

DELHI DEVELOPMENT AUTHORITY

(FINANCE & EXPENDITURE)

O.O. No. 63

Dated: 04/10/2018

OFFICE ORDER

Vide Office Order No.- F15(73)89/Pt. dated 25.05.1990, duties and responsibilities of various functionaries in the Central Accounts Unit and the Divisions were issued with the approval of E.M./ V.C. The charter of duties / responsibilities of Assistant Accounts Officer (earlier designated Divisional Accountant) are reiterated for ready reference as under:-

Duties & Responsibilities of Divisional Accountant / AAO posted in CAUs:

1. To record all the bills/claims as received from the EEs in the Bill Register before the actual payment is released.
2. To ensure necessary checks as laid down in relevant paras/sections of CPWD Code, CPWD Manual as applicable, C.T.Rs etc before payment is released.
3. To check the entries of all the payments in the cash book etc.
4. To check the daily closing of the Cash Book and reconcile the balance.
5. To compile the Monthly Accounts in respect of all the transactions of receipts and payments and also ensure adjustment of all transactions pertaining to stock or otherwise which could not be accounted for through Cash Book.
6. To reconcile the figures of Monthly Accounts with the figures booked in the Accounts Section (Head Quarter).
7. To prepare suitable returns for information of Project Director, as to the progress of expenditure and to perform other jobs as assigned by the AO/Dy. CAO from time to time.

Duties & Responsibilities of Divisional Accountant / AAO posted in Divisions:

1. Scrutinize all the bills/claims in terms of the contract agreement and submit the same to the EEs for signing of Pay Order.

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2. To prepare the salary bills in respect of regular establishment and send it to the CAUs after these are passed by the EEs.
3. To scrutinize all the bills/claims of work-charged Muster Roll establishment as received from sub-divisions and send the same to the Centralized Units after the pay order is recorded by the EEs.
4. To assist the EE in call of tenders, preparation and sale of tenders etc.
5. To assist the EEs in opening of tenders, examination of tenders papers, scrutiny of statements and the award of works.
6. To examine the arbitration cases and assist the EEs from time to time in processing these cases.
7. To assist the external Audit Party/Internal Audit Party in conducting the audit of the divisions.
8. Preparation of Budget Estimates of various works/Schemes as per guidance of EEs.
9. To perform other functions as assigned by the EEs from time to time and as laid down in other relevant paras of CPWA/CPWD Code/CPWD Manual/CTR etc.

This is issued with the approval of Finance Member, DDA.


[Kalpna Mongia]

Sr. Accounts Officer (F&E)
Dated:- 04/10/2018

FE, 5(06) 2018/DDA/448
Copy to:-

1. PS to FM/EM/CAO for information of the latter;
2. All Pr. Commrs./Commrs.;
3. All Chief Engineers;
4. All Dy.CAOs;
5. Guard file.