

Budget and Accounts Section (B&A Section)

Items of Work

1. **Preparation of Budget Estimates for: -**
 - (a) **Secretariat of the Ministry of Labour & Employment.**
 - (b) **Loans/ Advances for conveyances etc. for Government employees.**
 - (c) **Committees/ Conferences.**
 - (d) **War Injuries.**
 - (e) **Transfer of cess to Iron Ore/Mica Mines/ Limestone and Dolomite Mines Labour Welfare Funds and Beedi Workers Welfare Fund.**
 - (f) **Ministers of the Ministry.**
2. **Scrutiny and processing of Budget Estimates for: -**
 - (a) **Attached and Subordinate offices.**
 - (b) **Labour Schemes of Union Territories.**
 - (c) **Capital Demands.**
3. **Performance Budget of the Ministry and Attached/Subordinate Offices and Ad-hoc Offices.**
4. **Appropriation Accounts.**
5. **Re-appropriation of Funds and surrender of Funds.**
6. **Preparation of Foreign Exchange Budget.**
7. **Reports of Public Accounts Committee and Estimates Committee.**
8. **Supplementary Grants.**
9. **Expenditure control in respect of headquarters, attached and subordinate offices and ad-hoc offices.**
10. **Draft Audit Paras in the Central Audit Report and disposal of audit objections/ inspection reports outstanding for more than six months in respect of attached/subordinate, ad-hoc offices. Disposal of audit objections in respect of headquarters.**
11. **Review of grants.**

Other Information

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Shri S.D. Sarkar– Section Officer

Dr. Shakuntla – Controller of Accounts

Shri – Joint Secretary & Financial Advisor

[Secretary](#)

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- 12. Brief on cut-Motions for budget debates on the Demand for Grants.**
- 13. Material for Finance Ministers' Budget speech.**
- 14. Preparation and printing of Demands for Grants.**
- 15. Compilation and printing of Performance Budget.**

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