

ACCOUNTS BRANCH-I

The Particulars of its organization, functions and duties:

- a) Matters relating to salary and supplementary bills of Hon`ble Chairman and Members, Gazetted Officers/Officials/ Head of the legal Cell.
- b) Matters relating to computation of Income Tax.
- c) Matters relating to management of Medical Bills, Motor Cycle Advance, House Purchase Advance, House Building Advance, purchase of Computers and Festival Advance.
- d) Matters relating to KGID, GPF, LIC-Premium, Loans and Enhancement.
- e) Matters relating to bills of dailies and periodicals supplied to Hon`ble Chairman/Members/ officers/ Library.
- f) Matters relating to preparation of Annual budget estimation for the pay and allowances of officers and officials of Commission (Appendix-B) Non-salary head Re-appropriation of grants/ surrender of grants and reconciliation and also uploading of Budget through TNMC.
- g) Matters relating to management of contribution towards FBF and EGIS scheme of all the officers/officials.
- h) Matters and contingent bills relating to purchase and maintenance of office vehicles.
- i) Preparation of all D C Bills under non-Salary Heads.
- j) Management of TA/LTC/HTC Transfer grants bills of the Officers/staff, calculation of E.L. encashment issue of LPC of Officers/Officials.
- k) Management of bills in respect of PWD quarter`s rent, electricity & water.
- l) Management of all bills relating to all the purchases made by the commission.
- m) Maintenance of P.D.Account - Cheque and issued of cheques, disbursing of cheques to examination centres and remuneration to valuers and examiners.
- n) Matters relating to BSNL & Reliance, Tata Photon & Mobile bills of Officers.
- o) Filing of e –TDS Salary (Non Salary heads).
- p) Management of HRMS.

- q) Remittance of RTI amount to Government & Maintenance of cash book.
- r) Salaries of Contract Officers.
- s) Disbursement of Form-16 to Officers/Officials.
- t) Management of New Pension scheme.
- u) Correspondence of Government letters.

II. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Assistant Secretary	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	Maintenance of GPF, KGID, LIC & EGIS Files.
Case-Workers (Assistants)	To attend to the Job of case-working as per the work allotted to them.
Accountant	Maintenance of Cash Book, Remittance of cash & Cheques to Treasury. Regarding Salaries & D.C.Bills.
Junior Assistants	In-charge of the work Dairy and organizing file movements, distribution of receipts/file in the section, and files to be sent to higher officers.
D.E.O/Senior Typist	In-charge of the Typing work of the section, generating of Pay Slips of Officers/Officials.
Dalayyat	To keep the office neat and tidy. To deliver the files to other sections/Higher Officers and getting Photocopies of records.

Deputy Secretary,
Karnataka Public Service Commission.