

Functions:-

1. Preparation of Salary Bills including DA arrear, Leave Encashment, Tuition Fee, HBA advance, OTA and Salary Arrears bill through PFMS and E-payment of all bills.
2. Maintenance of Pay Bill registers (PBR) and other Accounts Registers relating to Receipts and payments.
3. Receipt of Cheques from other PAOs regarding transfer of GPF, processing of GPF Advances/withdrawals bills thereof and maintenance of GPF accounts. Preparation of Annual GPF statements
4. Processing of various bills regarding procurement through GEM/offline bills and processing of e-payment. Making cash payment to officers/staff from imprest Money.
5. Preparation of TA Bills (Domestic/Foreign) and processing for e-payment.
6. Preparation of Leave Travel Concession (LTC (Home Town/All India) for advance and final settlement through e- payment.
7. Issue of Last Pay Certificate (LPC) in respect of staff transferred/on retirement. Preparation of DCRG, Leave Encashment, Group Insurance Scheme and Commutation of Pension bill on superannuation/voluntary retirement.
8. Recovery and online submission of Licence Fee, and sending of Licence fee and Correspondence with the Dte of Estates, Nirman Bhavan.
9. Preparation of Medical reimbursement bills and RTI application fee, TA contingent bills various Heads of accounts.
10. Calculation of Income Tax, filling returns and issue of Form 16 to Officers/staff
11. Disposal of RTI related matters and Audit and settlement of audit objections.