

## Distribution of work amongst officers of Sr. DFM/Jaipur Office.

**(A) Sr. DFM :**

1. Overall Administration including Policy & Staff matters
2. Finance Proposals and Indents chargeable to Revenue
3. Tender Committee as per nomination

**(B) DFM :**

1. Finance- Detailed Estimates of Demand 16, Material Schedules, Deposit Works
2. Efficiency
3. Administration
4. Inspection & Audit
5. BR&DR and Sundry Earnings
6. Stock verification & Stock Sheets
7. Brief note vetting of ADFM I & JAG/SG/SAG level finance member TCs
8. Informal meetings with Unions
9. Record room management
10. Tender Committee as per nomination
11. Any other work assigned from time to time

**(C) ADFM-I :**

1. Establishment and E-Suspense
2. Expenditure
3. Finance – Vetting of AAC & Medical Reimbursements.
4. Finance cases and Estimates chargeable to Capital (Demand-16)
5. Computerization
6. Brief note vetting of ADFM II & SS level finance member TCs
7. Tender Committee of Engineering & Commercial Department
8. Any other work assigned from time to time

**(D) ADFM-II :**

1. PF
2. NPS
3. Books & Budget
4. RTI
5. Settlement & Pension Revision
6. Cash & Pay
7. Tender Committee of other than Engineering & Commercial Department
8. Any other work assigned from time to time

**(E) Link Arrangements :**

- \* DFM will look after the work of Sr. DFM in her absence.
- \* ADFM-I will look after the work of DFM in his absence.
- \* ADFM-II will look after the work of ADFM-I in his absence & Vice versa.