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ANNEX -

**Duties & Responsibilities for the post of ASSISTANT ACCOUNT OFFICER**

1. Supervision the work of subordinate staff.
2. Distribution of work among the staff.
3. Maintenance of order & discipline in the section.
4. To scrutinize the Section dak.
5. To ensure disposal of work in procedural & timely.
6. Ensuring proper maintenance of registers required to be maintained in Account Section.
7. Dealing with important & complicated cases self.
8. Checking the cases of G.P.F cases.
9. Checking of Revised estimates and Budget estimates and other Budget work.
10. Monitoring of control of expenditure.
11. Checking of Advances cases.
12. Checking of salary, Arrears, Claims, Recoveries and Contingent Bills.
13. Checking of pensionary benefit cases.
14. Checking of the cash book including verification of totals.
15. Checking of Income Tax Assessment.
16. Checking of receipt of payments of Nursing Home/Special ward cases.
17. Attending of Accounts/Budget meeting.
18. Responsible for maintain of leave record (Casual Leave) of the staff working in his/her establishment and also responsible for give specific recommendation on the leave application who apply for getting leave.
19. Rest of Accounts work shall be checked by Assistant Account Officer.
20. Reporting to Accounts Officer outcome of work & deficiencies.
21. Being Section Incharge to discharge the work under his control Sections.



Accounts Officer



Deputy Director (Admn.)



Medical Superintendent