

Duties of Jaipur Division staff as on 01.01.2018

S. N.	Section	Supervisor Name	Paring with	Staff working in the section	
				Name	Duties
1	ADM	Sh. Prakash Chand Gupta	Effy section	1. Sh. R.K.Dutta, AA	Transfer, Promotion, Court cases, D&AR Cases, Establishment matters of A/Cs and Cash & Pay office, Allotment of Quarters & CPGRAMs.
				2. Sh. Ajay Kumar Goyal, AA	Pay Sheet, Income Tax, Leave Encashment, Honorarium, All Advances, TA, Tuition Fees, Union Matters & Biometric Attendance System.
				3. Sh. Sudhir Kumar Mishra, JAA	T&P, Stationary, Office Maintenance, Matters pertaining to Peons.
				4. Sh. Ghanshyam Singh, AC	Receipt & Despatch.
				5. Sh. D.K.Verma, AA	CA, Confidential Matter, D&AR, APARs.
2	Effy.	Sh. Ram Avatar Meena	ADM Section	1. Sh.C.M. Sharma, AA	MPR, PEI, MCDO, Booklet, Performance parameters, Targets, Half Yearly Arrear Report, Board & GM's Inspection Reports, Cash Imprest & Preparation of Brochure.
				2. Smt. Vimla Kalla, AA	Issuing of Pass/PTO, Maintenance of Service Sheet & leave A/C, Absentee Statement.
3	Budget	Sh. A.K. Jain	Books Section	1. Sh. Ritesh Kumar Sharma, Sr.Cashier	Preparation of Financial Review, Budget Estimate, Revised Budget Estimate, Final Estimate, Appropriation Account, Block Account.
4	Books	Sh. Rajesh Kumar	Budget section	1. Sh.D D Sheel, A.A.	Inward TC/ATC & JV's. Posting & Reconciliation of Cheques & Bills
				2. Sh. A.V. Bhatnagar Sr.Cashier	Cheque Preparation
				3. Sh. Anil Sharma, A.A.	Out Ward TC/ATC
				4. Sh.Sunil Indoria, Sr.Cashier	Post Audit of Paid vouchers.
				5. Sh. A U Zia, AA Sr.Cashier	Appx. A/C Current, and Unpaid Wages.

5	EG	Sh. O.P. Verma	E-II	1. Sh. B.D.Meena, AA	Posting of salary Audit Register, Passing of Salary Bills of all Gazetted Officers of JP division. Maintenance of service statement & leave A/C of Gazetted. Officers & Pay Fixation and related Matters of all gazetted officers of Jaipur Division and preparation of TCs.
		Sh. M.L.Saini	E-I	1. Sh. K.K. Sharma, AA	Posting and maintenance Of Diet Charges Register and 10 days report, Local and HQ Dak receipt & distribution, Passing of Regular /Supp. Salary Bills of All Elec. Staff except JP, SS/JP CL- IV , SEE (P) JP, all Loco pt I JP/MTJ, C&W JP CL III, DFO Elect FL & SIKR, all CPWI-AWR, IOW-AWR, IOW-Sikar, IOW-RE, PWS-RE and P.O. of cash Awards, Accident Free Awards, statement of Cpital & Revenue A/c of residential buildings and maintence of quarter rent register and verification of leave & GIS of all retired staff. ECS work of all batches and information about ECS & bank payment all work related to same bill units. Any other official work given by Sr.SO.E/I.
				2. Smt. Raj Kumari Gupta,AA	All union Items & Information of TA, OT & NDA., Passing of Regular /Supp. Salary Bills of All RPF Staff JP and RPF Training Centre BKI, CWS-BKI, SWM, SIKR, RE, Non Sup. C&W RE, LOCO Run RE, PWI-RGS, BNLW, PWI/D/FL, IOW-NNL, PWI-NMK, Tele-M/JP with NPS staff and B.U. 02979 Loco Pt.III with NPS all work related to same bill units. Any other official work given by Sr.SO/E-I
				3. Sh. Hans Raj Meena, AA	Passing of Salary and Suupl. Bills of DRM office JP Pt.II Control JP, ACS-JP CPCR-JP JDD-SRGH, RDK-BUB, Power JP, CPWI/Sikar, FL, North JP, KSG, IOW/BKI(I)/FL, CSI/BKI, AWR,RE with NPS staff of all these units.

1. Sh. Bharat Meena, AA

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Passing of Regular/Supp. Salary bills of all JP stn. ClassIII, ARNA-GADJ, SAS-DPZ, Traffic Appren JP, all PWI(I) & (II) BKI, BRI-BKI, PWI/FPS, PWI/USFD, IOW(II) BKI, CFO (TMC)JP, ZMCBKI and all work related BKI, CFO (TMC) JP, CMS/JP, MS/BKI, DEN™ JP, contract bills of MS/RE &MS/FL with NPS staff and B.U. 02936 CSI FL, 02629 CSI FL NPS & 02940 APp. CSI FL. All work related to same bill units. Verification of due and drawn statements of all related bill units. Information of Pay & Allowance of all departments. Any other work given by Sr.SO/E-II.

2. Smt. Archana Tiwar, JAA

All cadre Work of all departments,Passing of Regular /Supp. Salary Bills of All SS-FL, SS-BKI, TS-BKI, SS-RE, SS-SIKR with NPS staff. Verification of due and drawn statements and all work related to same bill units, leave verification of all departments with LARGESS retirement cases. Maintenance of centralized service continuity register. Any other work given by Sr.SO/E-II.

3. Sh. R.P. Meena, AA

Passing of regular/supp. Salary bills of all DAO class III & IV JP, DC/JP, all class IV DRM/JP, all Guard JP,BKI, FL, RE, DKBJ-GIO, All DFO (Mech)FL, DFO (Clercial) FL, C&W/FL, DFO(M)SIKR, Loco-SIKR, Inspectors and Courier/JP, Signal class III JP with NPS staff and C&W JP class IV with NPS. Verification of Due and Drawn statements and work related of these bill units. Any other work given by Sr.SO/E-II.

4. Sh. V.C. Meena, AA

Passing of Regular/Supp. Salary bills of all DCTI/JP, CTI/RE, CTI/BKI, CTI/AII and DSK/JP, All BNWS-LR, KCU-HAD, SS/Khori/NMK, PWI/AEL, AEN/T/BKI, AEN/FL, AEN/S/JP, AEN/SIKR and AEN/AWR with NPS staff and B.U. 02931 CSI/JP, NPS & 02061 App. CSI/JP. All work related to these bill units. Preparation of information of Traffic Debits and send to Dy. CAO/TA/NWR/AII. Verifications of Due and Drawn statements. Any other work given by Sr.SO/E-II.

				5. Smt. Rama Tarun Gaur, AA	Passing of Regular/Supp. Salary Bills of all Pay Distt., DRM/JP Pt.III, AEN/JP, all BU-BWL-BAGA/PKBS, all Loco Pt.I FL, CCR/Loco Pt.I FL, Loco Pt.I BKI, LF, BKI part II, Loco JP part II, Apprentices Loco FL with NPS staff. Verifications of Due and Drawn statements and all work related to these bill units. Passing of pay orders of medical reimbursement cases of all departments. Any other work given by Sr.SO/E-II.
				6. Smt. Swati Gadakari, JAA	Passing of Regular/Supp. Salary bills of Railway School BKI, DRM Pt.I/JP, DRM Part II/JP, RPF ministerial staff/JP, SSE/ELE/RAC/JP, SSE/ELE/TL/BG/MG/JP, SSE/ELE/PRS/JP, DEE/RD/JP, PWI/JJN, IOW/S-I/JP, IOW/S-II/JP, IOW Line/JP, IOW-II RGS CHI/JP/FL/BKI/SIKR/RGS and RE with NPS staff and BU 02419 CPWI/N/JP & 02647 CPWI/N/JP NPS. All work related to these bill units. Verifications of Due and Drawn statements. Verification of LPC of all departments of Group C & Group D staff. Any other work given by Sr.SO/E-II.
7	NPS	Smt.Savita Wadhvani	PF	1. Sh. R A Gupta, AA	Preparation of NPS data on computer of all NPS staff and uploading on NSDL website, submission of PRAN form at FC Centre. Preparation of HQ returns and other work related of NPS section.
8	PF	Smt. Geena Sharma Sh. Raj Kumar Sharma	NPS	1. Sh Hemant Kale, AA	Maintenance PF ledgers of RPF, Construction deptt. Inward/Outward TC/ATC related work & SBF.
				2. Sh. Tara Chand Bairwa, JAA	Maintenance PF ledgers of TFC-I, TFC-II, Education, Guard & Credit Day Book.
				3. Sh.Ram Narain Meena, AA	Maintenance PF ledgers of all Engg. Deptt. Cheque encashment PF & Dak distribution.
				4. Smt. Mamta Sharma, AA	Maintenance PF ledgers of Accounts, Signal, TFC-III.
				5. Sh.Nand Singh-A.A	Maintenance PF ledgers of DRM, Electric, RCT, Loco NR-I & NR-II
				6. Sh Ram Karan Meena AA	Maintenance PF ledger of Medical, Loco RG, C&W staff & SBF.
				1.Sh. B. K Verma-AA	Passing of Contacor Bills of Engg. Dept., Water supply Bills, issue RST Certificates and Other allied Work & issue of TDS certificates to contractors.

9	Exp	Sh. Sanjeev Srivastava	Ex-I	2. Ramji Lal Sharma, JAA	Passing Of Contacor Bills Of AEN/BKI, Passing Of Electric Supply Bills, Passing of Zone contract bills, passing AEN/RPC contractor bills & Misc Bills and Other Allied Work
				3. D K Tyagi-Sr. Cashier	Passing Of AEN/FL Contracor Bills,passing of Contractor Bills Of Mech. Deptt.Passing Of cash Imprest , Telephone Bills and BG/FDR.
		Sh. S. L Saini	Ex-II	1. Sh. Subhash Chand-AA	Passing of Contacor Bills of Electrical, Medical & Commercial Dept. including Passing and clearance of MAX.
				2.Govind Singh Rajput-AA	Passing of Contacor Bills of S & T Dept. including maintenance of Deposit X.
				3. Ram Raj Meena, Sr.Cashier	Passing Of Supplier bills and issue of TCs of HSD oil.
		10	Finance	Sh. G.P. Sharma	Fin-II
Sh. D.C.Tewari	Fin-I				
		11	Settlement	Sh.Banwari Lal Sh. A.K. Saluja Sh. M.K. Shekh Sh. Ramavatar Sharma Sh. Babu Lal Choudhary	INSP.
2. Sh. Mahipal Singh Rathore, Sr.Cashier	Revision of Pension cases of VII CPC.				
3. Sh R.C Grewal, AA	Settlement Cases of Mechanical & RPF department.				
4. Sh.Bhagirath Meena, AA	Settlement cases of Elect. S&T, DRM office & prepartion of settlemnet statement				
5.Sh. Anurag Sharma, AA	Settlement cases of Traffic & Commercial department.				
6. Smt. Madhu Sharma, AA	Revision cases of VII CPC.				
7. Sh. M S Bundel	Settlement cases of Engg. Deptt.				
8. Smt. Jai Shree Sharma, JAA	Deposit 'P', MPR, Receing of dak of settlement case , absentee statement etc. Budget of pension, Treasury and Postal Pen debits, Settlement of Accounts, Medical & RCT deptt. Preparation NPS payment Bills. Receiving of cheques and disposal.				

12	BR	Sh. O P Verma	Exp-I	Sh. Sunil Sharma, AA	Issue of Annual license fee bills of land, siding buildings, bills of way leave facilities LCs/ROBs. Maintenance & Reconciliation of BR/DR suspense register. Maintenance of Electric bills Register. Encashment of DD/Cheques of tender form fees, electric bills and license fee.
13	Inspection	Sh. Sushil Saxena	Settlement	1. Sh. S P Pareek, AA	All clerical work of Inspection section, allotment of monthly inspections and cashier inspection to Sr. SO/Sos Issue of Inspection reports, chasing of replies, preparation of various monthly, quarterly and annual returns of Inspection section, preparation of Annual Inspection Programme, chasing of replies of AJ section and all correspondence work related to Inspection Section.
14	AJ	Sh. Sushil Saxena	Settlement	1. Aslam Khan, AA	Receiving and disposal of all Audit Objections and all clerical work of AJ section.
15	E/ Susp	Sh. Sushil Saxena	EG.	1. Shiv Kumar Sharma, AA	Maintenance of House building advance suspense, MAE suspense (including CUG) Car Adv. Susp. and Computer adv., and Scooter adv. susp. Registers. Posting and reconciliation of debits & recoveries related to these suspense heads, reconciliation with GB, transfer of items of HBA, MAE, Car, Computer, Scooter, to other units and adjustment of debits and recoveries received from other units. All allied correspondence including preparation of JVs and clearance of old items from susp. heads. preparation of return related to these suspense heads.
16	Record	Sh. Bansidhar, RS	ADM		Maintenance of Record of Accounts Departments.
17	WA-I	Sh. Mohan Lal Saini	All Deppt. Except S&T and Elect.		Checking of estimate with the LAAR & BQ, Tender Schedule with the sanctioned estimate, LAAR, Briefing Notes, Quotations, Letter of Acceptance (LOA), Measurement books with Work Order, Contractor bills/Supplier bills, Variation statement, Work order & supplementary work order, Certification of fund, Control over expenditure by maintaining allocation wise register, Tender Monitoring System, Releasing of Security Deposit/EMD.

18	WA-II	Sh. P. S. Palawat	S&T and Elect Deppt.		Checking of estimate with the LAAR & BQ, Tender Schedule with the sanctioned estimate, LAAR, Briefing Notes, Quotations, Letter of Acceptance (LOA), Measurement books with Work Order, Contractor bills/Supplier bills, Variation statement, Work order & supplementary work order, Certification of fund, Control over expenditure by maintaining allocation wise register, Tender Monitoring System, Releasing of Security Deposit/EMD.
19	Stock Verification	Sh. Sriram Meena		1. J. D. Gurjar, SV 2. R.K. Meena, SV	POM, Mandays of SV's booked, MPR, Tentative programme of SV, Reply of outstanding Stock Sheets, SV's deputation approval, Annual verification programme, Test check, Half yearly arrear report, and related to S.V. Section.