

# Functions of Accounts Department

Scrutinizing of  
finance Proposals

Concurrence  
of Proposals

Vetting of  
Proposals

Internal check of  
contractor's bills and other  
misc. bills.

Maintenance and reconciliation of PF ledger  
and related suspense ledger (DMPF).

Deals with all establishment matters (Gazetted  
& Non-gazetted) like regular salary bills, PLB and  
other supplementary bills.

Preparation and compilation of  
form S1 and NPS withdrawal.

All administrative matters like,  
D&AR, MACP,CG appointment, RTI,  
Court cases etc.

Payment of All Settlement cases on  
Superannuation and Death cases.

Inspection of offices, functional areas,  
catering stalls etc. and accountal of  
receipt and issuance of HSD oil.

Compilation of monthly account  
current, cheques & bills reconciliation,  
maintenance of suspense ledgers and  
review of budget at different level like  
RE/BE, FM.