

## Office of the Controller General of Accounts

### Charter of Duties

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|  | Delegation of cheque drawing power to the officers of all accounts offices and DDOs of departmental offices.  |
|  | Preparation of budget, allocation of budget and maintenance of proper accounting information for all DAO, UAO including CGA.  |
|  | Preparation of monthly accounts compiled with defense and railway accounts  |
|  | Transmission of Annual Finance Accounts, Annual Appropriation Accounts of the Republic for certification by the Auditor General as required under the constitutional provisions |
|  | Interpretation and explanation of financial rules and regulations framed by the government  |
|  | Recruitment/Transfer of all officers and staffs under CGAs control  |
|  | Inspection and disciplinary action against all allegations of officers and staffs of CGA and its subordinate offices  |
|  | Attending to grievances and complaints in relation to individual claims/demands of the stakeholders as and when applied for   |
|  | Sanction of final payment of GPF, Pension, LPR of superintendents and staff of CGA and its subordinate offices  |
|  | Ensure use of the information technology for developing and modernising accounting system   |
|  | Taking effective steps to carry forward reform programs involving state of the art information technology   |