

Finance Department

Plan Works Section

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Section Staff	:	Sri. N.V.R.S. Durga Prasad – Acct.

This section deals with financial scrutiny of capital expenditure proposals and payments relating to Engineering, Finance, GAD, Marine, Mechanical & Electrical Engineering, R&P Division and Traffic Departments. In connection with plan 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 capital expenditure bills incl. consultancy and misc. bills.
- Remitting workers welfare cess & seigniorage within due dates.
- Generating challan for the payments made through Bharath Kosh Payment Portal.
- Works relating to property taxes.
- Processing necessary entries in SAP and reconciling/clearing the advance and creditor GL's.
- Preparing IEBR statements on periodical basis in order to send the same to Ministry.
- Providing assets capitalisation data periodically to Book & Budget section.
- Providing necessary inputs to the CE Department while preparing/revising schedule of rates periodically.
- 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.