e-Audit Register of Gazetted Employees

Audit Registers are maintained to record and monitor all essential service and payment-related information of Government Gazetted Officers. At present, the Audit Register prescribed in Form–7 of the Audit Manual serves as the official record in the Accounts Office for documenting payments made to Gazetted Government employees.

The register contains critical personal and service information, including date of birth, date of retirement, appointment details, transfer and postings, pay fixation, leave records, fixed pay, loans and advances, audit objections, disciplinary actions, and rewards. These records are fundamental for career progression, promotion, and determination of retirement benefits.

Currently, audit registers, service records, and control functions have been transferred to district and upazila offices, resulting in decentralized record maintenance without any centralized backup or oversight. This has made verification, consolidation, and accuracy of employee information difficult and time-consuming.

To overcome these challenges, it is necessary to introduce centralized preservation of employee service data, establish effective control mechanisms, and ensure faster service delivery through managed decentralization. Accordingly, the Online Electronic Audit Register within the iBAS^{++} system is being introduced to consolidate all service-related information, particularly to support efficient processing at the time of retirement.

For efficient financial and establishment management, approximately 300 Treasuries and 1,200 Sub-Treasuries were established under the Accountant General during the British period. All service records, entitlements, and payment-related information of Government officers were centrally maintained in the AG Office. Treasuries and Sub-Treasuries processed payments based on authorization from the AG Office and subsequently submitted payment statements and original vouchers to the AG Office. This system ensured centralized control with decentralized service delivery.

This centralized arrangement continued during the Pakistan period and after the independence of Bangladesh until the 1980s. During this time, service records and audit registers of Gazetted Officers were maintained at the AG Office, while salaries and allowances were disbursed through Treasuries/Sub-Treasuries based on AG-issued pay slips.

Following the establishment of District and Upazila Accounts Offices in the 1980s, audit registers, service records, and control responsibilities were transferred to local offices without any central data repository. This transition weakened an efficient and employee-friendly system.

As a result, officers who serve in multiple postings-often 15 to 20 locations during their career-face significant hardship at the time of retirement, as they must collect service records, leave accounts, GPF details, loans and advances information, and other documents from numerous distant offices.

Given these constraints, there is no alternative but to implement an Online Electronic Audit Register to centrally store employee information, re-establish effective control, ensure service decentralization, and consolidate all service-related data within the iBAS^{++} system, particularly to facilitate timely retirement benefit processing.

- Historical Data Entry of Existing Employees (up to 31/12/2015)
- Service Record (Appointment, Transfer, Posting, Charge Takeover/Handing Over, etc.)
- Money Column (Pay Fixation, Increment, Promotion, Demotion, etc.)
- Money Cage (Month-wise Gross Payment Record)