

## WORK DISTRIBUTION LIST OF ACCOUNT BRANCH

Sr. No. & Asstt.	Subject
1.A-I	i) 2053-Distt. Admn.093-Distt.Estt Expenditure. ii)2053- Distt. Admn.-094-SDE Exp. iii) 2053- Distt. Admn.-094-OE Copying Agency. iv) 2053- Distt. Admn.-094-(iii) Expenditure Kutchery Compound. v) 2053- Distt. Admn.-101-Expenditure Commissioner. vi) 2053- Distt. Admn.-101-Expenditure Other Expenditure RRT for ML vii) Assistant would be responsible for instant Budget, Revised Budget SNE Budget Receipt Budget Appropriation. viii) Re-appropriation. I) Major Head:- 0070-Other Administrative Services. II) Sub Head-60 Other Services. i) Fee& Subscription from petition write & Traders in Kutchery compound ii) Sale of old Stores. iii) Fees fines and for features prevention of cruelty to animals. iv) Fees for examination of Naib Tehsildar and Kanoongoes Examination. v) 113-Copy rights fee. ii) Major Head:-0075-Misc .General services. i) 800-Other receipt copying agency Account. ii) 105-Sale of Land and property. iii) 0230-labour and Employments-800-Other receipts iv) Sale of old store and materials. v) 0250-Other Social-800-Other receipts for Dharmarh. vi) 0250-Other Social Services-receipts for Zoological and public garden Misc. Works regarding Budget Estimate, Collection of Budget Expenditure.
2.A-II	i) 0230-Distt. Admn-094-Other Estt.(ii) Copying Agency. ii) 0230-Distt. Admn-094-Other Estt.(iii) Conservancy of kutchery Compounds. iii) 0230-Distt. Admn-094-Other Estt-800-Other Expenditure iv) 0230-Distt. Admn-101-Commissioners. v) 0230-Distt. Admn-094-Other Estt.(i) Sub Divisional Estt. vi) 0230-Distt. Admn-093-Distt. Estt. vii)2053-093-Ligh Migh. viii) DCs/SPs Conference. x) 2052-Secretariat General Services-099-Sectt.-(iv) conduct of examination of various departments fees to examiners etc. for Naib Tehsildars and kanoongo examinations.

3.A-III	<p>i) 3454-Census Survey &amp; Statistics-01-Census-001-Direction and Administration Census Estt.(Non plan)</p> <p>ii) 2070-OAS-03-Revenue Training Institute.</p> <p>iii) 2701-Major and Medium Irrigation (vii) Agra canal Distt. Estt. In charge Civil Officers (NP)</p> <p>iv) CAG/PAC paras of land Revenue.</p> <p>v) 2029-land Revenue-01-Direction and Administration.</p> <p>vi) 1475-OGES-800-Other receipts land ceiling receipt from the allottees surplus land.</p> <p>vii) 2245-Relief on account of natural Calamities &amp; Reconciliation.</p> <p>viii) 0029-land Revenue receipts budget, monthly statement of Revenue receipts.</p> <p>ix) Reconciliation of expenditure figures with AG of all Heads.</p> <p>x) Re-appropriation orders of all heads.</p>
4.A-IV	<p>i) Monthly statement of recovery demand. Balance of land holding tax. Other land Revenue, Abiana, Beterment charges, Taccavi Loans and Mixc. Dues,</p> <p>ii) 2029-land Revenue-01-Direction &amp; Admn.</p> <p>iii) All other recovery statement like:-</p> <ol style="list-style-type: none"> <li>1. Monthly statement of revenue receipts</li> <li>2. Official Haltauji, Non Haltauji.</li> <li>3. Monthly progress reports of Naib Tehsildar ( Accounts )</li> <li>4. Prior of sanction in T-16 by FCR</li> <li>5. Quarterly progress report showing action taken in implementation of the Recommendation of PAC.</li> <li>6. Report of the CAG of India for the year ( Revenue receipts and civil) Govt., Haryana Oral examination of the CAG report.</li> <li>7. Dract para titled" short assessment of land holding tax" for inclusion in The report of the CAG of India ( Revenue receipts) Govt. of Haryana</li> <li>8. AG Audit notes.</li> <li>9. Land Administration report para No. 3,4 &amp; 5,32,33,37.</li> <li>10. Fortnightly Report.</li> </ol>

5.A-V	<p>i) Audit and Inspections Notes on the account of land Revenue.</p> <p>ii) Audit note under head 0029- land Revenue (AG audit note)</p> <p>iii) Civil Writs in High Court/Supreme Court and Civil suits etc.</p> <p>iv) Tour Programme and TA Bills of Department Audit Parties.</p> <p>v) T-25 (Quarterly Statements)</p> <p>vi) Misc. work of circular, reports and periodical statements.</p> <p>vii) Audit and inspection note on account of taccavi departmental audit.</p> <p>viii) Audit and inspection note on Account of Taccavi and CD Loans.</p> <p>ix) Bank recovery.</p> <p>x) 6515-Loans for Other Rural Development Programme-102-Community Development (Receipt).</p> <p>xi) 6225-Loans for welfare of Schedule Tribes and other backward Classes -01 Welfare of Schedule Cstes-880-Other Loans-6-Loans to Harijans for purchase of evacuee land (Receipts).</p> <p>xii) Fortnightly Report of recovery, demand balance of land holding tax. Other land Revenue, Abiana, Betterment charges, Taccavi loans &amp; Misc. dues.</p> <p>xiii) Monthly progress report of Naib Tehsildar (Accounts).</p> <p>Note:- If any budget/subject being deal by them previously and the same has not been allotted in the revised allotment then the same would be handled by the respective Assistant who were dealing with the same previously. If any subject relating to A-VII not allotted in the above mentioned list will be handled by A-IV. Major Head-0099-Interest Receipts.</p> <p>a) 04-Interest receipt of State Govt. 107-Interest from cultivators.</p> <p>b) 04-Interest receipt of State Govt. 800-other receipt</p> <p>Major Head-6401-Loans for crop Husbandry (Receipts).</p> <p>a) 113-Agricultural Engineering.</p> <p>b) 119-Horticulture-800-Other Loans.</p> <p>c) Major Head 6216-Loans for Housing -02-Urban Housing -800-Other loans for repairs to house in urban areas (Receipts)</p> <p>d) Remission of old irrecoverable Taccavi loans.</p> <p>e) Fluctuating trends in Revenue receipts monthly report for information.</p>
6.A-VI	<ol style="list-style-type: none"> <li>1. 2250-Other Social Services-103-Upkeep of shrines and temples etc.(i) Dharamarth.</li> <li>2. 2250-Other Social Service-101-Donations of charitable purposes.</li> <li>3. 2250-OSS-800-Other Expenditure-Misc.trade fairs.</li> <li>4. 3475-OGES-201-land ceiling reforms (voted)</li> <li>5. 3475-OGES-201-land ceiling reforms (iii) Compensation of land owners.</li> <li>6. Re-appropriation of 2250-Misc.Trade Fair.</li> <li>7. Reconciliation of 2250-OSS-Misc.Trade Fair.</li> <li>8. Audit Inspection Notes of Revenue Field officers i.e. SDO @ upkeep of temples &amp; shrins.</li> </ol>