

## Appendix - E

Role of Scale II executive when working as Accountants and  
Joint Managers at Branch

1. To assess the work load in each department/section and allocate work to staff members.
2. To coordinate the activities of the department/section and to have liasion between staff and the Manager.
- 3 To ensure proper house keeping of the branch.
4. To provide necessary information about the business of the branch to the Branch Manager.
5. To ensure safety of cash and documents.
6. To scrutinise advance proposals and to submit to the Branch Managers for approval and pass for payment of instruments within his power.
7. To support the Branch Manager in implementatijon of the instructions and guidelines received from higher authorities.