

## **Duties of Additional Chief Controller of Defence Finance (BOF)**

1. Overall Control/Charge of his office.
2. Assist BOF by preparation and Compilation of the store and Manufacturing Accounts of Ordnance Factories and of the Pay Accounts of the establishments employed therein.
3. Examine and render advice on Budget Estimates and Reviews prepared by the BOF before their submission to the MOD.
4. Payment of Pay, Pension and Allowances of all categories of Staff and officers serving in the Ordnance Factories.
5. Assist in speedy scrutiny of contractual or purchasing documents for project works and stores Purchase.
6. Carryout internal auditing and assist BOF in External/statutory Auditing by advising the BOF.
7. Granting of earned leave etc. to officers and staff of his office.
8. Allocation of duties of officers as and when required.
9. Ensure revenue collection when applicable and safeguard the property of Govt.
10. Maintenance of security measures of his office.
11. Administration and execution of function of his office as per acts, ordinance, rules and regulations and directives issued by the Govt. from time to time.
12. Proper functioning and discipline of his office.
13. Issuing of clear standing orders laying down the maximum extent of delegation of powers to the officers serving under him.
14. Any other duties assigned by the Govt.