

44. Accounts Officer

- a. To scrutinize the proposal for allotment and sanction.
- b. To check the Bills.
- c. To scrutinize arrear claims.
- d. To scrutinize Pension papers, Benevolent paper, Group Insurance papers, etc.
- e. To verify various accounts.
- f. To pass Bills.
- g. To act as the Drawing and Disbursing Officer.
- h. To inspect and audit Government fund.
- i. Any other duties as may be assigned by the Deputy Director/Addl. Director.