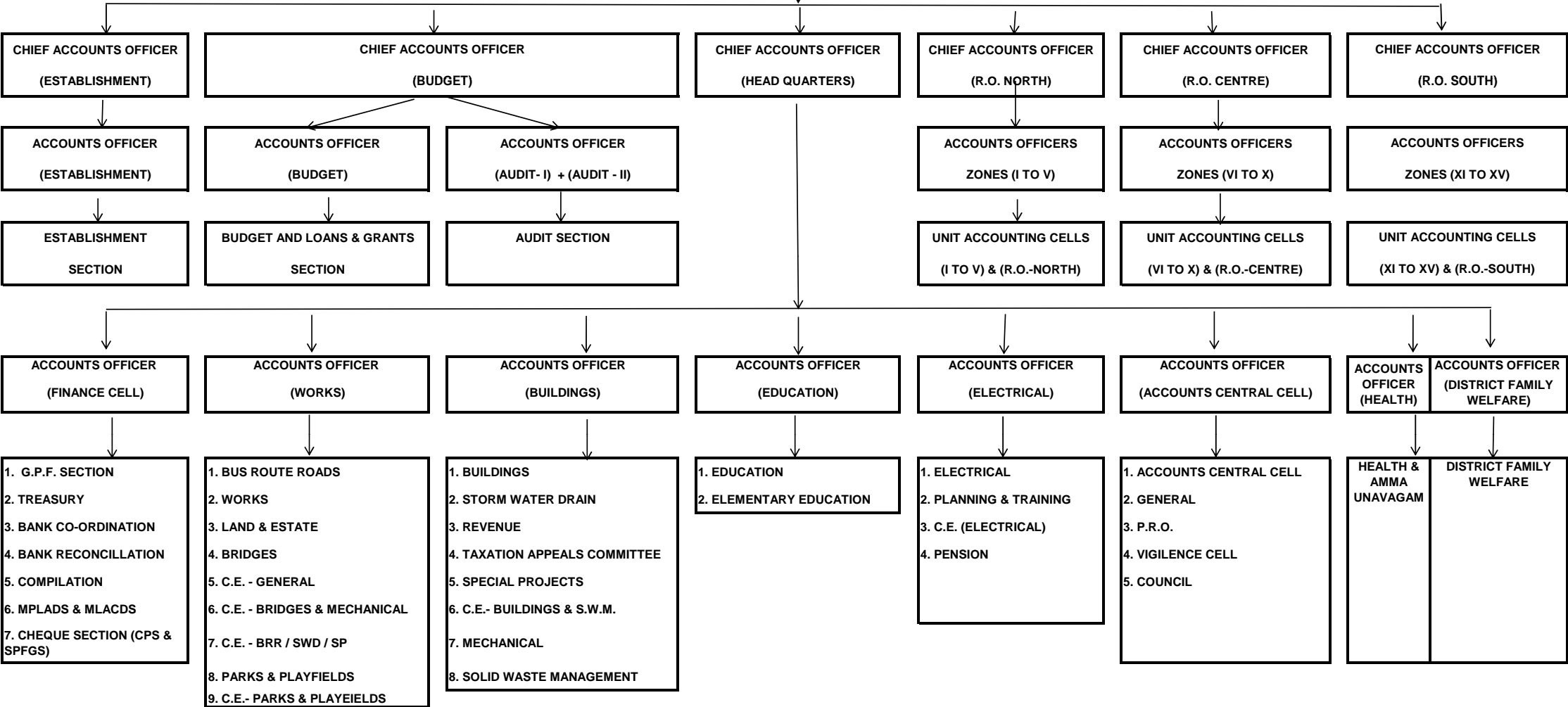


ORGANISATION CHART OF ACCOUNTS DEPARTMENT

DEPUTY / JOINT COMMISSIONER (REVENUE & FINANCE)

FINANCIAL ADVISER



CHIEF ACCOUNTS OFFICER = 6 {3 HEAD QUARTERS + 3 REGIONAL OFFICES}
ACCOUNTS OFFICER = 29 {12 HEAD QUARTERS + 15 ZONES + 2 PENSION SECTION}

ACCOUNTS CENTRAL CELL

DUTIES & RESPONSIBILITIES OF OFFICERS

FINANCIAL ADVISER

1. Adviser and overall in charge of the finance and accounts of the Corporation of Chennai.
2. Scrutinizing the Budget Proposals of Departments and Zones and prepare budget of the Corporation of Chennai.
3. Keeping close watch on the balances available with various banks.
4. Suggesting proper time and method for raising loans.
5. Advising on investment of surplus fund in various banks as per rule.
6. Suggesting proposals for improving the revenue and reducing expenditure without impairing efficiency of the administration.
7. Overall controller for verification of audit and accounts.
8. Advising on the transfer of funds from receipt account to payment account based on the cheques issued from time to time.

CHIEF ACCOUNTS OFFICER (BUDGET)

1. In charge of Financial Management Unit.
2. Guidance for preparation of Revised Budget and Budget Estimate every year.
3. Monitoring the daily financial position.
4. Processing the additional fund sought by Head of Departments and Zonal Officers I to XV and submits the same.
5. Taking necessary steps for obtaining loans and grants from various Financial Institutions.
6. Making arrangements for furnishing utilisation certificates for the loans and grants received from Government.
7. Taking action for getting replies to the audit objections from Heads of Departments and Zonal Officers and furnish the same to the L.F Audit for deletion.
8. Making arrangements for getting replies to the A.G. Audit objections and furnishing the same to the Accountant General.

CHIEF ACCOUNTS OFFICER (ESTABLISHMENT)

1. In charge of Accounts Central Cell.
2. Scrutinizing the files of H.B.A, Motor Cycle Advance, Motor Car Advance and Computer advance for all the staff of the Corporation of Chennai.
3. Making arrangements for the implementation of all the Government Orders and communicate to the Heads of Departments and Zonal Officers.
4. In charge of the entire transfers, postings of the A.C.C staff working in the Head Quarters as well as UACs at Zones.
5. In charge of making contributions to the pension and leave salary for the Deputationists.
6. Scrutinizing files related to the establishment of the officers of the departments in the Head Quarters.

CHIEF ACCOUNTS OFFICER (HEAD QUARTERS)

1. In charge of Finance Cell.
2. Overall control on the Unit Accounting Cells at Head Quarters.
3. Bills approving authority for more than Rs.1.00 Crore related to Contractors for Revenue, Capital and Earmarked funds send by the Unit Accounting Cells at Head Quarters.
4. Attending tender opening for more than Rs.50.00 lakh value of tenders for the departments at head quarters.
5. Preparing the annual accounts of income and expenditure and balance sheet for submission to Commissioner and forwarding the same to Local Fund Audit Department.
6. In charge of bank reconciliation statement for every year of all the receipts account and payments account and follow up action on the basis of the reconciliation statement.
7. Monitoring MPLADS, MLACDS, Thanniraivu Thittam and Nammuku Naame Thittam.
8. Watching remittance of Manual Workers General Welfare Fund recovered from contractors to the Tamil Nadu Construction Workers Welfare Board.
9. Watching the adjustment of advances by monthly review for the departments at head quarters.
10. Maintenance of GPF Accounts including,
 - Overall control on all payments of GPF to the employees.
 - Watching of remittance of GPF Subscription and Advance into R.B.I.
 - Reconciliation of GPF accounts with RBI and Pay Accounts Office (North) and getting interest for GPF accumulation.

REGIONAL CHIEF ACCOUNTS OFFICER
(Regional Office-NORTH, CENTRAL AND SOUTH)

1. Overall control on the Unit Accounting Cells in their respective zone.
(i.e. R.O.-North: Zone I to V // R.O.-Central: Zone VI to X // R.O.-South: Zone XI to XV)
2. Bills approving authority for more than Rs.1.00 Crore related to Contractors for both Revenue and Capital for their respective zones.
3. Attending tender opening for more than Rs.50.00 lakh value of tenders for their respective zones.
4. Effective supervision of the work of the staff of the U.A.C. in their respective zones.
5. Overall control on all payments of GPF to the employees under their respective zones and send consolidated statement to C.A.O. (Head Quarters) for making payment.
6. Scrutiny and submission with remarks for settlement / sanction of Pension, DCRG, Pay fixation, Selection / Special Grade movement files to Regional Deputy Commissioner relating to their respective zones.
7. Guiding the Zonal Officers for preparation of reply to Audit objections.
8. Watching the adjustment of advances by monthly review under their respective zones.

ACCOUNTS OFFICERS

(UNIT ACCOUNTING CELL)

1. Overall control of the staff of the Unit Accounting Cell (UAC).
2. Effective supervision of the work of the staff of the U.A.C.
3. Scrutiny of files for Pension, DCRG, Pay fixation, Selection / Special Grade movement files and to offer remarks.
4. Scrutiny and passing of bills of all types.
5. Signing of cheques after verification of the amounts in the cheque and BPV.
6. Checking of registers of officials of the UAC every now and then.
7. Checking the accuracy of the Financial Statements prepared by the officials before submitting to the higher officers.
8. Check on the expenditure.
9. Guiding the Heads of Departments / Zonal Officers in the preparation of Budget.
10. Guiding the Heads of Departments / Zonal Officers for preparation of reply to Audit objections.
11. Watching of Adjustments for advances by a monthly review.
12. Communication of G.Os and Circular instructions to the staff every now and then.