

Finance Department Establishment (Pay) Section

Controlling Officer : Sri. S. Srinivasa Rao
Designation : Deputy Chief Accounts Officer
Email ID : fa.ssr.vpt@gov.in
Mobile Number : 9246619970
Office Number : 0891-2873224

VPT Establishment (incl. MR)

Section Officer : Ms. M. Tejaswi
Designation : Accounts Officer Gr.-1
Email ID : famt.vpt@gov.in
Mobile Number : 8500074527
Office Number : 0891-2873228

Section Number : 0891-2873235/4442/4218
Section Staff : Sri. P. Venkateswara Rao – Asst. Acct.
Smt. D.A. Jyothi Reddy – Asst. Acct.
Sri. G.V.S.L.N.P.P.S. Rama Rao – Asst. Acct.
Sri. T. Sambasiva Rao – Jr. Acct.
Sri. Ch. Jaggi – Jr. Acct.

This section deals with the Pre-auditing and arranging payment of pay, allowances and advances to all Officers, Employees and Workers of VPT. In connection with establishment / pay section of VPT, the following activities are being carried out by the section officer with support of the Ministerial staff.

- Scrutinising and approving the salary bills / supplementary bills of all departments of VPT & CISF on monthly basis.
- Scrutinising and approving the M.A.C.P proposals pertains to VPT employees.
- Scrutinising and vetting the proposal and bills relating to marine engineers, radar operators and consultant doctors.
- Processing of leave encashment bills, cash equivalent leave salary bills, employees' tuition reimbursement bills, medical reimbursement bills, T.A, D.A, L.T.C. Advances, final bills and misc. bills of all departments of VPT.
- Processing of M.R. Bills (Hospital & Labs) by duly checking with CGHS rates for VPT (incl. CHD).
- Scrutinising the remuneration proposals relating to pool khallasis and garden labour of VPT and their monthly consolidated payments thereon.
- Finalising and scrutinising the pay fixations, pay arrears and PLR (Bonus) of the employees and resolving the anomalies raised by employees thereon.
- Finalizing the D.A percentage on quarterly basis based on the points issued by the IPA.
- Lodging of GPAI, GLES claims with insurance companies and processing the same thereafter on receipt of claim proceeds.

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- Processing of FSF, DRF claims and welfare fund claims to the VPT employees.
- Dealing with legal matters relating to employees of VPT.
- Remitting the GPF, GLIC etc., of officers working with VPT on deputation including Chairman / Deputy Chairman / C.V.O.
- Uploading MCA, HBA, PCA principal and interest to individual employee's data being maintained in SAP.
- Remitting the Profession Tax, L.I.C premium, PLI premiums, co-operative society recovery deducted from employees' salaries to the respective nodal offices on monthly basis.
- Reviewing the monthly salary recoveries and other transfers credited in the respective provident fund ledgers in VP01 Business Area for processing the necessary entries.
- Reviewing the monthly uploads, recoveries, remittances, withdraws and transfers in VP04 Business Area.
- Scrutinising and approving the final withdrawal / final settlement claims of employees of VPT (CE, CME, CMO, DC, FA&CAO, Secretary & TM Departments).
- Computing the annual yield on the investments and declaring the same to the employees on the provident fund closing balances.
- Certifying the PF Slips and coordinating for the issue of PF Slips to employees of all the departments.
- Reviewing the monthly salary recoveries and other transfers credited in the respective NPS ledgers of VPT employees / pool khallasis / garden labourers in VP01 Business Area for processing the necessary entries.
- Uploading the NPS Salary recoveries and its remittances of VPT employees / pool khallasis / garden labourers to their individual accounts maintained in SAP.
- Processing the final withdrawal applications and coordinating with NSDL & Annuity Providers for getting the funds to the subscribers account and getting their annuity forms respectively.
- Authorising the changes of the VPT NPS subscribers in Nomination Details, Withdrawal Request, Reissue of I-PIN and Reprinting of PRAN Card
- Resolving the grievances raised by the VPT NPS subscribers in online and offline.
- Finalizing the Ministry correspondence, inter & intra departmental correspondence and other external correspondence.

Finance Department

Establishment (Pay) Section

CHD Establishment

Section Officer	:	Sri. A. Sandeep
Designation	:	Accounts Officer Gr.-1
Email ID	:	faas.vpt@gov.in
Mobile Number	:	8885129901
Office Number	:	0891-2873405
Section Number	:	0891-
Section Staff	:	Staff of CHD as deputed by the TM Dept.

This section deals with the Pre-auditing and arranging payment of pay, allowances and advances to all Officers, Employees and Workers of CHD. In connection with establishment / pay section of CHD, the following activities are being carried out by the section officer with support of the CHD staff.

- Scrutinising and approving the salary bills / supplementary bills of CHD employees.
- Scrutinising and approving the M.A.C.P proposals pertains to CHD employees.
- Processing of leave encashment bills, cash equivalent leave salary bills, employees' tuition reimbursement bills, medical reimbursement bills, T.A, D.A, L.T.C. Advances, final bills and misc. bills of CHD employees.
- Finalising and scrutinising the pay fixations, pay arrears and PLR (Bonus) of the employees and resolving the anomalies raised by employees thereon.
- Lodging of GPAI, GLES claims with insurance companies and processing the same thereafter on receipt of claim proceeds.
- Processing of FSF, DRF claims and welfare fund claims to the CHD employees.
- Uploading MCA, HBA, PCA principal and interest to individual employee's data being maintained in SAP.
- Remitting the Profession Tax, L.I.C premium, PLI premiums, co-operative society recovery deducted from employees' salaries to the respective nodal offices on monthly basis.
- Reviewing the monthly salary recoveries and other transfers credited in the respective provident fund ledgers in VP01 Business Area for processing the necessary entries.
- Reviewing the monthly uploads, recoveries, remittances, withdraws and transfers in VP04 Business Area.
- Scrutinising and approving the final withdrawal / final settlement claims of CHD employees.
- Certifying the PF Slips and coordinating for the issue of PF Slips to CHD employees.

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- Reviewing the monthly salary recoveries and other transfers credited in the respective NPS ledgers of CHD employees in VP01 Business Area for processing the necessary entries.
- Uploading the NPS Salary recoveries and its remittances of CHD employees to their individual accounts maintained in SAP.
- Processing the final withdrawal applications and coordinating with NSDL & Annuity Providers for getting the funds to the subscribers account and getting their annuity forms respectively.
- Authorising the changes of the CHD NPS subscribers in Nomination Details, Withdrawal Request, Reissue of I-PIN and Reprinting of PRAN Card
- Resolving the grievances raised by the CHD NPS subscribers in online and offline.