

The work allocation of Internal Accounts Department is as follows:

- I. Accounts:
 1. Finalization of Accounts
 2. Bank Reconciliation Statement
 3. Correspondence with Ministry and other agencies
 4. Investment of funds - Monitoring bank balances, timely placing of deposits
 5. RTI matters related Accounts Department

- II. Taxation:
 1. Processing and disbursing salary to employees, Members and Chairman
 2. Timely remittance of statutory dues
 3. Filing tax returns on timely manner

- III. Claims:
 1. Verification and processing of employee related claims
 2. Release and reconciliation of travel advance
 3. Processing third party payments

- IV. Audit:
 1. Matters related to internal audit
 2. Facilitating CAG Accounts and Compliance Audit