

Finance Department

Cash incl. Loans & Investments Section

Controlling Officer	:	Sri. S. Srinivasa Rao
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Section Officer	:	Ms. M. Tejaswi
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Section Number	:	0891-2873019/3020/3021/3022
Section Staff	:	Sri. P. Rajasekhar – Acct. Sri. A. Ravi Sekhar Rao – Acct. Sri. N. Syamsundar Rao – Jr. Acct.

This section deals with cash and bank transactions on behalf of the VPT Board, obtains loans from various sources as per Sec 66 of M.P.T. Act, 1963 and invests the port reserves as per Sec 91 of M.P.T. Act, 1963. In connection with the cash incl. loans & investments section, the following activities are being carried out by the section officer with support of the Ministerial staff.

- All Banking transactions relating to VPT, VPT Employees Pension Fund Trust, VPT Employees Gratuity Fund Trust & VPT Employees General Provident Fund Trust.
- Receiving cash, cheques, DD's etc., from the trade/employees/contractors by duly crediting the concern accounts of the port and issuing necessary receipts thereof.
- Remitting the collections in cash/cheque into Bank accounts of the Board.
- Accounting of the e-receipts from various banks by transferring to their respective deposit holders of trade.
- Receiving all bills payable by the port trust, pension fund trust, gratuity fund trust and provident fund trust duly passed by various sections of the finance department and arranging payment through RTGS/e-payments.
- Transferring the funds with respect of salaries and pensions.
- Administering the bank balances with Bankers in different accounts by making necessary transfers and by converting the excess bank balances in to deposits as per the cash flow statements.
- Preparing the daily cash registers in respect of day wise collections and daily expenditures such as revenue cash book and expenditure cash book.

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- Reconciling the various bank balances with the cash/bank book maintained with VPT, VPTEPFT, VPTEGFT & VPTEGPFT and processing of necessary entries related thereto.
- Maintaining safe custody of the various fixed deposit receipts, share/stock certificates, bank guarantees, mortgage bonds and other valuable documents of the trust.
- Investing VPT reserve funds as long term / short term investments in Nationalised Banks through e-tendering mode / online quotation mode.
- Processing of investment notes, disinvestment notes and Board notes of VPT, VPTEPFT, VPTEGFT & VPTEGPFT.
- Liaising with Nationalised Bankers for smooth flow of investments, withdrawals and other related matters of investment of funds of VPT (incl. Leave Encashment Fund), VPTEPFT, VPTEGFT & VPTEGPFT.
- Liaising with Pension Fund Managers (M/s. LIC, M/s. SBI Life...) for smooth flow of pension payments and other pension fund operations like investments, withdrawals....
- Liaising with Gratuity Fund Managers (M/s. SBI Life...) for smooth flow of gratuity payments and other gratuity fund operations like investments, withdrawals....
- Liaising with Provident Fund Managers (M/s. SBI MF) for smooth operation of Portfolio Management Services like investments, withdrawals....
- Processing the maturity deposits on due date and pre-maturing the deposits as and when required by duly obtaining the competent authorities sanction.
- Repaying the loans including principle and interest as per the repayment schedules.
- Finalising the correspondence with Ministry in connection with loans issued by the Central Government.