

## **Zilla Parishad Latur**

### **Department of Finance**

#### **1. Information about the department**

##### **1.1 Introduction**

Department of Finance

##### **1.2 Vision and Mission**

To control the financial transactions of the Zilla Parishad as prescribed in the Maharashtra Zilla Parishad and Panchayat Samiti Act 1961 and the Maharashtra Zilla Parishad and Panchayat Samiti Accounts Code 1968 and as per the orders issued by the Government from time to time. To withdraw the funds received from the Government through the treasury, to distribute them to various departments of the Zilla Parishad as per their demand, to maintain records of their collection and expenditure, to pay retirement pay and other benefits to the employees retiring from the Zilla Parishad, to maintain accounts of the Employees' Pension Fund as well as the contributory funds of the employees appointed after 31/10/2005 etc. In order to control the work of the Zilla Parishad, the work of handling its trust and other daily matters is done.2) To look after the budget, accounts and audit work of the Zilla Parishad.

##### **1.3 Objectives and tasks**

1. Advising the Chief Executive Officer on financial matters.
2. To examine the accounts and accounts of the Head of Department before making payments.
3. Collection of Zilla Parishad articles.
4. Internal audit of various departments of Zilla Parishad and Panchayat Samiti offices.

##### **1.4 Administrative Structure**

Chief Accounts and Finance Officer, Deputy Chief Accounts and Finance Officer, Accounts Officer, Assistant Accounts Officer, Junior Accounts Officer, Senior Assistant (Accounts), Junior Assistant (Accounts)

##### **1.5 Organization**

Zilla Parishad Latur

Contact Details – Office Telephone No. 02382-245330

Email : cafofdzplatur@gmail.com

## 2. Plan

### 1. Establishment works of Z.P. Class 3 and 4 employees

\* To maintain control over the district establishment of the accounts department and the office establishment of the finance department.

\* To supervise and control the accounting operations of all departments of the Zilla Parishad and Panchayat Samiti.

### 2. Compilation of accounts

\* Management of the Zilla Parishad's own revenue budget and funds from various government schemes.

\* Controlling financial management and investments.

\* Keeping the accounts of the Zilla Parishad updated in the form prescribed by the government.

\* Finalizing the annual accounts and submitting the financial status report to the Zilla Parishad general meeting.

### 3. Audit

\* Working as a primary auditor.

\* Internal audit of Zilla Parishad departments and Panchayat Samiti.

\* Audit of the payment of dues related to the financial affairs of the Zilla Parishad departments.

### 4. Pension

\* Retirement Pay Branch: To scrutinize and approve the cases of retired employees after completing 58 years of service in case of Class 3 and 60 years of service in case of Class 4 under Maharashtra Civil Services (Pension) Act, 1982.

\* The process of approving pension through the computer system has started from July 2021.

### 5. Provident Fund

\* Keeping provident fund accounts updated.

\* Maintaining the provident fund accounts of all employees through a computerized system.

### 6. National Pension Scheme

\* National Pension Scheme applicable to employees joining government service after 01.11.2005.

\* Transfer of deductions from defined benefit pension scheme to NPS.

\* NPS member count - Non-teaching: 799 and teaching: approximately 2500

7. Repository branch

\* Purchase and supply of stationery forms and registers.

### **3. Right to Information (RTI)**

RTI Contact –

\* Appellate Officer - Chief Accounts and Finance Officer

\* Public Information Officer - Deputy Chief Accounts and Finance Officer

\* Assistant Public Information Officer - Accounts Officer / Assistant Accounts Officer

### **4. Who's who**

Name – Shri. A. G. lick

Designation – Chief Accounts & Finance Officer

Email : cafofdzplatur@gmail.com

Phone no. – 02382-245330

Address – Zilla Parishad Latur Main Administrative Building

### **5. Directory**

Designation – Chief Accounts & Finance Officer

Email : cafofdzplatur@gmail.com

Phone no. – 02382-245330

Address – Zilla Parishad Latur Main Administrative Building

### **6. Citizens' Charter**

Citizen charter files are attached.