

Introduction

The role of Administrative Section is to support and assist the technical functions carried out by the office. Major functions are personnel management, budgeting for pay & allowances, budgeting for other expenses, management of office infrastructure, disbursement of pay & allowances and looking after the welfare of the employees as per the rules.

The Administration Section is required to maintain separate guard files on each and every subject wise. Guard for where all the circulars, instructions/orders of C&AG's office, circulars of the Ministry related to pay & allowances and other administrative matters should be filed systematically separately. Audit Officer (Administration) supervises administration section in addition to the functioning as Drawing and Disbursing Officer (DDO) for the office. For proper functioning of office this section sends various monthly returns to C&AG's Office including the return on expenditure status of the various budget heads.