

Duties of the Office Finance Controller (Army) Pay-2

1. Overall Charge/Control of his office.
2. Maintenance of pay accounts on war System of Bangladesh Army JCO's & OR's through Field pay Offices, attached to various Regiments, Non-Regimental Centre and Record Offices.
3. Provision of Funds to Army Imprest Holders.
4. Payment to Miscellaneous (under etc. allowances in respect of all Army units and Formations)
5. Audit and Payment of all bills of local purchase of Stores, hired transport, etc. in respect of all Army Units and Formations.
6. Audit and Payment of all Telephone bills in respect of all Army units and Formations.
7. Maintenance of Filed Imprest Holders Suspense Ledger and watching of Adjustment thereof.
8. Payment of pay and allowance and TA/DA to DFD Officers and Staff of his office.
9. Consolidations of Army Accounts of all receipts and expenditure according to Major/Minor/Sub-Head of Govt. Accounts.
10. Renditions of report and Returns to FC Army as and when required by him.
11. Maintenance of DSP Fund Accounts.
12. Assisting supported Army Officers in Account-Keeping and external or Statutory Auditing.
13. Audit and Disbursement of pensions to all J.C.O's & O.R's.
14. Controlling and supervising the work of his offices. Granting of earned leave to all Officers & staff
15. Allocation of duties of officer as and when required.
16. Ensure Revenue Collection where applicable and safeguard the government property.
17. Maintenance of proper security measures of the office.

18. To be responsible for the administration and execution of function of the office as per acts, ordinance, rules and regulations and directives issued by the government from time to time.
19. To be responsible for proper functioning and discipline of the office.
20. To be responsible for issuing Clear Standing Orders laying down the maximum extent of Delegation of powers to the offices serving under him.
21. Any other duties assigned by the Government.