

Block Level Accountant Cum Data Entry Operators

The Block Accountant cum Data Entry Operator shall:

1. Co-ordinate the works of Grama Panchayat level Accountant cum Data Entry Operators for keeping all GP level accounts in proper way and also for ensuring accurate entry of data in the MIS.
2. Periodically check the Data entered in MIS by GP level Accountant cum Data Entry Operators and point out errors if any to the Block & GP level authorities for rectification
3. Make an analysis of the important MIS reports and to draw the attention of the GP Accountant cum Data Entry Operators to improve performance in such areas which need special focus.
4. Assist the BPO for effectively assessing the performance of each GPs in various components by providing necessary data extracted from the MIS
5. Monitor and solve the data entry issues in MIS at Grama Panchayat level. Report the unresolved issues, if any, to the District ITP.
6. Maintain accounts at the Block level. Monitor and ensure the auditing of accounts by the Chartered Accountant in time bound manner and submit the reports to the DPC/JPC within the prescribed time limit.
7. Assist the BPO for issuance of Muster Rolls to the GPs after proper verification in allocation chart generated from nregasoft and making necessary entries in the Muster Roll issue register.
8. Assist GPs in the operationalization of MIS, PFMS/Ne-FMS, MMS, DBT and other related aspects
9. Responsible for freezing the accounts of the beneficiary as and when required.

10. Assist the BPO for verification of timely payment of wages, approval and payment of delay compensation, approval and rejection of unemployment allowance and redressal of all grievance on a timely manner
11. Assist the GPs for aadhaar seeding, generation of Pay Orders, regeneration of rejected transactions and other key factors.
12. Do the Job card verification and Skilled, semiskilled accounts verification and freezing.
13. Consolidate Labour Budget proposals and submit to the BPO timely.
14. Act as a resource person at Block level to build the capacity of the Accountant cum Data Entry Operators at GP level in accounting and data entry.
15. Ensure that the G.Os, Circulars and correspondence issued from District and the State Mission have been properly communicated at the GP level and taken proper follow up action in this regard.
16. Ensure the registration and verification of Staff details in the MIS.
17. Attend all review meetings, training programmes, workshops etc. related to the scheme as and when required by the BPO, JPC/DPC, State Mission.
18. Carry out other work entrusted by the BPO, JPC/DPC and State Mission from time to time.


Mission Director.