

## **Duties of the Office Senior Finance Controller (DP)**

1. Overall Control-Charge of his office.
2. Examine and render financial advice in matters relating to contract for supplies to be made and services to be rendered to the Defence, Audit and payment of bills for such supplies made or services rendered by Contractors and other Sources, audit of Farm Accounts, Medical store Depot and issues made on payment and pricing of vouchers etc.
3. Scheduling of L.P Vouchers and H.T Indents.
4. Daily payment sheet- preparation of (Day book).
5. Assist in scrutinizing Comparative Stats., of Tender from Contractors for certain Classes of Contracts before contracts are sanctioned and executed by the DG, DP.
6. Assist in dealing with all works connected with the receipt and refund of security deposit.
7. Payment of bills for stores purchased locally for DG, DP for stock in supply or store Depots and for direct delivery to consuming Units.
8. Assist in all matters relating to opening of LC in respect of stores of foreign purchase.
9. The entries in the Income-Tax Register will be made after passing the Contractors bills-Scheduling and pricing of Vouchers etc.
10. Allocation of duties of officers as and when required.
11. Ensure revenue collection when applicable and safeguard the property of Govt.
12. Maintenance of security measures of his office.
13. Administration and execution of function of his office as per acts, ordnance, rules and regulations and directives issued by the Govt. from time to time.
14. Proper functioning and discipline of his office.
15. Issuing of clear standing orders laying down the maximum extent of delegation of powers to the officers serving under him.
16. Any other duties assigned by the Govt.