

The Powers & Duties of its Officers

Chief Controller of Accounts

The CCA being head of Accounting Organisation in the Ministry is responsible for :

1. Advise and assist the Ministry of Housing and Urban Poverty Alleviation on matters relating to Finance, Budget, Accounting, Expenditure Management, Establishment Matters and Personal claims of the employees.
2. Administer the payment and Accounting system through PAO's and DDO's of various departments in various units of the country, including pay and allowances, office contingencies, misc. payments of admissible loans, advances to Govt. servants etc.
3. Public Expenditure Management through compilation and consolidation of Monthly and Annual Receipts & Expenditures of the Ministry to the CGA for consolidation.
4. Managing the cadre with reference to career counselling, training, transfer, promotion, leave, vigilance and disciplinary matters etc.
5. Scheme-wise monitoring of expenditure and receipts of projects & schemes.
6. Preparation of Accounts at a Glance for the year.
7. General guidance to Internal Audit teams and liaison with the Ministry of Finance; and Statutory Auditors, i.e., C&AG of India.
8. Preparation & submission of statement of Central Transactions, Appropriation Accounts, Union Finance Accounts to O/o. the CGA, Ministry of Finance and DG, Audit Central Revenues.
9. Making Banking arrangements and arranging of cheque books to PAOs/DDOs through accredited banks.
10. Maintaining liaison with CGA and accredited banks. Verifying and reconciling all receipts and payments made on behalf of the Ministry through the accredited banks.
11. Maintaining and reconciliation of Cash Balance account with RBI.
12. Ensuring prompt payment of grants in aid, loans and Bills and monitoring of repayments and utilization certificates.
13. Speedy settlement of Pension and other retirement benefits, General Provident Fund and other personal claims cases.
14. Translating accounting information in to MIS for management.
15. Public Grieviences
16. ACR's Cell
17. Letters of Credit

Duties and Responsibilities of Pay & Accounts Officer/Senior Accounts Officer

- (i) He is the branch officer and is responsible to supervise the work of 3 to 5 sections.
- (ii) Functions as Head of Office wherever handling the administration of the Pay & Accounts Officer.
- (iii) Pre-check and passing of bills and issue of cheques for payment.
- (iv) Check of classification in compilation sheet/book of vouchers over Rs.1,00,000/- to ensure correctness of posting.
- (v) Preparation and Submission of Monthly Accounts
- (vi) Preparation and submission of Annual Accounts (Finance Accounts, SCT, Appropriation Account).
- (vii) Final settlements of pension and other retirement benefits, GPF, leave encashment CGEGIS etc.
- (viii) Bank reconciliation and review of balances under Debt. Deposit and Remittance Heads.
- (ix) Quarterly assignment by means of LOC
- (x) Preparation and submission of MIS and other reports and returns to concerned quarters.

Duties and Responsibilities of JAOs/AAOs

- (i) JAO/AAO is the supervisory officer and is in charge of the section comprising of 1 LDC and 3 to 6 Accountants/Senior Accountants. He/she is responsible for giving guidance in disposal of work, allocation of work within the section, monitoring of performance and enforcing discipline and writing of ACRs of the staff subordinate to it.
- (ii) Functions of Drawing & Disbursing Officer, if authorized by Head of Department.
- (iii) Pre-check of bills of all kinds.
- (iv) Compilation and consolidation of Monthly/Annual Accounts.
- (v) Check of classification of vouchers of value over Rs. 25,000/- and rectification of any misclassification noticed therein by proposing Transfer Entries.
- (vi) Closing of Broad Sheets with 'Nil balance and of broad sheets in which there is no difference between broad sheet and ledger figures.
- (vii) Attestation of opening and closing balances in Provident Fund Ledger Cards except those relating to the staff of the PAO's own office which should be attested by the PAO.
- (viii) Allotment of account numbers and attestation of entries in the ledger and General Index Register in the Provident Fund Section. However, entries regarding acceptance of nomination and closing of accounts shall be made over the signature of the Accounts Officer.
- (ix) Issue of annual statements of accounts to subscribers to General/Contributory Provident Fund.
- (x) Signing or routine acknowledgements of receipts and reminders to Half-margin memos issued to D.D.Os.
- (xi) Calling for acknowledgement of balance in the case of loans and advances. However, in case of non-receipt of reply, reminders shall be issued at the level of Accounts Officer.
- (xii) Attestation of entries in the Service Book.

