

# Finance Department

## Administration & General Section

Controlling Officer : Sri. R. Veeraraghavan  
Designation : Senior Deputy Chief Accounts Officer  
Email ID : fa.vri.vpt@gov.in  
Mobile Number : 7288877847  
Office Number : 0891-2873227

Section Officer : Sri. R. Srikanth  
Designation : Senior Accounts Officer  
Email ID : srirokkam.vpt@gov.in  
Mobile Number : 9848566665  
Office Number : 0891-2873229

Section Number : 0891-2873215  
Section Staff : Smt. V. Immavathi – Supt.  
Sri. N. Subrahmanyam – Jr. Acct.  
Sri. N. Appa Rao

This section deals with administration, management, pay and allowances of officers and staff of the finance department. In connection with administration and general section, the following activities are being carried out by the section officer with the support of the Ministerial staff.

- Preparing and processing monthly salary bills relating to the staff/officers of the finance department.
- Processing of files relating to establishment matters of finance department like recruitments, seniority promotions, disciplinary cases, etc.,
- Initiating the claims relating to T.A, D.A, L.T.C, H.B.A, M.C.A, P.C.A, imprest bills, tuition bills and other misc. bills pertaining to finance department.
- Rendering the finance related information for the preparation of VPT staff schedule and submitting the same to Secretary Department.
- Maintaining leave accounts of staff/officers of finance department.
- Approving the PF final withdrawals and final settlements of employees/staff of finance department.
- Nominating the employees to the training programmes, medical check-ups and issuing medical identity books to the staff/officers of finance department.
- Maintaining & issuing general items/stationary items to the employees / Officers of Finance Department.
- Maintaining inward and outward registers and clearing the dak.
- Submitting the files / U.O. Notes / Board Notes etc. received from the various departments to the higher authorities for marking the same to respective sections on daily basis by duly maintaining the track of the file.
- Issuance of finance circulars to user departments.