

CHAPTER 4

CODIFICATION STRUCTURE & CHART OF ACCOUNTS

INTRODUCTION

4.1 This chapter contains the recommendations relating to the Chart of Accounts and the Codification structure.

4.2 Chart of Accounts (COA) defines the heads under which the income and expenditure of local bodies are classified and facilitates maintenance of accounts and preparation of financial statements. A well designed COA shall not only fulfill accounting requirements but also the Budgeting and MIS requirements and shall be flexible enough to consolidate and collapse to facilitate generation of various information reports. The structure suggested in this chapter, have been developed based on the recommendations of Task Force Report with limited modifications to meet the above said requirements.

4.3 Detailed heads and codes have been provided in this chapter for all mandatory levels of information.

CODIFICATION STRUCTURE

4.4 The codification structure proposed facilitates capture of all type of financial information within an ULB, which are essential in a government set-up. Each type of classification is considered as a group. Considering the capacity and size of local bodies at an all India level, to which this manual pertains and the minimum requirements of various stakeholders' certain mandatory information are prescribed. The mandatory groups for all local bodies are

- Ø Functions
- Ø Account Heads

4.5 Functions shall represent the various functions or services carried out by the local body. Account Heads shall represent the nature of the income or expenditure.

4.6 Budgets in ULBs are centered around its functions. Functions are provided through various responsibilities centres called Departments. Geographical dispersion of these activities may also be monitored more so in the context of introduction of Ward committees and decentralisation. Hence, some ULBs identify its income and expenditure budgets at function, functionary (department) and field level.

4.7 ULBs set up various funds for meeting certain objectives. Income and expenditure under these funds are to be identified and disclosed separately. However

the method of disclosure may be different. When they adopt the integral concept, separate books of accounts are not maintained for the funds. Identity is created by providing separate account heads to capture the income and expenditure for each such fund. In some states, separate books of accounts and financial statements are maintained considering it as a separate accounting entity. In such cases, the identity of the fund (entity) is required as an additional classification.

4.8 Thus, in addition there shall be three other optional groups apart from the mandatory groups of Functions and Account Head.

- Ø Functionary (Responsibility centre/department)
- Ø Field (Geographical centre)
- Ø Funds

4.9 In all, there can be five groups. Funds, Function, Functionary, Field and Account

Heads. Functions, Functionary and Field are called Budgeting centres.

4.10 Each group can have various levels within it to drill down further information. The levels even in the mandatory groups can be either mandatory or optional based on the requirements. First level in function and Account Heads are mandatory for all ULBs. This would mean that all ULBs would have to use the function codes and account codes as defined in this manual. For other levels the Director, shall define the codes.

4.11 An overview of the suggested structure for mandatory information and overall structure is provided in the exhibits given below as Exhibit 4.1 and 4.2.

Exhibit 4.1

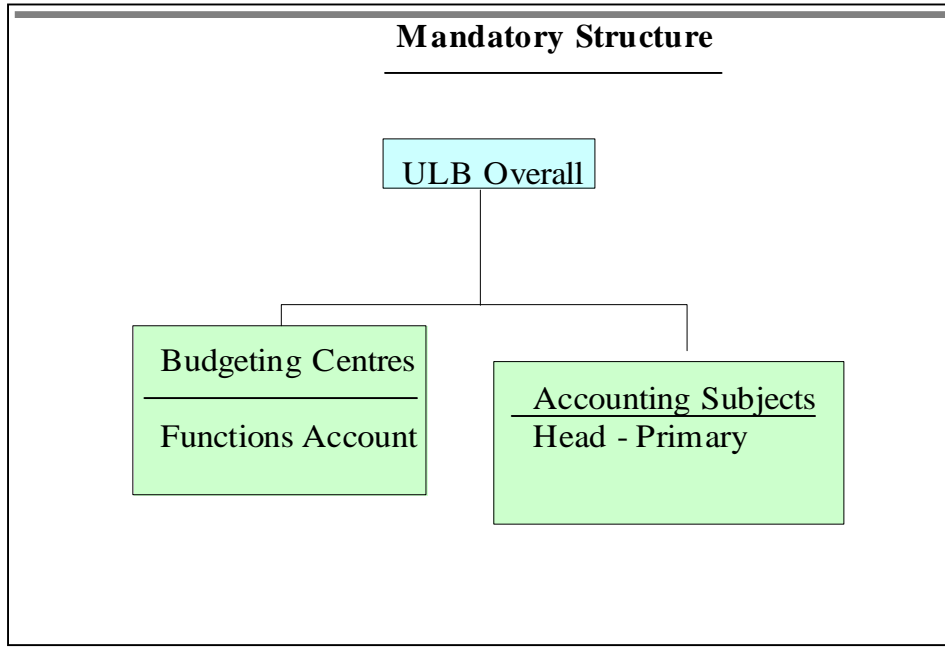
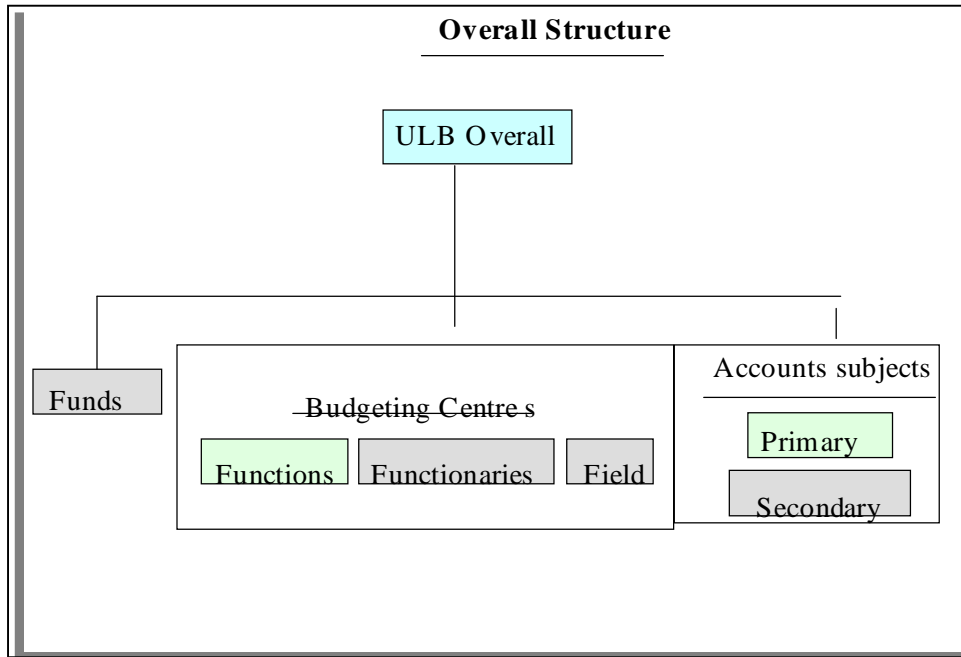


Exhibit 4.2

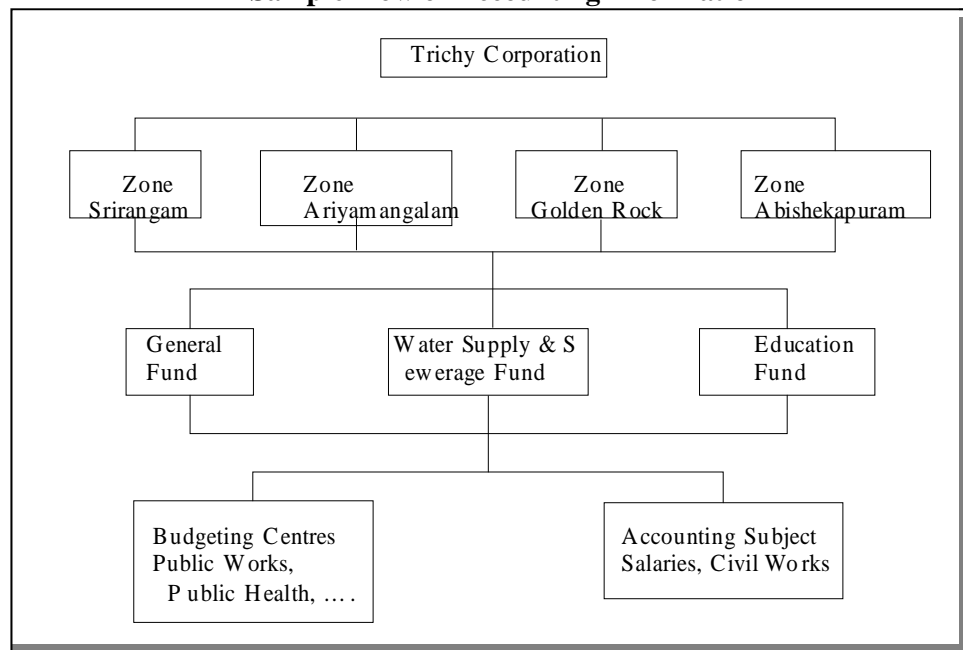


4.12 Each of the two mandatory and the three optional categories can be placed in any sequence for the sake of MIS reports /Budget reports. These groups are mutually exclusive and can be operated individually or in a combined way.

4.13 In some local bodies, accounts are maintained in a decentralised set up. Each of the locations in which accounts are maintained is called Accounting Unit. For example in some big local bodies, accounts are maintained at Zones. In this case each Zone and the Head Office are called Accounting units. Each accounting unit will maintain accounts in the same way. All transactions are identified under the groups mentioned above at the Accounting Unit level. Then it is consolidated at Head Office level to present the information at the ULB level.

4.14 The overall flow of Financial Information is illustrated with the example of a ULB visited and is provided as Exhibit 4.3.

**Exhibit 4.3
Sample Flow of Accounting Information**



4.15 In this case, the lowest Accounting unit is Zones. If the accounting unit is lower than that say circles, then accounts are prepared Circle wise and can be consolidated Zone wise as well at the ULB level. The same process can be continued at any lower level. The intention here is to facilitate decentralisation.

CODING LOGIC AND PROCEDURE

4.16 The codification logic for each of these groups is explained below.

Functions

4.17 Functions of the ULB can have three levels within it. First level under this group can represent various functions both obligatory and discretionary. Second Level in function could represent the particular type of service under a function and third level can represent a particular cost center, which provides the service. The first level of Functions/codes is mandatory for all ULBs. All functions of the ULB are broadly classified under 10 major groups. Within this long listing of functions has been made. These functions are fitted within the group with each group having a flexibility to go upto 9 sub functions. The detailed codes for each of the functions as referred above is defined and given as Appendix 1 enclosed with this manual. New codes or additions to this list of functions shall be made only at the national level. A committee is likely to be set up under Ministry of Urban Affairs to which C& AG will also be a member who shall act as the authority to add new functions in the list. This can be triggered by a request from states. States can introduce two sub –levels of 2 digits each to suit their requirements.

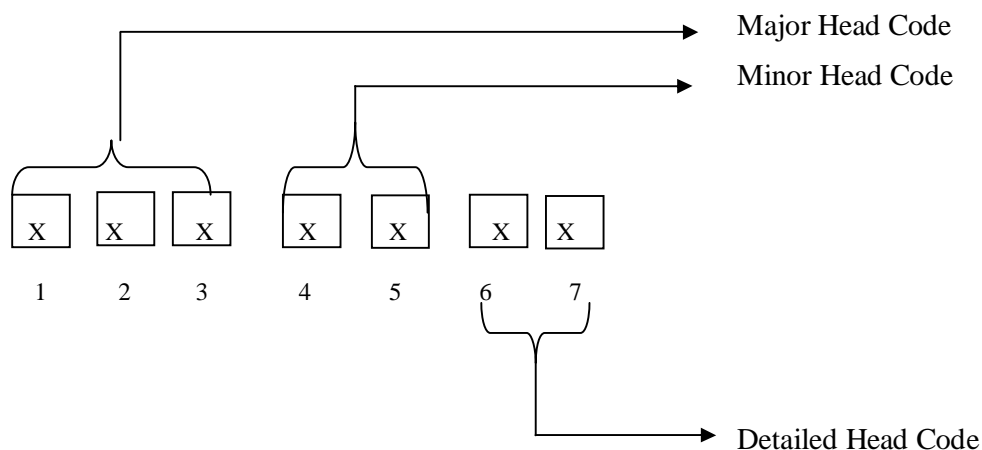
Accounting subjects

4.18 Accounting subjects can be divided into two levels: Primary and Secondary. Primary account code represents the subject of the income and expenditure.

4.19 Primary Account Codes :- The Code of an Account head shall be numeric and shall be 7 digits. A 7 digit code is suggested to give flexibility to add new codes and for each State to define certain of its unique requirements. The code is structured into:

- Ø Major Head Code;
- Ø Minor Head Code; and
- Ø Detailed Head Code.

4.20 The structure of the Code of Accounts is schematically presented below:



Major head code

4.21 The **first digit** of the Major Head Code shall indicate the nature or type of the account. The first digit shall be assigned one of the following numbers depending on the nature of the account:

- Ø '1' shall denote an account relating to ' Revenue Income'
- Ø '2' shall denote an account relating to 'Revenue Expenditures'
- Ø '3' shall denote an account relating to ' Capital Receipts & Liabilities'
- Ø '4' shall denote an account relating to ' Capital Expenditures & Assets'

4.22 The **next 2 digit of** the Major Head Code shall denote the group codes for the various head of accounts. For example,

- Ø Code 1-10 shall denote 'Tax Revenue' related accounts
- Ø Code 2-10 shall denote 'Establishment Expenses' related accounts
- Ø Code 3-50 shall denote 'Other Liabilities' related accounts
- Ø Code 4-10 shall denote 'Fixed Assets' related accounts

4.23 It is to be noted that the financial statements of an ULB are drawn at Major Head codes of account and hence this is a mandatory level of information. No major code addition is likely to happen, as this format is the final one. In case the same is required it has to be approved by the committee only.

Minor head code

4.24 The Minor Head Code shall be of 2 digits. An item covered by a Minor Head Code is a subset of the Major Head Code. Thus, it shall be necessary to refer the Minor Head Code in conjunction with the associated Major Head Code.

4.25 The Minor Head Codes provide further details of transactions in respect of the Major Head Code it is associated with. For example,

- Ø Under the Major Head Code 110 relating to 'Tax Revenue', the Minor Head Code 01 shall denote 'Property Tax'
- Ø Under the Major Head Code 210 relating to 'Establishment Expenses', the Minor Head Code 10 shall denote Salries & Allowances
- Ø Under the Major Head Code 350 relating to 'Other Liabilities', the Minor Head Code 10 shall denote 'Creditors'
- Ø Under the Major Head Code 410 relating to 'Fixed Assets', the Minor Head Code 20 shall denote 'Buildings'.

4.26 It is to be noted that the schedules to financial statements of an ULB are drawn at minor head codes of account and hence this is a mandatory level of information. Minor codes provided in the manual are mandatory. Additions to minor codes shall be made by the Director. All additions made shall be intimated to the committee. Committee may introduce additional minor codes as mandatory at some periodicity based on the intimations received.

Detailed head code

4.27 The Detailed Head Code shall be of 2 digits. An item covered by a Detailed Head Code is a subset of the Minor Head Code. Thus it shall be necessary to refer the Detailed Head Code in conjunction with the associated Minor Head Code.

4.28 The Detailed Head Codes provide further details of transactions in respect of the Minor Head Code it is associated with. For example,

Ø Under the Minor Head Code of Account 110-01 covering Property Tax, the Detailed Head Code 01 shall denote 'Property Tax from Residential Properties'. Thus, under the Minor Head Code of Account 110-01 in respect of 'Tax Revenues from Property Tax', the Detailed Head Code 01 shall represent 'Property Tax from Residential Properties'. The Account Code for this will be 110-01-01.

Ø Under the Minor Head Code of Account 210-10 covering 'Establishment Expenses under Salaries, Wages and Bonus, the Detailed Head Code 10 shall denote 'Salaries & Allowances – Officers'

Ø Under the Minor Head Code of Account 350-10 covering Creditors, the Detailed Head Code 01 shall denote 'Suppliers'

Ø Under the Minor Head Code of Account 410-20 covering Buildings, the Detailed Head Code 01 shall denote 'Art Gallery Building'

4.29 It is to be noted that the detailed heads shall be identified by the Director. The Director, can also give flexibility to the ULB to add new heads. An illustrative listing of detailed heads under minor heads are listed in Appendix 2.

4.30 Secondary Account codes :This is optional and would depend on requirements of a local body. These would typically represent the subsidiary ledgers and other analysis ledgers. For example, contractors control account can be maintained contractor wise at this level. This level is needed only for the internal control of the ULB and has no relevance at the state or national level. It is therefore not proposed to prescribe any codification structure for the same.

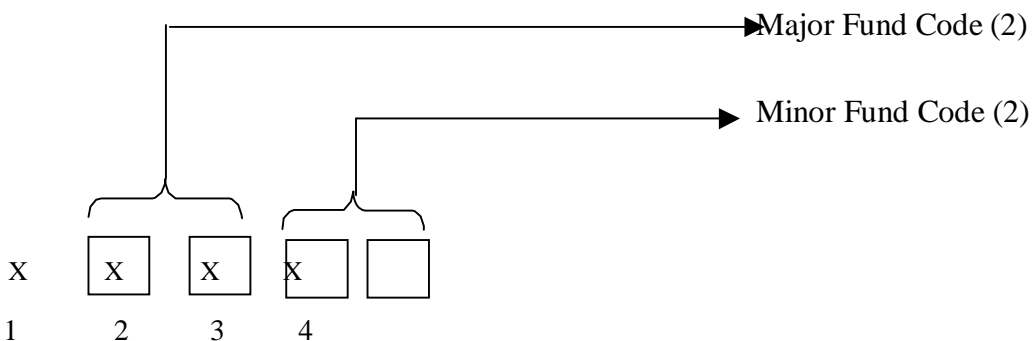
Funds

4.31 Depending on requirements, levels can be introduced. Funds can have sub-level within it. The codification structure for the funds may consist of the following:

- Ø Major Fund and
- Ø Minor Fund

4.32 Major Fund code would represent the broad categorisation of Funds and minor Fund within it represents a particular Fund.

4.33 The Code of a Fund shall be numeric and can be 4 digits. The structure of the Code for Fund is schematically presented below:



4.34 For example, Employee Funds can be a major fund and Pension fund can be Minor Fund within that.

Functionary

4.35 In the government set-up, demands for expenditure are drawn by the department discharging the functions and become the responsibility center for the assigned functions. Functionary group represents this. Each sub-level within this group typically can represent the organisational structure within the ULB. This level is used only for the internal control of the ULB. It is therefore not proposed to prescribe any codification structure for the same.

Field

4.36 Field represents the way the ULBs are aligned geographically. Sub-levels in this group will be based on the Territorial hierarchy. Number of digits at each level can range from 1-3 depending on the size of the local body. This is different from Accounting unit as explained under the overview section of this chapter. Field represents the area to which the expenditure or payment relates. Location or Accounting unit represents the unit at which it is accounted.

This level is needed only for the internal control of the ULB. It is therefore not proposed to prescribe

any codification structure for the same.

ULB Codes

4.37 In addition to this to facilitate state level or national level aggregation, each ULB can be assigned a code. This could represent the state to which it is attached and the unique code assigned by the State. While state code can be assigned at the national level, the state governments shall prescribe a code for each Municipal body. This can be in the following format

STATE – DISTRICT – CATEGORY- CODE

4.38 Category can represent the way local bodies are classified within the state. (e.g. Corporations, Municipality etc.)

GENERAL GUIDELINES AND INSTRUCTIONS FOR USAGE OF CHART OF ACCOUNTS AS PRESCRIBED IN THE NATIONAL MUNICIPAL ACCOUNTS MANUAL

4.39 The following guidelines should be followed while using the chart of accounts:

- Ø Function codes, Major and Minor Head Codes given in the manual would apply uniformly to all Urban Local Bodies.
- Ø Any requirement for an addition to Function head shall be requested by the States to the committee. Only the committee set up in this regard can add new codes under this head
- Ø No major code addition is likely to happen as this format is more or less the final one. In case the same is required it has to be approved by the committee only.
- Ø States can add minor heads at the state level. All additions made shall be intimated to the committee. Committee may introduce additional minor codes as mandatory at some periodicity based on the intimations received.
- Ø States shall identify the detailed heads.
- Ø ULBs shall identify the operative Detailed Heads, with the same description and code number for accounting purposes. These Heads will be commonly used in all the ULBs within a State. Detailed Heads unique to a particular ULB can also be added with the approval of the State Government.
- Ø Some Urban Local Bodies may have further break up in their activities requiring sub-heads at a level above Detailed Heads. ULBs can induct sub-heads under Minor Head and thereafter Detailed Heads may be suitably opened, with the approval of State Government.

Ø The Accounts Department shall maintain a master index of all the Code of Accounts being utilised by the Municipal Body.

Ø Ledger Accounts corresponding to the Account Codes need to be opened by an ULB only in respect of those transactions which arise at that ULB. Thus all the Account Codes given in this Report may not be used by every ULB.

CODING APPLICABILITY TO TRANSACTIONS AND ILLUSTRATIONS

4.40 For better appreciation of coding logic in recording transactions, a few illustrations are provided below. This primarily covers the two mandatory groups and Fund group. The logic adopted for Function group can be extended to other groups in Budgeting centres like Functionary or Field.

4.41 Recording of transactions under these codification levels is explained with some illustrations.

a. **Tuition Fee of Rs. 1,000/-** collected by the ' Primary school in an ULB where they maintain separate Fund for Education. Information to be captured under all three levels of codification structure is given below.

Debit: Cash / Bank

Level 1 Funds: Education Fund is a separate fund under the Municipal Fund Group. (Code for Municipal Fund – Education: 10-03)

Level 2 Budgeting Centres: Not applicable for cash and Bank Accounts

Level 3 Accounting subjects: Cash account under the Asset head cash and Bank Balances. (Code for Cash and bank Balances – Cash: 450- 10) Credit: Income

Level 1 Funds: Education Fund is a separate fund under the Municipal Fund Group. (Code for Municipal Fund – Education: 10-03)

Level 2 Budgeting Centres: This is an income under the Education function/ service collected by the Primary schools department. (Code for Education – Primary Schools: 82)

Level 3 Accounting subjects: Tuition Fee is a user Charge under the Income from Fees and User Charges. (Code for Fees and User Charges – Other Fees: 140-40)

Accounting Entry to be passed is given below:

Fund Code *	Budgeting Centre Code **	Account Code	Accounting Entry (Illustrative Heads)	Dr./ Cr	Debit Amount (Rs.) Illustrative figures 1,000	Credit Amount (Rs.) Illustrative figures
10-03		450-10-(a)	Cash account	Dr.	1000	
10-03	08-82	140-40-(a)	To Fees & user charges – Other Fees	Cr.		1,000

• *This is applicable only when an ULB maintain accounts under each Fund. Codes shall be defined by ULB based on logic provided earlier in the chapter and codes provided here are illustrative only.*

** *Except Function code, other code numbers are defined by the ULB depending on its requirements and codes provided are illustrative.*

(a) Insert Detailed Head Codes of Account as applicable

b. **‘Electricity charges for Machinery’** paid amounting to Rs.20,000 for motor pumps of water where separate Fund for Water Supply and sewerage is maintained for Rs.50,000/-

Debits: Revenue Expense

Level 1 Funds: Water Supply and Sewerage Fund is a separate fund under the Municipal Fund Group. (Code for Municipal Fund – Water Supply and Sewerage 10-02)

Level 2 Budgeting Centres: This is an expense under the water supply function by the Public Works department. (Code for Water Supply –51)

Level 3 Accounting subjects: Electricity charges paid are revenue expenditure under the Operations and Maintenance Expense.(Code for Operations and Maintenance –Power & Fuel: 2-30-10)

Credit: Cash / bank

Level 1 Funds: Water Supply and Sewerage Fund is a separate fund under the Municipal Fund Group. (Code for Municipal Fund – Water Supply and Sewerage 10-02)

Level 2 Budgeting Centres: Not applicable for cash and Bank Accounts

Level 3 Accounting subjects: Cash account under the Asset head cash and Bank Balances. (Code for Cash and bank Balances – Cash: 450- 21)

Fund Code *	Budgeting Centre Code **	Account Code	Accounting Entry (Illustrative Heads)	Dr / Cr	Debit Amount (Rs.) Illustrative figures	Credit Amount (Rs.) Illustrative figures
10-02	51	230-10-(a)	Operations & Maintenance – Power & Fuel	Dr	2,000	
10-02		450-21-(a)	To Bank account***	Cr.		2,000

c. **Purchase of Ambulance** for Hospital run by the ULB for Rs. 2,00,000/.

Debits: Capital Expense

Level 1 Funds: General Fund under the Municipal Fund Group. (Code for Municipal Fund – General Fund 10-01)

Level 2 Budgeting Centres: This is an expense under Hospital Services. (Code for Hospital Services: 35)

Level 3 Accounting subjects: Ambulance is an asset under the Vehicles. (Code for Fixed asset – Vehicles – Ambulance: 410-50)

Credit: Liability

Level 1 Funds: General Fund under the Municipal Fund Group. (Code for Municipal Fund – General Fund 10-01)

Level 2 Budgeting Centres: Not applicable for control/ suspense accounts.

Level 3 Accounting subjects: Suppliers control account under the Liability head

Other Liabilities (Code for Other Liabilities – Creditors: 350-10)

Fund Code *	Budgeting Centre Code **	Account Code	Accounting Entry (Illustrative Heads)	Dr./ Cr	Debit Amount (Rs.) Illustrative figures	Credit Amount (Rs.) Illustrative figures
10-01	35	410-50-(a)	Fixed assets- Vehicles-	Dr	200,000	
10-01		350-10(a)***	Ambulances Other liabilities (Sundry creditors)***	Cr.		200,000

* This is applicable only when an ULB maintain accounts under each Fund. Codes shall be defined by ULB based on logic provided earlier in the chapter and codes provided here are illustrative only.

** Except Function code, other code numbers are defined by the ULB depending on its requirements.

(a) Insert Detailed Head Codes of Account as applicable

d. **Payment of Other Liabilities** (Sundry Creditors) for purchase of Ambulance amounting to Rs. 200,000 through Main Bank account. Debits: Other Liabilities Account

Level 1 Funds: General Fund under the Municipal Fund Group. (Code for Municipal Fund – General Fund 10-01)

Level 2 Budgeting Centres: Not applicable for control/ suspense accounts.

Level 3 Accounting subjects: Suppliers control account under the Liability head Other Liabilities (Code for Other Liabilities –Creditors: 350-10) Credit: Cash/Bank

Level 1 Funds: General Fund under the Municipal Fund Group. (Code for Municipal Fund – General Fund 10-01)

Level 2 Budgeting Centres: Not applicable for cash and Bank Accounts

Level 3 Accounting subjects: Main Bank account under the Asset head cash and Bank Balances. (Code for Cash and bank Balances – Cash: 450-21)

Fund Code *	Budgeting Centre Code **	Account Code	Accounting Entry (Illustrative Heads)	Dr./ Cr	Debit Amount (Rs.) Illustrative figures	Credit Amount (Rs.) Illustrative figures
10-01		350-10-(a)	Creditors – Suppliers	Dr	200,000	
10-01		450-21-(a)	Bank Account***	. Cr.		200,000

* This is applicable only when an ULB maintain accounts under each Fund. Codes shall be defined by ULB based on logic provided earlier in the chapter and codes provided here are illustrative only.

** Except Function code, other code numbers are defined by the ULB depending on its requirements.

***Specify Name of the Bank and Account number

(a) Insert Detailed Head Codes of Account as applicable

4.42 It may be noted that two levels that is Fund and Accounting subjects are to be captured for every debit and credit in an entry, whereas Budgeting centers details are captured only for the respective budgetary control accounts for example Revenue Expenditure, Income, Capital Expenditure. Whenever Budgeting centres are not applicable “00” may be used to denote the field in an IT environment. Once a transaction is identified to a fund all debits and credits in the transaction is attached to the same Fund and hence common for the entire entry.

4.43 To summarise, Fund code shall be same for all debits and credits in a transaction, Budget Codes will be applicable only for certain debits and credits in a transaction; Account codes shall vary for every debit and Credit in a transaction.

Functions Listing

Function Group Code	Function - Group	Function Code	Function Description	Illustrative List of Other functions possible grouping
00	General Administration	01	Municipal Body	General Body, All Committees, Mayor / Council Members office, Secretariat
		02	Administration	General Admin, Public Relations, IT, Legal, Vigilance
		03	Finance, Accounts,	
		04	Audit Election	
		05	Record Room	
		06	Estate	
		07	Stores & Purchase	
		08	Workshop	
		09	Census	
10	Planning & Regulations			
		11	City and Town Planning	
		12	Building Regulation	
		13	Economic Planning	
		14	Encroachment Removal	
		15	Trade License / Regulations	
20	Public Works			
		21	Roads and Pavement	
		22	Bridges and Fly overs	
		23	Subways & Causeways	
		24	Street Lighting	
		25	Storm water Drains	
		26	Traffic Signals	
		27	Guest Houses	
30	Health			
		31	Public Health,	Immunisation, Polio,
		32	Epidemic / Prevention Control	Malaria Control
		33	Family Planning	
		34	Primary Health Care	
		35	Hospital Services	
		36	Burial and Cremations	

Function Group Code	Function - Group	Function Code	Function Description	Illustrative List of Other functions possible grouping
		37	Vital Statistics	
		38	Prevention of Food Adulteration	
		39	Ambulance / Hearse Services	
40	Sanitation and Solid Waste Management			
		41	Solid Waste Management	
		42	Public Convenience	
		43	Veterinary Services	
		44	Cattle Pounding	
		45	Slaughter Houses	
50	Civic Amenities			
		51	Water Supply	
		52	Sewerage	
		53	Fire Services	
		54	Arts & Culture	
		55	Community / Marriage Centers	
		56	Amusement	
		57	Museums	
		58	Municipal Markets	
60	Urban Forestry	61	Parks, Gardens	
		62	Play Grounds	
		63	Lakes and Ponds	
		64	Urban Forestry	
		65	Environment Conservation	
		66	Zoos	
70	Urban Poverty Alleviation & Social Welfare			
		71	Welfare of Women	
		72	Welfare of Children	
		73	Welfare of Aged	
		74	Welfare of Handicapped	
		75	Welfare of SC/ST/OBC	
		76	Slum Improvements	
		77	Housing	
		78	Urban Poverty Alleviation	
		79	Others	

Function Group Code	Function - Group	Function Code	Function Description	Illustrative List of Other functions possible grouping
80	Other Services			
		81	Electricity	
		82	Education	
		83	Transportation	
		84	Facility for pilgrims	
90	Revenues			
		91	Property Taxes	
		92	Octroi / Entry Cess	
		93	Advertisement Tax	
		94	Professional Tax	
		95	Tax on Animals	
		96	Tax on Vehicles	
		97	Toll	
		99	Other Taxes	

COA Listing –Income

Major Code	Major Head Description	Minor Code	Minor Head Description	Detailed Heads	Remarks
110	Tax Revenue				
		01	Property Tax	Residential, Commercial, Land, Service Charges	
		02	Water Tax		
		03	Sewerage Tax		
		04	Conservancy Tax		
		05	Lighting Tax		
		06	Education Tax		
		07	Vehicle Tax		
		08	Tax on Animals		
		09	Electricity Tax		
		10	Professional Tax		
		11	Advertisement Tax	Land hoarding, Bus Shelters, Traffic signals	
		12	Pilgrimage Tax		
		51	Octroi & Toll	Octroi, Toll, Provisional Octroi, Account current Importers	
		52	Cess	Gross Cess, Net Cess	
		80	Others Taxes		
		90	Tax Remission & Refund	All Types of Taxes	
120	Assigned Revenues & Compensations				
		10	Taxes and Duties collected by others	Entertainment Tax, Duty on Transfer of Properties	
		20	Compensation in lieu of Taxes / duties	Compensation in lieu of Octroi, Octroi in lieu of Electricity	
		30	Compensations in lieu of Concessions	Property Tax compensations due to concessions certain set of tax payers	

Major Code	Major Head Description	Minor Code	Minor Head Description	Detailed Heads	Remarks
130	Rental Income from Municipal Properties				
		10	Rent from Civic Amenities	Markets, Shopping complexes, Auditorium, Art Galleries, Marriage/ community halls, Playgrounds, Nurseries	
		20	Rent from Office Buildings	Quarters	
		30	Rent from Guest Houses		
		40	Rent from lease of lands		
		80	Other rents	Lease Rentals	
		90	Rent remission and refund		
140	Fees & User Charges				
		10	Empanelment & Registration Charges	Carts, Contractors, Patients, Professionals, P W contractors, Cess Registration,	
		11	Licensing Fees	D &O, Hawking, Shops, Bazaars, Staff Quarters, Plumbing License, Cattle Pounding, Slaughtering, Butchers and Traders of meat, Poultry	
		12	Fees for Grant of Permit	Transit, Escort, Layout, sub-division, Plan	
		13	Fees for Certificate or Extract	Copying, Birth & Death certificates, Occupancy Certificate	
		14	Development Charges	Development, Betterment, Demolition, Open space contribution, Parking Contribution	

Major Code	Major Head Description	Minor Code	Minor Head Description	Detailed Heads	Remarks
		15	Regularization Fees	Encroachment, Regularization, Revalidation, Conversion fees	
		20	Penalties and Fines	Octroi, Cess	
		40	Other Fees	Advertisement Fees, Tuition Fees, Sports Fee, Library Fees, Survey fees, Connection, Disconnection charges, Notice Fees, Warrant Fees, Mutation Fees, Property Transfer Charges	
		50	User Charges	Medicines, Examination charges, Ambulance, Funeral Van, Garbage Collection Charges, Littering and Debris collection, Septic Tank clearance, Sewerage clearance charges, Crematorium Charges, Burial Ground Charges, Pay & use toilets Water Supply, Sale of Electricity, Water Tanker, Meter charges, Fire Extinguishing, Lighting charges, Ticket charges, Luggage charges, parking fees	
		60	Entry Fees	Parks, Playgrounds, Swimming Pool, Zoo, Museum, Library, Parking Lots	
		70	Service / Administrative Charges	Service Charges, Percentage on Deposit works, Plan Preparation charges, Road Damage Recovery charges, stacking, Rebate from state Government	
		80	Other Charges	Water Supply	
		90	Fees Remission and Refund		

150	Sale & Hire Charges				
		10	Sale of Products	Tree-Guards, Garbage, Manure, Rubbish, Compost, Nursery plants, Fruits, Flowers, Grass, Trees, etc	
		11	Sale of Forms & Publications	Tenders, Data, Plans, Maps	
		12	Sale of stores & scrap	Obsolete stores, Obsolete assets	
		30	Sale of Others Old newspaper		
		40	Hire Charges for Vehicles	Buses	
		41	Hire Charges on Equipments	Rollers, Tools & Equipments, Medical Equipments	
160	Revenue Grants, Contribution and Subsidies				
		10	Revenue Grant	Road Development grants, Family welfare Grant, Census Grant etc	
		20	Re-imbursment of expenses		
		30	Contribution towards schemes		
170	Income from Investments				
		10	Interest	Fixed Deposits, Government Securities, Post office deposits	
		20	Dividend		
		30	Income from projects taken up on commercial basis		
		40	Profit in Sale of Investments		
		80	Others		

171	Interest Earned				
		10	Interest from Bank Accounts	SB accounts	
		20	Interest on Loans and advances to Employees	HBA, Conveyance, Computer, Festival, Vehicle	
		30	Interest on loans to others		
		80	Other Interest	Interest on HP	
180	Other Income				
		10	Deposits Forfeited		
		11	Lapsed Deposits	Contractors, Suppliers	
		20	Insurance Claim Recovery		
		30	Profit on Disposal of Fixed asses		
		40	Recovery from Employees		
		50	Unclaimed Refund Payable/ Liabilities Written Back	Stale Cheques	
		60	Excess Provisions written back	Property Tax, Octroi, Cess, Water Supply, Advertisement Tax, Rent	
		80	Miscellaneous Income		

CoA Listing – Expense

Major Code	Major Head Description	Minor Code	Minor Head Description	Detailed Heads	Remarks
210	Establishment Expenses				
		10	Salaries, Wages and Bonus	Salaries & Allowances- Officers, staff, Wages, Exgratia, bonus, Octroi, Performance Bonus	
		20	Benefits and Allowances	Overtime Allowance, LTC, Medical Re- imbursement, Tuition Fees, Education Allowance, Uniform to staff, Compensation to staff, Honorarium to Corporators, Officers and Staff, Training, staff welfare expenses, HRD activities,	
		30	Pension	Pension, Family Pension, Pension contribution, Pension Fund Deficit Contribution, Contribution to other funds	
		40	Other Terminal & Retirement Benefits	Leave encashment, Death cum Retirement gratuity, Contribution to PF or other Funds. Leave Salary contribution	
220	Administrative Expenses				
		10	Rent, Rates and Taxes		
		11	Office maintenance	Electricity, Water, Security expenses	
		12	Communication Expenses	Telephone, Mobile, Fax	
		20	Books & Periodicals	Magazines, Newspapers, Journals	
		21	Printing and Stationery	Service postage, Printing, Stationery, computer consumables	
		30	Travelling & Conveyance	Fuel, Travelling , Petrol & Diesel	
		40	Insurance		
		50	Audit Fees		

		51	Legal Expenses	Legal Fees, Cost of recoveries of tax revenue, suit compromises	
		52	Professional and other Fees	Architect, Engineer, Technical Fees, Consultancy charges,	
		60	Advertisement and Publicity	Hospitality Expenses, Advertisement, Organisation of Festivals	
		61	Membership & subscriptions		
		80	Others		
230	Operations & Maintenance				
		10	Power & Fuel		
		20	Bulk Purchases	Electricity, Water	
		30	Consumption of Stores	Stores	
		40	Hire Charges	Machinery Rent	
		50	Repairs & maintenance - Infrastructure Assets	Roads & Bridges, Fly-Overs, Water Supply & sewerage, Street Lighting, Storm water Drains, , traffic signals,	
		51	Repairs & maintenance - Civic Amenities	Parks, Gardens, Lakes, Play Grounds, Arts & Culture , Parking Lots, Markets, Houses, Commercial complex, Hospitals, Swimming Pools, Stadium, Nursery, Play materials, Public Toilets	

Major Code	Major Head Description	Minor Code	Minor Head Description	Detailed Heads	Remarks
		52	Repairs & maintenance - Buildings	Office Buildings,	
		53	Repairs & maintenance - Vehicles		
		59	Repairs & maintenance - Others	Furniture Fixture, electrical appliances, Office equipment, other FA, Survey & Drawing equipments	
		80	Other operating & maintenance expenses	Testing & inspection, Water Purification, Garbage Clearance, Patients food, Patients laundry, Tax for Public Transport vehicles	
240	Interest & Finance Charges				
		10	Interest on Loans from Central Government		
		20	Interest on Loans from State Government		
		30	Interest on Loans from Government Bodies & associations		
		40	Interest on Loans from International Agencies		
		50	Interest on Loans from Banks & Other Financial Institutions		
		60	Other Interest	Leases , HP	
		70	Bank Charges		
		80	Other Finance Expenses	Discount on early / prompt payment, Commitment charges	
250	Programme Expenses				
		10	Election Expenses		
		20	Own Programme		
		30	Share in programme of others		

260	Revenue Grants, Contribution and Subsidies				
		10	Grants		
		20	Contributions		
		30	Subsidies		
270	Provisions and Write off				
		10	Provisions for Doubtful receivables	Property Tax, Cess, Fees and User Charges, Rent	
		20	Provision for other Assets	Stores, Fixed assets, Investments	
		30	Revenues written off	Property Tax, Assigned Revenues, Grants	
		40	Assets written off	Stores, Fixed assets	
		50	Miscellaneous Expense written off	Issue expenses	
271	Miscellaneous Expenses				
		10	Loss on disposal of Assets		
		20	Loss on disposal of Investments		
		30	Decline in Value of Investments		
272	Depreciation				
		20	Buildings		
		30	Roads & Bridges		
		31	Sewerage and Drainage		
		32	Waterways		
		33	Public Lighting		
		40	Plant & machinery		
		50	Vehicles		

Major Code	Major Head Description	Minor Code	Minor Head Description	Detailed Heads	Remarks
		60	Office & Other Equipments		
		70	Furniture, Fixtures, Fittings and Electrical Appliances		
		80	Other Fixed Assets		
280	Prior Period Item		<i>Income</i>		
		10	Taxes	Taxes, Octroi, Toll, Cess	
		20	Other - Revenues		
		30	Recovery of revenues written off	All types of Taxes, Fees & User Charges	
		40	Other Income		
			<i>Expenses</i>		
		50	Refund of Taxes	All types of Taxes	
		60	Refund of Other - Revenues	Water Supply, Rent	
		80	Other Expenses		
290	Transfer to Reserve Funds				

CoA Listing – Liability

Major Code	Major Head Description	Minor Code	Minor Head Description	Detailed Heads	Remarks
310	Municipal (General) Fund				
		10	Municipal Fund	Closing Balance, Adjustments to Opening balance sheet	
		90	Excess of Income and Expenditure		
311	Earmarked Funds				
		10- 49	Special Funds (Specify each Fund name)	All developmental funds and special purpose funds. E.g.. Examples Road Fund, Water Supply Fund, City Development Fund etc)	0 - Opening Balance, 1- 9 Additions to Grants during the period, 11 -29 Revenue Income earned, 30-49 Capital Income earned, 50-69 Revenue Expenses payments, 70-89 capital expenses payments
		50 - 69	Sinking Funds(Specify each Fund Name)	All Borrowing repayments funds, Asset Replacement Funds	
		70-99	Trust or Agency Funds (Specify each Fund Name)	Examples, all employee related funds like PF, Pension etc	
312	Reserves				
		10	Capital Contribution		
		11	Capital Reserve		
		20	Borrowing Redemption reserve (if no sinking fund is created)		
		30	Special Funds (Utilised)		
		40	Statutory Reserve		
		50	General Reserve		
		60	Revaluation Reserve		

320	Grants , Contribution for specific purposes				
		10	Central Government	Specify Name of each specified grant	0- Opening Balance, 1- 9 Additions to Grants during the period, 11 - 29 Revenue Income earned, 30- 49 Capital Income earned, 50- 69 Revenue Expenses payments, 70-89 capital expenses payments
		20	State Government		
		30	Other Government Agencies		
		40	Financial Institutions		
		50	Welfare Bodies		
		60	International Organizations		
		80	Others		
330	Secured Loans				
		10	Loans from Central Government	[Use detailed head codes for different loans]	
		20	Loans from State Government		
		30	Loans from Government Bodies & Association		
		40	Loans from International Agencies		
		50	Loans from Banks & Other Financial Institutions		
		60	Other Term Loans		
		70	Bonds & Debentures		
		80	Other Loans	HP	
331	Unsecured Loans				
		10	Loans from Central Government	[Use detailed head codes for different loans]	
		20	Loans from State Government		
		30	Loans from Government Bodies & Association		
		40	Loans from		

			International Agencies		
		50	Loans from Banks & Other Financial Institutions		
		60	Other Term Loans		
		70	Bonds & Debentures		
		80	Other Loans		
340	Deposits Received				
		10	From Contractors / Suppliers	EMD, Security Deposit	
		20	Deposits – Revenues	Octroi, Transit, Water, Electricity, Rental etc	
		30	From Staff		
		80	From Others		
341	Deposit works				
		10	Civil works		
		20	Electrical works		
		80	Others		
350	Other Liabilities				
		10	Creditors	Suppliers, Contractors, Expenses, Payables against funds, Payables against grants, Payable against Specific Scheme, Contractors Advance Control account	
		11	Employee liabilities	Gross Salary, Net Salaries, Salaries unpaid, P.F. payable, Pension, Gratuity, Welfare Funds, Leave Salary payable	
		12	Interest Accrued and due	Loans, HP	
		20	Recoveries payable	P.F deductions, LIC, Loans, Societies, Service	

				Tax, Profession Tax, TDS, Contract Tax, Trade Tax, Sales Tax, Service Tax, Works Contract etc	
		30	Government Dues payable	Library Cess, Education Cess, Court Attachment etc	
		40	Refunds payable	Taxes, Other Revenues, Grants, Deposit Works, Attached Properties, Octroi, Cess, Water Supply, Rent	
		41	Advance Collection of Revenues	Property Tax, Water Supply, Cess, License Fees, Rent, Advertisement charges	
		80	Others	Compensation payable, Stale Cheque, HP Payable, Lease Charges payable, HP Interest receivable Control Account etc	
		90	Sale Proceeds	Assets, Investments, Attached properties	Note: This account will not have balance at the year end
360	Provisions				
		10	Provisions for Expenses		
		20	Provision for Interest	Interest Accrued but not due	
		30	Provision for Other Assets	Stores, Investments	

CoA Listing - Asset

410	Fixed Assets				
		10	Land	Grounds, Open markets, Parks, Gardens	
		20	Buildings		
		30	Roads & Bridges	Concrete , Black Topped, Others	
		31	Sewerage and Drainage	Open, Underground	
		32	Waterways	Borewells, Open wells, Reservoirs	
		33	Public Lighting	Lamp posts, Transformers	
		40	Plant & Machinery		
		50	Vehicles	Ambulance, Buses, Cars, Jeeps, Cranes, Trucks, Tankers	
		60	Office & Other Equipments	Air conditioners, Computers, Faxes, Photocopiers, Refrigerators	
		70	Furniture, Fixtures, Fittings and Electrical Appliances	Cabinets, Cupboards, Chairs, Fans, Electrical Fittings	
		80	Other Fixed Assets		
		90	Assets under Disposal		Note: This account will not have balance at the year end
411	Accumulated Depreciation				
		20	Buildings		
		30	Roads & Bridges		
		31	Sewerage and Drainage		
		32	Waterways		

Major Code	Major Head Description	Minor Code	Minor Head Description	Detailed Heads	Remarks
		33	Public Lighting		
		40	Plant & machinery		
		50	Vehicles		
		60	Office & Other Equipments		
		70	Furniture, Fixtures, Fittings and Electrical Appliances		
		80	Other Fixed Assets		
412	Capital Work - in - progress				
		10	Specific Grants		
		20	Special funds		
		30	Specific Schemes		
420	Investments - General Fund				
		10	Central Government Securities		
		20	State Government Securities		
		30	Debentures and Bonds		
		40	Preference Shares Securities		
		50	Equity Shares		
		60	Units of Mutual Funds		
		80	Other Investments		
		90	Accumulated Provision		
421	Investments - Other Funds				
		10	Central Government Securities		
		20	State Government Securities		
		30	Debentures and Bonds		

		40	Preference Shares Securities		
		50	Equity Shares		
		60	Units of Mutual Funds		
		80	Other Investments		
		90	Accumulated Provision		
430	Stock - in-hand				
		10	Stores	Opening Stock, Closing Stock, Purchases	Opening stock and Purchases to have nil balance
		20	Loose Tools		
		80	Others		
431	Sundry Debtors (Receivables)				
			Receivables		
		10	Receivables for Property Taxes	Year wise	
		19	Receivable for Other Taxes	Octroi Account Current from Importers	
		20	Receivables for Cess		
		30	Receivable for Fees & User Charges	License Fees, Advertisement Fees, water Supply	
		40	Receivable from other sources	Rent, Interest accrued & due, Interest accrued & not due, Undertakings, Interest due from employees,	
		50	Receivable from Government	Grants, Assigned Revenues	
		80	Receivables control accounts	Property Taxes, Cess, Water Supply	Note: This account will not have balance at the year end

Major Code	Major Head Description	Minor Code	Minor Head Description	Detailed Heads	Remarks
			<i>State Govt Cesses/levies in Taxes - Control accounts</i>		
		91	State Govt Cesses/levies in Property Taxes - Control account		
		92	State Govt Cesses/levies in Water Taxes - Control account		
		99	State Govt Cesses/levies in Other Taxes - Control account		
432	Accumulated Provisions against Debtors (Receivables)				
		10	Provision for outstanding Property Taxes		
		11	Provision for outstanding Water Taxes		
		12	Provision for outstanding Other Taxes		
		20	Provision for outstanding Cess	Water Supply	
		30	Provision for outstanding Fees & User Charges		
		40	Provision for outstanding other receivable	Rent	
			<i>State Govt. Cesses/levies in Taxes - Provision accounts</i>		
		91	State Govt Cesses/levies in Property Taxes - Provision account		
		92	State Govt Cesses/levies in Water Taxes - Provision account		
		99	State Govt Cesses/		

			levies in Other Taxes - Provision account		
440	Pre-paid Expenses				
		10	Establishment		
		20	Administration		
		30	Operations & Maintenance		
450	Cash and Bank balance				
		10	Cash		
			<i>Balance with Bank - Municipal Fund</i>		
		21	Nationalised Banks		
		22	Other Scheduled Banks		
		23	Scheduled Co-operative Banks		
		24	Post Office		
			<i>Balance with Bank - Special Funds</i>		
		41	Nationalised Banks		
		42	Other Scheduled Banks		
		43	Scheduled Co-operative Banks		
		44	Post Office		
			<i>Balance with Bank-Grant Funds</i>		
		61	Nationalised Banks		
		62	Other Scheduled Banks		
		63	Scheduled Co-operative Banks		
		64	Post Office		
460	Loans, Advances and Deposits				
		10	Loans and advances to employees	HBA, Conveyance, Computer advance, Festival advance, Vehicle Advance	
		20	Employee Provident Fund Loans		
		30	Loans to Others		

-	-	40	Advance to Suppliers and contractors	Public Works, Stores, Materials Issued to Contractors / Stores, Lease Rentals, HP a/cs	-
.	.	50	Advance to others	Permanent Adv., Advance against projects, Advance against scheme, Grants	.
.	.	60	Deposits with external Agencies	Electricity, Telephones, Water, Petrol Pumps, HP Instalments received, Interest Receivable on Loans & advances, Scheme Expenses	.
.	.	80	Other current assets	Civil, Electrical, Others	.
461	Accumulated Provisions against Loans, Advances and Deposits				
		10	Loans to Others		
		20	Advances		
		30	Deposits		
470	Other Assets				
		10	Deposit Works - Expenditure	Civil, Electrical, others	Note: This account will not have balance at year end
		20	Inter Unit Accounts		Note: This account will not have balance after consolidation of all AUs accounts
		30	Interest Control Payable	Lease, HP	
480	Miscellaneous Expenditure to be written off				
		10	Loan Issue Expenses		
		20	Discount on Issue of loans		
		30	Others		