

Finance Department

Books & Budget Section

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Section Staff	:	Sri. G. Srinivas – Asst. Acct. Sri. M.V.S. Ravi Shankar – Jr. Acct.

This section deals with the compilation of accounts, maintenance of financial accounts and preparation of revenue budget. In connection with books and budget section, the following activities are being carried out by the section officer with the support of the Ministerial staff.

- Maintenance and compilation of accounts on periodical basis for all the 4 (Four) business area – Visakhapatnam Port Trust (VPT), Visakhapatnam Port Trust Employees' Pension Fund Trust (VPTEPFT), Visakhapatnam Port Trust Employees Gratuity Fund Trust (VPTEGFT) & Visakhapatnam Port Trust Employees General Provident Fund Trust (VPTEGPFT)
- Reviewing the ledgers in the Inter-Company Business Areas for the closure of VPTEPF Trust/VPTEGGF Trust/VPTEGPF Trust accounts & Reconciling the Inter-Company Ledgers
- Finalising the VPT Financials, VPTEPF Trust Financials, VPTEGGF Trust Financials and VPTEGPF Trust Financials.
- Liasoning and coordinating with CAG Auditors for the Audit Report of VPT by duly responding to their queries raised while auditing the books of accounts of VPT.
- Liasoning and coordinating with External Auditors for the Audit Report of VPTEPF Trust, VPTEGGF Trust and VPTEGPF Trust.
- Capitalisation of the asset by duly mapping with respective network of asset in SAP in consultation with Works Section.
- Maintaining the asset master in asset module by duly adding/deleting the assets based on the information submitted by the departments on the disposal/demolition of assets, running the depreciation at regular intervals etc.

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- Processing the proposal to appoint an asset valuer for valuing the VPT assets before calling of insurance tender to finalise the L1 and renew the same every year by duly adding/deleting assets, if any.
- Preparing the Revenue budget as per the format specified by Central Government.
- Preparing the Capex budget in consultation with the respective budget officers.
- Preparing the railway performance account and performance budget.
- Preparing work in progress schedule.
- Preparing and submitting the monthly financial performance to IPA.
- Preparing the monthly statements for RFD parameters and uploading the same in Unnati portal.
- Preparing and submitting the MIS reports as required by Management/Government.
- Rendering inputs on annual financial performance to Research and planning division to incorporate the same in VPT Administration Report.