

Office of the Chief Accounts Officer

Charter of Duties

CAO acts as the Staff Officer to the Principal Accounting Officer (PAO)/Secretary of Ministry or Division in matters of Accounts and Financial rules.

Accounting Responsibilities

- Incorporate monthly account in the next following month in central iBAS within the schedule date specified by CGA.
- Reconcile pre-audit cheque as per procedure laid down in TAD manual.
- Rectify error detected in ministry account through Journal Entry.
- Reconcile with the departments drawing fund from own office.
- Draw Management Report from iBAS and discuss with PAO.
- Oversee the trend of collection of revenue and expenditure and advise PAO on financial discipline.
- Assist PAO in the preparation of budget estimate and provide her/him with advice on expenditure control.
- Ensure reliability of data and prevent possibility of manipulation of data.
- Liaise with CGA for collection of reports from the system.
- Prepare Annual Appropriation Account and obtain approval of PAO before sending it to CGA for onward transmission to Audit Office.
- Ensure correctness of balance of the Public Account.
- Ensure correctness of account of the concerned ministry/division incorporated by DCA, DAO and UAO.

Pre- Audit Functions

- Settle pay, pension and other claims of persons/offices/agencies drawing money from her/his office 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 staffs and officers drawing pay from her/his office as per rule.

Administrative Functions

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

Others

- Issue pay slip and last pay certificate, as and when necessary, to officers & staffs under her/his pay and accounting domain.
- Maintain leave account of gazetted officers under her/his pay and accounting domain.
- Settle claims of development expenditure and issue authority to DCA/DAO UAO for centrally administrated ADP budget
- Maintain broadsheet of loans & advances of officers and staff under her/his pay and accounting domain.
- Send routine reports and returns to higher authority as per provision.
- Send information, data to Ministry of Finance/ CGA as and when asked for.
- Perform others duties instructed by Ministry of Finance/ CGA from time to time.
- Support Budget Management Committee (BMC) of the concerned Ministry/Division with requisite data and advice