

**Office of the Divisional Controller of Accounts**  
**Chittagong/Khulna/Rajshahi/Barisal/Sylhet/Mymensingh**

**Charter of Duties**

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

**Accounting Functions**

- Incorporate monthly accounts of her/his office and DAFOs, 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 DAFOs 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 DAFOs and UAOs by engaging a Quality Assurance Team.
- Ensure the correctness of balance of the Public Account of own and subordinate DAFOs /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

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|  | 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 CAFOs and reconcile and upload them in iBAS. |
|  | Make payment to pensioners not transferred to CAFO 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.  |