

MANUAL 2

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES [Section 4(1)(b)(ii)]

Powers and duties of officers and staff

S.No.	Designation of Post	Administrative Powers & Duties
1.	Controller of Accounts	<ul style="list-style-type: none">• Head of Department of the Pay & Accounts Organisation and exercising the statutory and financial powers of the Head of Department delegated under SR-2(10) and Rules 3(f) of the delegation of Financial Power Rules, 1978 and also under CCS (CCA) Rules, 1965/CCS (Conduct) Rules, 1964.
2.	Dy. Controller of Accounts (Estt.)	<ul style="list-style-type: none">• Functions as Head of office of the organization.• Is Competent Authority in respect of Delhi Right to Information Act, 2001 of this department.• Is First Appellate Authority (FAA) under RTI Act, 2005.• Looks after the administrative matter of this organization.
3	Dy. Controller of Accounts (Tech.)	<ul style="list-style-type: none">• Examines cases received for technical advice on Pension, pay fixation, financial rules etc. and cases referred to the Principal Accounts Office from Pay and Accounts Offices.• issue of Letter of Credits to various Public Works and Irrigation & Flood Control Divisions of the Govt. of Delhi.• National Small Savings Collection Fund. Looks after the work of NSSF Loan received from the GOI & other Grant in Aid, block loan, other Central Assistance etc.

4.	Dy. Controller of Accounts (Accounts)	<ul style="list-style-type: none"> Looks after the accounting matters of the organization such as preparation of grant wise monthly account, preparation of appropriation accounts and Finance Accounts in respect of consolidated fund of GNCT of Delhi, preparation of Finance A/c in r/o Union Govt of India, preparation of budget of public heads, (GPF Budget, Insurance Budget, Interest on GPF Budget) rendition of monthly account in respect of Public Account portion to the Controller General of Accounts, Government of India for their incorporation in the accounts of the Central Government, preparation of Statement of Central Transaction etc. Looks after the work of maintaining of records of funds received under the Central Sponsored Schemes from the Govt. of India.
5.	Dy. Controller of Accounts (Funds)	<ul style="list-style-type: none"> Looks after the work relating to maintenance of GPF accounts of employees of the Government of NCT of Delhi. In addition he also looks after the work relating to authorization of final payment of GPF to the employees on their retirement.
6.	Dy. Controller of Accounts (Pension)	<ul style="list-style-type: none"> Looks after the work of computerization of PAOs. Implementation of Bhavishya Module in GNCTD. Allotment of new GPF numbers.
7	Accounts Officer (Estt.-I)	<ul style="list-style-type: none"> Transfer/posting of officers/officials, Court cases, Vidhan Sabha/Parliament, Right to information Act 2005, Delhi Right to information Act 2001, Election Work in respect of this department, Citizen Charter. Processing of Medical Claims, Tuition Fees Reimbursement Claim.

8.	Accounts (Estt.-II)	Officer	<ul style="list-style-type: none"> • Preparation of Budget Estimates, Compilation of monthly Expenditure in respect of this department, Maintenance of Vehicles, Office building and related work of this, department, SAS related works, Income Tax related work, Store, Audit paras related to this department. Deployment of security & sanitation personnel in this department.
9.	Accounts (Tech- I & II)	Officer	<ul style="list-style-type: none"> • Tech-I: Advice cases in respect of LTC, Medical, LTA, Leave & bonus, Pay, Pension, Post retirement cases, Misc. Administrative cases, correspondence with PWD & I&F Department, LOC cases. • Tech. II: Advice cases regarding GPF, GFR, R&P Rules, CAM, CTR, DRPR etc. Advice in purchase policy, PGC cases,. Monthly report, Self Assessment, Pension reports, A.C. Bills report, verification of qualifying service after completion of 25 years service Audit paras /Inspection reports Attachment of DDOs with PAO, Issue and Printing of Cheque Books.
10	Accounts (Accounts)	Officer	<ul style="list-style-type: none"> • <u>Compilation Finance Accounts Branch</u> - Information regarding Receipt & Expenditure of Delhi Govt. from different PAO's, Monthly accounts, Quarterly progress certificates, Monthly Receipt & Expenditure statements, DDO codes directory, Expenditure and Receipt Codes, Liaison with various PAOs, settlement of all inward claims, Preparation of Tax Revenue, Non Tax Revenue & Revenue/Capital Expenditure, GPF payment & Receipt statement ,PLI recoveries Finance Accounts, Maintenance or records for Loans and Advances given to different agencies, Investments made with various Public Sector & other Undertakings, Dividend received from various PSUS.

		<ul style="list-style-type: none"> • Appropriation Branch- Maintenance of Appropriation Audit Registers in respect of Grant No. 1 to 13 and Public Debt, Preparation & Printing of Condensed Appropriation Accounts, Work related to finalisation of Grant Statement and Head wise Appropriation Accounts, Preparation of the skeleton of actual expenditure in respect of Grant No. 10 to 13, Quarterly intimation of expenditure to the concerned departments of GNCTD, Review of expenditure with reference to budget and intimation of excess expenditure. Finalisation of Grant Statement and Head-wise Appropriation Accounts, Work relating to Centrally Sponsored Schemes- receipt of grant from Central Govt.
		<ul style="list-style-type: none"> • Accounts Civil Branch - Preparation of statement of Health of Accounts of Govt. of Delhi, Annual Budget in respect of Public Accounts, Annual Utilisation Certificate of Grant in Aid on specific purpose of various department of Delhi, Settlement of J&K suspense(1996-97) with PAO and NHA, Claims related to reimbursement of NCC Camp Expenditure from CDA Chandigarh through our PAO's concerned and NCC Department , posting of figures from DMS (RBI & SBI) booked by Bank/PAO, Posting of figures from put through statement (SBI,GAD,MUMBai). Preparation of Reconciliation statement of 8675 RBI on receiving of CAS 122 from RBI, Preparation of report on interest on delayed remittance of Government receipts by PSBs.
11.	Accounts Officer (Pension)	<ul style="list-style-type: none"> • Pension Cell & Computer Cell - Preparation of salary, contingency bills in respect of this department,, IT related work, Retiree Data, Computerization of PAO organisation. Implementation of Bhavishya Module in GNCTD
12.	Accounts Officer (GPF Cell)	<ul style="list-style-type: none"> • GPF Cell - Maintains record of General Provident Fund of Govt. of NCT of Delhi employees.

13.	Asstt. Accounts Officer- Estt-I	<ul style="list-style-type: none"> Supervision of work of Estt-I such as Transfer/posting of all categories of staff, Recruitment/appointment of DASS Cadre, Creation of post/Continuation of post, vacancy position of DASS and Accounts cadre, correspondence relating to typewriting Test, settlement of Terms and conditions of deputation of DASS, Election related work, Delegation of financial powers, Correspondence regarding compassionate appointments vigilance case and other related correspondence on the subject, correspondence in connection with Right to information Act, 2005 and Delhi Right to information Act 2001, Annual Administrative Report, Complaints Correspondence regarding punctuality, Citizen Charter, Maintenance of Service record of DASS and Accounts Cadre staff. Sanction of HBA,MCA,LTC etc. in respect of all staffs,, ACRs of Accounts Cadre and DASS,NOC cases for passport & Visa for Accounts Functionaries and DASS, Maintenance of record of Class IV and Class III, Ex-Cadre and correspondence thereof, PAO's meeting, ACP of DASS and Class -IV, Weeding out of old records, issuance of Medical Cards to officers/officials & retired employees of this department, Training programme correspondences, Leave cases of Accounts Cadre and DASS, Diary and Dispatch and File movements of Admn.I Branch.
14	Asstt. Accounts Officer- Estt.-II	<ul style="list-style-type: none"> Supervision of Work pertaining to Estt-II such as, Budget estimates, Compilation of monthly Expenditure in respect of this department, Maintenance and upkeep of Vehicles, office building and related work, Store, Weeding out of old records, Audit para related to department. Deployment of security & sanitation personnel in this department.
15.	Asstt. Accounts Officer-Tech.-I	<ul style="list-style-type: none"> Supervision of work of Tech.-I Branch, which deals with Advice cases in

		respect of LTC, Medical, LTA, Leave and Bonus, Pay, Pension, Post retirement cases,
16.	Asstt. Accounts Officer -Tech. II	<ul style="list-style-type: none"> • Correspondence with PWD & I&F Department, LOC cases, Correspondence with A.Gs. • Monthly Self Assessment Reports in respect of PAOs, monthly pension reports, monthly report in respect of verification of qualifying service after completion of 25 years, Advice cases regarding GFR,R&P Rules, CAM,CTR,DRPR etc. Advice in purchase policy, PGC cases, Attachment of Ddo's with PAO, Issue and Printing of Cheque Books, Miscellaneous correspondence with CAP,NDMC,Audit Paras/Inspection reports in respect of various departments of Govt. of NCT of Delhi ,Inspection reports in respect of PAOs(Internal Audit and DACR), Quarterly returns of Audit/Inspection reports, Public Accounts Committee matters, Draft paras, Action Taken notes, forwarding of reports C&AG to all Departments of GNCTD, Annual Inspection report in respect of PAOs.
17.	Asstt.. Accounts Officer-- Compilation Finance Accounts Branch	<ul style="list-style-type: none"> • Collection of information and preparation of monthly report in respect of Receipt & Expenditure of Delhi Govt. from different PAO's, Preparation & Collection of Quarterly progressive certificates from PAOs ,Preparation and updating of DDO codes directory ,Advice matter received from various departments viz. Finance, Planning etc., Liaison with various PAOs, settlements and maintenance of register of all inward claims received from various supply department i.e. Delhi, Mumbai, Kolkata, Chennai, segregating of inward claims for submission to different PAOs, preparation of Tax Revenue, Non Tax Revenue & Revenue/Capital Expenditure & submission to Finance Department, Preparation of GPF(Payment & Receipt)statement, PLI recoveries

		statement & submission to PLI, Kolkata, Preparation of Income Tax statement and submission to Chief Controller of Accounts, Preparation of Finance Accounts of Govt. of Delhi, maintenance of records for loans and Advances given to different agencies, Maintenance of records for dividend received from various PSUs, Preparation of statement of UTGEIS/CGEIS.
18.	Asstt. Accounts Officer- Appropriation Branch	<ul style="list-style-type: none"> Supervision of Maintenance of Appropriation Audit Registers in respect of Grant No1 to 13 and Public Debt ,Preparation & Printing of Condensed Appropriation Accounts, Work relating to finalisation of Grant statement and Head wise Appropriation Accounts, Preparation of skeleton of actual expenditure in respect of Grant No. 10 to 13, Quarterly intimation of expenditure to the concerned departments of GNCTD, Review of expenditure with reference to budget and intimation of excess expenditure. Finalization of Grant statement and Head-wise Appropriation Accounts, Work relating to Centrally sponsored Schemes- receipts of grant from Central Govt.
19.	Asstt. Accounts Officer Accounts Civil Branch	<ul style="list-style-type: none"> Supervision of preparation of statement of Accounts of Govt. Of Delhi, Annual Budget in respect of Public Accounts, Annual Utilization Certificates of Grant in Aid on specific purpose of various department of Delhi, settlement of J&K Suspense(1996-97) with PAO and NHA, claims related to reimbursement of NCC Camp Expenditure from CDA Chandigarh through our PAOs concerned and NCC Department, posting of figures from DMS(RBI &SBI) booked by Bank/PAO, Posting of figures from Put through Statement (SBI, GAD, Mumbai), Preparation of Reconciliation statement of 8675 RBDs on receiving of CAS 122 from RBI, Preparation of report on interest on delayed remittance of Govt.

		receipts by PSBs.
20.	Asstt. Accounts Officer Pension Cell & Computer Cell	<ul style="list-style-type: none"> • Supervision of works related to, grievances of pensioners to various departments, IT related work, Retiree Data, Computerization of PAO, organization, correspondence related to computerization in PAO and HQ.
21	Pay & Accounts Officers	<ul style="list-style-type: none"> • Responsible for making of payments of all types of bills i.e. salary, contingencies, loan and advances etc. • Authorization of regular and freedom fighter pension. • Maintenance of accounts as per provisions of Civil Accounts Manual. • Payment of salary of govt. employees through Banks by GePG. • Arrangement for payment of pension to the Central Government pensioners, State Government pensioners Central/Delhi Freedom Fighter Pensioners who opt to draw their pensions in Delhi through the Counters of Pay & Accounts Office V and also to arrange payment of pensions to these categories of pensions through Public Sector Banks in Delhi who opts to draw their pension through banks. • Payment of pension to Sri Lanka Government pensioners through the counters of Pay & Accounts Office No. V.
22	Assistant Accounts Officers (in PAOs)	<ul style="list-style-type: none"> • Checking of all types of bills before authorization of payment by PAO. • Check of classification of vouchers of value upto Rs.2500/- and rectification of any misclassification noticed therein by preparing transfer entry. • Rectification of broadsheet with ledger figures and closing thereof. • Checking of authorization of pensions in respect of Civil Pensioners, Freedom Fighter Pensioners and Political pensioners. • Checking of payment of pension to the Central Government pensioners, State Government pensioners Central/Delhi Freedom Fighter Pensioners who opt to draw their pensions in Delhi and also to arrange payment of pensions to

		these categories of pensioners through Public Sector Banks in Delhi who opts to draw their pension through banks.
23.	Dealing Assistant	<ul style="list-style-type: none"> • Submission of bills after scrutiny to AAO. • Dealing with all correspondence at first stage relating to their subject/work and submit the same to AAO. • Processing of authorization in respect of Civil pensioners, Freedom Fighter Pensioners and Political pensioners.
24.	Drivers	<ul style="list-style-type: none"> • Ferry competent authorities and other Govt .officers/officials to work places as per requirement of government duty in Government vehicle/staff car provided to the department and look after the maintenance of Govt. vehicles in their custody.
25.	Peon	<ul style="list-style-type: none"> • Delivery of dak and other errand services.