Office of the District Accounts and Finance Officer
Charter of Duties

Accounting Responsibilities

- Incorporate monthly accounts in the next following month in central iBAS within the schedule date specified by CGA.
- Reconcile pre-audit cheque as per TAD manual.
- Rectify error detected in account through Journal Entry
- Reconcile account with the departments under his pay & accounting domain.
- Ensure reliability of data and prevent possibility of manipulation.
- Liaise with DCA for collection of necessary reports from the system.
- Ensure correctness of account and prompt submission of reports.
- Ensure the correctness of balance of the Public Account.

Pre- Audit Functions

- Settle pay, pension and other claims of persons/offices under his pay and accounting domain within a reasonable time.
- Maintain GPF accounts of all subscribers and make advance/ final payment of GPF and issue Deposit Account Slip to all subscribers within 30 September.
- Fixation of pay of staff and officers under his pay and accounting domain

Administrative Functions

- Perform all the administrative functions as head of office.
- Distribute works among the staff and officers
- Internal transfer within the office.
- Sanction leave to staffs and officers as per rule.
- Take disciplinary action against staffs under him on the basis of delegated power.
- Train the staffs under him
- Settle all audit observations against her/his office.
- Sanction rest & recreation leave and GPF advance of non-gazetted staff of her/his office.
- Prepare budget estimate and maintain records of accounts of own office.
- Supervise work, discipline and security of own office.

Others Functions

- Issue pay slip and last pay certificate to officer & staff under her/his pay domain.
- Maintain leave account of gazetted officers.
- Settle claims of development expenditure as per authority issued by CAFO for the centrally administrated ADP budget.
- Maintain broadsheets of loans & advance of officers and staff under her/his pay domain.
- Send routine reports and returns to higher authority
- Send information, data to CGA/DCA as and when asked for.
- Perform others duties instructed CGA/ DCA from time to time.