



GOVERNMENT OF JAMMU AND KASHMIR
DEPARTMENT OF RURAL DEVELOPMENT & PANCHAYATI RAJ
CIVIL SECRETARIAT, JAMMU

Subject: - Duties and Responsibilities of Assistant Accounts Officers.

C I R C U L A R No.: 03 -RD & PR of 2017

D A T E D: 24 -01-2017

Finance Department and Planning Department has posted their personnel in various offices of the Department of Rural Development & PR to regulate fiscal discipline and planning adherence. It has been observed that subordinate offices aren't taking full advantage of aid and advice of Assistant Accounts Officers/ Assistant Directors (Plg)/ Statistical Officers / Junior Statistical Assistants concerned. It has also been brought into the notice of Administrative Department that Assistant Accounts Officers/ Assistant Directors (Plg)/ Statistical Officers / Junior Statistical Assistants aren't allowed to do the assigned job. This has resulted in gaps in various audit reports and in order to avoid audit objections which reflect financial indiscipline, it is enjoined upon all subordinate offices particularly Block Development Officers to assign the responsibilities to Assistant Accounts Officers/ Assistant Directors (Plg)/ Statistical Officers / Junior Statistical Assistants and avoid creating gaps in audit.

The responsibilities and duties of an Assistant Accounts Officers as under should strictly be followed/ implemented in letter and spirit henceforth:

1. Preparation and checking of Budget/ Revised Estimates and other budget work.
2. Monitoring of control of expenditure/ Reconciliation with Accountant General.
3. Checking of salary, Arrears, claims, recover and contingent bills.
4. Checking of cashbook including verification of totals.
5. Checking of pensionary benefit cases.
6. Checking of income tax.
7. Checking of receipts and payments.
8. Attending of Accounts/ Budget meeting.

9. To ensure disposal of work in procedural and timely.
10. Ensuring proper maintenance of register required to be maintained in the Accounts Section.
11. Checking the cases of GP Fund cases.
12. Responsible for maintain of leave record of the staff working in his/ her establishment and also responsible for giving specific recommendation on the leave application who applied for getting the leave.
13. He is compiler, auditor and accountant for the office himself.
14. Compliance and timely reply of audit reports.
15. Watchdog of the office over expenditure and income.
16. To check execution of works and procurement as per codal procedure.
17. Preparation of QPR and checking of OB items.

The Assistant Accounts Officer shall be held responsible to ensure to exercise of their legitimate duties and responsibilities for transparency and smooth functioning proper utilization of funds under state and centre grants

Sd/-

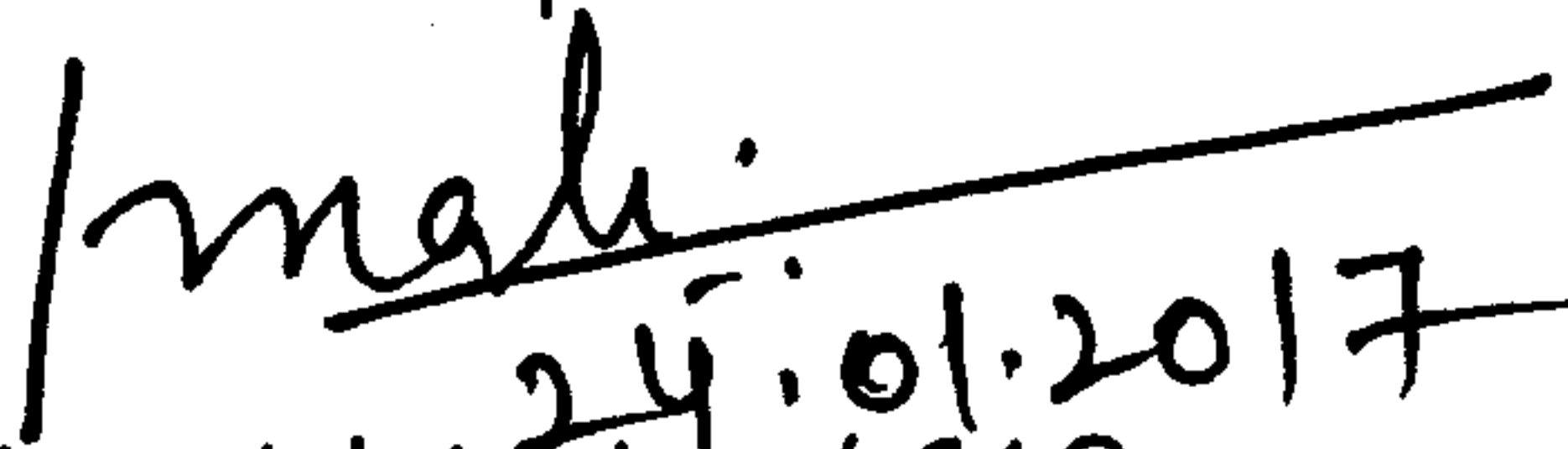
(Kifayat Hussian Rizvi) IAS
 Secretary to Government,
 Department of Rural Development & PR

NO: RDD/Acctts/Circular/175/2017

Dated: 24 - 01- 2017

Copy to:-

- 1-2. Director, Rural Development, Jammu/Kashmir. They will personally ensure that the responsibilities at various levels as democrated by rules, guidelines and administrative orders are fulfilled and no overlapping takes place. They should send inspection teams to various offices to examine the working of subordinate offices.
3. Project Officer Wage Employment (ACD) (all) _____
 He is requested to pass on the circular copies to all concern BDOs.
4. Private Secretary to Secretary to Government Department of Rural Development and PR for kind information of Secretary to Government.
5. In-charge website to upload on the website of the Department.


 24.01.2017
 Financial Advisor/ CAO,
 Department of Rural Development & PR