**Cash Section (Main Sectt.)**

### Items of Work

1. Handling of Cash and Maintenance of Cash Book, Pay Bill Register, Acquittance Rolls, Contingent Register and Bill Registers etc.

2. Drawal of Money from Government and Disbursement of all types of payments like Salary, T.A./D.A./OTA/ various Advances and retirement benefits to officials of Main Secretariat.

3. Preparation of Pay Bills, Children's Education Allowance Bills, TA Bills, LTC Bills, HBA, GPF, OTA, various other advances, retirement benefits bills, Reimbursement of Tuition Fees etc. of gazetted, non-gazetted and Group 'D' staff.

4. Preparation of TA/DA Bills of officials of Main Secretariat and non-official members attending different meetings/conferences organized by Ministry and disbursement of TA/DA to those non-official members.


6. Income Tax Calculations and Returns of officers and staff. Issue of TDS Certificates to officials of main Secretariat paying income tax.

7. Maintenance of General Provident Fund Accounts of all officers and staff of Main Secretariat, calculation of interest thereof and distribution of Annual GPF Statements.


10. Reconciliation of expenditure Figures (With the assistance of PAO(MS)).

**Other Information**

**Section Name:** Cash Section (MS)

**Room No.:** 124 ‘C’

**Telephone No.:**
- 23001156 : 2156
- 23001155 : 2155
- 23001157 : 2157

**Officers in Channel:**

Shri Debal Patra – Section Officer
Dr. Shakuntla – Controller of Accounts
Shri – Joint Secretary & Financial Advisor
Secretary

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