

**DUTIES & FUNCTIONS (RESPONSIBILITIES) OF
ACCOUNTS OFFICER (PF/PENSION)**

1. To act as drawing and disbursing officer of Anand Agricultural University, Anand.
2. To pass all types of bills received from various drawing and disbursing officers of the university after careful scrutiny and applying all checks in accordance with financial and other related rules of the university.
3. To maintain daily accounts of all financial transactions up-to-date in prescribed cash-book.
4. To assist the Comptroller in financial matters and such other matters involving financial implications.
5. To prepare and submit to the Comptroller annual and monthly receipt and expenditure statement scheme wise and Budget Head wise and maintain such accounts in prescribed forms.
6. To maintain accounts related to all types of deductions such as professional tax, P.F., Income Tax, H.B.A. and other advances etc. and keep a watch on such deductions that they are made and necessary taxes are paid to Government in prescribed time limit.
7. To operate bank accounts for the university in scheduled bank as approved by the Comptroller.
8. To see that the salary of the staff and pension, gratuity and such other benefits etc. are paid in time.
9. He shall see that financial documents, cash book, cheque book, vouchers and cash on hand etc. are kept in safe custody.
10. General supervision and maintenance of financial discipline of other disbursing officers related to financial matters in the university.
11. He shall follow the rules and regulations statues procedure and financial rules and procedure adopted by the university and policy framed by the university to perform his duties.
12. He shall be responsible for scrutiny and analysis of all bills submitted to him for payment as per the rules so as to avoid audit objections and litigation.
13. He shall be responsible for all the expenditure to be incurred in the university, Therefore, he shall keep close watch on the allotted grants and also ensure that proper procedure by various unit officer and drawing and disbursing officer are followed.