

Approved in 20th NSQC, 09.04.18

CONTACT DETAILS OF THE BODY SUBMITTING THE QUALIFICATION FILE

Name and address of submitting body:

Groundcrew Examining Board (GEB)
Air Force Station
Chandigarh 160003

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List of documents submitted in support of the Qualifications File

1. Curriculum and training contents for Trade Phase Training Term – I - Annexure I
2. Curriculum and training contents for Trade Phase Training Term – II - Annexure II
3. Curriculum and training contents for Trade Phase Training Term – III - Annexure III
4. Summary of Trade Syllabus training hours - Annexure IV
5. Blue Print of Examination - Annexure V
6. Air Force Order (AFO) 57/15 specifying the role of Accounts Assistant -Annexure VI

SUMMARY

1. Qualification Title	AC/LAC :Accounts Assistant
2. Qualification Code	IAF/Accts/010
3. NCO Code and Occupation	4311.0300, Ledger Clerk; 4311.0101, Accounts Clerk, 5414.0151, Armed Security Guard; 5411.9900, Fire Fighter Others
4. Nature and purpose of the qualification	A Trade Certificate to equip the air warrior with adequate knowledge and skill to perform the duties & responsibilities of Accounts Assistant trade in Account Section of Air Force Units/Station.
5. Body/bodies which will award the qualification	Non Technical Training Institute, Air Force (NTTI, AF) Regional Examining Board (Training)
6. Body which will accredit providers to offer courses leading to the qualification	Directorate of Training (D Trg), Air Headquarters
7. Whether accreditation/affiliation norms are already in place or not (if yes, attach a copy)	N/A as specific to Defence Forces
8. Occupation(s) to which the qualification gives access	Leading Air Craftsman (LAC), Accountant
9. Job Description of the Occupation	To undertake internal checks, budgetary controls, NE benefits, NPF accountings and other accounting related jobs. Details given at Annexure- VI
10. Licensing requirements	N/A
11. Statutory and regulatory requirements of the relevant sector (documentary evidence to be provided)	Air Force Act, Air Force Regulations, Air Force Order,
12. Level of the qualification in the NSQF	4
13. Anticipated volume of training/learning required to complete the qualification	Total training of 2535 hrs comprising of :- 1. JBPT:1050 Hours 2. 1485 hrs (a) 1039 Hrs comprising of following three terms (i) TPT Term –I :370 Hrs (ii) TPT Term –II :286 Hrs

	(iii) TPT Term –III :383 Hrs (b) 108 Hrs as OJT on trade duties (c)338 Hrs of typing practice (in English)		
14. Indicative list of training tools required to deliver this qualification	Classroom with modern AV aids, accounting, accounting software, computing appliances. Fire Arms, Range, Ground.		
15. Entry requirements and/or recommendations	<p>Education Qualification: Passed Intermediate / 10+2 / equivalent examination in any stream/subjects approved by Central / State Education Boards with minimum 50% marks in aggregate and 50% marks in English OR Passed two year vocational course affiliated / recognized by CBSE / State Education Boards/ Councils duly recognized at par with 10+2 by AIU with minimum 50% marks in aggregate, and 50% marks in English in Vocational Course or in Intermediate / Matriculation if English is not a subject in Vocational Course.</p> <p>Age : 17 Yrs -21 Yrs</p> <p>Prerequisite for TPT: Airwarrior should have successfully completed Joint Basic Phase Training</p>		
16. Progression from the qualification	Job Progression AC→LAC→Cpl*→Sgt*→JWO*I→WO→MWO *Subject to clearing promotion exam for Corporal (Cpl), Sergeant (Sgt) and Junior Warrant Officer (JWO) called as Corporal Promotion Exam (CPE), Sergeant Promotion Exam (SPE) and Junior Warrant Promotion Exam (JPE)		
17. Planned arrangements for the Recognition of Prior learning (RPL)	N/A		
18. International comparability where known	Not known		
19. Date of planned review of the qualification.	Every 5 yrs /earlier in case of change in training syllabus pattern.		
20. Formal structure of the qualification			
Title and code of component	Mandatory/ Optional	Estimated size (learning hours)	Level
1. Entire range of work of an Accounts Assistant tradesman in	Mandatory	300	4

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Accounts Section of a Base. IAF/Accts/010/01			
2. Maintenance of accounting documents and registers IAF/Accts/010/02	Mandatory	300	4
3. Equipment Accounting Services IAF/Accts/010/03	Mandatory	300	4
4. Budgetary control and Grant/Loan IAF/Accts/010/04	Mandatory	300	4
5. Pay Accounting Service and Non-effective benefits to officers, Airmen, NC(E)s and civilians. IAF/Accts/010/05	Mandatory	200	4
6. Public Fund (PF) and Non Public Fund (NPF)accounting IAF/Accts/010/06	Mandatory	300	4
7. Costing of unit/squadron IAF/Accts/010/07	Mandatory	300	
8. Audit and Internal Check IAF/Accts/010/08	Mandatory	260	4
9. Correspondence and Knowledge of cOmputers IAF/Accts/010/09	Mandatory	275	4
Total		2535	

SECTION 1

ASSESSMENT

21. Body/Bodies which will carry out assessment.

There are two bodies, which carry out the assessment:

1. Unit Examining Board (UEB) of NTTI is responsible for conducting term exams.
2. Regional Exam Board (Training) is responsible for conducting the End Term Exam for gauging the knowledge acquired by the Air warriors.

22. How will RPL assessment be managed and who will carry it out?

N/A

23. Describe the overall assessment strategy and specific arrangements which have been put in place to ensure that assessment is always valid, reliable and fair and show that these are in line with the requirements of the NSQF.

Assessment is carried out by both Unit Examining Board and independent REB (T). Both the boards have all necessary infrastructure and pool of qualified Instructors, Examiners and Assessors to carry out detailed assessments. REB (T) uses all the modern trends like Online Testing and Evaluation System (OTES) for conducting the exams, evaluation and in-depth analysis of the result. The exams are conducted in the following manner.

(a) Written Examination at the end of course (CET- Course End Exam) at Training Institute is conducted by both boards for the Theory and Practical Parts of curriculum consisting of questions divided into three categories (factual, comprehension, application) for testing the knowledge of Air warrior in his trade:

(a) Objective :MCQ, T&F, Fill in the blanks 100 Marks

(b) Subjective : VSA, SA, LA

(b) Practical Exam 100 Markson Pay & Equipment accounting to test the following:-

(a) Professional Skill

(b) Core Skill of the Airwarrior

(c) Viva Voce to gauge the overall knowledge - 50 Marks

Total : 250 Marks

ASSESSMENT EVIDENCE

Complete a grid for each component as listed in “Formal structure of the qualification” in the Summary.

NOTE: this grid can be replaced by any part of the qualification documentation which shows the same information – i.e Learning Outcomes to be assessed, assessment criteria and the means of assessment.

24. Assessment Evidences

Title of Component:

Outcomes to be assessed	Assessment criteria for the outcome
1. To undertake the entire range of work of an Accounts Assistant tradesmen in Accounts Section of a Base.	1 Should have basic knowledge of:- (a) Indian Air Publication 1501, Manual on Integrated Material Management Online System (IMMOLS) and Equipment Account Online System (EQUOLS), Pay & Allowances Regulations, Travel Regulations, Financial Regulations and Indian Air Publication 3503 (b) Qualifying subjects of an Aircraftman of Accounts Assistant.
2. Maintenance of accounting documents and registers	2 Must be able to:- (a) Maintain all subsidiary accounting documents in EQUOLS. (b) Manual maintain accounting documents required for pay and equipment accounting. (c) Maintain registers for contingent bills , recoveries, cash requisition, TA Claim/TA Advance, LTC Claim/Advance, budgeting , CEA Register etc.
3 Equipment Accounting Services	3 Must be able to : (a) Accounting of POL (Petrol, Oil and Lubricant)/Ration/Mechanical Transport/ Aircraft/Arms & Ammunition, Stock Taking procedures, Store purchase procedures. (b) Undertake pricing of Vouchers and recovery including recovery of Housing and & Landing charges of civil aircrafts. (c) Settling queries arising from inventory transaction and Scrutiny of vouchers for correct preparation (d) Initiate finalization of discrepancy revealed in

Outcomes to be assessed	Assessment criteria for the outcome
	stock taking, ration accounting and inventories.
4. Budgetary control and Grant/Loan	<p>4 Should have basic knowledge on Budgeting in Integrated Material Management Online System (IMMOLS) for the following :</p> <ul style="list-style-type: none"> (a) Classification of IAF expenditure on local control heads. (b) Maintenance of budgetary control and other registers and Compiling returns on budgets (c) Taxation (GST) and submission of tax returns as e- TDS/ e-TCS (d) Welfare Grants, Loans, Advances and recoveries.
5. Pay Accounting Service and Non-effective benefits to officers, Airmen, NC(E)s and civilians.	<p>5 Must be able to :-</p> <ul style="list-style-type: none"> (a) Prepare and make Payment of Pay and Allowances to all personnel. (b) Check and process Travelling Allowance /Daily Allowance claims and vouchers of Rent/ Electricity charges etc. (c) Raise recovery vouchers for dues to Public Fund. (d) Process of LTC (Leave Travel Concession), Temporary Duty (TD) and Posting Claims.
6. Public Fund (PF) and Non Public Fund (NPF)accounting	<p>6 Should have basic knowledge of :-</p> <ul style="list-style-type: none"> (a) Allocation of various heads to vouchers of Public Fund and raising of IAF (F) 1505 schedule of sub-vouchers. (b) Compilation of IAF (F) 1501 and dispatch of monthly cash account vouchers to various audit agencies and AFCAO. (c) Analyses of income /expenditure statement and Monitor growth of Non Public Funds. (d) Entitlements of non effective benefits and action as per check list for finalization on non-effective accounts of officers, Airmen, NCs (E)/civilians.
7. Costingof unit/squadron	<p>7. Should have basic knowledge of Preparing Costing Returns of Unit/ Flying Squadron.</p>

Outcomes to be assessed	Assessment criteria for the outcome
8. Audit and Internal Check	8. Must have basic knowledge of audit procedure relating to Cash accounts and Online Internal check of store accounting in EQUOLS/IMMOLS.
9. Correspondence and Knowledge of computers	9. Ability of air warrior in :- (a) Originating and replying routine correspondence. (b) Knowledge of typing of 25 words pm on PC. (c) Working knowledge of MS Word, Excel and Power Point and forwarding/receipt of personal/ official mail in AFNET.

Means of Assessment

1. Means of Formative Assessment (Total marks allotted- 250) conducted by UEB

- (a) Assignments for each module of Theory component - 100 Marks
- (b) Assignments for each module of Trade Skills component - 25 Marks
- (c) Job practical - 75 Marks
- (d) Viva-Voce - 50 Marks

2. Means of Summative Assessment (Total marks allotted- 250) conducted by REB (T)

- (a) Written test for Theory component - 100 Marks
- (b) Written test for Trade Skills component - 70 Marks
- (c) Online Practical on IMMOLS, EQUOLS and Pay Accounting - 30 Marks
- (d) Viva-Voce - 50 Marks

Pass/Fail

Should pass within 2 attempts

SECTION 2

25. EVIDENCE OF LEVEL

OPTION A

Title/Name of qualification/component: Aircraftsman (AC) of Accounts Assistant			
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
Process	Air warriors can carry out assigned duties and responsibilities in Accounts Section.	Air warrior is able to scrutinize claims/ Payment vouchers, Post payment action and documentations as per existing rules/ regulations/rates to avoid observations.	4
Professional knowledge	Air warrior to possess fair knowledge of the Accounting/ Audit Organization of Air Force/Civil.	Airwarrior able to acquire the working knowledge on following:- (a) Pay/Equipment accounting services, Public and Non Public Fund, Costing, Inventory Management. (b) Process of creating e-document in EQUOLS/IMMOLS and UPAS. (c) Budgeting, Maintenance of budgetary documents, Payment procedure (d) Monitoring of funds as per Cash Management System and Tax Return.	4
Professional skill	Able to make various advance/ payment of pay & allowances. Able to scrutinize the payment voucher. Accounting and internal check of Equipment accounting, compensation claims, e-auction of salvage/ scrap including costing and audit. Knowledge on Income Tax Rules.	Should be able to perform:- (a) Actioning of e-PORs and generating payment voucher in UPAS and various reports in EQUOLS/IMMOLS. (b) Resolving Pay&Allowances queries. (c) Accounting of IAF inventory & stores. (d) Audit procedure and reply of observation. (e) Preparation of Cost Return.	4
Core skill	Able to communicate written	Should have good communication	4

Title/Name of qualification/component: Aircraftsman (AC) of Accounts Assistant			
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	or oral. Able to understand and implement the Policies/Orders/ instructions. Basic knowledge of handling of First aid and Fire Fighting appliances. Should have understanding of the importance of Aerospace/Maintenance and Ground safety. Should know the handling of Arms & ammunition.	skills, have fair computer knowledge, Can handle personal banking. Handle computer and make correspondence. Knowledge on Computer Security & Information Warfare.	
Responsibility	Able to carry out assigned duties and responsibilities of Accounts Assistant.	Capable of working independently and takes responsibility for his work	4

SECTION 3

EVIDENCE OF NEED

26. What evidence is there that the qualification is needed?

The accounting services provided in IAF, cover many aspects. It covers topics of Store management, Inventory management, Online Store accounting (IMMOLS/EQUOLS), Online Pay services (IRLA/UPAS), External Audit , Internal Check, Payment of various claims, Cost Accounting, Taxation (Collection of GST /Income Tax) and submission of e>Returns. Further, it also covers accounting of Non Public Funds including preparation of Trail Balance/Balance sheet/Audit Board (Final Account) of Institutes/Messes/Unit Run Canteen etc.

What is the estimated uptake of this qualification and what is the basis of this estimate?

Is based on the cadre and actual figures cannot be revealed.

27.Recommendation from concerned Line Ministry of Govt/Regulatory Body. To be supported by documentary Evidences

The trade has been cleared by MoD and notification to the same effect is confidential in nature.

28. What steps were taken to ensure that the qualification(s) does (do) not duplicate already existing or planned qualifications in the NSQF?

This qualification is especially tailor made to suit the specific Air Force requirements for cash and store accounting.

29. What arrangements are in place to monitor and review the qualification(s)? What data will be used and at what point will the qualification(s) be revised or updated?

IAF has a well defined Directorates responsible for monitoring both the training and testing aspects. Directorate of Training is responsible for ensuring that right training is imparted to the recruits. The syllabus is based on various studies and feedback received from field units/ REB (T).

Directorate of Education is responsible for Trade Testing and evaluation of the knowledge and skill level of the Airwarriors passing out from the training institute and their performance in field units.

This qualification will be reviewed and revised at an interval of five years or earlier, in case of change in syllabus based on the feedback from field Units/REB (Training/Zonal).

SECTION 4

EVIDENCE OF PROGRESSION

30. What steps have been taken in the design of this or other qualifications to ensure that there is a clear path to other qualifications in this sector?

On completion of the course, an Aircraftsman will be posted to the field unit. After three months of skill refinement, he will be in a position to perform his duties independently and will be eligible to appear for Corporal Promotion Examination (CPE). On passing CPE, he will be promoted to Corporal (CPL) on completion of five years of service from the date of enrolment. He will further keep climbing the promotion ladder by appearing for Sergeant Promotion Examination (SPE) for Sergeant and JWO Promotion Examination (JPE) for JWO ranks. As per new policy in vogue, ACRs have been linked to skill levels. So, he will be motivated to enhance his skill levels and get them tested by appearing for SGT (Skill Gradation Test)

The progression flow is given below.

AC→LAC→Cpl*→Sgt*→JWO*→WO→MWO

*Subject to clearing promotion exam for Cpl, Sgt and JWO called as CPE, SPE and JPE

INSTRUCTOR PREREQUISITES: For posting as an instructor following prerequisites are to be fulfilled:-

(a) **Personal attributes:-**

- (i) Should be energetic, motivating, innovative and good at communication.
- (ii) Should be able to establish rapport with the trainees and employ innovative methods to impart instructions.

(b) **Qualification:-**

- (i) Should have attained rank of Sgt and above (at least 13 yrs of service).
- (ii) Should have been assessed 'Superior' and above during preceding 5 yrs.

(c) **QRs:-**

- (i) Should have in depth knowledge and be highly skilled in his trade.
- (ii) Should be recommended for instructional duties by GEB/REB on attaining stipulated standards during assessment.
- (iii) Should have undergone Methods of Instruction Course conducted by Ground Training Instructors School.

SUMMARY OF TRADE SYLLABUS ACCOUNTS ASSISTANT
TRADE TRAINING PHASE –I

Sl No	Subject	Theory	Practical	Total
1	INTRODUCTION : PAY ACCOUNTING SERVICE	05	0	05
2	PUBLICATIONS USED IN ACCOUNTS SECTION	02	0	02
3	ACCOUNTING ORGANISATION : SERVICES	07	0	07
4	PAY AND ALLOWANCES	19	08	27
5	GENERAL RULES OF RECOVERIES	02	0	02
6	IRLA SYSTEM OF ACCOUNTING	30	18	48
7	PAY AND ALLOWANCES ACTIONABLE IN IRLA	47	0	47
8	LOCAL ALLOWANCES	14	08	22
9	CASH IN LIEU OF RATION : OFFICERS	03	03	06
10	PAY AND ALLOWANCES CIVILIANS	14	10	24
11	DEBIT BALANCE	06	0	06
12	PAYMENT TO ARMY/ NAVY/ DSC AND LAO (AF) STAFF	08	02	10
13	REIMBURSEMENT OF CLAIMS: CEA SCHEME	05	06	11
14	PROVIDENT FUNDS	05	0	05
15	PAYMENT PROCEDURE	11	04	15
16	UNIT PAY ACCOUNTING PACKAGE	10	20	30
17	INTRODUCTION : EQPT ACCOUNTING SERVICES	14	0	14
18	IMMOLS/EQUOLS- AN OVERVIEW	04	06	10
19	EQUIPMENT ACCOUNTING DOCUMENTS	12	0	12
20	INTERNAL TRANSACTIONS	23	37	60
21	EXTERNAL TRANSACTIONS	23	32	55
22	SUBSIDIARY ACCOUNTING DOCUMENTS	20	55	75
TOTAL PERIODS (EACH PERIOD OF 45 MINUTES)		284	209	493
PERIODS in HOUR		213.00	156.75	369.75

SUMMARY OF TRADE SYLLABUS ACCOUNTS ASSISTANT:
TRADE TRAINING PHASE –II

Sl. No	Subject	Theory	Practical	Total
1	TRAVELLING ALLOWANCES AND REGULATIONS ALONGWITH CASE STUDIES	47	42	89
2	OUTFIT ALLOWANCE: OFFICERS	03	0	03
3	PUBLIC FUND ALONGWITH CASE STUDIES	55	50	105
4	LOANS	05	15	20
5	PRICING OF EQUIPMENT	06	0	06
6	ACCOUNTING OF POL	17	0	17
7	ACCOUNTING OF RATION ALONGWITH CASE STUDIES	34	23	57
8	MT ACCOUNTING	13	10	23
9	AIRCRAFT ACCOUNTING	27	10	37
10	ARMAMENT ACCOUNTING	06	0	06
11	WORKSHOP ACCOUNTING	06	06	12
12	EX-INDIA RECEIPTS	03	0	03
13	SALVAGE/SURPLUS STORE ACCOUNTING	03	0	03
TOTAL PERIODS (EACH PERIOD OF 45 MINUTES)		225	156	381
PERIODS in HOUR		168.75	117.00	285.75

SUMMARY OF TRADE SYLLABUS ACCOUNTS ASSISTANT :
TRADE TRAINING PHASE –III

SI No	Subject	Theory	Practical	Total
1	TEMPORARY ADVANCE/ FINAL WITHDRAWAL: PROVIDENT FUNDS ALONGWITH CASE STUDY	09	06	15
2	REIMBURSEMENT OF CLAIMS : OFFICERS & AIRMEN/NCs(E) (HOUSE RENT, FURNITURE & ELECTRICITY	07	09	16
3	MAINTENANCE ALLOWANCES	05	0	05
4	IMPORTANT RULES OF FINANCIAL REGULATIONS	20	0	20
5	IMPORTANT T R RULES	09	0	09
6	FOREIGN TA CLAIMS	05	06	11
7	ADVANCES : PUBLIC FUND	09	0	09
8	ADVANCES : AFGIS ALONG WITH CASE STUDY	09	0	09
9	NON EFFECTIVE BENEFITS	12	0	12
10	FINALISATION OF NE ACCOUNTS: OFFICERS, AIRMEN/NCs(E) & CIVILIANS ALONG WITH CASE STUDY	20	02	22
11	NEW PENSION SCHEME(NPS) : CIVILIANS	04	0	04
12	INCOME TAX	20	15	35
13	NON PUBLIC FUND ALONG WITH CASE STUDY	53	19	72
14	DISCREPANCY IN CONSIGNMENT	04	06	10
15	LOSS OR DAMAGE OF AIR FORCE EQUIPMENT	08	12	20
16	STOCK TAKING	08	10	18
17	GRANTS	20	16	36
18	INTRODUCTION TO FINANCIAL REGULATION/DEFENCE PROCUREMENT MANNUAL-2009/GFR	15	0	15
19	BUDGETARY CONTROL AND LOCAL PURCHASE	39	32	71
20	LOCAL SERVICE CONTRACT	15	0	15
21	CIVIL COMPENSATION CLAIMS	05	0	05
22	RECOVERY OF AIRLIFT DUES	05	0	05
23	HOUSING AND LANDING CHARGES	05	0	05
24	INTERNAL CHECK	28	0	28
25	AUDIT	24	0	24
26	COSTING	15	0	15
27	SIMPLIFIED ACCOUNTING SYSTEM	05	0	05
	TOTAL PERIODS (EACH PERIOD OF 45 MINUTES)	378	133	511
	PERIODS in HOUR	283.75	99.75	383.25

SUMMARY OF TRADE SYLLABUS ACCOUNTS ASSISTANT
TOTAL PERIOD/HOURS (ACCOUNTS ASSISTANT)

SL No.	PHASE	Theory		Practical		Total	
		Period	Hour	Period	Hour	Period	Hour
1	Term Phase I	284	213.00	209	156.75	493	369.75
2	Term Phase II	2250	168.75	156	117.00	381	285.75
3	Term Phase III	378	283.50	133	99.75	511	383.25
Total		887	665.25	498	373.50	1385	1038.75
Note: Each period of 45 minutes duration.							

REGIONAL EXAMINING BOARD (T) AIR FORCE
BLUE PRINT OF CEKT EXAMINATION: ACCOUNTS ASSISTANT

SECTION 'A'**TAL MARKS: 250**

1. The examination consists of three parts namely Part I Written Theory, Part II-A1 Written Practical on Pay accounting and Part III – A2 (IMMOLS/EQUOLS practical) and Part III'B' Viva Voce.. The details of part wise examinations are given below:-

PART NO.		NATURE OF EXAMINATION	DURATION OF EXAMINATION	MARKS ALLOTTED	EXAM SCHEME PLACED AT
Part-I		Written (Theory)	3 Hours	100	Section B
Part III	Part III(A1)	Written Practical on Pay Accounting	2 Hrs 15 Minutes	70	Section C
	Part III(A2)	IMMOLS/EQUOLS Practical	As Required	30	Section D
	Part III(B)	Viva-Voce	As Required	50	Section E

TABLE II: DISTRIBUTION OF MARKS AND QUESTION : PART I

Type of Question	No. of Question	Marks for each question	Total Marks
MCQ	20	01	20
VSA	10	02	20
S A	10	03	30
L A	06	05	30
TOTAL	46	-	100

2. The minimum qualifying standard is 50% in each part and 50% aggregate in all parts.
3. The implementation of this blue print from Intake 01/2014.

Approved in 20th NSQC, 09.04.18

4. Syllabus reference and syllabus approved by Air HQ(VB) and Air HQ /18934/2/Trg dated 19 Jan 14 and Air HQ /18934/2/Trg dated 16 Jan 16.
5. Scheme of examinations and assignments of marks conforms to TCASI/Part II/Trg /01/2015.
6. The guidelines issued by GEB for preparation of Blue Prints have been followed.

CERTIFICATE OF AUTHENTICITY It is certified that the above scheme of examination(section 'A' to 'E') applicable to CEKT of IPT examination of Accounts Assistant trade from JBPT intake 01/2014 onwards has been checked and found to be in order.

NSQC Approved

ROLE OF LEADING AIRCRAFTMAN (ACCOUNTS ASSISTANT)
AS PER AIR FORCE ORDER 57/2015

AIRCRAFTMAN/LEADING AIRCRAFTMAN (ACCOUNTS ASSISTANT)	
To undertake the entire range of work of an aircraftman and in addition to:-	Thorough knowledge of IAP 1501, IMMOLS & EQUOLS manuals and Pay and Allowances regulations, Travel Regulations, Financial Regulations and IAP 3503. Besides sound knowledge of the qualifying subjects of an Aircraftman. In addition, knowledge in
1. Maintenance of subsidiary accounting documents.	(a) Maintenance of all subsidiary accounting documents in EQUOLS. (Equipment Account Online System) (b) Inter-department adjustment
2. Costing of unit/squadron	Prepare costing returns of unit as per directions of Air HQ/ Command HQ.
3. Internal Check	Internal check of ration, aircraft, MT, Armament accounting in EQUOLS / Manual
4. Finalisation of accounting vouchers	(a) Initiate Finalisation of discrepancy reports; stock taking certificate and adjusting vouchers, ration accounting vouchers. (b) Settlement of discrepancies revealed in inventories. (c) Checking local purchase orders and bills and local contract bills and passing for payment.
5. Scrutiny and settlement of queries	(a) Settling queries arising from inventory transaction. (b) Scrutiny of vouchers for correct preparation.
6. Budgetary control	(a) Classification of IAF expenditure on local control heads. (b) Maintenance of budgetary control

Approved in 20th NSQC, 09.04.18

	and Compiling returns on budgets.
7. Pay and Allowances/recoveries, LTC and TA/DA Officers, Airman, NC(E) and Civilians	<p>(a) Payment of Pay and Allowances</p> <p>(b) Checking and processing TA/DA claims.</p> <p>(c) Process reimbursement of Rent and Electricity charges vouchers</p> <p>(d) Raising of recovery vouchers for dues to public fund.</p> <p>(e) Processing TD/Posting Claims for Payment.</p>
8. Maintains of registers and documents.	Maintaining registers for contingent bills and recoveries, cash requisition, TA Claim/TA Advance, LTC Claim/Advance, Pay Book register and CEA Register.
9. Miscellaneous commitment	<p>(a) Various Grants. For example:- ACES, Civilians labour and welfare grants etc.</p> <p>(b) All kinds of loans, advances and recoveries for Officers, Airmen, NCs(E) and civilians.</p>
10. Audit objections and queries.	Audit procedure relating to cash accounts.
11. Compilation of cash accounts and dispatch to concerned agencies.	<p>(a) Allocation of various heads to vouchers and bills after payment /recovery.</p> <p>(b) Raising of IAF (F) 1505 schedule of sub-vouchers and compilation of IAF (F) 1501.</p> <p>(c) Dispatch of monthly cash account vouchers to various concerned agencies for post audit</p>
12. Other subjects related to Pay and Allowances.	Procedure for payment to DSC, Army and naval personnel and forwarding of their vouchers to respective Pay Account Office.
13. Non-effective benefits to officers, Airmen, NCs(E) and civilians.	(a) Update knowledge of entitlements of non- effective benefits.

	(b) Timely action for finalisation on non-effective accounts of officers, Airmen, NCs (E) and civilians
14. Computer Knowledge	(a) Knowledge of typing of 25 words per minute (b) Working Knowledge of MS word, Excel and Power Point
15. Correspondence.	Originating/replying routine correspondence
16. Non Public Accounting	(a) Analyse income and expenditure statement (b) Analyse financial data of NPFs (c) Monitor growth of NPFs

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