

Finance Department

Works Section

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Section Officer	:	Sri. A. Sandeep
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Section Number	:	0891-2873031/3032/3452
Section Staff	:	Sri. K.M.R. Anil Kumar- Asst. Acct. Sri. V. Kedarnath – Jr. Acct. Smt. B.V.N.S. Santha Kumari – Jr. Acct. Smt. K. Ratna Sarita – Jr. Acct.

This section deals with financial scrutiny of revenue expenditure proposals and payments relating to Engineering, Finance, GAD, Marine, Mechanical & Electrical Engineering, R&P Division and Traffic Departments. In connection with works section, the following activities are being carried out by the section officer with the support of the Ministerial staff.

- Opening of budgetary quotations & e-tenders.
- Verifying and vetting of estimates, U.O notes and Board Notes.
- Attending pre-bid meetings, price negotiation meetings & tender committee meetings.
- Processing and approving the revenue expenditure bills incl. zone bill and misc. bills.
- Processing and approving the back to back payments to sub-contractors received from TM department (Tangedco related or any other).
- Opening HMC tenders and attending to tender committee meetings, pre-bid meetings and price negotiation meetings.
- Remitting workers welfare cess & seigniorage within due dates.
- Generating challan for the payments made through Bharath Kosh Payment Portal.
- Reconciling the deposit works payments and processing vouchers at periodical intervals.
- Processing necessary entries in SAP and reconciling/clearing the advance and creditor GL's.

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- Correspondence with respective department and cash section in connection with the Bank Guarantees.
- Compliance with time to time GST rules/notifications in order to avail Input Tax Credit and GST-TDS and issuance of circulars to user departments.
- Providing relevant GST invoices including debit/credit notes to GST consultants in order to avail Input Tax Credit.