

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.
5. Preparation of Office Expenditure and Grants-in-Aids Bills and release of payment through Cheques /Bank Drafts. Issue of TDS Certificates to concerned Firms.
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.
8. Census of Central Government Employees.
9. Maintenance of Additional D.A. Deposit Accounts.
10. Reconciliation of expenditure Figures (With the assistance of PAO(MS)).

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Other Information

Section Name: Cash Section (MS)

Room No.: 124 'C'

Telephone No.: Auto
23001156 : 2156
23001155 : 2155
23001157 : 2157

Officers in Channel:

Shri Sailaja Nanda– Section Officer
Shri Rahul Sinha- Under Secretary
Shri S.V. Ramana – Dy. Secretary
Ms. Madhumita Das – Joint Secretary
& Financial Advisor
[Ms. Arti Ahuja - Secretary](#)

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