

## **Duties of the office Senior Finance Controller (Navy)**

1. Overall control/charge of his office.
2. Examine and render advice on Budget Estimates and Reviews prepared by the Navy Head Quarters or Supported Navy budget Officers before their submission to the Chief of staff, Navy and Subsequently to the MOD.
3. Assist in the Scrutiny of all “New Budget Measures”.
4. Assist in processing of cases which require Govt. approval.
5. Carryout Internal Auditing, assist in External/ Statutory Auditing, And Account-Keeping by advising the Chief of the staff, Navy and his other related officers by liaisoning among and processing case with the relevant authorities.
6. Arrange for speedy disbursement of pay, pension and allowance to the personnel by liaisoning among the Navy Head Quarters/others and the relevant authorities.
7. Arrange for preparation of Wages sheets of Labourers employed in the Dock-Yard and disbursement of their Wages, Maintenance of priced store ledge of the Dock-Yard and preparation of Cost Accounts of Dock Yard Workshops.
8. Granting of earned leave etc. to officers and Staff of his office.
9. Allocation of duties of officers as and when required.
10. Ensure revenue collection when applicable and safeguard the property of Govt.
11. Maintenance of Security measures of his Office.
12. 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.
13. Proper functioning and discipline of his office.
14. Issuing of Clear standing orders laying down the maximum extent of delegation of powers to the officers serving under him.
15. Any other duties assigned by the Govt.

