section.</p> <p>4.Reconciliation work of Major Head-7610 with data of DDO/CCO & different adjustment in time.</p> <p>5. Maintenance of OB/DAA B/sheets of M.H.2401,4401, and correspondence work.</p> <p>6. Maintenance of Class-IV B/sheets of above Major Heads.</p> <p>7. Maintenance of sanction data base.</p> <p>8.All work related to preparation of Finance Accounts for the M.H. as whole.</p>
6	L & J (C)	<p>Receipt: 0014</p> <p>Payment 2014</p>	<p>1.Entering, authorization and Posting of Vouchers</p> <p>2. Maintenance of HBA/MCA B/sheets</p> <p>3.Capture of all Transfer Entries related to Major Heads dealt in the section.</p> <p>4.Reconciliation work of Major Head-7610 with data of DDO/CCO & different adjustment in time.</p> <p>5. Maintenance of OB/DAA B/sheets of M.H.2014 and correspondence work.</p> <p>6. Maintenance of Class-IV B/sheets of above Major Heads.</p> <p>7. Maintenance of sanction data base.</p> <p>8.All work related to preparation of Finance Accounts for the M.H. as whole.</p>
7	A & H (C)	<p>Receipt: 0215,0217, 4215,4217,0403,0404 0405,0425,4403,4404,4405,4425</p> <p>Payment: 2215,2217,4215,4217,2403,2404,2405, 2425, 4403,4404,4405</p>	<p>1.Entering, authorization and Posting of Vouchers</p> <p>2. Maintenance of HBA/MCA B/sheets</p> <p>3.Capture of all Transfer Entries related to Major Heads dealt in the section.</p> <p>4.Reconciliation work of Major Head-7610 with data of DDO/CCO & different adjustment in time.</p> <p>5. Maintenance of OB/DAA B/sheets of M.H.2215,2217,2403,2404,2405,2425 and correspondence work.</p> <p>6. Maintenance of Class-IV B/sheets of above Major Heads.</p> <p>7. Maintenance of sanction data base.</p> <p>8.All work related to preparation of Finance Accounts for the M.H. as whole.</p>
8	Suspense (cell)		Clearance of Suspense figure of TAD Accounts.
9	Reconciliation (cell)		Quarterly reconciliation of Accounts with C.C.Os of State Government.
10	R.M.S.G.		Management of records of TAD Co-ordination
11	T.M. (C)		KFA/KRA, Weeding Certificate, Hindi report, C&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 Review, ITA,A.D.I. report, nomination of Staff and related work for RTI and In house training, distribution of DAA/OB Suspense, Transfer an Posting of Officers/staff, Men in Position, Maintenance of leave Account of staff of TAD co-ordination. Giving opinion as per 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.
12	DAG TAD (cell)		P.A. to DAG/TAD and staff
13	VLC (CG)		Opening of monthly A/c merger of data received from Lko branch and after merging send report to AG (A&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.
14	VLC (VMG)		Treasury Account receiving and collection of Treasury account, caging and distributing the account to concerned section/wing.

Instruction for Accounting Authorization for the State

Annexure-I

Sl. No.	State Account/Accounting System	Instruction for Accounting Authorities for the State/Description of work related to sections
1	VLC (VMG)	Treasury Account receiving and collection of Treasury account, caging and distributing the account to concerned section/wing.
2	D.C. Sections	<ol style="list-style-type: none"> 1.Entering, authorization and 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/sheets of related major heads and correspondence work. 6. Maintenance of Class-IV B/sheets of mentioned related Major Heads. 7. Maintenance of sanction data base. 8.All work related to preparation of Finance Accounts for the M.H. as whole.
3	T.M. (central)	KFA/KRA, Weeding Certificate, Hindi report, C&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.
4	Reconciliation (cell)	Quarterly reconciliation of Accounts with C.C.Os of State Government.
5	VLC (CG)	1. Opening of MCA & Broadsheet in every month. 2. Daily opening & closing of server with time that entered in the log register 3. Daily taking of dmp backup. 4. Weekly taking of Archieve & R-Man Backup. 5. Cold backup for i-cisa at first date of the month. 6. For monthly feeding of voucher related to TAD of Ist and IInd list Interface is downloaded in the server of AG(A&E)-II being downloaded by the NIC server. 7. Monthly Uploading of Lop in the server of AG(A&E)-II, being received from AG(A&E)-I site. 8. Upkeeping of Master Data of Server. 9. Monthly Merger of data , received from Lucknow branch and after getting it vetted, report is sent to AG(A&E)-Ifor uploading on official website. 10. PDF of accounts related to TAD, WAD & Forest is forwarded to Computer Cell to upload on the web site of AG(A&E)-II in every month 11. Print on report related to \sections of Accounts rendering units, is issued as and when required. 12. Weekly diary report. 13. Monthly reports of \Action Taken report, Progressive report and Arrear report. 14. Quertery KFA/LRA & Hindi report.
6	R.M.S.G.	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.