

OTHER ACTIVITIES

Activities of the Accounts Unit

ACCOUNTS UNIT

The Accounts Team (Shri P. K. Sarkar, Shri S. Bhattacharya, Shri J. B. Das, Typist, Shri Amal Sharma, Clerk-cum-Cashier) lived up to the challenge of the increased volume of work consequent to modernization programmes (galleries & stores by NID, garden and campus development by CPWD, repair and renovation by ASI), outreach activities, and strengthening of security arrangements. The additional workload was conducted with the existing available working hands.

Apart from compilation of the Annual Accounts in the format for the Central Autonomous Bodies by the Team, the following works were also done:

- (a) Annual Compilation of Action Plan
- (b) Annual Plan
- (c) Compilation of Annual Budget
- (d) Preparation of Performance Budget
- (e) Compilation of quarterly expenditure statements for submission to the Ministry for re-appropriation of funds in respect of North East Region.
- (f) Compilation of monthly expenditure statement for submission to the Ministry of Culture, New Delhi.
- (g) Compilation of separate annual account for the Victoria Memorial Hall General Provident Account.
- (h) Compilation of Annual Statement of Victoria Memorial General Provident Fund Account.
- (i) Verification of service of all officers / staff of Victoria Memorial.
- (j) Compilation and submission of Annual GPF statement to all members and staff of Victoria Memorial.
- (k) Arrangement for remittance of Foreign Service Contribution in respect of Deputationists.
- (l) Maintenance of records for advance payment to CPWD / ASI and other agencies for deposit work.
- (m) Finalization of all cases of pension and other retirement benefit, of superannuated employees etc.

- (n)* Depositing all sale proceeds (daily) with the bank and its recording in the book.
- (o)* Control over the expenditure against the allotment of funds made by the Ministry under Plan and Non-Plan Heads.
- (p)* Scrutiny and collection of expenditure statements and utilization certificate from different bodies against financial assistance granted by VM including North Eastern Region.
- (q)* Conducted the Physical Verification of Assets except library books and Art Objects.
- (r)* Submission of Annual Return of Income Tax.
- (s)* Deposits of monthly deduction of Income Tax, P. Tax etc. and submission of monthly challans & quarterly returns.
- (t)* Maintaining the investment register.
- (u)* Fixation of pay on promotion and placement under ACP Scheme & drawal of arrear bills for payment.

The office of the Principal Director of Audit, Central, Kolkata conducted the audit of the Accounts for the year 2006-07 under Section 20(i) of C&AG's (DPC) Act 1971 between 05.12.2007 to 11.01.08.