

Manual 3

Procedure followed in decision -making process

[Section 4(1)(b)(iii)]

Accounts Department is concerned with the sanction of Pensionary Benefits to the retiring employees and to the family members of deceased employee as well as payment of various kinds of advances to employees such as HBA, CPA, FA and advances from General Provident Fund. It also deals with the investment of Surplus Fund as well as GPF, Payment of salaries and, office expenses as well as payment for contractor's bills and payment for purchases made. Accounts Department is also concerned with the collection of municipal dues from its customers on account of various taxes/services rendered.

The procedure for various decisions making in Accounts Department is as follows.

1. Presentation of monthly/annual accounts to the Council .-

The monthly/annual accounts are compiled and consolidated by the Sr. AO (ABAS) based on the monthly accounts supplied by various accounting units working under the executives. After getting approval of Director (Accounts), FA and Chairperson the same are sent to Chief Auditor for laying before the council.

2. Framing of Investment Policy:

Investment policy is framed by an Officers Sub-Committee under the Chairmanship of FA which is approved by the Council.

3. Investment of surplus funds:

As and when surplus fund is available, the same is conveyed to the Investment Sub-Committee and after getting quotations from the empanelled banks, it takes decision to invest surplus funds with them. The decision of the sub-Committee is also conveyed to the Council in its meeting.

4. Disbursement of Salary, Allowances and arrears thereof:

Salary and Allowances as authorized by various Office Orders issued by the competent administrative authorities is released by the Computer Billing Section with the approval of Sr. A.O.(CBS & A/Cs).

ionary benefits:

Pensionary benefits of retired employees and to the family member of the deceased employees are settled with the approval of Director (Personnel) on the recommendation of Jt. C.A.O.(I).

6. Disbursement of retirement benefits:

Retirement benefits of retired employees and to the family members of the deceased employees are settled with the approval of Director (Personnel) on the recommendation of Jt. C.A.O.(I).

7. Preferment of SLGIS claims from LIC:

Claims are preferred by AO (Pension) after approval of Director (Personnel).

8. Disbursement of claims of SLGIS:

The claims are disbursed by AO (Pension) after getting approval of Director (Personnel).

9. Settlement of GPF/CPF Accounts:

The settlement of subscribers accounts are made with the approval of Director (Accounts).

10. Payments of advances/final withdrawal from GPF/CPF:

The final withdrawal and advance from GPF/CPF to employees other than Education Department are permitted with the approval of Director (Personnel). For employees of Education Department, the recommendations of Director (Education) is obtained.

11. Payment of various advances to emp loyees

The festival advance is given with the approval of Deputy Director (Establishment). The conveyance purchase advance is given with the approval of Director (Personnel). For advances for computer purchase, HBA and four wheelers, the approval of Secretary/Chairperson is required.

12. Collection of municip al dues:

ers on account of various types of dues are
sed/challan prepared by the respective
departments at eight collection centers located at various places in
NDMC area.

13. Disbursement of vendors bills:

Vendors/suppliers bills are paid as per terms & conditions of the contracts/supply orders and passed by the concerned disbursing officers. Provisions have been made for payment of the contractor's/Vendor's bill by crediting their bank accounts through electronic modes.

14. Disbursement of payment of medical bills

Release of payment of empanelled hospitals and reimbursement of medical expenditure incurred by the employees for purchase of medicines, medical diagnosis, equipments etc. based on the recommendations of doctors of empanelled hospitals.