

NRRDA-A021 (17)/1/2017-FA/353954  
**National Rural Infrastructure Development Agency**  
**5<sup>th</sup> Floor, 15 NBCC Tower,**  
**Bhikaji Cama Place, New Delhi-110066**

Date: 3.08.2020

To,  
**Principal Secretary / Secretary/ CEO/ Empowered Officer**  
**of Nodal Departments of PMGSY in all States.**

**Subject: Duties & responsibilities of Financial Controllers in SRRDA under PMGSY.**

Sir/Madam,

The matter regarding the institutionalization of duties & responsibilities of Financial Controller (FC) in SRRDA under PMGSY has been under consideration in this office for some time. With a view to clearly define the role and functions of the FC's, their main duties & responsibilities are being listed below for the sake of standardization and strengthening of finance setup in SRRDAs.

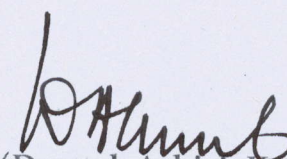
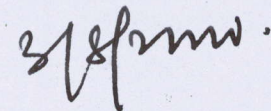
- i. To oversee the operationalization of the rural roads accounting system and enforcement of accounting standards.
- ii. Preparation of SRRDA monthly accounts & State Balance sheet in OMMAS.
- iii. Timely submission of Audited Balance Sheet to NRIDA.
- iv. Implementation of PMGSY accounting policies and guidelines in State.
- v. Appointment & co-ordination with the internal & statutory auditors and responsibility for compliance of all internal and statutory audit observations.
- vi. Coordination with various statutory authorities on behalf of SRRDA on all matters relating to accounts and audit.
- vii. Preparation of replies to observations raised by GoI and C&AG audit.
- viii. Monthly verification of interest receivable from banks w.r.t MoU.
- ix. Reconciliation between bank statements and OMMAS figures.
- x. Advise SRRDA in all matters of accounts and audit.
- xi. To monitor timely payment of PMGSY contractors/tenders and settlement of final bills in respect of completed works.
- xii. Monitor timely receipt of Central/State share of funds for PMGSY works through from state treasury to SRRDA.
- xiii. Assisting the State Audit Committee and facilitating conduct of its meetings.
- xiv. FC, being the financial head of the SRRDA should be involved in the formulation of annual budget and all procurement and related financial and accounting matters should be routed through the FC before their approval.
- xv. To supervise the inter-checks of financial transaction incorporated in the accounts rendered to the Accountant General.
- xvi. To watch the realization of SRRDA revenue.
- xvii. To act as Financial Advisor to the Chief Engineer/Additional Chief Engineer as the case may be.
- xviii. To check and rectify the errors of the entries made by PIU on OMMAS if any during the period of closing of accounts by PIU i.e. between 5th and 10th day of the following month to avoid observations of audit.



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2. Further, it is also requested to ensure that the Finance Wing is adequately staffed to discharge its official mandate and all the staff /officers in the Finance Wing should report to FC to enable its independence and smooth functioning.

3. This issues with the approval of AS, MoRD & DG, NRIDA.

  
(Deepak Ashish Kaul)  
Director (F&A)  


Copy to:

- a. Financial Controllors of all SRRDAs
- b. PPS to AS, MoRD & DG, NRIDA.
- c. PPS to JS RC division, MoRD, Krishi Bhawan, New Delhi
- d. All Directors at NRIDA
- e. JD Tech Division, NRIDA with the request to incorporate this in the "PMGSY Operational Manual"
- f. Sh. Vijay Ingle, Programmer, NRIDA for uploading on NRIDA