

Office of the Upazilla Accounts Officer

Charter of Duties

Accounting Functions

- Incorporate monthly accounts in the next following month in central iBAS within the schedule date specified by CGA.
- Rectify through Journal Entry accounting error reported by CAO /DCA.
- Reconcile account with the departments whose claims have been settled.
- Ensure the correctness of balance of the Public Account.

Pre- Audit Functions

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

Administrative Functions

- Perform all administrative functions as head of office.
- Recommend annual increment, rest & recreation leave and GPF advance claims of staff under him to higher authority.
- Keep complete record of expenditure of his office.
- Settle audit observations against his office.

Others

- Issue pay slip and last pay certificate to officers & staffs under his pay domain.
- Maintain leave account of gazetted officers under his pay domain.
- Settle claims of development expenditure as per authority issued by CAO for the centrally administrated ADP budget.
- Maintain broadsheets of loans & advance of the officers and staff under 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 by CGA/ DCA from time to time.