

Approved in 20<sup>th</sup> 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

### Name and contact details of individual dealing with the submission

Name : Group Captain CR Sreeji VSM  
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### List of documents submitted in support of the Qualifications File

1. Curriculum and Orientation class cum Continuity Training under On Job Training (OJT) as Annexure - I
2. Blue Print of Examination as Annexure - II
3. Air Force Order (AFO) 57/15 specifying the role of Accounts Assistant as Annexure - III

**SUMMARY**

<b>1. Qualification Title</b>	CPL : Accounts Assistant
<b>2. Qualification Code</b>	IAF/Accts/011
<b>3. NCO Code and Occupation</b>	4311.0300, Ledger Clerk; 4311.0401, Accounts Executive, 4311.0500, Audit Clerk
<b>4. Nature and purpose of the qualification</b>	A Trade and rank certificate to the personnel with adequate knowledge and skill to perform the duties of Corporal in the Accounts Department of Air Force Units/Station/Command HQ/Air HQ.
<b>5. Body/bodies which will award the qualification</b>	Regional Examining Board (Zonal) REB(Z) & Ground crew Examining Board (GEB)
<b>6. Body which will accredit providers to offer courses leading to the qualification</b>	Directorate of Training, Air Headquarters
<b>7. Whether accreditation/affiliation norms are already in place or not (if yes, attach a copy)</b>	N/A as specific to Defence Forces
<b>8. Occupation (s) to which the qualification gives access</b>	Corporal in Account Assistant trade
<b>9. Job Description of the Occupation</b>	He should know about accounting documents in APS/EAS, Foreign T/ATD claims, NPF accounting, Pay and allowances queries. Details given at Annexure- III
<b>10. Licensing requirements</b>	N/A
<b>11. Statutory and regulatory requirements of the relevant sector (documentary evidence to be</b>	Air Force Act, Air Force Regulations, Air Force Order,

<b>provided)</b>																
<b>12. Level of the qualification in the NSQF</b>	5															
<b>13. Anticipated volume of training/learning required to complete the qualification</b>	<p>On Job Training in field units is divided in 3 Parts:-</p> <p>(a) Theory (Orientation Classes cum Lecture) Classes and Test/exam on various topics are conducted regularly and assessed by the Senior Accountant Officer.</p> <p>(b) On Job Practical to develop the practical knowledge and Skill is conducted on daily basis under the guidance of superiors. Details of On Job Training are:-</p> <table border="1" data-bbox="592 651 1377 913"> <thead> <tr> <th>Sl. No</th> <th>Type of Training</th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>(i)</td> <td>Orientation Classes cum Lecture</td> <td>60</td> </tr> <tr> <td>(ii)</td> <td>Continuity Training</td> <td>280</td> </tr> <tr> <td>(iii)</td> <td>Practice</td> <td>110</td> </tr> <tr> <td colspan="2"><b>Total Hours</b></td> <td><b>450</b></td> </tr> </tbody> </table>	Sl. No	Type of Training	Hours	(i)	Orientation Classes cum Lecture	60	(ii)	Continuity Training	280	(iii)	Practice	110	<b>Total Hours</b>		<b>450</b>
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(i)	Orientation Classes cum Lecture	60														
(ii)	Continuity Training	280														
(iii)	Practice	110														
<b>Total Hours</b>		<b>450</b>														
<b>14. Indicative list of training tools required to deliver this qualification</b>	Classroom with modern AV aids, accounting, accounting software, computing appliances. Fire Arms, Range, Ground.															
<b>15. Entry requirements and/or recommendations</b>	<p><b>Qualification:</b></p> <p>(i) Should have passed CPE</p> <p>(ii) 5 years of service</p>															
<b>16. Progression from the qualification</b>	<p>Job Progression</p> <p><b>Cpl*→Sgt*→JWO*→WO→MWO</b></p> <p>*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)</p>															
<b>17. Planned arrangements for the Recognition of Prior learning (RPL)</b>	N/A															
<b>18. International comparability where known</b>	Not known															

<b>19. Date of planned review of the qualification.</b>	Every 5 yrs/earlier in case of change in training syllabus pattern.		
<b>20. Formal structure of the qualification</b>			
Title and Code of Component	Mandatory/ Optional	Estimated size (learning hours)	Level
1. <b>Basic accounting</b> IAF/Accts/011/01	Mandatory	60	5
2. <b>Equipment and Pay accounting services</b> IAF/Accts/011/02	Mandatory	60	5
3. <b>Maintenance of subsidiary accounting documents and registers.</b> IAF/Accts/011/03	Mandatory	60	5
4. <b>Equipment Accounts services</b> IAF/Accts/011/04	Mandatory	50	5
5. <b>Pay Accounting services</b> IAF/Accts/011/05	Mandatory	60	5
6. <b>Audit</b> IAF/Accts/011/06	Mandatory	60	5
7. <b>Non Public Fund Accounting</b> IAF/Accts/011/07	Mandatory	50	5
8. <b>Correspondence and Miscellaneous.</b> IAF/Accts/011/08	Mandatory	50	5
<b>TOTAL</b>		<b>450</b>	

## **SECTION 1**

### **ASSESSMENT**

#### **21. Body/Bodies which will carry out assessment:**

There are two bodies, which carry out the assessment:

- (a) Senior Accounts Officer (S A O) is responsible for testing for OJT and Continuity Training.

- (b) Regional Exam Board (Zonal) REB (Z) is responsible for conducting examinations for gauging the skill & knowledge acquired by the air warrior

**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.**

- (a) Assessment at Units is carried out by SAO.
- (b) Assessment will be done by independent REB (Z) to assess the skill acquired by Airwarrior.
- (c) The field units and the boards have all necessary infrastructure and pool of qualified Examiners and Assessors to carry out detailed assessments.
- (d) REB (Z) 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.
  - (i) Written Exams on the theory part of curriculum, which is divided into three categories (factual, comprehension, application), are conducted on OTES platform for testing the knowledge of Air warrior in his trade.
  - (ii) Practical Exam is used to test the:
    - (aa) Professional Skill
    - (ab) Core Skill of the Air warrior
  - (iii) Viva Voce is used to gauge the overall knowledge of the Air warrior.

## 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:

Air warrior should have knowledge of an aircraftsman and in addition should have a detailed knowledge of following:-

Outcomes to be assessed	Assessment criteria for the outcome
<b>1. Basics of accounting</b>	1. Thorough knowledge of IAP (Indian Air Publication) 1501, IAP 1503, IAP 0152, IAP 3505, IAP 3503, IAP 3903, MTSIs, Financial Regulation, Pay & Allowances Regulations, Air Force Pay Rule, Defence Procurement Manual (DPM), Travel Regulations, Special Air Force Instructions, Air Force Order (AFO), Director of accounts Circular Letter (DACLS). Besides more advance knowledge of the subjects on Equipment Accounting and Pay accounting trades. In addition, detailed knowledge in under mentioned fields:-
<b>2. Equipment and Pay accounting services</b>	2. Must be able to Guide to Junior:- (a) In normal work. (b) In EQUOLS and IMMOLS related issues. (c) In preparation of acquaintance rolls both in manual & UPAS environment, bills, claims, and recovery vouchers
<b>3 Maintenance of subsidiary accounting documents and registers.</b>	3 Must be able to :- (a) Maintain all subsidiary accounting documents in EQUOLS and also manually for equipment accounting. (b) Maintain registers and documents as per the format prescribed. (c) Finalise vouchers and update records in registers
<b>4. Equipment Accounts services</b>	4 Must have knowledge of :- (a) Maintaining Price List, maintaining pre- payment issue registers and Pricing of vouchers (b) Voucher action of store transactions including loss of equipment /store and store issue on loan. (c) Accounting of Store such as Ration, Mechanical

	<p>Transport, Armory, Aircraft, Workshop and their internal checks.</p> <p>(d) Creating, registering and maintaining Inventory Inspection Sheets and e-documents in EQUOLS and IMMOLS.</p>
<b>5. Pay Accounting services</b>	<p>5 Must be able to perform :-</p> <p>(a) Scrutinizing bills, Claims (TA/DA claims) , vouchers and correctness of recoveries.</p> <p>(b) Checking of budgetary control register and cash management and requisition/surrender of funds.</p>
<b>6 Audit</b>	<p>6 Must be able to :-</p> <p>(a) Settle audit queries in respect of Equipment Accounting raised by LAO (Air Force) and other audit agencies.</p> <p>(b) To initiate actions required for settlement of audit observation/objections on Pay /Equipment accounting</p>
<b>7 . Non Public Fund Accounting</b>	<p>7. Must have thorough knowledge of :-</p> <p>(a) Double entry system of Book Keeping as per IAP 3503.</p> <p>(b) Carrying out checking of all types of books of accounts maintained at various NPFs, scrutinizing Audit Board Proceedings, and Property Board Proceedings.</p>
<b>8 . Correspondence and Miscellaneous.</b>	<p>8 Must be able to :-</p> <p>(a) Carry out routine correspondence and Make correspondence other than of policy nature.</p> <p>(b) Deal with various kinds of loans/advances to Officers, Airmen, NCs (E) and civilians from Public/Non Public Fund.</p> <p>(c) Liaison with banks for net banking (NEFT/RTGS collection).</p>

### **Means of Assessment 1**

There are two types of Assessments viz. Formative and Summative.

- (a) The Formative Assessment is carried out continuously during the conduct of OJT and continuity training conducted by Senior Accountant Officer (S Accts O).
- (b) Summative Assessment is carried out by REB (Z). Details are mentioned under means of Assessment-2. Written test, Practical examination/ Skill test & Viva voce

### **Means of Assessment 2**

1. Examination will be conducted by Groundcrew Examining Board and Regional Examining Board (Zonal) on General Education and Trade Proficiency respectively.
2. Online exams on the theory part of curriculum, which is divided into three categories (factual, comprehension, application based questions), are conducted on OTES platform for testing the knowledge of Airwarriors in his trade and General Education.
3. Marks allotted for each paper is:-
  - (a) System Theory on General Education (50 MCQ) : 50 Marks
  - (b) Written test for Trade Skills component (50 MCQ) : 50 Marks
  - (c) Practical Exam (100 Mks) divided in two parts:-
    - (i) On Job Practical in EQUOLS/IMMOLS Simulator or Offline on Pay Accounting (Consist of mandatory and optional Questions/task) : 75 Marks
    - (ii) Viva voce for Practical Component. : 25 Marks

### **Pass/Fail**

Should pass within 3 attempts



**SECTION 2****25. EVIDENCE OF LEVEL****OPTION 'A'**

<b>Title/Name of qualification/component: Corporal of Accounts Assistant trade</b>			
<b>Level: 5</b>			
<b>NSQF Domain</b>	<b>Outcomes of the Qualification/Component</b>	<b>How the outcomes relates to the NSQF level descriptors</b>	<b>NSQF Level</b>
<b>Process</b>	Air warriors should be able to handle all the assigned duties and responsibilities of Accounts Assistant in Accounts Section	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) Pay and Equipment accounting services including Audit and Non Public Fund.	5
<b>Professional knowledge</b>	Air warrior to posses fair knowledge of the Accounting and Audit Organization of Air Force and Civil and including Income Tax.  Have basic working knowledge of various accounting procedure and rules and regulations on Pay and Equipment accounting including budget , costing etc.	2 Must be able to guide to juniors on the working knowledge and accounting procedure on:- (a) Pay/Equipment accounting, Public/Non Public Fund, Costing, Inventory Management. (b) Process of generating e-documents/ vouchers and online internal check in EQUOLS/IMMOLS. (c) Audit Procedure. Working knowledge on budgeting, Payment procedure and maintenance of budgetary documents.	5
<b>Professional skill</b>	Able to scrutiny of payment vouchers and making payment. Have knowledge of activities in EQUOLS(Equipment Accounting Online System), IMMOLS (Material Management Online System), UPAS(Unit Pay Accounting	3 Have adequate knowledge on :- (a) Maintaining and scrutinize accounting documents. (b) Actioniong e-POR, generating payments and reports in UPAS. (c) Making e-payment of Local purchase bills and Local Service Contracts and payment of Civil	5

Title/Name of qualification/component: Corporal of Accounts Assistant trade			
Level: 5			
NSQF Domain	Outcomes of the Qualification/Component	How the outcomes relates to the NSQF level descriptors	NSQF Level
	Software) and Internal Check. Must know the audit procedure and reply of observation.	Compensation Claims.  (d) Raising observation during online Internal check in IMMOLS/EQUOLS/ UPAS. (d) Preparation of Cost Return of Flying Sqn/BRD/Training Institutes. (e) Monitoring and payment of Civil Compensation Claims. Knowledge of the accounting procedure of E-auction of salvage/Scrap.  (g) Accounting of Ration/Mechanical Transport/POL (Petrol, Oil and Lubricant)/ Aircraft/Arms & Ammunition, Stock Taking procedures and Store purchase procedures.	
<b>Core skill</b>	Able to communicate well. Able to understand and implement the instructions & policies in accounting services. Basic knowledge of handling of First aid Fire Fighting appliances. Should understand the importance of Aerospace, Maintenance and Ground safety aspects. Should know the handling of Arms & ammunition on guard/escort duties.	Depict good communication skills, have fair good computer knowledge. Can handle his own banking accounts and financial. Able to resolve the query on UPAS/ Payment /Allowances/ EQUOLS documents.	5
<b>Responsibility</b>	Able to carry out assigned duties and responsibilities of Accounts Asst.	With sound knowledge of accounting procedures and policies he will be able to undertake entire range of accounting and will take responsibility for the work assigned to him. He also guides junior members of his team and is partial responsible for their work and learning.	5

## 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 (E-Audit), 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) do not already existing or planned qualifications in the NSQF?**

This qualification is especially tailor made to suit the specific AF requirements for cash and store accounting. However, there are some similarities practices prevalent with civil accounting in Non Public Fund.

### **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(Z).

**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 three months as LAC an airwarrior of Accounts assistant trade will be in a position to appear for CPE. On successful completion of 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 SPE for Sergeant and JPE for Junior Warrant Officer. 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 Skill Gradation Test .

The progression flow is given below.

LAC→**Cpl**\*→Sgt\*→JWO\*→WO→MWO

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

**TOPICS OF ORIENTATION CLASS AND CONTINUITY TRAINING**

<b>SI No</b>	<b>TOPICS</b>	<b>Orientation Classes cum Lecture (Hours)</b>	<b>Continuity Training &amp; Skill development (Hours)</b>
1	Pay Accounting Service, Publications, UPAS, Pay & Allowance of Officer/ Airmen/NC(E)/Civilian, General Rules of Recovery	10	40
2	Local allowance, CILR, CEAS, HRR/Furniture/Electricity Claim, Debit Balance, Payment to Army, Navy/LAO(AF) etc. Payment procedure. Outfit allowance, Maintenance allowances.	10	40
3	Provident Fund, Temporary Advance/Final withdrawal from Provident Fund	7	28
4	Non Effective benefits & finalization of NE Accounts of Officers /Airmen/NC(E)/Civilian, NPS Civilian.	5	20
5	Public Fund, Travelling Allowance and regulations	10	40
6	Important FR and TR rules, Foreign TA Claims.	8	32
7	Equipment Accounting Services, IMMOLS/EQUOLS, Equipment Accounting documents, Internal & External Transactions, Ex-India Receipt.	12	48
8	Loss & Damage of AF Equipment, Subsidiary accounting documents, Loans, Pricing of Vouchers and Discrepancy Report	10	40
9	Accounting of POL, Ration, MT, Aircraft, Armament, Workshop, Salvage/Surplus store accounting,	8	32
10	Stock Taking, Internal Check.	5	20
11	Budgetary control and Local Purchase, Grants, Introduction to FR/GFR/DPM, LSC,	10	40
12	Civil Compensation Claim, Recovery of airlift due. Housing & Landing Charges.	5	20
13	Services, Audit Accounting Organization, Costing, Non Public Funds	10	40
14	Logistic Procedure (IMMOLS). Simplified Accounting System	5	20
15	Income Tax , Aerospace /Maintenance Safety.	5	20
Hours		<b>120</b>	<b>480</b>
Skill Development		25	25
Total Hours		<b>650 (145 +505 )</b>	

**REGIONAL EXAMINING BOARD (N)****BLUE PRINT : CORPORAL PROMOTION EXAMINATION (IPT) SYSTEM THEORY**

Type of Exam	: CPE	Time	: 50 Mins
Trade	: ACCTS ASST		
System	: ACCTS ASST		
Pattern of Training	: IPT	Marks	: 50

Sl No	SUBJECT	TRG HRS	WEIGHT AGE OF MARKS	MULTIPLE CHOICE QUESTIONS			
		THEORY		FAC T 20%	COM P 50%	APP L 30%	QUES/ MARK S
1	Pay Accounting Service, Publications, UPAS, Pay & Allowance : Officer/ Airmen/NC(E)/Civilian, General Rules of Recovery, IRLA, IRLA based and Local allowance, CILR, CEAS, HRR/Furniture/Electricity Claim, Debit Balance, Payment to Army, Navy/LAO(AF) etc. Payment procedure. Outfit allowance officers, Maintenance allowances.	143.25	10	3	5	2	10/10
2	Provident Fund, Temporary Advance/Final withdrawal from PF, NE benefits & finalization of NE Accounts of Officers/Airmen/NC(E)/Civilian, NPS Civilian.	37.50	3	1	1	1	3/3
3	Public Fund, Travelling Allowance and regulations, Important FR and TR rules, Foreign TA Claims.	102.00	6	2	3	1	6/6
4	Equipment Accounting Services, IMMOLS/EQUOLS, Equipment Accounting documents, Internal & External Transactions, Subsidiary accounting documents, Loans, Pricing of Vouchers, Discrepancy Report, Loss & Damage of AF Equipment, Ex-India Receipt.	91.50	8	2	4	2	8/8
5	Accounting of POL, Ration, MT, Aircraft, Armament, Workshop, Salvage/Surplus store accounting, Stock Taking, Internal Check.	106.50	7	2	4	1	7/7
6	Budgetary control and Local Purchase, Grants, Introduction to FR/GFR/DPM, LSC, Civil Compensation Claim, Recovery of airlift due. Housing & Landing Charges.	78.00	6	2	3	1	6/6
7	Accounting Organization : Services, Audit , Costing, NPF, Advance- PF and AFGIS , Income	106.50	7	2	4	1	7/7

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	Tax, Simplified Accounting System.						
8	Logistic Procedure (IMMOLS).	-	2	1	-	1	2/2
9	Aerospace /Maintenance Safety.	-	1	-	1	-	1/1
<b>Total Question / Marks</b>		<b>665.25</b>	<b>50</b>	<b>15</b>	<b>25</b>	<b>10</b>	<b>50/50</b>

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**ROLE OF CORPORAL (ACCOUNTS ASSISTANT) AS PER AIR FORCE ORDER  
57/2015**

<b>CORPORAL (ACCOUNTS ASSISTANT)</b>	
1. To undertake the entire range of work of a leading Aircraft man and in addition to:-	Thorough knowledge of IAP 1501, MTSIs, financial Regulation, Pay and Allowances Regulations, Travel Regulations, IAP 3503, EQUOLS and IMMOLS manuals and in addition the detailed knowledge of the following:-
2. Maintenance of documents and registers in EAS.	(a) Maintain registers/ documents. (b) Finalise vouchers and update records on registers.
3. Guidance to subordinates in EAS.	(a) Guide to Junior in normal work. (b) Guide to Juniors in EQUOLS and IMMOLS related issues.
4. Commitments in Equipment Accounts Section.	(a) Pricing of vouchers of loss or damages of equipment as per sources of pricing. (b) Ensure voucher action for equipment received from external and civil sources. (c) Action for clearance of outstanding loans. (d) Voucher action for write off/write down. (e) Ration/ MT / Armament accounting and their internal checks. (f) Creation and registration of Inspection Sheets and conduct of Inventory checks. (g) Maintain record of inventory checks.
5. Checking and scrutiny of accounting documents and vouchers in EAS.	(a) Creation of e-documents in EQUOLS (b) Scrutiny and finalization of adjustment vouchers. (c) Maintain updated price list of all types of store.
6. Pre Payment Issues	(a) Maintain updated price list of all



	<p>types of store.</p> <p>(b) Pricing of pre payment issue vouchers.</p> <p>(c) Maintain pre payment issue registers.</p>
7. Checking and Scrutinize of Accounts Documents in APS.	<p>(a) Scrutinizing bills, claims and vouchers.</p> <p>(b) Check correctness of recoveries.</p> <p>(c) Checking budgetary control register, requisition/surrender of funds.</p> <p>(d) Scrutinizing TA/DA claims.</p> <p>(e) Checking old and newly issued pay books and PBDTLs both in manual &amp; UPAS environment.</p>
8. Deal with various types of claims of Officers, Airmen, NCs (E) and civilians, Army personnel, naval personnel and DSC personnel.	<p>(a) Up-to-date knowledge of changes in various regulations of Pay and Allowances, Travel entitlements and misc bills.</p> <p>(b) Procedures for processing the vouchers of other services.</p>
9. Foreign TA/DA claim.	<p>(a) Knowledge of rules on foreign Temporary Duty claims.</p> <p>(b) Knowledge rules for foreign posting (out) claims.</p> <p>(c) Knowledge rules for posting (in) from abroad.</p> <p>(d) Knowledge rules for TA advances for posting/TD abroad.</p>
10. Audit objections and Pay and Allowances queries.	<p>(a) Settling all Pay and allowances queries.</p> <p>(b) Reply audit observations and objections.</p> <p>(c) Initiate for settlement of preliminary observations raised by LAO AF.</p>
11. Non Public Fund Accounting	<p>(a) Should have through knowledge of double entry system of Book Keeping as per IAP 3503.</p> <p>(b) Scrutinize proposals of purchases and out sourcing of</p>

	<p>services.</p> <p>(c) Carry out checking of all types of books of accounts maintained at various NPFs, scrutinize ABPs, Property boards</p>
12. Miscellaneous	<p>(a) Dealing with various kinds of loans/advances to Officers, Airmen, NCs (E) and civilians.</p> <p>(b) Requisitioning cash</p> <p>(c) Attending of correspondence other than of policy nature.</p> <p>(d) Liaison with banks for making DD, fund transfer through NEFT/RTGS collection of bank statement, requisition of cheque book etc.</p>

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