

ACCOUNTS BRANCH-II

The Particulars of its organization, functions and duties:

- a) Scrutiny of Exam Expenditure Bills and Vouchers received from various examination centers and Offices.
- b) Ratification of examination expenditure accounts by the Commission.
- c) Returning of application fees paid by candidates through Money Order in case of cancellation of Recruitment process.
- d) Re-conciliation of Accounts pertaining to office remittance under the head of account 0051-PSC (Receipts)
- e) Re-conciliation of Statement regarding Monthly/Annual expenditure under the head of account `2051-PSC` to be submitted to A G.
- f) Preparation of Accounts for Audit and furnishing replies to Audit Objections.
- g) Reports of office expenditure submitted to Public Accounts Committee.
- h) Re-conciliation of PD account with Form-16 i.e., treasury/Bank Account
- i) Maintenance of records related to Accounts Branch.

II. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Assistant Secretary	Branch Officers in-charge of the Accounts (1) & (2) sections. Scrutiny of files submitted by the Section Officer & submitted to Deputy Secretary.
Section Officer	In-charge of whole section. Scrutiny of files submitted by all the case workers of concerned section.
Senior Assistant	Matters relating to Re-conciliation.
Case-Workers (Assistants)	To attend to the Job of case-working as per the work allotted to them.
Junior Assistants	In-charge of the Dairy work and organizing file movements, distribution of receipts/file in the section, and files to be sent to higher officers.
Dalayyat	To keep the office neat and tidy. To deliver the files to other sections/Higher Officers and getting photocopies of records.

(L.S.Kukken)
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