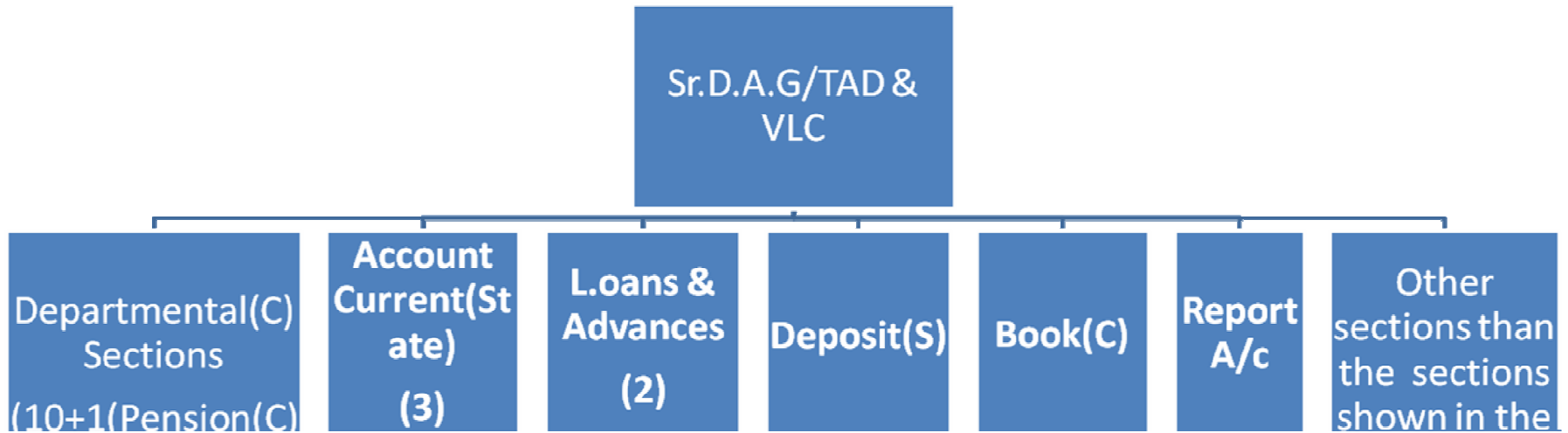


Organisational Chart of TAD Wing(Site Map)



Departmental(C) Sections

Sl. No.	Section	<u>Allotted Major Heads</u>	Description of work related to the section
1.	Education (C)-I	Receipt: 0202,0230 Payment: 2202,2203,2204,2205, 2230 Capital Outlay: 4202	<ol style="list-style-type: none"> 1. Entering, authorization & posting of vouchers 2. Capture of all Transfer Entries related to Major heads dealt in the section 3. Reconciliation work of Major Head-7610 with data of DDO/CCO & different adjustment in time. 4. Maintenance of OB/DAA B/sheet of M.H.2202, 2230,2203,2204,2205 & 4202 and correspondence work. 5. Maintenance of Class-IV B/sheets of above Major Heads 6. All work related to preparation of Finance Accounts for the M.H. as a whole
2.	<u>Educational</u> (C)-II	Receipt: 0202,0230 Payment: 2202,2203,2204,2205, 2230 Capital outlay: 4202	<ol style="list-style-type: none"> 1. Entering, authorization & posting of vouchers 2. Maintenance of HBA/MCA B/sheets 3. Capture of all Transfer Entries related to Major heads dealt in the section Reconciliation work of Major Head-7610 with data of DDO/CCO & different adjustment in time. 4. Maintenance of Class-IV B/sheets of above Major Heads 5. Maintenance of sanction data base 6. Maintenance of State Contingency Fund Register and its recoupment. 7. Maintenance of Nil Payment voucher Register 8. All work related to preparation of Finance Accounts for the M.H. as a whole

3.	Education (C)-III	Receipt- 0020,0021,, 0202,0203 Payment : .2202,2203,2204, 2205,2230 Capital Outlay : 4202,4203,4204,4205, 4230	<ol style="list-style-type: none"> 1. Entering, authorization & 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 AC/DC Bill Register of all above heads and correspondence 6. Maintenance of Class-IV B/sheets of above Major Heads 7. Maintenance of sanction data base 8. Maintenance of State Contingency Fund Register and its recoupment. 9. Maintenance of Nil Payment voucher Register 10. All work related to preparation of Finance Accounts for the M.H. as a whole.
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4.	P.L.I.(C)	<p>Receipt:0029, 0851, 0852, 0875,0885,1453, 0070, 0058,1053</p> <p>Payment :2029,2851,2048,2852, ,2875,2885,3453,2070, 2058,3053</p> <p>Capital outlay : M.H-4029, 4851, 4852,4058, 4875, 4885,4070, 5053</p>	<ol style="list-style-type: none"> 1. Entering, authorization & 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 AC/DC Bill Register of all above heads and correspondence 6. Maintenance of OB/DAA B/sheet of M.H. 2029,2851,2048,2852,2860, 2875,2885,3453,2070,2058,3053 and correspondence work. 7. Maintenance of Class-IV B/sheets of above Major Heads 8. Maintenance of sanction data base 9. All work related to preparation of Finance Accounts for the M.H. as a whole
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5.	Community Plan & Misc (Compilation)	Receipt : 0515,0056, 0505 Payment : 2515,2056, 2505 Capital out lay : 4505,4056, 4515	<ol style="list-style-type: none"> 1. Entering, authorization & 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 AC/DC Bill Register of all above heads and correspondence 6. Maintenance of OB/DAA B/sheet of 7. M.H.2515,2056,2505,4515 A/c of IRLA cheques Vidhansabha, Vidhn Parishad, Governor house and all corresponding heads & LOP/Cash A/c and six different treasuries. 2056 and correspondence work. 8. Issuance of NDC & Annual statement to the loanee. 9. Maintenance of Class-IV B/sheets of above Major Heads 10. Maintenance of sanction data base 11. Maintenance of State Contingency Fund Register and its recoupment. 12. Maintenance of Nil Payment voucher Register 13. All work related to preparation of Finance Accounts for the M.H. as a whole
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6.	Sales Tax, Excise & Polic STEP (C)-I	Receipt : 0055 Payment : 2055, 2049, 2801, 2810, 2853 Capital out lay : 4801, 4810,0006	<ol style="list-style-type: none"> 1. Entering, authorization & 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 AC/DC Bill Register of M.H.-2055 and correspondence 6. Maintenance of OB/DAA B/sheet of M.H.-2055work. 7. Issuance of NDC & Annual statement to the loanee. 8. Maintenance of Class-IV B/sheets of above Major Heads 9. Maintenance of sanction data base 10. Maintenance of State Contingency Fund Register and its recoupment. 11. Maintenance of Nil Payment voucher Register 12. M.H.-0032,,0037,0038,0044,0045 13. All work related to preparation of Finance Accounts for the M.H. as a whole 14. Accounting in respect of G.S.T
7.	Sales,Tax,Exci se& Police©-II STEP©-II	Receipt : M.H.- 0028,0035,0040,0041, 0042, 0050, 0250, 0252,0253,0045,0801, 002,0853,1435,0047,1 055,1056,0039,0049, 0075,0810,1425,,1435	<ol style="list-style-type: none"> 1. Entering, authorization & posting of vouchers Of M.H.- 2040,2045,2801,2853,3435,2047,4853,4854,,3055,2039,2049,2 035,2075,2810,3604,4810 & and all corresponding heads 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.

		<p>Payment : M.H-2039,2040,2041,2045,2047,2075,2250,2802,3055,3056,3425,3435,3604.</p> <p>Capital out Lay M.H-4025, 4035, 4039, 4040,4041,4045,4047,4075,4250,4252,4253,4801,4810,4041,4842,4853,4854,4855,4856,4858,4859,4860,5055,5056,2075,5453,5402,5403</p>	<ol style="list-style-type: none"> 5. Maintenance of AC/DC Bill Register of M.H.-2055 and correspondence Maintenance of OB/DAA B/sheet of M.H.-2055work. 6. Issuance of NDC& Annual statement to the loanee. 7. Maintenance of Class-IV B/sheets of above Major Heads 8. Maintenance of sanction data base 9. Maintenance of State Contingency Fund Register and its recoupment. 10. Maintenance of Nil Payment voucher Register 11. M.H.-0032,,0037,0038,0044,0045 12. All work related to preparation of Finance Accounts for the M.H. as a whole 13. All work related to preparation of Finance Accounts for the MH as a whole.
8.	Misc.Charges (Compilation)-I	<p>Receipt : 0023, 0220,0235,1456</p> <p>Payment : MH-2235,2220,2245,3451,3456,</p> <p>Capital out Lay 4235,4220,8235 (Reserve Funds)1601</p>	<ol style="list-style-type: none"> 1. Entering, authorization & posting of vouchers of all corresponding heads 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 AC/DC Bill Register and correspondence 6. Maintenance of OB/DAA B/sheet 7. Issuance of NDC & Annual statement to the loanee. 8. Maintenance of Class-IV B/sheets of above Major Heads

			<p>9. Maintenance of sanction data base</p> <p>10. Maintenance of State Contingency Fund Register and its recoupment.</p> <p>11. Maintenance of Nil Payment voucher Register</p> <p>12. All work related to preparation of Finance Accounts for the M.H. as a whole</p>
9.	Misc.Charges (Compilation)- II	<p>Receipt :M.H.0408,0702,1451, 1452</p> <p>Payment M.H.3451,2225,3452, 2702, 2408</p> <p>Capital out Lay M.H-4225,4408, 5451,5452,4702</p>	<p>1. Entering, authorization & posting of vouchers of all corresponding heads</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 AC/DC Bill Register of M.H.-2055 and correspondence</p> <p>6. Maintenance of OB/DAA B/sheet</p> <p>7. Issuance of NDC & Annual statement to the loanee.</p> <p>8. Maintenance of Class-IV B/sheets of above Major Heads</p> <p>9. Maintenance of sanction data base</p> <p>10. Maintenance of State Contingency Fund Register and its recoupment.</p> <p>11. Maintenance of Nil Payment voucher Register</p> <p>12. All work related to preparation of Finance Accounts for the M.H. as a whole.</p>

10.	District General Administration (Compilation)	Receipt : MH- 0051,1475,0552,0575 , Payment : 2013, 2015, 2051, 2052, 2054,2251,3475,2053, 3454,2575 Capital Out Lay 4575	<ol style="list-style-type: none"> 1. Entering, authorization & posting of vouchers of all corresponding heads 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 AC/DC Bill Register and correspondence 6. Maintenance of OB/DAA B/sheet 7. Issuance of NDC & Annual statement to the loanee. 8. Maintenance of Class-IV B/sheets of above Major Heads 9. Maintenance of sanction data base 10. Maintenance of State Contingency Fund Register and its recoupment. 11. Maintenance of Nil Payment voucher Register 12. All work related to preparation of Finance Accounts for the M.H. as a whole
11.	Pension (C)	M.H. 0071,2071,2075- 101,800-2235 Freedom Fighter pension and old age pension	<ol style="list-style-type: none"> 1. Compilation sheet register/Data sheet 2. Inward suspense account register 3. Outward suspense account register 4. DAA/Suspense B/sheet register 5. OB Suspense B/sheet register 6. TE register

			<p>7. Periodical adjustment, if any required during the year.</p> <p>8. All work related to preparation of Finance Accounts for the MH as a whole.</p> <p>9. Any other work related to above MHs dealt at present as a whole not specifically allotted to any other sister section</p>
12.	A.C.(S)-I	Settlement of claims of 8658-00-109 RBS(HQ)	<p>1. FA & CAO Railways I/w A/cs</p> <p>2. High Commission of India,London, Kampala etc.& embassy of India, Hague,Kathmandu etc.</p>
13.	A.C.(S)-II	8658-101 &102, 112 (TDS)	<p>(i)101-All Pay and Accounts Officers(Outward Accounts)</p> <p>(ii)112-TDS</p> <p>(iii)Settlement of claims of MH-8658-00-102</p>

14.	A.C.(S)-III	(i)8658-00-110 CAO RB suspense (ii)8793 Inter State Settlement Accounts	<ol style="list-style-type: none"> 1. Interstate settlement, Issue of Advices to RBI, Nagpur, Bihar, Orissa, Jharkhand, Uttarnchal, Punjab, H.P., Andhra Pradesh, UT Chandigarh, Jammu & Kashmir, West Bengal, Gujarat, Haryana 2. Adjustment of Interest warrant from RBI (State Development Loan) 3. Advices to be issued in respect of MH 8793 on RBI Nagpur 4. Inward settlement accounts in from CAM-54 along with C & C schedules in respect of all receipt and payments which arises in the book of PAO of Central Govt. Ministries as well as Central Govt. Undertakings Corporation, Bodes.
15.	Book(C)	6003, except Minor Hed 106 and 800 6004, 8673, 8999, 2048	<ol style="list-style-type: none"> 1. Report of quarterly appreciation note on Account, posting of key Indicators of Monthly Civil Account, Review of Balances (Main and follow up) & CCO wise expenditure. 2. Preparation and checking of statement No. 4, 7, 11, 12, 13, 165, 17, 17A of Finance Account 3. Preparation of time schedule for closing of March (Pre) and March (Sy) Account. 4. Verification of J.Es for supplementary account 5. Checking of quarterly data on gross domestic product and sending to Ministry of Statistics and programme Implementation G.O)

16.	Budget		<ol style="list-style-type: none"> 1. Budget Scrutiny 2. Preparation of Budget estimate 3. Actuals 4. Sending of SOE of Audit office 5. Preparation of appendix-5A, 5B and 6 and annexure to statement 15 for finance account. 6. Statement of expenditure of Centrally planned and centrally sponsored and externally aided(SOE)
17.	Comp(G)-I		<p>Treasury Suspense Report, Review of balance Report(Receipt), Detailed Book Part-II(Payment), DAA/OB report, Performance Indicator Report (Receipt) and Suspense Statements, correction of account GIS, ADA, IRLA cheque. Clearance of DAA & OB Suspense figure.</p>
18.	Comp(G)-II		<p>Treasury Account receiving and correction of account of following treasuries and caging and distributing and related work.; Bareilly,Gautam Buddha Nagar,Unnao,Kannau,Gorakhpur,Etah. Sultanpur,J.P.Nagar,Bagpat, Balrampur,Meerut,Banda,Chitrakoot,Bahraich,,Deoria,Padrauna,Lucknow(JB), Muradabad,Muzaffarnagar,Bhadoi,Chandauli,Auriya, Raibarely,Mirzapur,Kanshi Ram Nagar,chhatrapatisahujiMaharaj Nagar,Varansi, Rampur,Saharanpur, Aligarh,Hathras, Jhansi, Kanpur Nagar, kanpur dehat, Allahabad-2, Badaun, Shajahanpur, firojabad, Sitapur Camp office, Jaunpur, Azamgarh, Jalaun, Barabanki,Bijnore, Mainpuri, SK nagar, Pilibhit, Ambedkar.</p>

19.	Comp(G)-III		<p>Treasury A/c receiving and correction of account of following treasuries and distribution of below mentioned treasures :</p> <p>Hardoi,Kheri,Mathura,Siddharthanagar,Ghazipur,Mahoba,Mahrajganj, Lucknow(M)Basti,,Bareilly,Etawah, Agra,Ghaziabad, Kannauj, Shrawasti, gonda, Balrampur, Mau, Sonbhadra, Farukhabad, Lalitpur, Kausambi, Pratapgarh, Chandauli, Allahabad(Collectorate), Fatehpur, Bulandsahar</p>
			<p>Treasury Account receiving and correction of account of following treasuries and caging and distributing and related work.; Gautam Buddha Nagar,Itawah, Bulandshahar,Unnao,Kannau,Agra,Gorakhpur,Etah. Sultanpur,J.P.Nagar, Shrawasti, Bagpat, Gonda, Balrampur, Faizabad, Mau, Meerut, Sonebhadra, Farukhabad, Banda, Chitrakoot, Bahraich, Lalitpur, Kaushambi, Deoria, Padrauna, Lucknow(JB), Pratapgarh, Muradabad,Muzaffarnagar, Bhadoi, Chandauli,Auriya,Allahabad(Ceoolectorate)Raibarely,Fatehpur,Mirzapur,Kans hi Ram Nagar, chhatrapatisahujiMaharaj Nagar.</p>
20.	Deposit(S)	8010,8121,8229,8338, 8342,8442,8448,8447, 8674	<p>Issuing of Authority letters for lapsed deposit, Refund,Plus Minus Memoranda, Adjustment of Adverse balance.</p> <p>(1)Account kept in 8443-Civil Deposits</p> <p>(2)List of PL Accounts closed by DDO</p>

21.	L.A.I	6211,6212,6215,,6216, 6217 ,6225,6435,7053,7275, 7452 ,7453,7615,6402,6403, 6408 ,6505,6506,6705,6405, 8782	Maintenance of Loan Account and issuing of loan statement to loanees.
22.	L.A.II	6075,6425,6435,6515, 6416, 6701,6702,6711,6851, 6858, 7055,7056,8011,7425, 6220. 6250,6445,6551,6552, 6575 , 7475,6885,6859,6860, 6859 , 6407,6853,6801,6875	Maintenance of Loan A/c and issuing of loan statement to loanees.

23.	T.M.I		<p>Giving opinion as 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. Preparation of Annual Review of Treasury Inspection and Administrative Report.</p> <ul style="list-style-type: none"> i)Part-I Broadsheet (ii)Part-II Broadsheet (iii)Cash Balance broadsheet (iv)VDMS register (v)Mandal meeting register
24.	T.M.II		<ol style="list-style-type: none"> 1. Quarterly KFA/KRA Report, 2. Quarterly State Profile Report, 3. WeedingCertificate, HindiReport, 4. C&AG Complaint cases, 5. Court cases report, 6. Reconciliation report, 7. Nil payment report, 8. Monthly Arrear report, 9. Specimen signature of Sr.A.Os, Embazzlement/fraudulent drawals, 10. Citizen charter report, CVCreport, 11. Peer Review, ITA, D.I.Report, 12. Nomination of staff and related work for RTI and In-house training, Distribution of DAA/OB Suspense, 13. Transfer and Posting of Officers/staff , Men-in Position, 14. Maintenance of leave Account of staff of T.A.D. co-ordination.

			<ul style="list-style-type: none"> 15. Monthly Progress Report 16. Special Seal Authority related work 17. Action Taken report 18. Validation/Sampling of voucher 19. Monthly status report of GPF/MCA posting 20. March Supplementary closing report 21. Checking of vouchers having gross amount of Rs.50 crore and above 22. Correspondence with Director of Treasuries/CTOs, Finance Secretaries, Government of Uttar pradesh and the office of the PAG(Audit) allahabad.
25.	T.I.(Cell)/Pool		Sending of T.I.parties, Editing of I.Rs,Issuing of I.Rs, and settlement of paras.
26.	Reconciliation (Cell)		Quarterly reconciliation of Accounts with C.C.Os of State Government.

27.	Report		<ol style="list-style-type: none"> 1. Preparation of Finance and Appropriation Account, printing thereof and submission to the State Government. 2. Preparation of account at a Glance, printing and sending it to State Govt. 3. Sending of material for combined Finance and Revenue Accounts (CFRA) to HQr 4. Inclusion of Surrender and re-appropriation orders in the appropriation account. 5. Preparation of Annual account through VLC/Report module.
28.	VLC(EDP)		<ol style="list-style-type: none"> 1. Downloading of Annual and Supplementary budget of the State Government interface 2. In house development of various report/statement 3. Generation of printing of Back and report. 4. Merger of data received from A.G.(A&E)-II site. 5. Generation of Monthly Civil Accounts 6. Generation of Monthly Appropriation Account and various statements 7. Generation and printing of Annual Finance Account. 8. Taking of daily/weekly/monthly/annual logical and physical backups of the database 9. Restoration of the backup data in the Test server fortnightly. 10. Changing system pass ward every quarterly. 11. Start up the Main server and Test server every morning on working days and record the start up time in the server log book. 12. Shutdown the Main server and Test Server at the end of the working days and record the shutdown time in the logbook. 13. Other 4 reports.

29	T.A.D(type)	Register received letter for typing	Typing letter received from various sections of T.A.D
30.	R.M.S.G	Management of records of T.A.D Co-ordination	Vouchers and other records received from VLC and other sections, bundling of records and sending of records to GD Record room.
31.	Sr.D.A.G. (TAD) Cell		P.A to Sr.D.A.G/TAD and staff

Sd/-
Sr.AO/TM-II