

SECTIONS UNDER CGDF OFFICE AND THEIR FUNCTIONS

SL	Section	Functions
01.	Record	This section deals with Registration, Dispatch and Custody of Records.
02.	General	<p>The General section deals with the administration and internal discipline of the CGDF office. The functions of this section are distributed among three sub sections.</p> <p>General I (G-1): This sub section deals with financial transactions of the establishment, supply and services, maintaining cash book and telephones. It also holds a register (Dead Stock) showing the stock and distribution of computers, PPC and other office equipment's.</p> <p>General II (G-2): This sub section is responsible for the preparation of pay bills of the establishment and for drawing all the allowances under rules. This section also receives the traveling allowance bills or any other claims admissible under rules. The pay bills are prepared on prescribed forms and sent to the pay section for preliminary audit and payment.</p> <p>General III (G-3): This sub section deals with weekly progress Register, arrangement for ACR (Annual Confidential Report) for all officers and staffs under the CGDF, internal administration of works among the officers of the office of CGDF, internal posting and transfer of the stuffs of CGDF.</p>
03.	Administration	<p>This section deals with the following items of work:-</p> <ol style="list-style-type: none"> a. Recruitments, conditions of service, postings, promotions, transfers and pensions of class-II gazetted officers and establishments of the Department and general questions relating to their pay and allowances. b. Confidential reports on gazette officers, members of the Subordinate Accounts Service. c. Departmental Examinations. d. Recommendation for titles. e. Office and residential accommodations in connection with all offices subordinate to the CGDF. f. Budgets of all DFD. g. Applications for the grant of house-building, motor car, motor cycle, computer and General Provident Fund advances. <p>Alone with Long leave, Leave, Seniority List, Non-Gazette Service, Transfers and Arrangements in connection with SFC/FCs Conference.</p>
04.	Audit and Procedure (AT)	<p>The Audit Section deals with all audit questions which are referred to, or fall within the purview of the Controller General Defence Finance as the head of the Defence Finance Department in Bangladesh. Its Duties include:-</p> <ol style="list-style-type: none"> a. To act as an adviser to the Administrative Ministry of technical matters and on formulation of policies concerning the Department. b. Advising the SFC/FCs, Branches of Army Headquarters, Air Headquarters, Naval Headquarters, and Ministry of Defence etc. in regard to the interpretation of the rules in existing Regulations and Orders and on all questions of audit procedure with which the Defence Authorities in Bangladesh are concerned. c. Assisting the Director General Defence Audit in the settlement of all objections raised in statutory audit which cannot be decided locally between SFC/FCs and the Defence Audit Staff.

		<ul style="list-style-type: none"> d. To deal with Audit Questions which are referred to or which fall within the purview of CGDF. e. The print & reprint, publication and distribution of the compendium of Audit Decisions given by the CGDF.
05.	Accounts (CMC)	<p>This section is divided into the following sub-sections according to the nature of works:-</p> <ul style="list-style-type: none"> a. Review of Compilation & Consolidation of Accounts. b. Exchange Accounts. c. Appropriation Accounts. <p>It deals with</p> <ul style="list-style-type: none"> a. Compilation and Consolidation of Accounts. b. Replies to observations made by Director General Defence Audit (DGDA) & Ministry of Defence/Finance Annual Accounts. c. Report of Probable Receipts and Expenditures. d. Consolidated Accounts of Defence Services Receipts & Charges. e. Review of Balances. f. Exchange Accounts. g. To process the cases of Principles of Accounting and opening of Heads of Accounts. h. To deal with the cases of review of monthly Accounts and Preliminary Accounts submitted by the different Finance Controllers. i. To review annual Accounts of Exchange Accounts. j. To review monthly reconciliation statements of receipts and expenditure of different SFCs/FCs offices. k. To examine the annual Appropriation Accounts. l. To prepare consolidated General Financial statements. m. To examine commercial Accounts of commercial undertakings.
06.	Coordination	<p>This section deals with all the work in connection with the print, reprint, publication, collection, custody and distribution of the Defence Service Cheques under mentioned Departmental publications and amendments thereto:-</p> <ul style="list-style-type: none"> a. Accounts Manual War. b. Military Audit code etc. c. Memorandum if information (issued for the guidance of Military officers and others proceeding out of Bangladesh). d. Compendium of Audit Decision given by CGDF. e. Office Manuals. f. Imprest holders and field cashiers Instructions. g. LAO Hand Book. h. Store Accounting Instructions and so on.
07.	Central Pay Account (CPA)	<p>The main functions of the Central Pay Account (CPA) are to deal with the maintenance of the pay accounts and the history of services of all officers of Defence Finance Department.</p> <p>This section also deals with the fixation of pay, issuance of individual pay slip, maintenance of leave admissibility for the officers of Defence Finance Department.</p> <p>Reports of the intentions of officers of the Department, who desire to take earned leave during the calendar year, are required to be submitted to the CGDF through SFC/FCs.</p>
08.	Budget	<p>Each SFC/FCs prepares his own Budget Estimates and submits the same to this section on the dates prescribed for the purpose.</p> <p>The Budget Estimate for the CGDF Office is prepared by the 'G' section.</p>

		The estimates received from the various SFC/FCs and the 'G' section are carefully checked and compared with the past actuals and the Revised Estimates of the current year, with due attention to any abnormal expenditure or being anticipated one during the year. They are then consolidated and submitted to the Ministry of Defence on due date.
09.	Inspection	<p>This Section remains under the direct supervision of Controller General Defence Finance.</p> <ol style="list-style-type: none"> a. It arranges yearly inspection programme of all SFC/FCs/AFCs/FPOs offices, as well as different sections of CGDF b. To depute officers and staff in the inspection team as required from the CGDF office. c. To arrange surprise inspection programme confidentially for the offices under DFD as and when necessary. d. TO submit inspections report/surprise inspection report to the CGDF. e. To take necessary actions after passing orders by the CGDF> f. TO monitor the progress of inspection reports and review actions already taken. g. To prepare 'annual inspection review report' based on the inspection done during a calendar year. h. To monitor Follow-up action in due time. i. To prepare office-wise inspection 'checklist'.