

Sections under CGA

SL	Section	Functions of the section
1.	Administration-1	This section deals with the Transfer/Posting, conditions of service, personal financial claims like pension, Disbursement of Advance, Leave, Traveling related issues and complains etc. of the Gazetted officers of the CGA and all CAFO/DCA/DAFO/UAOs.
2.	Administration-2	Functions of this section is to ensure the issues of Appointment/Transfer/Posting; Time-scale, Gradation List, conditions of service, personal Financial claims like pension, Sanction of different Advances, Leave, Traveling related activities and complain etc. of Non-Gazetted employees of the CGA and all CAFO/DCA/DAFO/UAOs.
3.	Establishment	This section prepares all the pay, allowances & contingency bills of the officers and employees of the CGA office. All procurement & purchases are completed by the section. In this section service books of all employees are maintained.
4.	Expenditure Control	Expenditure control Section prepares Budget, revised Budget & proposed Budget, pay and allowances and contingencies of the CGA offices and all CAFO/DCA/DAFO/UAOs. This section takes necessary actions over the expenditure statement received from the relevant offices. Rent of houses for the offices of CAFO/DCA/DAFO/UAO is completed by this section Expenditure control section also makes re-appropriation of fund for Telephone, Recreation Leave, Honorarium and other relevant Heads.
5.	Record	Record section is mainly responsible for receipts and dispatch of all incoming and outgoing letters. This section preserves the list of all stocks and inventories .Printing of cheques for CAFO/DCA/DAFO/UAOs, financial sanction for drawing cash from bank, preservation of old records, supervision of the library, delivery of office equipments and other materials-these functions are properly maintained by this section. This section also performs in case of amendment of Forms & manuals, approval of forms, sending representative to the implementation cell for Bengali language in the Ministry of Establishment.
6.	Co-ordination & ACR	This section takes necessary actions on the report returns sent by the CAFO/DCA/DAFO/UAOs. Another important function of this section is to collect and preserve the Annual confidential report of all officers and staff of the CAFO/DCA/DAFO/UAOs.
7.	Inspection & Internal Control	The major responsibility of this section is to monitor the activities of the CGA office as well as other offices under its control. This section also deals with inspection of CAFO/DCA/DAFO/UAOs & submission of report after inspection.

8.	Rules & Procedure	Rules & Procedure Section examines, verifies and endorses different Govt. orders. This section makes explanation of different rules stated in the codes & manuals. Monitoring & supervision of the court cases is also performed by this section. Another task is to deliver decision on complex cases sent by different offices. This section also takes initiatives to resolve the outstanding issues with the ministry of Finance and the other Ministries/ Divisions.
9.	Efficiency & Discipline:1	This section deals with the disciplinary cases and efficiency related issues of the officers & employees of Dhaka, Mymensingh, Sylhet & Chittagong Division.
10.	Efficiency & Discipline:2	Disciplinary cases & other efficiency related issues against officers and staff of Khulna, Rajshahi, Rangpur and Barisal Division are maintained in this section.
11.	Audit	This section sends comments and opinion over the Broad sheet reply on Audit reports submitted by the Civil Audit covering CAFO/ DCA/DAFO/UAOs.
12.	Old Fund & Pension	To implement all the office orders on pension and simplification of pension, This section furnishes data & information on the PPO of Pensioners of different CAFO/DCA/DAFO/UAOs. This section also provides with GPF related information before the establishment of existing offices. Maintenance of summary Register of GPF, preservation of up-to-date Balance of GPF, Transfer of GPF Balance, Inter office Balance Transfer, Transfer of peering sheet & Register, preservation of specific signature of officers – these activities are also performed by this section.
13.	Accounts & CDPU	Preparation of Monthly Accounts, compilation of Accounts received from Bank, Activities related with classifications chart, opening new Account, Reconciliation of domestic & foreign loan, preparation of Finance Accounts and Appropriation Accounts, issuing authority for Fund Disbursement, preservation of Accounting Data in the computers, verifying cheques & vouchers related to Remittance Accounts and sending them to the concerted offices. Furnishing data and information as per requirement of the ministry of Finance, CAG office and other departments.
14.	Budget & CRU	Preparation of Budget estimation for the Public Accounts of the republic, submission of statement of income and expenditure to the Bangladesh Bank as per ministry/division cheque reconciliation, preparation of miss-match & un-match accounts every month, preparation of list of outstanding Cheques & Bills included in the monthly accounts.
15.	Current Account & Deposit	Furnishing & Co-ordination of monthly Exchange Accounts and Settlement Account, opening of new PL Account, preparation of Broad sheet of PL, PLI, BF & GI; sending monthly authority of BF & GI.