

# Office of the Divisional Controller of Accounts

Chittagong/Khulna/Rajshahi/Barisal/Sylhet

## Charter of Duties

The following charter of duties is for DCA Rajshahi, Chittagong, Khulna, Sylhet & Barisal:

### Accounting Functions

- Incorporate monthly accounts of her/his office and DAOs, UAOs under him in the next following month in central iBAS within the schedule date specified by CGA.
- Reconcile pre-audit cheques of her/his office and subordinate DAOs as per procedure laid down in TAD manual.
- Detect error in the account of all offices under her/him including own office and take steps to rectify through Journal Entry.
- Reconcile account with the departments whose claims have been settled by her/his office.
- Ensure reliability and prevent manipulation of data.
- Liaise with CGA for collection of reports from the system.
- Ensure reliability and correctness of account of her/his own office and the offices of DAOs and UAOs by engaging a Quality Assurance Team.
- Ensure the correctness of balance of the Public Account of own and subordinate DAOs /UAOs.

### Pre- Audit Functions

- Ensure settlement of pay, pension and other claims placed in his office and offices under his jurisdiction within 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 under his pay & accounting domain.

### Administrative Functions

- Perform 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 provision.
- Take disciplinary action against staffs under him on the basis of delegated authority.
- Train the staffs under him.
- Ensure settlement of audit observations against her/his office.
- Sanction rest & recreation leave and GPF advance to staffs under her/him.
- Supervise work, discipline and security of office.

### Others

- Issue pay slip and last pay certificate to officer & staff.
- Maintain leave account of gazetted officers under her/his pay domain.
- Maintain broadsheet of loans & advance of officers and staff under her/his pay domain.
- Send routine reports and returns to higher authority.
- Prompt dispatch of 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.

## Office of the Divisional Controller of Accounts

Dhaka

### Charter of Duties

The following charter of duties is for DCA Dhaka:

#### Responsibilities

	Perform functions like all other DCAs mentioned above <b>except Pre-audit functions</b> outlined in Paragraph <b>B</b> and Paragraph <b>D</b> .
	Import all receipts (Credit Scroll) and payments (Debit Scroll) data from Bangladesh Bank & Sonali Bank for all CAOs and reconcile and upload them in iBAS.
	Make payment to pensioners not transferred to CAO Offices and maintain requisite registers and account.
	Endorses Personal Ledger (PL) and Land Acquisition (LA) cheques issued by Deputy Commissioner, Dhaka and maintain registers and account for both.
	Send routine reports and returns to higher authority
	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.