

## **Annexure I**

### **NATURE OF DUTIES AND RESPONSIBILITIES**

1. Preparation of Financial Statements / Budget Estimates / Revised Estimates, Outcome Budget, Audit Matters etc. Plan for requirement of funds during the year.
2. To obtain Utilization Certificates (UC) from the collaborating centres for both Intramural and Extramural Projects (Cancer, Stroke, Diabetes, CVD and other projects) at NCDIR from time to time.
3. Maintaining the database of updated utilization.
4. Day-to-day maintenance of books of accounts.
5. Computation of taxes, filing of income tax and preparation of quarterly statements of TDS etc.
6. Coordinate with concerned section (Accounts and Administration) for proper / smooth functioning.
7. Handling Financial Aspects of the various projects / schemes.
8. Any other work as assigned by the competent authority from time to time.
9. Preparation of budget and compilation of accounts, audit, scrutiny of financial proposals relating to purchase of stores, equipments, capital etc.
10. Auditing of all Contingent bills, TA bills.
11. Preparation of monthly SOE, Receipts and Payments Account and timely submission to ICMR, New Delhi.
12. Preparation of monthly Bank Reconciliation Statements.
13. Preparation and completion of annual accounts through Teller Gold format.
14. Filing of GST returns.