

OBJECTIVES OF PAO

- **To maintain Pay and Provident Fund Accounts of JCO/ORs on computerized MPS system and DOLPHIN system respectively correctly and completely in all respects and issue Monthly Pay Slips.**
- **To ensure prompt authorization of advances and withdrawals wherever admissible.**
- **To advise Record Officer/Centre Commandants on matters relating to pay and allowances of JCO/ORs.**
- **To ensure prompt settlement of pay and provident fund accounts of individuals becoming non-effective.**
- **To maintain pay accounts of Defence civilians serving in field areas.**
- **Rendition of Abstract of Receipts & charges for inclusion in the All India Compilation of Accounts.**
- **Furnishing of timely Management Information System Reports (MIS) to higher Authorities and also the other regular and miscellaneous reports.**

SECTIONS UNDER PAOs

- **Record Section**
- **Administration Section**
- **Central Control Section**
- **Imprest Section**
- **Ledger Groups**
- **Review Section**
- **Fund cell**
- **Non effective Group**
- **Transportation Section**
- **Disbursement section**
- **DDP Section**
- **MPS Cell**