

**II MUNICIPAL COUNCIL  
(ACCOUNTS DEPARTMENT)  
MANUAL 2**

**Powers and duties of officers and employees  
[Section 4(1)(b)(ii)]**

S No	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Director (Accounts)	Supervision and control over the functioning of Accounts Department.	Contingent expenditure of non recurring nature upto Rs.10,000/- in each case	Nil	As delegated by Chairperson /FA/Council	<ul style="list-style-type: none"> <li>- Presentation of monthly/ annual accounts of the council on the prescribed dates.</li> <li>- Investment of surplus funds of the Council.</li> <li>- Collection of all municipal dues from its customers.</li> <li>- Disbursements to empanelled hospitals and reimbursement of medical bills to employees thereof.</li> </ul> <p>Disbursement of salary and other dues to its employees.</p> <p>Payment of advance and final withdrawal from GPF to employees.</p>
2	Jt. C.A.O-(I)	Supervision and control of	Contingent expenditure	Nil	As delegated by	Overall supervision of the assigned

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		Disbursement of salary.	Rs in		Chairperson/FA/Director (Accounts).	branches	
3	Jt.C.A.O.- (II)	Supervision and control of Fund, introduction of Double Entry Accounting System & Cash Branch and Investment.	Contingent expenditure upto 5000/- each case	Rs in	Nil	As delegated by Chairperson/FA/Director (Accounts)	Overall supervision of the assigned branches
4.	Jt. C.A.O. (III)	Supervision and control of e-Financial Project.	Contingent expenditure upto 5000/- each case	Rs in	Nil	As delegated by Chairperson/FA/Director (Accounts).	Overall supervision of the e-Financial Project.
5.	Sr.AO/AOs	Over all control of respective branches	Nil	Nil	Nil	Nil	Supervision of initial work with reference to rules and regulation followed in the NDMC.
6.	AAOs/S.Os.	Over all control of assigned section.	Nil	Nil	Nil	Nil	To get all the cases processed with the help of subordinate staff and to ensure office decorum and discipline.