

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 CAFO /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 CAFO 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.