

Duties of Additional Chief Controller of Defence Finance Army (CIVIL)

- a. Overall control/Charge of his office.
- b. Audit and payment of pay and allowances and TA/DA in respect of DFD officers and staff of the office CGDF and his Office.
- c. Audit and payment of TA/DA in respect of personnel referred to in (b) above.
- d. Audit and payment of pay and allowances and TA/DA in respect of DFD officers and staff of the office of CGDF and his office.
- e. Audit and payment of bills of miscellaneous expenditures in respect of the offices referred to in (b) and (d) above.
- f. Maintenance of GP Fund Accounts in respect of offices referred to in (b) and (d) above.
- g. preparation and submission of periodical Accounts of all receipts and expenditures Received/incurred by him in respect of offices referred to in (b) and (d) above to the CGDF as and when required by him.
- h. Audit and payment of local purchase of stores in respect of offices referred to in (b) and (d) e.
- i. Providing advice to offices referred to in (b) above in matters relating to Accounts keeping, Preparation of Budget estimates and external or Statutory Auditing.
- j. Carrying out local Audit of Accounts of Offices referred to in (b) above.
- k. Allocation of duties of officers as and when required.
- l. Ensure revenue collection when applicable and safeguard the property of Govt.
- m. maintenance of security measures of his office.
- n. Administration and execution of function of his office as per acts, ordinance, rules and Regulations and directives issued by the Govt. from time to time.
- o. Proper functioning and discipline of his office.
- p. Issuing of clear standing orders, laying down the maximum extent of delegation of powers to the officers serving under him.
- q. Any other duties assigned by the Govt.