

Finance Department
Revenue Earnings Estate 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	:	Smt. D. Rekha
Designation	:	Accounts Officer
Email ID	:	fa.drr.vpt@gov.in
Mobile Number	:	9866245650
Office Number	:	0891-2873492
Section Number	:	0891-2873540
Section Staff	:	Sri. K. Appa Rao – Jr. Acct.

This section deals with scrutiny and processing of bills relating to estate. In connection with revenue earnings estate section, the following activities are being carried out by the section officer with the support of the Ministerial staff.

- Accounting of Estate rentals bills as per the lease agreements/LPG and as per the statutory laws.
- Checking and vetting of proposals, U.O notes & Board Notes mooted from Estates department with regard to Estate Rentals.
- Checking and processing of all bills related to Fishing harbour and attending related correspondence.
- Preparation of debtor's schedule, amortization schedule, ageing schedule, and all other works related to closing of Books of Accounts.
- Certification of quarter rent recoveries from the retired staff
- Opening of land tenders and tenders related to land allotment.
- Generating the outstanding statement & sending periodical outstanding statement to CE (Estates Dept.)
- Review the estate debtors regularly and arranging to send outstanding statement to Estate department for their prompt collection of dues.
- Ensuring reconciliations of Estate records with estate staff.
- Processing necessary entries in SAP and reconciling/clearing the advance received against the line items of relevant customer ledgers maintained in SAP.
- Attending Internal Audit and statutory Audit queries, Audit Memos/Audit Notes.