

Office Of The Cheif Accounts Officer

Rural Development and Co-operatives Division



Estab.01-07-2002.

**Accounts Bhaban Segunbagicha
Dhaka-1000**

Office Of The Chief Accounts Officer

CAO's Charter Of Duties

CAO acts as the Staff Officer to the Principal Accounting Officer (PAO)/Secretary of Ministry or Division in matters of Accounts and Financial rules.

Accounting Responsibilities:

- ✓ Incorporate monthly account in the next following month in central iBAS within the schedule date specified by CGA.
- ✓ Reconcile pre-audit cheque as per procedure laid down in TAD manual.
- ✓ Rectify error detected in ministry account through Journal Entry.
- ✓ Reconcile with the departments drawing fund from own office.
- ✓ Draw Management Report from iBAS and discuss with PAO.
- ✓ Oversee the trend of collection of revenue and expenditure and advise PAO on financial discipline.
- ✓ Assist PAO in the preparation of budget estimate and provide her/him with advice on expenditure control.
- ✓ Ensure reliability of data and prevent possibility of manipulation of data.
- ✓ Liaise with CGA for collection of reports from the system.
- ✓ Prepare Annual Appropriation Account and obtain approval of PAO before sending it to CGA for onward transmission to Audit Office.
- ✓ Ensure correctness of balance of the Public Account.
- ✓ Ensure correctness of account of the concerned ministry/division incorporated by DCA, DAO and
- ✓ Settle pay, pension and other claims of persons/offices/agencies drawing money from her/his office within a reasonable time.
- ✓ Maintain GPF accounts of all subscribers and make advance/ final payment of GPF and issue Deposit Account Slip to all subscribers within 30 September.
- ✓ Fixation of pay of staffs and officers drawing pay from her/his office as per rule.
- ✓ Perform all the administrative functions as head of office.
- ✓ Distribute works among the staff and officers of her/his office.
- ✓ Internal transfer of officers and staff.
- ✓ Sanction leave to officers and staffs of her/his office as per rule.
- ✓ Take disciplinary action against staffs under her/him.
- ✓ Impart training to the staff under her/him.
- ✓ Settle audit observations against her/his office.
- ✓ Sanction rest & recreation leave and GPF advance to non-gazette staffs of her/his office.
- ✓ Prepare budget estimate and maintain record of accounts of her/his office.
- ✓ Supervise work, discipline and security of her/his office.
- ✓ Issue pay slip and last pay certificate, as and when necessary, to officers & staffs under her/his pay and accounting domain.
- ✓ Maintain leave account of gazetted officers under her/his pay and accounting domain.

- ✓ Settle claims of development expenditure and issue authority to DCA/DAO UAO for centrally administrated ADP budget.
- ✓ Maintain broadsheet of loans & advances of officers and staff under her/his pay and accounting domain.
- ✓ Send routine reports and returns to higher authority as per provision.
- ✓ Send information, data to Ministry of Finance/ CGA as and when asked for.
- ✓ Perform others duties instructed by Ministry of Finance/ CGA from time to time.
- ✓ Support Budget Management Committee (BMC) of the concerned Ministry/Division with requisite data and advice.