ANNEXURE
I- Quarter Budget Allotment for the F.Y 2025-26 (2202 Gen Edn-03 –Univ & HE-M.H.
103-Govt Colleges and Institutes S.H. (07) Govt. Degree Colleges ) of GDCS in the State

SI.No	Multi Zone	District	College Name	DDO Code	20/021 Daily Wages Employees	110/111 Travelling Allowance	130/131 Service Postage, Telegram and Telephone Charges	130/132 Other Office Expenses	130/133 Water Charges	130/135 Electricity Charges	TOTAL
1	MZ-I	Adilabad	Government Degree College for Sciences, Adilabad	01010304001	-	-	3,000	19,000	-	60,000	82,000
2	MZ-I	Adilabad	Government Degree College (Arts & Commerce), Adilabad	01010304002	-	-	4,000	26,000	-	-	30,000
3	MZ-I	Adilabad	Government Degree College, Utnoor	01030304001	-	500	7,000	47,000	-	60,000	1,14,500
4	MZ-I	Adilabad	Government Degree College, Echoda	01020304002	-	-	3,000	4,000	-	7,000	14,000
5	MZ-I	Bhadradri Kothagudem	SR Government Arts & Science College, Kothagudem	09010304002	-	-	3,000	5,000	-	-	8,000
6	MZ-I	Bhadradri Kothagudem	Government Degree College(Autonomous), Bhadrachalam	09030304001	46800	-	4,000	17,000	-	60,000	1,27,800
7	MZ-I	Bhadradri Kothagudem	Government Degree College, Yellandu	09050304001	-	500	2,000	6,000	-	9,000	17,500
8	MZ-I	Bhadradri Kothagudem	Government Degree College(Autonomous), Paloncha	09010304001	-	-	2,000	13,000	-	-	15,000
9	MZ-I	Bhadradri Kothagudem	Government Degree College, Manuguru	09040304001	-	-	-	7,000	-	12,000	19,000
10	MZ-I	Hanamkonda	Warangal	12010304020	-	-	8,000	52,000	-	30,000	90,000
11	MZ-I	Hanamkonda	Kakatiya Government College (Autonomous), Hanamkonda	12010304022	-	-	14,000	96,000	-	90,000	2,00,000
12	MZ-I	Hanamkonda	Government Degree College, Parkal	12040304039	-	1	1,000	7,000	-	5,000	13,000
13	MZ-I	Jagtial	Government Degree College, Metpally	06040304002	-	-	2,000	3,000	-	5,000	10,000
14	MZ-I	Jagtial	Government Degree College, Korutla	06030304001	-	-	2,000	6,000	-	12,000	20,000
15	MZ-I	Jagtial	Government Degree College For Women, Jagtial	06010304002	-	-	3,000	22,000	-	30,000	55,000
16	MZ-I	Jagtial	SKNR Government Degree College, Jagtial	06010304001	-	-	2,000	11,000	-	-	13,000
17	MZ-I	Jayashankar Bhupalpally	Government Degree College, Bhupalpally	08010304054	-	-	2,000	7,000	3,000	71,000	83,000
18	MZ-I	Jayashankar Bhupalpally	Government Degree College, Mahadevpur	08030304001	-	-	2,000	8,000	-	9,000	19,000
19	MZ-I	Kamareddy	Government Degree College, Yellareddy	15040304001	-	-	2,000	10,000	-	90,000	1,02,000

SI.No	Multi Zone	District	College Name	DDO Code	20/021 Daily Wages Employees	110/111 Travelling Allowance	130/131 Service Postage, Telegram and Telephone Charges	130/132 Other Office Expenses	130/133 Water Charges	130/135 Electricity Charges	TOTAL
20	MZ-I	Kamareddy	Government Arts & Science College (Autonomous), Kamareddy	15010304001	-	-	6,000	37,000	-	60,000	1,03,000
21	MZ-I	Kamareddy	Government Degree College (Autonomous), Bichkunda	15030304001	26350	-	4,000	25,000	-	18,000	73,350
22	MZ-I	Kamareddy	S.R.N.K. Government Degree College(Autonomous), Banswada	15020304001	-	-	3,000	25,000	-	1,10,000	1,38,000
23	MZ-I	Kamareddy	Government Degree College, Madnoor	15030304002	-	-	-	3,000	-	-	3,000
24	MZ-I	Karimnagar	Government Degree College, Huzurabad	13030304002	-	-	1,000	4,000	-	33,000	38,000
25	MZ-I	Karimnagar	Government Degree & PG College, Jammikunta	13040304001	-	-	1,000	5,000	-	12,000	18,000
26	MZ-I	Karimnagar	Government Degree College for Women(Autonomous), Karimnagar	13010304002	15600	-	10,000	65,000	-	6,000	96,600
27	MZ-I	Karimnagar	S.R.R. Government Arts & Science College(Autonomous), Karimnagar SK & DGNK GOVERNMENT ARTS &	13010304001	-	-	17,000	1,11,000	-	1,10,000	2,38,000
28	MZ-I	Khammam	Science College (Autonomous),	31010304001	-	-	12,000	79,000	-	1,38,000	2,29,000
29	MZ-I	Khammam	Government Degree & PG College for Women, Khammam	31010304002	-	-	3,000	17,000	-	1,65,000	1,85,000
30	MZ-I	Khammam	J.V.R. Government College, Sathupally	31050304002	-	-	2,000	16,000	-	2,75,000	2,93,000
31	MZ-I	Khammam	Government Degree College, Madhira	31030304002	-	-	2,000	3,000	-	5,000	10,000
32	MZ-I	Khammam	Government Degree College, Nelakondapally	31040304004	-	-	2,000	7,000	-	36,000	45,000
33	MZ-I	Bheem(Asifaba	Government Degree College, Kagaznagar	02020304003	-	-	3,000	21,000	-	75,000	99,000
34	MZ-I	Romaram Bheem(Asifaba	Government Degree College, Asifabad	02010304009	-	-	2,000	11,000	-	15,000	28,000
35	MZ-I	Mahabubabad	Government Degree	10010304002	-	-	3,000	12,000	-	18,000	33,000
36	MZ-I	Mahabubabad	Government Degree College, Thorrur	10030304053	-	-	-	8,000	-	18,000	26,000
37	MZ-I	Mahabubabad	Government Degree College, Garla	10010304026	-	-	2,000	6,000	-	7,000	15,000
38	MZ-I	Mahabubabad	Government Degree College, Maripeda	10030304061	-	-	2,000	4,000	2,000	5,000	13,000
39	MZ-I	Mahabubabad	Government Degree College, Kesamudram	10010304027	-	-	2,000	3,000	-	-	5,000
40	MZ-I	Mancherial	Government Degree College, Chennoor	03030304001	15600	-	2,000	9,000		9,000	35,600

SI.No	Multi Zone	District	College Name	DDO Code	20/021 Daily Wages Employees	110/111 Travelling Allowance	130/131 Service Postage, Telegram and Telephone Charges	130/132 Other Office Expenses	130/133 Water Charges	130/135 Electricity Charges	TOTAL
41	MZ-I	Mancherial	Government Degree College, Mancherial.	03010304002	-	-	3,000	10,000	-	21,000	34,000
42	MZ-I	Mancherial	Government Degree College, Bellampally	03020304001	-	-	2,000	11,000	-	-	13,000
43	MZ-I	Mancherial	Government Degree College, Luxettipet	03040304001	-	-	-	22,000	-	-	22,000
44	MZ-I	Medak	Government Degree College, Narsapur	17020304001	-	-	1,000	5,000	-	30,000	36,000
45	MZ-I	Medak	Government Degree College, Medak	17010304001	-	-	4,000	29,000	-	60,000	93,000
46	MZ-I	Medak	Government Degree College, Ramayampet	17030304001	-	-	1,000	3,000	-	-	4,000
47	MZ-I	Mulugu	Government Degree College, Mulugu	35010304003	-	500	2,000	8,500	-	30,000	41,000
48	MZ-I	Mulugu	Government Degree College, Eturnagaram	35020304004	-	-	2,000	9,000	-	5,000	16,000
49	MZ-I	Nirmal	Government Degree College, Nirmal	04010304001	-	-	2,000	11,000	-	30,000	43,000
50	MZ-I	Nirmal	Government Degree College, Bhainsa	04020304001	-	-	2,000	11,000	-	15,000	28,000
51	MZ-I	Nizamabad	Government Degree College, Dichpally	05010304007	-	-	-	3,000	-	5,000	8,000
52	MZ-I	Nizamabad	Girraj Government College (Autonomous), Nizamabad	05010304001	-	-	15,000	1,03,000	-	2,80,000	3,98,000
53	MZ-I	Nizamabad	Government Degree College (Autonomous), Bodhan	05040304001	15600	-	2,000	17,000	-	9,000	43,600
54	MZ-I	Nizamabad	Government Degree College, Armoor	05020304001	-	-	1,000	7,000	-	30,000	38,000
55	MZ-I	Nizamabad	Government Degree College, Morthad	05030304001	-	-	1,000	9,000	-	11,000	21,000
56	MZ-I	Nizamabad	Government Degree College, Dharpally	05010304006	-	-	1,000	3,000	-	6,000	10,000
57	MZ-I	Nizamabad	Government Degree College, Bheemgal	05030304002	-	-	1,000	9,000	-	2,000	12,000
58	MZ-I	Nizamabad	Government Degree College, Balkonda	05020304003	-	-	1,000	3,000	-	-	4,000
59	MZ-I	Peddapalli	Government Degree & PG College, Peddapally	07010304001	-	-	-	4,000	-	-	4,000
60	MZ-I	Peddapalli	Government Degree College, Manthani	07020304001	-	-	2,000	3,000	-	7,000	12,000
61	MZ-I	Peddapalli	Government Degree College, Godavarikhani	07030304002	-	-	2,000	9,000	-	30,000	41,000

SI.No	Multi Zone	District	College Name	DDO Code	20/021 Daily Wages Employees	110/111 Travelling Allowance	130/131 Service Postage, Telegram and Telephone Charges	130/132 Other Office Expenses	130/133 Water Charges	130/135 Electricity Charges	TOTAL
62	MZ-I	Rajanna Sircilla	Government Degree College, Gambhiraopet	14010304001	-	-	2,000	16,000	-	18,000	36,000
63	MZ-I	Rajanna Sircilla	Government Degree College, Sircilla	14020304002	-	-	2,000	6,000	-	6,000	14,000
64	MZ-I	Siddipet	Government Degree College for Women, Siddipet	18010304003	36000	1	1,000	7,000	4,000	12,000	60,000
65	MZ-I	Siddipet	Government Degree College, Gajwel	18040304001	-	-	2,000	13,000	-	12,000	27,000
66	MZ-I	Siddipet	Government Degree College, Dubbak	18030304001	-	-	1,000	4,000	-	6,000	11,000
67	MZ-I	Siddipet	Government Degree College (Autonomous), Siddipet	18010304002	-	-	11,000	75,000	-	90,000	1,76,000
68	MZ-I	Siddipet	Government Degree College for Women, Gajwel	18040304002	-	-	2,000	16,000	6,000	48,000	72,000
69	MZ-I	Siddipet	Government Degree College, Cherial	18020304052	-	-	5,000	6,000	-	-	11,000
70	MZ-I	Siddipet	Government Degree College, Husnabad	18050304001	-	-	1,000	7,000	-	5,000	13,000
71	MZ-I	Warangal	Government Arts & Science College,	11010304059	-	-	2,000	16,000	6,000	-	24,000
72	MZ-I	Warangal	Government Degree College (Autonomous), Narsampet	11020304003	-	-	3,000	18,000	6,000	12,000	39,000
73	MZ-I	Warangal	Government Degree College, Rangasaipet, Warangal	11010304004	-	-	1,000	8,000	-	6,000	15,000
74	MZ-I	Warangal	Government Degree College, Wardhannapet	11040304062	-	-	1,000	6,000	-	-	7,000
75	MZ-II	Hyderabad	Degree College(Autonomous),	25000304083	-	-	11,000	77,000	25,000	1,10,000	2,23,000
76	MZ-II	Hyderabad	Government Degree College for Women, Hussaianialam	25000304086	15600	-	2,000	56,000	-	60,000	1,33,600
77	MZ-II	Hyderabad	Government City College (Autonomous), Nayapul	25000304001	-	-	10,000	1,21,000	2,00,000	1,40,000	4,71,000
78	MZ-II	Hyderabad	Government Degree College for Women (Autonomous), Begumpet muira Priyadarshini Government	25000304002	-	-	17,000	1,12,000	1,00,000	1,10,000	3,39,000
79	MZ-II	Hyderabad	Degree College for	25000304091	-	-	5,000	99,000	3,00,000	2,20,000	6,24,000
80	MZ-II	Hyderabad	Government Degree College(Autonomous), Khairatabad	25000304084	-	-	5,000	1,03,000	2,00,000	90,000	3,98,000
81	MZ-II	Hyderabad	Vivekananda Government Degree College(Autonomous), Vidyanagar	25000307022	-	-	11,000	73,000	25,000	1,38,000	2,47,000
82	MZ-II	Hyderabad	Government Degree College for Women,Golconda	25000304100	-	-	4,000	25,000	-	30,000	59,000

SI.No	Multi Zone	District	College Name	DDO Code	20/021 Daily Wages Employees	110/111 Travelling Allowance	130/131 Service Postage, Telegram and Telephone Charges	130/132 Other Office Expenses	130/133 Water Charges	130/135 Electricity Charges	TOTAL
83	MZ-II	Hyderabad	Government Degree College, Seethapalmandi	25000304102	-	-	2,000	12,000	-	5,000	19,000
84	MZ-II	Hyderabad	Government Degree College, Falaknuma	25000304104	-	-	-	40,000	-	99,000	1,39,000
85	MZ-II	Jangaon	ABV Government Degree College, Jangaon	19010304046	-	-	1,000	8,000	10,000	18,000	37,000
86	MZ-II	Jogulamba Gadwal	Priyadarshini Government Degree College for Women, Gadwal	26010304002	-	-	2,000	5,000	-	15,000	22,000
87	MZ-II	Jogulamba Gadwal	M A L D Govt Degree College, Gadwal	26010304001	-	-	2,000	41,000	10,000	72,000	1,25,000
88	MZ-II	Jogulamba Gadwal	Government Degree College, Shantinagar	26020304001	-	-	2,000	8,000	-	12,000	22,000
89	MZ-II	Mahabubnagar	Dr. BRR Govt College, Jadcharla	22020304001	-	-	3,000	21,000	-	90,000	1,14,000
90	MZ-II	Mahabubnagar	M.V.S Government Arts And Science College(Autonomous), Mahabubnagar	22010304001	-	-	10,000	68,000	-	36,000	1,14,000
91	MZ-II	Mahabubnagar	NTR Government Degree College for Women(Autonomous), Mahabubnagar	22010304002	-	-	9,000	60,000	-	48,000	1,17,000
92	MZ-II	Mahabubnagar	Government Degree College, Devarakadra	22060304001	0	-	1,000	3,000	10,000	12,000	26,000
93	MZ-II	Medchal	Government Degree College,Quthbullapur	21050304034	-	-	1,000	8,000	-	5,000	14,000
94	MZ-II	Medchal	Government Degree College, Kukatpally	21040304001	-	-	8,000	53,000	20,000	36,000	1,17,000
95	MZ-II	Medchal	Government Degree College, Malkajgiri	21010304002	-	-	-	20,000	-	58,000	78,000
96	MZ-II	Medchal	Government Degree College, Uppal	21020304049	-	-	2,000	10,000	8,000	7,000	27,000
97	MZ-II	Nagarkurnool	Government Degree College, Amrabad	28020304002	-	750	2,000	3,000	-	5,000	10,750
98	MZ-II	Nagarkurnool	Government Degree College for Sciences, Nagarkurnool	28010304005	-	-	1,000	6,000	-	30,000	37,000
99	MZ-II	Nagarkurnool	Government Degree College For Arts & Commerce, Nagarkurnool	28010304006	-	-	1,000	8,000	-	36,000	45,000
100	MZ-II	Nagarkurnool	Government Degree College, Kalwakurthy	28030304001	-	-	2,000	13,000	20,000	60,000	95,000
101	MZ-II	Nagarkurnool	Government Degree College, Kollapur	28040304001	-	-	1,000	4,000	-	12,000	17,000
102	MZ-II	Nagarkurnool	& Science College(Autonomous),	28010304002	-	-	1,000	10,000	5,000	60,000	76,000
103	MZ-II	Nagarkurnool	Sri Uma Maheshwara Government Degree College, Kondanagula	28020304001	-	-	1,000	6,000	-	30,000	37,000

SI.No	Multi Zone	District	College Name	DDO Code	20/021 Daily Wages Employees	110/111 Travelling Allowance	130/131 Service Postage, Telegram and Telephone Charges	130/132 Other Office Expenses	130/133 Water Charges	130/135 Electricity Charges	TOTAL
104	MZ-II	Nalgonda	Government Degree College, Chandur	29020304001	-	-	1,000	3,000	-	5,000	9,000
105	MZ-II	Nalgonda	Government Degree College for Women (Autonomous), Nalgonda	29010304001	-	-	3,000	53,000	-	48,000	1,04,000
106	MZ-II	Nalgonda	KNM Government Degree College, Miryalaguda	29040304001	-	-	1,000	10,000	-	15,000	26,000
107	MZ-II	Nalgonda	MKR Government Degree College, Devarakonda	29030304002	-	-	1,000	10,000	-	24,000	35,000
108	MZ-II	Nalgonda	Nagarjuna Government Degree College (Autonomous), Nalgonda	29010304002	-	-	10,000	64,000	40,000	72,000	1,86,000
109	MZ-II	Nalgonda	Government Degree College, Nakrekal	29050304001	-	-	1,000	4,000	-	-	5,000
110	MZ-II	Nalgonda	Government Degree College, Haliya	29070304001	-	-	1,000	4,000	-	2,000	7,000
111	MZ-II	Narayanpet	Government Degree College,	34010304001	-	-	3,000	18,000	-	30,000	51,000
112	MZ-II	Narayanpet	Government Degree College, Dhanwada	34010304002	-	-	1,000	3,000	-	-	4,000
113	MZ-II	Narayanpet	Government Degree College, Maddur	34020304002	-	-	1,000	3,000	-	-	4,000
114	MZ-II	Narayanpet	Government Degree College, Maktal	34030304001	-	-	1,000	3,000	-	-	4,000
115	MZ-II	Narayanpet	Government Womens Degree College, Kosgi	34020304001	-	-	1,000	3,000	-	8,000	12,000
116	MZ-II	Ranga Reddy	Government Degree College, Hayathnagar	2.30303E+12	-	-	6,000	37,000	-	36,000	79,000
117	MZ-II	Ranga Reddy	Government Degree College, Ibrahimpatnam	23040304001	-	-	2,000	11,000	-	5,000	18,000
118	MZ-II	Ranga Reddy	Government Degree College, Chevella	23020304001	-	-	1,000	6,000	-	10,000	17,000
119	MZ-II	Ranga Reddy	Government Degree College, Serilingampally	23010304002	-	-	1,500	6,000	-	9,000	16,500
120	MZ-II	Ranga Reddy	Government Degree College, Badangpet	23030304002	-	-	-	9,000	-	-	9,000
121	MZ-II	Ranga Reddy	Government Degree College, Rajendranagar	23070309001	-	-	2,000	10,000	-	12,000	24,000
122	MZ-II	Ranga Reddy	Government Degree College, Maheshwaram	23050304001	-	-	2,000	6,000	-	12,000	20,000
123	MZ-II	Ranga Reddy	Government Degree College, Shadnagar	23060304001	-	-	2,000	10,000	-	5,000	17,000
124	MZ-II	Sangareddy	Government Degree College, Chanchalguda	25000304103	-	=	-	26,000		30,000	56,000

SI.No	Multi Zone	District	College Name	DDO Code	20/021 Daily Wages Employees	110/111 Travelling Allowance	130/131 Service Postage, Telegram and Telephone Charges	130/132 Other Office Expenses	130/133 Water Charges	130/135 Electricity Charges	TOTAL
125	MZ-II	Sangareddy	Government Degree College, Narayankhed	16030304001	-	-	-	5,000	-	-	5,000
126	MZ-II	Sangareddy	Dr.A.P.J Abdul Kalam Government Degree College, Patancheru	16040304001	-	-	4,000	29,000	-	30,000	63,000
127	MZ-II	Sangareddy	Government Degree College for Women, Sangareddy	16010304003	-	-	2,000	11,000	-	36,000	49,000
128	MZ-II	Sangareddy	Government Degree College, Zaheerabad	16060304001	-	-	-	16,000	-	72,000	88,000
129	MZ-II	Sangareddy	Government Degree College, Sadasivpet	16050304001	31200	-	1,000	4,000	-	24,000	60,200
130	MZ-II	Sangareddy	Nehru Memorial Government Degree College, Jogipet	1.60203E+11	ı	-	1,000	6,000	-	45,000	52,000
131	MZ-II	Sangareddy	Tara Government College (Autonomous), Sangareddy	16010304002	-	-	11,000	71,000	-	-	82,000
132	MZ-II	Suryapet	KRR Government Arts & Science College(Autonomous), Kodad	30030307002	-	-	1,000	9,000	-	30,000	40,000
133	MZ-II	Suryapet	Government Degree College, Huzurnagar	30020304001	-	-	1,000	6,000	-	24,000	31,000
134	MZ-II	Vikarabad	Government Degree College,Tandur	24050307004	-	-	1,000	7,000	-	36,000	44,000
135	MZ-II	Vikarabad	Government Degree College, Vikarabad	24010304001	-	-	1,000	3,000	-	9,000	13,000
136	MZ-II	Vikarabad	Government Degree College, Pargi	24040304001	-	-	1,000	3,000	-	5,000	9,000
137	MZ-II	Vikarabad	Government Degree College, Kodangal	24020304001	-	-	2,000	11,000	-	14,000	27,000
138	MZ-II	Wanaparthy	Government Degree College, Atmakur	27020304001	-	-	1,000	7,000	-	7,000	15,000
139	MZ-II	Wanaparthy	Government Degree College, Wanaparthy	27010304001	-	-	2,000	11,000	-	30,000	43,000
140	MZ-II	Wanaparthy	Government Degree College for Women, Wanaparthy	27010304002	-	-	3,000	22,000	-	60,000	85,000
141	MZ-II	Wanaparthy	Government Degree College, Pebbair	27010304003	-	-	1,000	4,000	-	20,000	25,000
142	MZ-II	Yadadri Bhuvanagiri	Government Degree College, Alair	20020304001	-	-	1,000	3,000	-	30,000	34,000
143	MZ-II	Yadadri Bhuvanagiri	Government Degree College, Ramannapet	20050304001	-	-	1,000	4,000	-	1,10,000	1,15,000
			TOTAL		2,02,750	2,250	4,17,500	29,28,500	10,00,000	50,00,000	95,51,000

File No: CCE-AC/BDGT/1/2025-ACADEMIC CELL

SI.No	Multi District	College Name	DDO Code	20/021 Daily Wages Employees	110/111 Travelling Allowance	130/131 Service Postage, Telegram and Telephone Charges	Office	130/133 Water Charges	130/135 Electricity Charges	TOTAL
-------	----------------	--------------	----------	------------------------------------	------------------------------------	--	--------	--------------------------	-----------------------------------	-------

For Commissioner Collegiate Education

# PROCEEDINGS OF THE COMMISSIONER OF COLLEGIATE EDUCATION TELANGANA, HYDERABAD

Present: Smt A.Sridevasena, I.A.S

Sub: Budget 2024-25 - Release of 1st Quarter Budget under Head of

Accounts 2202-03-103-SH (07) - GDCs - Orders Issued-Reg.

Read: BE - 2025 - 2026

#### **ORDER:**

In pursuance of the Orders issued in the references read above, regarding Expenditure for 1<sup>st</sup> Quarter for the financial year 2025 - 2026, the Commissioner of Collegiate Education, Telangana, Hyderabad is pleased to release an amount of **Rs. 95,51,000/- (Rupees Ninety Five Lakhs Fifty One Thousand Only)** as the detailed in the Annexure appended to these proceedings and placed at the disposal of the Principals of all GDCs in the state for utilization during the current financial year 2025-26 under the following head of account:

2202	General Education
03	University and Higher Education
M.H.103	Government Colleges and Institutes
S.H.(07)	Government Degree Colleges

The Pay and Accounts Officer, Hyderabad and District Treasury Officers concerned are requested to admit the claims as and when preferred by the Principals of Government Degree Colleges in the State to the extent of the allotment now communicated/ released during the financial year 2025 - 2026.

(Orders of the CCE have been obtained in the note file)

For Commissioner of Collegiate Education

To

All the Principals of Government Degree Colleges in the State.

The Pay and Accounts Officer, Hyderabad

The All DTOs in the State.

Copy to the DTA, Telangana, Hyderabad for information with a request to issue authorization.

Copy to the Accounts Section of this Office for taking necessary action