



उत्तर पश्चिम रेलवे
वरि. मण्डल वित्त प्रबंधक कार्यालय
अजमेर-305001

Sr. Divisional Finance Manager
Office, Ajmer-305001

No.AII/SR.DFM/ADM/Duty list

Date:- 23.10.2024

Sub:- Duty list of the sections of Sr.DFM Office Ajmer.

● **Administration Section:**

■ **Targets:**

- MPR to be submitted to Coordination Section by 1st of every month.
- IPAS exception report monthly compliance
- One field Inspection every month.
- Monthly Test Check.
- IT PORTALS – HRMS, IPAS, UMID, E-OFFICE, Any other portal assigned by higher authorities.

The work of Administration section of this office is distributed as under:-

1. Umesh Kumar (SSO/ADM and Audit)	1. Supervision of ADM Section. 2. Supervision of Audit Section. 3. All ids of staff in and out. 4. Preparation of Pension and Settlement cases 5. Any other work assigned by higher authorities 6. All Union related matters.
2. Hari Om Sharma, (AA)	1. Transfer, Promotion & Reversion and Name Noting of NG staff & all joining, posting, work of Gazetted and Non Gazetted & with posting of service sheet & HRMS Portal of the above orders. 2. All Departmental exam App-IIA, IIIA, Gr 'B' (70% & 30% departmental exams and work of Gr. 'D' to 'C' staff (LDCE 8 $\frac{1}{3}$ % & 25% seniority cum suitability) with assessment of vacancies & preparing & maintaining the Roster register for conducting the exam at Local Level, put-up to DFM for kind perusal. 3. Upkeep of policy files with MACP & assessment & preparing the MACP cases on due date for sanction. Checking of PF application (HRMS-Portal) & forward to next competent authority for sanction. 4. Verification of work of UMID card of serving employee of the office. 5. CG appointments & Staff training work & successfully trainees result posted in service sheet & HRMS-Portal. 6. Preparation & maintenance of Seniority list group D & C and circulate the relevant unit & staff and after filtration any complaints, final seniority list shall circulated 7. Fixation work of promotion of EG/NG Staff. 8. All payment and salary matters (incl. I-Tax & E-Filling of IT with the help of CA) & to submit IT statement monthly/quarterly and annually to CA) with checking & generation of form no. 16 of Gaz. & Non Gaz. Staff every year. 9. Up-keep & Maintenance of policy files related to salary & payment allowances and P.C. recommendation & checking of all allowances bills & preparation of Statement 40, Staff Statistics of the office & C&P Office. 10. Checking of TA, Contingent, Tuition Fee reimbursement bills, LTC cases, PF application (HRMS-Portal) & forward to next competent authority for sanction. 11. The work of E-APAR with offline old records of APAR. 12. Any other work assigned by higher authorities. 13. Court Cases/D&AR Cases with relevant record. 14. Preparation of cadre position and MCDO and any information sought by HQ.

3. Prakesh Chand Meena, (AA)	1. Personal Custody of service record/personal files of staff & Maintaining of Service record/Personal file with posting of all records i.e. Increments, Awards, training, change of any details in service particulars, penalties etc. (both service sheet & HRMS Portal. 2. Receiving all section muster sheet, checking of muster Roll leave application, posting of leave (both offline in leave files & HRMS portal.) 3. Verification of E-Pass declaration on HRMS-Portal of serving employees & retired employees and offline level with proper record with security of stock of offline Pass/PTO Books/Duty cards Passes & relevant record & declaration forms both serving and retired employees & record of metal pass. 4. Verification & updating of UMID cases of retired employees with TA office. 5. All Union related matters- Reply of PNM, informal, memorandum etc. (GM Level, NWREU, UPRMS, ASSOCIATION) with out-set & Correspondence work & Policy files of Union. 5. Checking & Dealing with the work of Leave Encashment. 6. The work of Gazetted & Non- Gazetted staff of all L.T.C preparation & put up for due sanction on E-Office. 8. Any other work assigned by higher authorities.
4. Hemant Kumar, (JAA)	1. Parliament Question & MOR, MOSR, MP & MLA letter. 2. Preparation of Pension and Settlement cases, with work of certification of qualifying service, no dues certificates, revision of retired person/ pension payment & preparing of pension cases & bills and kept of cases of retired employees' pension cases, bills and kept of cases of retired employees' pension cases with service file/personal. File of all retired employees & all work preparing to retiring employees, offline/HRMS portal with settlement office copy and service record. 3. All Quarter related work with allotment, recoveries and maintenance of Quarter allotment register, Priority register with policy file & survey of vacant quarters & put up to DFM. 4. RTI/CPGRAM questions related with portion; NEWARAN Portal. 5. Policy of Deputation & dealing work of deputation, name NOHQ register for transfer, other staff related matters. 6. IPAS exception report monthly compliance. 7. Any other work assigned by higher authorities. 8. All correspondence related to admin section
5. Praveen Kumar Verma, (JAA)	1. All work related with IT Section. 2. All ids of staff in and out 3. Updating of Service record and leave accounts on HRMS Portal. 4. Mapping of new modules on HRMS Portal. 5. E-Office work of section with maintaining the E-Office policy and E-Dak letters section, E-Office order work. 6. Any other work assigned by higher authorities. 7. All Honorarium proposals to DRM & HQ level.
6. Bharat Gome (JAA)- AUDIT	1 All correspondence related to audit matters. 2 MPR of audit and monthly compliance reports. 3. Any other work assigned by higher authorities.

Looking-after/pairing arrangements are as follows:

Employee Name	Pairing 1	Pairing 2
Hari Om Sharma, (AA)	Praveen Kumar Verma, (JAA)	Prakesh Chand Meena, (AA)
Hemant Kumar, (JAA)	Prakesh Chand Meena, (AA)	Praveen Kumar Verma, (JAA)
Praveen Kumar Verma, (JAA)	Hari Om Sharma, (AA)	Hemant Kumar, (JAA)
Prakesh Chand Meena, (AA)	Hemant Kumar, (JAA)	Hari Om Sharma, (AA)

- **Finance Section:**

- **Targets:**

- MPR to be submitted to Coordination Section by 1st of every month.
- Maintenance of Google sheet for all finance proposals and savings
- One field Inspection every month.
- Monthly Test Check.
- IT PORTALS – HRMS , IPAS , UMID, E-OFFICE , UDM, IRPSM , WCMS , RBCS , Any other portal assigned by higher authorities

- **Finance-1**

The work of Administration section of this office is distributed as under :-

1. Mukesh Sharma- (Sr.SO, Fin-I)	1. All kinds of proposals of Civil Engineering department i.e. Estimates, Quotations, deposit works, Zonal proposal, AMC, Cash Imprests, Stock Sheet, Indents, AAC proposals and other misc. proposals in both physical files as well as on various online portals such as E-Office, IRPSM, UDM, IR-RBCS. 2. All kinds of proposals of Mechanical department including Coaching i.e. Estimates, Quotations, M&P, IRSP, RSP, AMC, Cash Imprests, Stock Sheet, Stocking proposals, Indents, AAC proposals and other misc. proposals in both physical files as well as on various online portals such as E-Office, IRPSM, UDM, M&P and RSP portal. 3. Supervision and final review of work done by subordinate staff. 4. Any other work assigned by higher authorities..
2. Neetika Garg- (AA)	1. Entry and disposal of all proposals of Finance-I section. 2. All kinds of proposals of Civil Engineering department i.e. Estimates, Quotations, deposit works, AMC, Cash Imprests, Stock Sheet, Indents, AAC proposals and other misc. proposals in both physical files as well as on various online portals such as E-Office, IRPSM, UDM, IR-RBCS (Way-Leave Proposals). 3. All kinds of proposals of Mechanical department i.e. Estimates, Quotations, M&P, IRSP, RSP, AMC, Cash Imprests, Stock Sheet, Stocking proposals, Indents, AAC proposals and other misc. proposals in both physical files as well as on various online portals such as E-Office, IRPSM, UDM, M&P and RSP portal. 4. Providing and updating monthly information related to savings of Fin-I. 5. Any other work assigned by higher authorities.
3. Gaurav Kumar Bagoriya- (JAA)	1. Entry and disposal of all proposals of Finance-I section. 2. All kinds of proposals of Civil Engineering department i.e. Estimates, Quotations, deposit works, AMC, Cash Imprests, Stock Sheet, Indents, AAC proposals and other misc. proposals in both physical files as well as on various online portals such as E-Office, IRPSM, UDM, IR-RBCS (Way-Leave Proposals). 3. All kinds of proposals of Mechanical department i.e. Estimates, Quotations, M&P, IRSP, RSP, AMC, Cash Imprests, Stock Sheet, Stocking proposals, Indents, AAC proposals and other misc. proposals in both physical files as well as on various online portals such as E-Office, IRPSM, UDM, M&P and RSP portal. 4. Providing and updating monthly information related to savings of Fin-I. 5. Preparation of Quarterly information regarding earning proposals to be submitted to HQ- GM priority. 6. Preparation of Monthly position of Way-Leave Facility cases to be submitted to HQ. 7. Any other work assigned by higher authorities.

Pairing arrangement of staff working in the Finance -1:

Employee Name	Pairing 1
Mrs. Neetika Garg- (AA)	Mr. Gaurav Kumar Bagoriya- (JAA)
Mr. Gaurav Kumar Bagoriya- (JAA)	Mrs. Neetika Garg- (AA)

• **Finance-2**

The work of Administration section of this office is distributed as under:-

1. Satya Narain Saini (Sr.SO, Fin-II)	1. All kinds of proposals of Electrical-G and Electrical-TRD departments i.e. estimates, quotations, deposit works, AMC/CAMC, AAC, cash imprest, indents and other miscellaneous proposals in both physical files as well as on various online portals such as E-office, IRPSM, UDM & IR-RBCS. 2. All kinds of proposals of Signal & Telecommunication department i.e. estimates, quotations, deposit works, AMC/CAMC, AAC, cash imprest, indents and other miscellaneous proposals in both physical files as well as on various online portals such as E-office, IRPSM, UDM. 3. All kinds of proposals of Commercial, RPF, Accounts, TAO, Rajbhasha, Personnel departments i.e. estimates, quotations, deposit works, AMC/CAMC, AAC, cash imprest, indents and other miscellaneous proposals in both physical files as well as on various online portals such as E-office, IRPSM, UDM. 4. All variation IR- proposals, inclusion of new NS/SOR item and GST reimbursement of all departments in both physical files as well as on online portal WCMS. 5. All honorarium proposals of all departments. 6. Supervision and final review of work done by subordinate staffs. 7. Any other work assigned by higher authorities.
2. Deepak Sogra (JAA)	1. All kinds of proposals of Electrical-G and Electrical-TRD departments i.e. estimates, quotations, deposit works, AMC/CAMC, AAC, cash imprest, indents and other miscellaneous proposals in both physical files as well as on various online portals such as E-office, IRPSM, UDM & IR-RBCS. 2. All kinds of proposals of Signal & Telecommunication department i.e. estimates, quotations, deposit works, AMC/CAMC, AAC, cash imprest, indents and other miscellaneous proposals in both physical files as well as on various online portals such as E-office, IRPSM, UDM. 3. All kinds of proposals of Commercial, RPF, Accounts, TAO, Rajbhasha, Personnel departments i.e. estimates, quotations, deposit works, AMC/CAMC, AAC, cash imprest, indents and other miscellaneous proposals in both physical files as well as on various online portals such as E-office, IRPSM, UDM. Entry and disposal of all proposals of finance-II section. 4. All variation IR- proposals, inclusion of new NS/SOR item and GST reimbursement of all departments in both physical files as well as on online portal WCMS. 5. All honorarium proposals of all departments, Fair notes of Finance-II section and Prepare monthly/weekly position. 6. Nomination of Sr. SOs for tender/quotation opening. 7. Providing and updating monthly information related to savings of concerned section. 8. Any other work assigned by higher authorities.
2. Ajeet Singh Panwar (JAA)	1. All kinds of proposals of Electrical-G and Electrical-TRD departments i.e. estimates, quotations, deposit works, AMC/CAMC, AAC, cash imprest, indents and other miscellaneous proposals in both physical files as well as on various online portals such as E-office, IRPSM, UDM & IR-RBCS. 2. All kinds of proposals of Signal & Telecommunication department i.e. estimates, quotations, deposit works, AMC/CAMC, AAC, cash imprest, indents and other miscellaneous proposals in both physical files as well as on various online portals such as E-office, IRPSM, UDM. 3. All kinds of proposals of Commercial, RPF, Accounts, TAO, Rajbhasha, Personnel departments i.e. estimates, quotations, deposit works, AMC/CAMC, AAC, cash imprest, indents and other miscellaneous proposals in both physical files as well as on various online portals such as E-office, IRPSM, UDM. Entry and disposal of all proposals of finance-II section. 4. All variation IR- proposals, inclusion of new NS/SOR item and GST reimbursement of all departments in both physical files as well as on online portal WCMS. 5. All honorarium proposals of all departments, Fair notes of Finance-II section and Prepare monthly/weekly position. 6. Nomination of Sr. SOs for tender/quotation opening. 7. Providing and updating monthly information related to savings of concerned section. 8. Any other work assigned by higher authorities.

Pairing arrangement of staff working in the Finance -2:

Employee Name	Pairing 1
Deepak Sogra (JAA)	Ajeet Singh Panwar (JAA)
Ajeet Singh Panwar (JAA)	Deepak Sogra (JAA)

● **Finance-3**

The work of Administration section of this office is distributed as under :-

1. Taruna Mohnani (Sr. So. Fin.-III)	1. All kind of Financial Proposals (physical files as well as on e-office &UDM) of Operating, Safety, ZRTI-UDZ, RRB, GSU All (Works initiated before HQ letter Dt. 03.10.2024 – Re-organization of GSU in Divisions) Including IRPSM proposals (except variation). 2. Vetting of LOA & Contract agreements of all departments on IR-WCMS. 3. All kind of proposals of Medical department- Estimates, Quotations, extension of HVS Doctors, Empanelment of hospitals and extension thereof, Medical Re-imbursement and cases of CMP in medical. 4. Supervision and final review of work done by subordinate staff. 5. Any other work assigned by higher authorities.
2. Vandana Rawat (JAA)	1. Entry and disposal of all proposals of Finance-III section. 2. To assist in LOA & Contract agreements vetting of all departments on IR-WCMS; All kind of proposals of Operating, Safety, ZRTI-UDZ, RRB, GSU All(Work initiated before HQ letter Dt. 03.10.2024) & Medical department Estimates, Quotations, extension of HVS Doctor, Empanelment of hospitals and extension thereof as per direction of Sr. SO concerned. 3. Fair notes of Finance-III section. 4. Prepare weekly/monthly position. 5. Absentee Preparation and closer of muster. 6. Any other work assigned by higher authorities.
2. Chandra Prakash (JAA)	1. Entry and disposal of all proposals of Finance-III section. 2. To assist in LOA & Contract agreements vetting of all departments on IR-WCMS; All kind of proposals of Operating, Safety, ZRTI-UDZ, RRB, GSU All(Work initiated before HQ letter Dt. 03.10.2024) & Medical department Estimates, Quotations, extension of HVS Doctor, Empanelment of hospitals and extension thereof as per direction of Sr. SO concerned. 3. Fair notes of Finance-III section. 4. Prepare weekly/monthly position. 5. Absentee Preparation and closer of muster. 6. Any other work assigned by higher authorities.

Pairing arrangement of staff working in the Finance-3:

Employee Name	Pairing 1
Vandana Rawat (JAA)	Chandra Prakash (JAA)
Chandra Prakash (JAA)	Vandana Rawat (JAA)

- **Expenditure Section:**

- **Targets:**

- Action Taken Report on Exception Reports and MPR to be submitted to Coordination Section by 1st of every month.
- 1 field Inspection every month.
- IPAS exception report monthly compliance.
- Monthly Test Check.
- IT PORTALS – HRMS , IPAS , E-OFFICE ,WCMS, RBCS , MERS , Any other portal assigned by higher authorities.
- Suspense – MAX, DEPOSIT –X, DEPOSIT GST , DEPOSIT-WORKS ,DEPOSIT EMD

Sr.SO/Section	Dealing staff	Work / Unit
Sanjay Kumar Singh Sr. SO/Exp-I		Amrit Bharat Station Scheme FOB (15 combined stations) - All to Dungarpur GSU section and other section (included BPKH,MD), Sr.DME/P + EnHM Sr.DME/C&W + DSL Shed ABR , Sr.DEN/Co., DEN/S, Commercial, RPF, Personnel & ZRTI-UDZ, Vetting of WLC, 10 days & Monthly report, 15 days CAPEX Report, Expenditure Exception reports compliance ,Monthly statement of Cleanliness & AMC, Policy matters pertain to Exp. I section. <u>Suspense accounts – MAX,DEPOSIT-X, Deposit EMD</u>
	1. Deeksha Khandelwal, AA.	Sr.DME/P + EnHM Sr.DME/C&W + DSL Shed ABR, MAX , MPR, MCDO, Completion Report, All cases like, GeM bills Quotation TRI & Grievances, Misc. bills etc., pertains to above departments. Any other work assigned by higher authorities..
	2. Rajesh Sharma, AA.	Electricity Bills, BG-FDR - Online / Offline, Posting on IPAS, Online PG confirmation in IR-WCMS, Any other work assigned by higher authorities, Deposit EMD
	3. Ankit Sharma, JAA	Bills of GSU and Amrit Bharat Station Scheme - All to Dungarpur section and other section, MD-Puskar, Amrit Bharat Combined(15 stations), Quarterly, Half yearly and Annual report, MCDO,
	4. Jitendra Singh, JAA	Sr.DEN/Co., DEN/S, Commercial, RPF, Personnel & ZRTI-UDZ, Deposit-X , All cases like, GeM Bills, RTI & Grievances, Income Tax upload, TDS Certificate, pertains to above departments Sr DMM, Operating & Sr. DSO, RRB All cases like, GeM Bills Quotation RTI & Grievances. Misc Bills pertains to above departments, Statement-3 & 11 Any other work assigned by higher authorities.
Sh.Yogesh Gupta, Sr. SO /Exp-II		Medical Bills including Empanelled Hospitals,labs etc ,GST Reconciliation, GSU and Amrit Bharat Station Scheme - All to Palanpur section, Sr.DEN/E, Sr.DEN/W, Electrical G ,Electrical TRD, , S&T , All Supply Bills , BR/DR ,Way leave cases vetting ,Any queries/reports received /send to HQ/Rly Board, Policy matters pertain to exp. II Section, Expenditure Exception reports compliance <u>Suspense Accounts- Deposit GST, Deposit –Works</u>
	1. Hemant Bari, AA.	Medical Bills including Empanelled Hospitals, Sr.DEN/E, Sr.DEN/W, All cases like, Gem Bills Quotation RTI & Grievances, Unsanctioned expenditure, Misc. Bills etc. pertains to above departments, Any other work assigned by higher authorities.
	2. Dimpy Sharma AA.	Electrical TRD, S&T Bills, Water bills, Telephone & CUG Bills, Accounts & Traffic Account. All case like GeM Bills, Quotation RTI & Grievances, pertaining to above departments Any other work assigned by higher authorities.
	3. Kapil Vijayvargiya, JAA	BR/DR , DD/Cheques received & send to C&P office, Dues Recoverable, Way leave facilities, Vetting of Way leave cases, Vetting of Land licensing cases, Any other work assigned by higher authorities.Statement-38 ,RTI & Grievances ,LWS check and pay, MCDO , Any other work assigned by higher authorities.
	4. Vijay Prajapat, JAA	Electrical G, Imprest Bills of all departments, All Supply Bills, and GST Reconciliation, 26Q IT Report of contractor, Deposit GST . All cases like GeM Bills Quotation RTI & Grievances. Misc Bills etc. pertains to above departments. Any other work assigned by higher authorities..
	5. Karan Jain, JAA	Bills of GSU and Amrit Bharat Station Scheme - All to Palanpur section, Deposit –Works . Any other work assigned by higher authorities.

Pairing arrangement of staff working in the Expenditure section:

Staff's pairing:	1st Pairing	2nd Pairing
Deeksha Khandelwal	Ankit Sharma	Rajesh Sharma
Ankit Sharma	Deeksha Khandelwal	Ankit Sharma
Rajesh Sharma	Ankit Sharma	Deeksha Khandelwal
Jitendra Singh	Deeksha Khandelwal	Rajesh Sharma
Hemant Kumar Bari	Karn Jain	Dimpy Shrama
Dimpy Shrama	Vijay Prajapat	Karn Jain
Karn Jain	Kapil Vijayvargiya	Hemant Kumar Bari
Kapil Vijayvargiya	Karn Jain	Vijay Prajapat
Vijay Prajapat	Dimpy Sharma	Kapil Vijayvargiya

Inspection Section:**▪ Targets:**

- MPR to be submitted to Coordination Section by 1st of every month.
- Monthly Test Check.
- IT PORTALS – HRMS ,E-OFFICE ,E-Inspection, Any other portal assigned by higher authorities

1. Balbeer Kumar Verma (Sr. S. O.)	1. Supervising the inspection section. 2. To inspect various executive offices and stations. 3. To prepare inspection reports. 4. Preparing monthly, quarterly, half yearly returns and sending them to the headquarters. 5. To respond to inspection notes issued by officers and inspection reports of Headquarters and Railway Board. 6. Spot check of pension payment - Reconciliation of pension shown in bank debit scroll with the pensioners file kept in the custody of the bank, thereafter preparing a report of it. Apart from this, checking the life certificate and checking whether the pension is being paid by the bank to the pensioner/family pensioner as per the life certificate. 7. Replying to letters from Head Office level.
2.Shubham Jatav (JAA)	1. Compiling the inspection notes issued by the officers and the replies to the inspection reports of Headquarters and Railway Board and sending them for further action. 2. To assist in preparing the inspection reports of inspections conducted by himself and the officers. 3. After inspection of the executive office, receiving the accounting report part I & II from all the sections which were allotted to the executive office for inspection. After that, matching the compliance report from the executive office with the inspection report, and then putting it up to the competent authority for closing through a note etc. 4. If after inspection, reply to accounts inspection Report Part I & II is not received from the Executive Office, then send them a letter/reminder to call for compliance report etc. 5. Monthly returns should be prepared by the 3rd of every month and sent to the headquarters. Similarly, quarterly and half-yearly returns should be prepared and sent to the headquarters. 6. Performing other office work as assigned by Senior Section Officer/Inspection Section/Officers etc.
2. Mohit Saini (JAA)	1. To assist in preparing the inspection reports of inspections conducted by himself and the officers. 2. Before going to the bank for spot check of pension payments, submit the Authority Letter and a copy of the Bank Debit Scroll from FTP to the Senior Section Officer/Staff selected for spot checking of Pension. If any other information or documents are sought by the Senior Section Officer/Staff which are relevant to the spot check and are available in the Inspection Section, then they should also be made available. 3. Taking the spot check report and other documents from the allotted senior section officer for spot checking of pension at the bank and sending the spot check report to the concerned bank and CPPC bank. 4. In the Bank Inspection Report, entry of excess payment made by the pensioner / family pensioner in the concerned bank recovery register or Excel Sheet and ascertaining this recovery from the concerned bank debit scroll every month / entering the one time recovery and sending the known excess payment and recovery of the pensioner / family pensioner along with a letter to the Headquarters every month. 5. Performing other office work as assigned by Senior Section Officer/Inspection Section/Officers etc.
3. Vishal Meena (AC)	1. Receiving section's mail, recording it in the section's mail register and replying to it. 2. E-Dak the returns and other letters to be sent to the headquarters. 3. Ensuring receipt of compliance reports of accounts inspection and spot check reports. 4. To assist in preparing the inspection reports of inspections conducted by himself and the officers. 5. After inspection of the executive office, receiving the accounting report part I & II from all the sections which were allotted to the executive office for inspection. After that, matching the compliance report from the executive office with the inspection report, and then putting it up to the competent authority for closing through a note etc. 6. If after inspection, reply to accounts inspection Report Part I & II is not received from the Executive Office, then send them a letter/reminder to call for compliance report etc. 7. Taking the spot check report and other documents from the allotted senior section officer for spot checking of pension and sending the spot check report to the concerned bank and CPPC bank. 8. Performing other office work as assigned by Senior Section Officer/Inspection Section/Officers etc.

Pairing arrangement of staff working in the Inspection :

Employee Name	Pairing 1	Pairing 2
Shubham Jatav (JAA)	Mohit Saini (JAA)	Vishal Meena (AC)
Mohit Saini (JAA)	Vishal Meena (AC)	Shubham Jatav (JAA)
Vishal Meena (AC)	Shubham Jatav (JAA)	Mohit Saini (JAA)

● **Books and Budget Section:**

▪ **Targets:**

- MPR to be submitted to Coordination Section by 1st of every month.
- IPAS exception report monthly compliance
- Clearance of Suspense -Deposit Books , RIB, Reconciliation
- Monthly Test Check.
- Monthly Field Inspection
- IT PORTALS – HRMS , IPAS , E-OFFICE ,MERS, SBI-REPORTS,G- SUSPENSE, Any other portal assigned by higher authorities

1. Vipin Runwal (Sr.S.O.-B&B)	1. Requisition of cheques and issue to cheque writer & maintenance of cheque issue register. 2. Maintenance of Capital Grant (CAPEX),Revenue Grant & Railway earning (X,Y & Z on originating basis) and updated in concern return. 3. Maintenance of extra budgetary resources file for information to HQ. 4. Maintenance of Policy Circular file. 5. Receipt and disposal of RTI Grievance. 6. All work related to fund certification (both Revenue & CAPEX) 7. Books and Budget Exception reports compliance 8. Reply to AJ section in connection with Audit, HQ and Rly. Board inspection report. 9. Coordinate with section, HQ and any other work entrusted by ADFM, DFM & Sr. DFM. 10. Supervision of the work of Books & Budget Section staff.
2. Vinay Kumar Panwar (A.A.)	1. Preparation /Control of Estimate of Exchequer and submission to HQ/Bks. 2. Compilation and submission of Actual Cash Outgo Amount to HQ/Bks. 3. Works related to Demand -10 Fuel (SMH- 08) Foreign and Home Railway and accountal of expenditure. 4. Maintenance of D-16 day book source of fund and plan head wise & tally with account current 5. Review of CAR and workout wrong booking and carried out necessary correction with help of concern section. 6. Compilation and submission of all CAPEX Budget Estimates to HQ.(Budget requirement will be collect from concern department) 7. Distribution of OBG/RG & FG and Redistribution or Re- appropriation of Grant. 8. Preparation & submission of Appropriation Account (CAPEX) to HQ/Audit. 9. Journalization of D-16 Adjustment Memo. 10. Cheque Printing when required.(In case when payment mode in cash/cheque/demand draft) 11. Collect cash paid voucher from Pay office & issue Acquittance Certificate. 12. Preparation of CIPS unpaid JVs and inform to concern section and watch on its clearance. 13. Reconciliation of Cheques & Bills and CIPS Suspense and tally with GB. 14. Maintenance of Online G-Suspense tally with bks :- a. DEPOSIT CIPS b. DEPOSIT MISC TDS CGST c. DEPOSIT MISC TDS SGST d. DEPOSIT MISC TDS UGST e. DEPOSIT MISC TDS IGST f. LABOUR CESS CHARGE g. DEPOSIT CGST RCM TAX LIABILITY h. DEPOSIT SGST RCM TAX LIABILITY i. DEPOSIT UGST RCM TAX LIABILITY j. DEPOSIT IGST RCM TAX LIABILITY k. DEPOSIT H.S.D.OIL 15. Segration of Sundry earning from online EMD & booked to proper head of sundry earning.
3. Kalua Ram(AA)	1. All work pertaining to transfer transaction i.e. TCs & ATCs (Foreign Railway including HSD Oil TCs) 2. All work pertaining to transfer transaction i.e. TCs & ATCs (Inter Division) 3. Journalization of Foreign Railway Adjustment Memo. 4. E Dak to all Branch /HQ

4. Prateek Gupta (JAA)	1. Compilation and submission of Monthly/Final Account Current (Both Revenue & Capital) with allied statement & submission to HQ/Audit office. 2. Posting & reconciliation of deposit books register. 3. Preparation of General Book & Suspense and reconcile with respective section's ledgers. 4. Reconciliation of RIB from Debit/Credit Scroll of SBI Ajmer to Cash office. 5. Cheque Printing when required.(In case when payment mode in cash/cheque/demand draft) 6. Preparation of Annual returns 7. Block Account 8. Bulk order statement/Rolling stock statement 9. Statement of expenditure of New Lines. 10. Statement of TWFA 11. Debit Head Report. 12. Statement No -XII (Guage wise) 13. Statement No 2A /Capital at chage) 14. Preparation & submission statement of Gauge wise . 15. Preparation & submission statement of TWFA 16. Preparation & submission statement of Residence and Welfare building. 17. Preparation & submission statement of TVRA. 18. Preparation & submission statement of Statement No. 4(a) 19. Monthly compilation of various TDS return (24-G) and sent to TIN facilitation center for filing the same . 20. Compilation of yearly FAR/CAR/CLR on ARMS Module and sent to onward . 21. Preparation of Half yearly statement of Material at site account and audited copy submission to HQ. 22. Preparation of Annual report of Uneconomic branch lines and new lines and submission to HQ. 23. Preparation of losses, theft and fraud statement sent to HQ & audit. 24. Preparation cheque indent and sent to HQ/Books Section.
5. Himanshu Goyal (JAA)	1. Preparation daily abstract for payment with maintance of drawing register, Cash outgo register, Cheques Continuity & Cheques Inventory register 2. Post Audit of Paid Bills and mension DC no. on it sent to record room to be kept in archives further action. 3. Distribution of civil grant, collect requirment and preparation appropriation to submission to HQ. 4. Preparation and submission the periodical position of OWE & CAPEX in form of PCDO, MCDO & PI to Sr. DFM/AII. 5. Preparation of Demand Draft from SBI & Collet and sent to Cocern Department with Reg. Post. 6. Complilation and submission of all Revenue Budget Estimates to HQ.(Budget requirment will be collect from concern department) 7. Distribution of OBG/RG & FG and Redistribution or Re- appropriation of Grant. 8. Preparation & submission of Appropriation Account (Demand No-2 to 13) to HQ/Audit. 9. Review of Actual expenditure VIS-À-VIS Budget Grant. 10. Review of RAR and workout wrong booking and carried out necessary correction with help of concern section. 11. Letter to all branch officer in connection with control over expenditure per month with showing Budget Grant & Actual Expenditure. 12. Preparation & submission of Appropriation Account (Demand No-2 to 13) to HQ/Audit. 13. Preparation & submission of Financial Review Presentation to Sr. DFM/ DRM. 14. Preparation of absentee statement of Books & Budget section and submission to ADM Section. 15. Get RIB code from HQ BKS of officers. 16. Spaceman sagnature sent to Chest Branch when required. 17. Maintainance of files/register related to cheque issued

Pairing arrangement of staff working in the Books & Budget:

Employee Name	Pairing 1	Pairing 2
Vinay Kumar Panwar (A.A.)	Himanshu Goyal (JAA)	Kalua Ram(AA)
Prateek Gupta(JAA)	Vinay Kumar Panwar (A.A.)	Himanshu Goyal (JAA)
Himanshu Goyal (JAA)	Kalua Ram(AA)	Prateek Gupta(JAA)
Kalua Ram(AA)	Prateek Gupta(JAA)	Vinay Kumar Panwar (A.A.)

● **Section –Misc :**

■ **Targets:**

- MPR to be submitted to Coordination Section by 1st of every month.
- 1 field Inspection every month.
- Monthly Test Check.
- IT PORTALS- IPAS , UDM , E-OFFICE , Any other portal assigned by higher authorities

The work of Miscellaneous section of this office is distributed as under:-

1.Mahipal Raiya, Sr. S.O.	1. Administration II Keeping an eye on the work of all the employees working in the section and getting the work completed on time. 2. To get the sensitive works like court, vigilance related works completed on time. 3. Working in coordination with the contractors of vehicles processed in office work and ensuring their timely payment. 4. Keeping an eye on the status of all resources used in the office and ensuring their availability as per requirement and in a proper manner. 5. Update the monthly progress report of the work related to Miscellaneous section and send it to the Coordination Section. 6. Keeping an eye on the work of office assistants posted in the office and engaging them in appropriate work. 7. Ensuring office use of computer imprest and general imprest as per financial justification, payment should be made to the concerned persons. 8. Keeping an eye on incoming and outgoing mail online/offline and ensuring mail delivery as per work process in the office. 9. Considering money based postal documents as sensitive, ensuring their maintenance. 10. Liaising with various departments to get the necessary services of the office completed and ensure payment for all contract based works. 11. Providing vehicles and other appropriate services to senior officials coming from outside the office. 12. To complete all other tasks which are directed by higher authorities
2.Rupendra, JAA	1. Preparing report as per internal investigation on court cases and sending it to Railway Advocate. 2. Sending monthly update of the status of cases pending in various courts to MCDO/PCDO Headquarters. 3. Conducting internal checking of LOG Book of vehicles running in the office and preparing bills of vehicle contractors and sending the same to Expenditure Section within due time. 4. To get the various facilities required by the office completed in a timely manner by preparing justification keeping in view the norms set as per MSOP and Headquarters policy through SPC/Quotation Tender or other tenders. 5. Prepare bills for Computer Improvement / General Improvement and remit it to Expenditure Section within due time. 6. To repair the damaged furniture and other facilities available in the office. 7. Updating the Aadhaar number of CUG SIM of all office employees and maintaining record of SIM distribution as per changes. 8. Providing DSC, Identity Card to office staff as per requirement in a proper manner. 9. To get the suitcase purchase reimbursed to the supervisor and officers. 10. To fulfill computer related requirements by coordinating between all the sections. 11. To ensure that all other works other than the above are completed on time as directed by higher authorities
Sh. Aziz Kathat, Accounts Clerk	1. Receiving all types of mail like Board/Headquarters/Local mail. 2. To ensure receipt of e-mail related to the office. 3. While scrutinizing the mail, if any mail from other office is received then it should be immediately delivered to the concerned office and record of receipt from that office should be maintained. 4. Preparing postal pad of received mail and getting it verified from S.A.A./Misc. and sending it to higher authorities. 5. Getting the postal marking done by higher officials, entering the post in the register and distributing it to the concerned section. 6. Entering all the money based documents received such as cheque, DD, receipt, ticket in the register and also ensuring their disposal is visible in the register.

	7. Settlement of postal dispatch registry should be done daily. 8. It should be ensured that the daily postal and money based documents which are left in hand in the evening due to some reason are kept in lock. 9. To record and identify the T&P items of the office at designated places and ensure proper arrangement of all furniture in the office premises. 10. To place demand of stationery on UDM at fixed time as per the demand and to arrange for other stationery from market apart from UDM. 11. To ensure timely completion of other works apart from the above as directed by Sr. Section Officer/DFM/SR DFM
Sh. Prabhu Singh, Accounts Clerk	1. To obtain and maintain all records of the office as per the need. 2. To provide records by sorting them out as per the requirement of all sections at the right time. 3. Making records available to other departments such as audit, vigilance etc. after obtaining jurisdiction in time. 4. To get the expired records destroyed in due course in the record maintenance process as per Headquarter Office policy. 5. To ensure timely completion of all other works as directed by Sr. Section Officer/DFM/SR DFM

Pairing arrangement of staff working in the Misc Section:

Employee Name / Shri/SMT.	Pairing 1	Pairing 2
Rupendra, JAA	Aziz Kathat, Accounts Clerk	Prabhu Singh, Accounts Clerk
Aziz Kathat, Accounts Clerk	Prabhu Singh, Accounts Clerk	Rupendra, JAA
Prabhu Singh, Accounts Clerk	Rupendra, JAA	Aziz Kathat, Accounts Clerk

• **SECTION- PENSION-1**

Sr.SO/Pension-1 :

- MPR to be submitted to Coordination Section by 1st of every month.
- One field Inspection every month.
- IPAS exception report monthly compliance
- Monthly Test Check.
- Suspense – Deposit- Pension
- IT PORTALS- IPAS , ARPAN , Any other portal assigned by higher authorities

S.No.	Name of staff	Description of work/duty
1	Mahesh Chandra(Sr. SO)	1. Responsibility of efficient and expeditious disposal of work. 2. To ensure that cases are not held up at any stage. 3. Management and co-ordination of the work. Maintenance of order and discipline in the section. 4. Replies to Railway Board Inspection Reports and Audit objection reports. 5. All the matters in connection with arranging the payments of final settlement due, DCRG, Commutation and GIS, Pension etc. in favour of the railway employees who retiring on superannuation from the Railway service. 6. Communication from PF section regarding no dues 7. Reconciliation monthly report
2	Himmat Singh, A.A.	1. Scrutinizing/checking of all the documents related to settlement cases and service sheets of Railway employees of Ajmer division retiring on superannuation (as per age limit) as well as settlement calculation sheet, mathematical calculation of bills of DCRG, COMMUTATION & GIS received in this office from Executive Offices. 2. After completing necessary process for passing final settlement amount due in favour of the employees, prepare & generate CO6, CO7 and forward to next competent authority. Issuing PPOs of the railway employees retiring on superannuation and send to HQ for countersignature and doing online e-PPO. 3. After receiving the same from HQ, make entry in the service register, attach the PPO copy, prepare list and send it to the concerned Executive Office. Issuing revised PPO for changes made due to revision in the salary of previously retired railway employees and also passing bills for difference in the amount of DCRG due to increase in D.A. from time to time. 4. Any other work assigned by higher authorities.
3	Sant Kr.Meena, A.A.	1. Checking the release order of CGEGIS amount under age-based retirement (on superannuation) cases. 2. As per the new orders received under the Pay Commission, the retirement (on superannuation) cases re-examine as per the above mentioned Para-1, i.e.; checking the bills of the difference amount, preparing CO6, CO7 and completing the payment process. 3. Preparing revised PPOs and send to HQ for countersignature. After receiving the same from HQ, make entry in the service register, attach the PPO copy, prepare list and send it to the concerned Executive Office. 4. Internal scrutiny of normal retirement cases wherein salary was not revised due to promotion at the last moment. On receipt of such cases later, check and prepare CO6 and CO7 for payment of difference amount. Preparing revised PPOs and send to HQ for countersignature. 5. After receiving from HQ, make entry in the service sheet, attach the PPO copy, prepare a list and send it to the concerned Executive Office. 6. Dealing with the work related to Ex-gratia pension. 7. Dealing with correspondence related to normal retirement cases. 8. Performing tasks etc. as directed by higher authorities from time to time. 9. Any other work assigned by higher authorities.
4	Rahul Kumawat, JAA	1. Deposit 'Pension' : Work of posting and reconciliation of Deposit 'Pension'. Preparing monthly status statement related to Deposit 'Pension' and send to ADRM-Ajmer. 2. Preparing MCDO of Internal check after checking of debit scrolls of Banks and send it to the HQ. 3. Mismatch items : Work of matching regular PPOs issued every month with the debit scrolls of banks is done and if the pension does not match with the PPO, then a list is made and sent to the HQ.

		4. Claim of concerned Railway employee/Railway pensioner/Family pensioner for releasing the amount lying in Deposit 'Pension' on account of different reasons, received in form of Pay Order through Executive Offices. 5. Drive of 80+ cases 6. After making necessary process like; internal scrutiny/checking in all aspects, prepare CO6 & CO7 for releasing the amount and forward to competent authority. Preparing of Monthly/Half Yearly statement. Performing tasks etc. as directed by higher authorities from time to time.
5	Vikran Banoda, A.C.	1. Preparing revised PPO related to Pre-2016 completing necessary checking of revised pension cases and send to HQ. for countersignature. 2. After receiving it from HQ, make entry in the service register, attach copy of PPO, prepare a list and send it to the concerned Executive Office. 3. Preparing replies / correspondence related to complaints/letters received from pensioners. 4. Preparing Casual Leave register of the employees working in the section as well as prepare absentee statement as per leaves taken by the employees and to do the related correspondence. 5. Dealing with the work related to Postal debit. 6. Performing tasks etc. as directed by higher authorities from time to time.

Pairing arrangement of staff working in the Pension-1 :

		1 st	2 nd	3 rd
1.	Himmat Singh, AA	Sant Kr. Meena, AA	Rahul Kumawat, JAA	Vikram Banoda, AC
2.	Sant Kr. Meena, AA	Himmat Singh	Rahul Kumawat	Vikram Banoda
3.	Rahul Kumawat	Sant Kr. Meena	Vikram Banoda	Himmat Singh
4.	Vikram Banoda	Rahul Kumawat	Sant Kr. Meena	Himmat Singh

● **Section- Pension-2**

- MPR to be submitted to Coordination Section by 1st of every month.
- 1 field Inspection every month.
- Monthly Test Check.
- Suspense – Deposit Pension
- Pension Exception reports compliance
- IT PORTALS- IPAS , ARPAN , Any other portal assigned by higher authorities.

Dinesh Kumar Sharma, Sr.S.O.	○ General Supervision of Section. ○ Responsible for all work being dealt in section. ○ Maintenance of policy file. ○ Maintaining test check register and calendar of returns. ○ Pension Exception reports compliance ○ Reconciliation monthly report ○ Re grant and ONR cases ○ Compilation and submission of information called for by HQ. ○ Any other work entrusted by higher officials. ○ Communication from PF section regarding no dues
Nitin Kumar Jirotia, Accounts Assistant	1. Internal checking of all Re-grant Family Pension cases with other related works i.e. issuing of PPO & sent to HQ for counter signature. 2. Internal check of Re-grant case & deal with all related works i.e. write letter to bank for overpayment received for bank cases, last payment given statement from Bank. 3. All work related with Attendance Register of Pension Section – II viz. maintenance of C. L. Register, Preparation of Absentee statement etc.
Satish Kumar Dhawria, Jr. Accounts Assistant	1. Dealing with public Grievances, CPGRMS, RTI case and union matters with correspondence and chasing of reply thereof. 2. Receipt & disposal of Dak of Pension-II section. 3. Accountal of DDs received from banks against over payments of pension & deposit (during internal check & bank inspection) the same in Railway account. 4. Dealing with miscellaneous correspondence. 5. To see E-DAK every day. 6. Any other work entrusted by higher officials.
Manoj Kumar Sharma, Jr. Accounts Assistant	1. Internal checking of ONR settlement cases received in Pension – II Section every month with Data Sheet & Service Sheet and other related works i.e. issuing of PPOs. 2. Enlisting & Submission of ONR PPOs to HQ for Counter signature Preparation & Submission of monthly NPS Pension bills related with NPS Employee death cases to NPS section as per revised JPO and other allied work. 3. Issuing revised PPO for changes made due to revision in the salary of previously retired railway employees and also passing bills for difference in the amount of DCRG due to increase in D.A. from time to time. 4. Checking & passing of Commutation bill of railway employees who are retiring V.R. on M.G. and Compulsory retirement. 5. MCDO related information about ONR settlement cases regarding monthly receipt of cases clearance.
Nikhil Khinchi, Accounts Clerk	1. Internal checking of ONR settlement cases PPOs. 2. Assisting in internal checking of ONR settlement cases. 3. Assisting in internal checking of Re-grant Family Pension cases. 4. Review of additional pension to Railway Pensioner who attaining the age 80 or above, is being undertaken by the staff of Pension-I & Pension-II. 5. Drive of 75+ cases 6.

Pairing arrangement of staff working in the Pension-2:

Employee Name / Shri/SMT.	Pairing 1	Pairing 2
Nitin Kumar Jirotia, AA	Satish Kumar Dhawria, JAA	Manoj Kumar Sharma, JAA
Nikhil Khinchi, Accounts Clerk	Nitin Kumar Jirotia, AA	Satish Kumar Dhawria, JAA
Satish Kumar Dhawria, JAA	Nikhil Khinchi, Accounts Clerk	Nikhil Khinchi, Accounts Clerk
Manoj Kumar Sharma, JAA	Satish Kumar Dhawria, JAA	Shri Nitin Kumar Jirotia, AA

- **Section- ESTABLISHMENT-1**

- MPR to be submitted to Coordination Section by 1st of every month.
- One field Inspection every month.
- Monthly compliance of exception reports
- Monthly Test Check.
- IT Modules- IPAS, HRMS, Any other module assigned by higher authorities.

Sr.SO/Estt.I : Banshi Lal Meena	1. Supervision of Estt.-1 Section. 2.Ensuring clearance off all dues of transfer out cases 3. Any other work given by ADFM/ DFM/Sr. DFM.		
Rakesh Sisodiya, AA	S.No.	Bill Unit	Name of Bill Unit
	1.	3021	ACCOUNTS (SR.DFM'S OFFICE)
	2.	3022	ACCOUNTS/WR
	3.	3078	PERSONNEL/AJMER
	4.	3091	RESIDENT DOCTORS
	5.	3128	GATI SHAKTI RE-ENGAGEMENT
	6.	3143	OPTG/UDZ/LINE
	1. Work of Change Card vetting and Online DD vetting 2. Checking and passing the paysheets of employees related to the above bill unit (CO 6 & CO 7), entering them in the register and sending the bills to the Books section. 3. Supplementary Bills, NPS of employees related to the above bill unit should be checked and passed 4. Sending the bills to the Books section after entering them in the register. Checking the Due Drawn and Pay Fixation and doing the Vetting and entering them in the Service Sheet to do . 5. Checking and passing the vouchers related to all bill units like TA, CTG, Leave Encashment, OT, Child Education. 6. Checking and passing the Supplementary Leave Bills of retired and VR employees and entering them in the register 7. Correspondence related to the above bill units, making savings, LPC vetting of transferred employees. 8. To verify the confirmation of the new employee. 9. To certify the last pay of the employees. 10. To check, verify and pass the LVS, DA Arrears of retired employees. 11. Prepare Monthly Scale Check position. 12. Preparing weekly DD and fixation position. 13. To check and pass the bonus bills of all employees.		

<u>Archana Chauhan, AA</u>	SR. NO.	BILL UNIT NO.	NAME ON BILL UNIT
	1	3099	DSK(STOR)AJMER
	2	3103	S&T/LINE-AII
	3	3112	CTCI/AJMER
	4	3211	IOW WATER SUPPLY/AII
	5	3236	SSE (P.WAY) BNGM
	6	3237	SSE PWI, SOUTH-AII
	7	3239	SSE P.WAY/BER
	8	3264	SSE/ELECTRICAL/SOD/MT
	9	3266	SSE WORKS NORTH-AII
	10	3271	SSE/SIG/SOD
	11	3278	CWS/ABU ROAD
	12	3285	ENG.AJMER
	13	3081	TRADE APPRENTIE
	1. Work of Change Card vetting and Online DD vetting 2. Checking and passing the pay sheets of employees related to the above bill unit (CO 6 & CO 7), entering them in the register and sending the bills to the Books section. 3. Checking and passing the Supplementary Bills, NPS of the employees related to the above Bill Unit, entering them in the register and sending the bills to the Books Section. 4. Checking the Due Drawn and Pay Fixation, doing the Vetting and entering it in the Service Sheet. 5. Checking and passing the vouchers related to all bill units like TA, CTG, Leave Encashment, OT, Child Education. 6. Checking and passing the Supplementary Leave Bills of retired and VR employees and entering them in the register 7. Correspondence related to the above mentioned bill units, doing the moving, LPC vetting of transferred employees. 8. To verify the confirmation of the new employee. 9. To certify the last pay of the employees. 10. Checks, verifies and passes the LVS, DA Arrears of retired employees. 11. Preparing Monthly Scale Check position. 12. Preparing weekly DD and fixation position. 13. To check and pass the bonus bills of all the employees. 14. To receive Daak, read E daak and inform to Sr.SO.		
<u>Jitendra Jain, AA</u>	S.No.	Bill Unit	Name of Bill Unit
	1.	3004	RPF
	2.	3014	RPF/ABR
	3.	3017	RPF UDZ KLH
	4.	3092	MEDICAL/AII
	5.	3250	LOCO -NON RUNNING/MJ
	6.	3262	LOCO NON RUNNING/ DSL
	7.	3275	CWS/AII
	8.	3303	S&T
	9.	3318	RPF/WS-AII
	10.	3321	DSC MINISTRIAL
	11.	3575	RPF TRAINEES
	12.	3945	SSE(W)STATION -AII
	1. Work of Change Card vetting and Online DD vetting 2. Checking and passing the paysheets of employees related to the above bill unit (CO 6 & CO 7), entering them in the register and sending the bills to the Books section. 3. Checking and passing the Supplementary Bills, NPS of the employees related to the above Bill Unit, entering them in the register and sending the bills to the Books section. 4. Checking the Due Drawn and Pay Fixation, doing the Vetting and entering it in the Service Sheet. 5. Checking and passing the vouchers related to all bill units like TA, CTG, Leave Encashment, OT, Child Education. 6. Checks and passes the Supplementary Leave Bills of retired and VR employees and enters them in the register. 7. Correspondence related to the above bill units, saving, LPC vetting of transferred employees 8. To verify the confirmation of the new employee. 9. To certify the last pay of the employees. 10. To check, verify and pass the LVS, DA arrears of retired employees.		

	11.Preparing Monthly Scale Check Position. 10.Preparing weekly DD and fixation position. 11.To check and pass the bonus bills of all the employees. 12.Miscellaneous work.		
<u>Neelu Mathur, AA</u>	S.No.	Bill Unit	Name of Bill Unit
	1.	3238	SSE(SIG.)-All
	2.	3247	LOCO NON RUNNING/All
	3.	3274	SSE/P.WAY-MVJ
	4.	3286	IOW/MVJ
	5.	3287	SSE/P.WAY-UDZ
	6.	3290	SSE/P.WAY-RPZ
	7.	3329	CHI/All
	8.	3363	RRB CLASS-III STAFF
	9.	3937	SSE/TL-All
	1. Work of Change Card vetting and Online DD vetting		
	2. Checking and passing the pay sheets of employees related to the above bill unit (CO 6 & CO 7), entering them in the register and sending the bills to the Books section.		
	3. To check and pass the Supplementary Bills, NPS of the employees related to the above Bill Unit, enter them in the register and send the bills to the Books Section.		
	4. After checking the Due Drawn and Pay Fixation, doing the Vetting and entering it in the Service Sheet.		
	5. Checking and passing the vouchers related to all bill units like TA, CTG, Leave Encashment, OT, Child Education.		
6. Checking and passing the Supplementary Leave Bills of retired and VR employees and entering them in the register			
7. Correspondence related to the above bill units, making savings, LPC vetting of transferred employees.			
8. To verify the confirmation of the new employee.			
9. To certify the last pay of the employees.			
10. . To check, verify and pass the LVS, DA Arrear of retired employees.			
11. Preparing Monthly Scale Check Position			
12. Preparing weekly DD and fixation position.			
13. To check and pass the bonus bills of all employees.			
14. To maintain Offline Due & Drawn register.			
<u>Rani Jha, AA</u>	S.No.	Bill Unit	Name of Bill Unit
	1.	3026	CASH & PAY OFFICE-All
	2.	3119	RLY.HOSPITAL-ABR
	3.	3121	MEDICAL/RPZ
	4.	3176	COMMERCIAL
	5.	3177	CHECKING STAFF All
	6.	3185	STASTICAL/COMPILATION
	7.	3241	S&T/FA
	8.	3262	LOCO NON RUNNING/DSL
	9.	3269	C&W MADAR
	10.	3324	MEDICAL/CHI/ABR
	1. Work of Change Card vetting and Online DD vetting		
	2. Checking and passing the pay sheets of employees belonging to the above bill unit (CO 6 & CO 7), entering them in the register and sending the bills to the Books section.		
	3. Checking and passing Supplementary Bills, NPS of the employees concerned in the above Bill Unit, entering them in the register and sending the bills to the Books section.		
	4. Checking the Due Drawn and Pay Fixation, doing the Vetting and entering it in the Service Sheet.		
5. Checking and verifying the related vouchers in all bill units like TA, CTG, Leave Encashment, OT, Child Education.			
6. Checking and passing the Supplementary Bills Leave bills of retired and VR employees and entering them in the register			
7. Correspondence related to the above bill units, making savings, LPC vetting of transferred employees.			
8. To verify the confirmation of the new employee.			
9. To certify the last pay of the employees.			
10. To check, verify and pass the LVS, DA Arrears of retired employees.			

	11. Preparing Monthly Scale Check Position 12. Preparing weekly DD and fixation position. 13. . Checking and passing the bonus bills of all employees. 14. To maintain leave record of employees of his section and prepare Muster and close the Muster and hand it over to Administration section.																																						
<u>Sadhana Chaupra, AA</u>	<table><tr><th>S.No.</th><th>Bill Unit</th><th>Name of Bill Unit</th></tr><tr><td>1.</td><td>3020</td><td>GAZ. SR.DFM OFFICE-AII</td></tr><tr><td>2.</td><td>3040</td><td>GAZ. TAO-AII</td></tr><tr><td>3.</td><td>3076</td><td>GAZ. DRM OFFICE-AII</td></tr><tr><td>4.</td><td>3077</td><td>GAZ. MED G ADMIN LINE</td></tr><tr><td>5.</td><td>3079</td><td>GAZ. WORKCHARGE</td></tr><tr><td>6.</td><td>3127</td><td>GAZ.GSU</td></tr><tr><td>7.</td><td>3362</td><td>GAZ. RRB-II</td></tr><tr><td>8.</td><td>3549</td><td>GAZ ZRTI-UDZ</td></tr><tr><td>9.</td><td>3912</td><td>DSC GAZ.</td></tr><tr><td>10.</td><td>3090</td><td>HVS DOCTORS</td></tr><tr><td>11.</td><td>3088</td><td>CMP</td></tr></table>	S.No.	Bill Unit	Name of Bill Unit	1.	3020	GAZ. SR.DFM OFFICE-AII	2.	3040	GAZ. TAO-AII	3.	3076	GAZ. DRM OFFICE-AII	4.	3077	GAZ. MED G ADMIN LINE	5.	3079	GAZ. WORKCHARGE	6.	3127	GAZ.GSU	7.	3362	GAZ. RRB-II	8.	3549	GAZ ZRTI-UDZ	9.	3912	DSC GAZ.	10.	3090	HVS DOCTORS	11.	3088	CMP		
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9.	3912	DSC GAZ.																																					
10.	3090	HVS DOCTORS																																					
11.	3088	CMP																																					
	1. Work of Change Card vetting and Online DD vetting 2. Maintenance of service registers/leave account records and service registers of 96 gazetted officers in about 7 bill units in Ajmer division. 3. To determine the pay of 96 officers. 4. Salary/allowances and posting related to all officers. 5. Passing of salary and allowances of 7 HVS doctors of about 25 CMP posted at Ajmer Hospital 6. Sending incoming, outgoing/register and service details of all the officers transferred to Ajmer Division.																																						

Pairing arrangement of staff working in the EST-1

Employee Name	Pairing 1	Pairing 2
Rakesh Sisodiya, AA	<u>Archana Chauhan, AA</u>	<u>Jitendra Jain, AA</u>
<u>Archana Chauhan, AA</u>	<u>Jitendra Jain, AA</u>	Rakesh Sisodiya, AA
<u>Jitendra Jain, AA</u>	Rakesh Sisodiya, AA	<u>Archana Chauhan, AA</u>
<u>Neelu Mathur, AA</u>	<u>RANI JHA, AA</u>	<u>Sadhana Chaupra, AA</u>
<u>RANI JHA, AA</u>	<u>Sadhana Chaupra, AA</u>	<u>Neelu Mathur, AA</u>
<u>Sadhana Chaupra, AA</u>	<u>Neelu Mathur, AA</u>	<u>RANI JHA, AA</u>

• **Section- ESTABLISHMENT-2**

- MPR to be submitted to Coordination Section by 1st of every month.
- Monthly compliance of exception reports
- 1 field Inspection every month.
- Monthly Test Check.
- IT Modules- IPAS , HRMS

Sr.SO:- MITHU LAL MEENA	1. Supervision of Estt.-2 Section. 2.Ensuring clearance off all dues of transfer out cases 3. Any other work given by DFM/Sr. DFM.		
Name : RAKESH KUMAR SHARMA DESG.- AA	1	3041	TRAFFIC ACCOUNTS
	2	3042	TRAFFIC ACCOUNTS TIA
	3	3051	SSE PAY MJ
	4	3055	CSI BHL
	5	3102	ENGG LINE
	6	3187	WR STAFF TRAFFIC ACS
	4	3245	C&W UDZ
	8	3273	SSE PWAY SOD
	9	3282	CFO TM AII
	10	3308	SSE PW BHL
	11	3364	RRB CLASS IV
	1. Checking and passing the pay sheets of the employees related to the above bill unit (CO6 & CO7), After entering the bills in the register, sending them to the Books section. 2. 2.Checking and passing the Supplementary Bills, NPS of the employees related to the above bill unit, After entering the bills in the register, sending them to the Books section. 3. Vetting after checking due drawn and pay fixation and making entry in the service sheet. 4. Change Card Vetting and Vouchers related to all bill units like TA, CTG, Leave Passing the examination of Encashment, OT, and Child Education. 5. Checking and passing the Supplementary Bills and Leave bills of retired and VR employees and registering them to register. 6. Correspondence related to the above bill units, saving, LPC vetting of transferred employees. 7. Verifying confirmation of new employee. 8. Certifying the last pay of employees. 9. Checking and verifying and passing the LVS, DA Arrear of retired employees. 10. Preparing Monthly Scale Check position. 11. Preparing Weekly DD and Fixation position. 12. Scrutinizing and passing the bonus bills of all serving/retired employees.		
	Name : SUNIL GIDOLIYA DESG.- JAA	1	3098
2		3256	LOCO RUNNING PART-II ABR
3		3258	LOCO RUNNING AII & UDZ
4		3305	SSE ELECTRIC RPZ
5		3179	COMM STAFF ABR
6		3507	SSE POWER BER
1. Checking and passing pay sheets of employees related to the above bill unit (CO6 & CO7), entering them in the register and sending the bills to Books section. 2. To check and pass the Supplementary Bills, NPS of the employees related to the above Bill Unit, enter them in the register and send the bills to the Books Section.			

	- After checking the Due Drawn and Pay Fixation, doing the Vetting and entering it in the Service Sheet. - Checking and passing Change Card Vetting and Vouchers like TA, CTG, Leave Encashment, OT, Child Education related to all bill units. - Checking and passing the Supplementary Leave Bills of retired and VR employees and entering them in the register - Correspondence related to the above bill units, making savings, LPC vetting of transferred employees. - To verify the confirmation of the new employee. - To certify the last pay of the employees. - To check, verify and pass the LVS, DA Arrear of retired employees. - Preparing Monthly Scale Check Position. - Preparing weekly DD and fixation position. - To check and pass the bonus bills of all serving and retired employees. - Submit TA, OT, KMA reports every month. - Prepare NEW RECRUIT report every month and send it to HQ. - Prepare QUARTELY report every 3 months and send it to HQ.		
Name : YOGESH KUMAR DHIMAN DESG.- AA	1	3023	CASH & PAY OFFICE
	2	3049	SSE PWAY FA
	3	3054	SSE WORKS BHL
	4	3178	COM AII
	5	3244	SSE ELECTRIC AII MD
	6	3263	SSE PW
	7	3268	SSE WORKS MJ
	8	3283	SSE WORKS AII
	9	3292	SSE PW RANI
	10	3307	SSE ELECTRIC ABR
	11	3502	TRAFFIC AII
	12	3550	ZRTI UDZ
	- Checking and passing the pay sheets of employees belonging to the above Bill Unit (CO6 & CO7), entering them in the register and sending the bills to the Books section. - To check and pass the Supplementary Bills, NPS of the employees related to the above Bill Unit, enter them in the register and send the bills to the Books Section. - After checking the Due Drawn and Pay Fixation, doing the Vetting and entering it in the Service Sheet. - Checking and passing Change Card Vetting and Vouchers like TA, CTG, Leave Encashment, OT, Child Education related to all bill units. - Checking and passing the Supplementary Leave Bills of retired and VR employees and keeping them in the register - to arrange - Correspondence related to the above bill units, making savings, LPC vetting of transferred employees. - To verify the confirmation of the new employee. - To certify the last pay of the employees. - To check, verify and pass the LVS, DA Arrear of retired employees. - Preparing Monthly Scale Check Position - Preparing weekly DD and fixation position. - To check and pass the Bonus bills of all serving/retired employees.		

Name : GAJENDRA SINGH MEENA DESG.- AA	1	3053	SSE PWAY ABR
	2	3115	SSE PW PDWA
	3	3210	SSE WORKS SOUTH AII
	4	3240	SSE WORKS BER
	5	3242	SSE SIG ABR
	6	3277	DFO DSL PART I
	7	3281	CBRI AII
	8	3289	SSE W
	9	3291	SSE PW DNRP
	10	3293	SSE PW KBK
1. Checking and passing the pay sheets of employees related to the above bill unit (CO6 & CO7), 2. Entering the bills in the register and sending them to the Books Section. 3. To check and pass the Supplementary Bills, NPS of the employees related to the above Bill Unit, enter them in the register and send the bills to the Books Section. 4. After checking the Due Drawn and Pay Fixation, doing the Vetting and entering it in the Service Sheet. 5. Change Card Vetting and Vouchers related to all bill units like TA, CTG, Leave 6. To check and pass Encashment, OT, Child Education. 7. Checking and passing the Supplementary Leave Bills of retired and VR employees and keeping them in the register 8. to arrange 9. I Correspondence related to the above bill units, making savings, LPC vetting of transferred employees. 10. To verify the confirmation of the new employee. 11. To certify the last pay of the employees. 12. To check, verify and pass the LVS, DA Arrear of retired employees. 13. Preparing Monthly Scale Check Position. 14. Preparing weekly DD and fixation position. 15. To check and pass the Bonus bills of all serving/retired employees. 16. Preparing muster and closing the muster every month.			

Pairing arrangement of staff working in the EST-2

Employee Name / Shri	Pairing 1	Pairing 2
RAKESH KUMAR SHARMA, AA	SUNIL GIDOLIYA DESG.- JAA	YOGESH KUMAR DHIMAN, AA
GAJENDRA SINGH MEENA, AA	RAKESH KUMAR SHARMA, AA	SUNIL GIDOLIYA DESG.- JAA
SUNIL GIDOLIYA DESG.- JAA	YOGESH KUMAR DHIMAN, AA	GAJENDRA SINGH MEENA, AA
YOGESH KUMAR DHIMAN, AA	GAJENDRA SINGH MEENA, AA	RAKESH KUMAR SHARMA, AA

- **Section – Establishment -4**

- MPR to be submitted to Coordination Section by 1st of every month.
- One field Inspection every month.
- Monthly Test Check.
- IT Modules- IPAS , HRMS
- Coordinator of Establishment Exception reports compliance
- Suspense – E-suspense

Sr.SO:- KC MUNDOTIYA	1. Supervision of Estt.-4 Section. 2. E suspense module updating 3.Establishment Exception reports compliance 4. Any other work given by DFM/Sr. DFM.
Name:- ARVIND KUMAR BAIRWA DESG.- JAA	1. Checking of No dues certificate of normal & abnormal cases. 2. Preparation of Half Yearly Review of suspense Balance Report to end of Mar. and Sept. of each year and sent the same to HQ. 3. Preparation of Debit Head Report of Civil Grant and handing over to Books Section to end of March. 4. Checking of Month wise Summary of HBA, Scooter Advance & Computer Advance tallying with GB. 5. After completion of Advances inform to concerned unit for recovery of Interest. 6. Reconciliation, Verification and vetting of Interest of advances and watch recovery of the same. 7. Regular posting in E – suspense module 8. Writing letters to concerned unit for recovery of outstanding advances. 9. Establishment Exception reports compliance

• **Section- E-POLICY**

Targets

- MPR to be submitted to Coordination Section by 1st of every month.
- One field Inspection every month.
- Monthly Test Check.
- IT Modules- IPAS , HRMS
- Post salary audit of minimum 25 bill units.

Sr.SO :- DHARAM SINGH MEENA	1. Supervision of E-Policy Section. 2. All Establishment proposals of creation of post, permanent transfer of post, cadre restricting, currency extension of temporary & work-charged post, 6 monthly review of Loco pilots and Train manager, Re-Engagement proposals, CMP, Pin pointing, up-gradation of pay structure of certain cadres and other misc. proposals. 3. Any other work given by ADFM/DFM/Sr. DFM.
KUSUMLATA DESG.- AA	1. Preparation of Monthly Progress Report and submitting the same to Co-ordination section on 1st of each month. 2. All Establishment proposals of creation of post, permanent transfer of post, cadre restricting, currency extension of temporary & work-charged post, 6 monthly review of Loco pilots and Train manager, Re-Engagement proposals, CMP, Pin pointing, up-gradation of pay structure of certain cadres and other misc. proposals. 3. Certification of Last Pay of Employee Retiring Superannuation and Vol./Death cases. 4. Vetting of Qualifying Services in all cases N.Rtd./V.Rtd/Death cases. 5. E-Policy Relating to:- Stepping up of pay & Proforma fixation, MACP, Damage rent, (similar nature of work also Gaz.) Recasting of Service Sheet and other matter relating to Policy. 6. Vetting of 7 th CPC card with service record. 7. Dealing cases of gazetted officers during period of non gazetted. 8. Preparation of absentee statement and submitting to ADM Section 9. File no.01 to 28 stored at cupboard (Almirah). 10. Post salary audit of minimum 25 bill units

● **Section -NPS & E-III**

- MPR to be submitted to Coordination Section by 1st of every month.
- Monthly compliance of exception reports
- NPS suspense monthly reporting
- One field Inspection every month.
- Monthly Test Check.
- IT Modules- IPAS , HRMS.

<u>Sr. SO (NPS & E-III) :-</u> <u>Vijay Lodha</u>	1. NSDL Correspondence – Checking of all type of grievances of employee regarding PRAN generation, modify details, mismatch in details, SOT (Statement of Transaction), UTR No., Reactivation of Deactivated PRANs, Any Error in authorization 2. NPS to OPS cases- Transfer of employee contribution to PF section from NPS to OPS 3. SCF File Upload - Remitting funds to NSDL deducted through salary. 4. NPS death case refund - Payment of Employee contribution & gain thereon to the wards of the deceased. 5. NPS death case Monthly Pension Bill Passing. 6. ZRTI- Pre & Final check of Service Sheet i.e fixation of pay, MACPs, Verification of Last Pay of Employee's retiring on Superannuation, VR/Death Case. 7. Mechanical Dept. - Pre & Final check of Service Sheet i.e fixation of pay, MACPs, Verification of Last Pay of Employee retiring on Superannuation, VR/Death Case. 8. Electrical Dept.- Pre & Final check of Service Sheet i.e fixation of pay, MACPs, Verification of Last Pay of Employee retiring on Superannuation, VR/Death Case. 9. Divisional & Traffic Accounts Dept. - Pre & Final check of Service Sheet i.e fixation of pay, MACPs, Verification of Last Pay of Employee retiring on Superannuation, VR/Death Case. 10. PERSONNEL Dept.- Pre & Final check of Service Sheet i.e fixation of pay, MACPs, Verification of Last Pay of Employee retiring on Superannuation, VR/Death Case. 11. RPF- Pre & Final check of Service Sheet i.e fixation of pay, MACPs, Verification of Last Pay of Employee retiring on Superannuation, VR/Death Case. 12. RRB- Pre & Final check of Service Sheet i.e fixation of pay, MACPs, Verification of Last Pay of Employee retiring on Superannuation, VR/Death Case. 13. MEDICAL Dept.- Pre & Final check of Service Sheet i.e fixation of pay, MACPs, Verification of Last Pay of Employee retiring on Superannuation, VR/Death Case. * Verification of Stepping up case, Proforma fixation, Stagnation of all above department
<u>NPS :-</u> Shreyansh Raj	1. PRAN Authorization of the newly appointed Railway employees. 2. Partial Withdrawal Authorization- 25% withdrawal of employee's self contribution. 3. Superannuation Authorization- Checking of all the documents including bank details. 4. Subscriber Personal detail update & authorization- Update Mobile, Email, Address, Nominee, Documents. 5. Subscriber Bank detail update & authorization- Update Bank details of the employee. 6. NSDL Correspondence - All type of grievances of employee regarding PRAN generation, modify details, mismatch in details, SOT (Statement of Transaction), UTR No., Reactivation of Deactivated PRANs, Any Error in authorization. 7. NPS to OPS cases- Transfer of employee contribution to PF section from NPS to OPS 8. Subscriber Shifting- DDO shifting of the employee who joined Railways from State Govt. 9. SCF file upload- Remitting funds to NSDL deducted through salary. 10. NPS death case amount refund- Payment of Employee contribution & gain thereon to the wards of the deceased. 11. NPS death case Monthly Pension Bill.

ESTABLISHMENT – III :- Rahul Parmar	1. ZRTI- Pre & Final check of Service Sheet i.e fixation of pay, MACPs, Verification of Last Pay of Employee retiring on Superannuation, VR/Death Case. 2. Mechanical Dept. - Pre & Final check of Service Sheet i.e fixation of pay, MACPs, Verification of Last Pay of Employee retiring on Superannuation, VR/Death Case. 3. Electrical Dept.- Pre & Final check of Service Sheet i.e fixation of pay, MACPs, Verification of Last Pay of Employee retiring on Superannuation, VR/Death Case. 4. Divisional & Traffic Accounts Dept. - Pre & Final check of Service Sheet i.e fixation of pay, MACPs, Verification of Last Pay of Employee retiring on Superannuation, VR/Death Case. 5. PERSONNEL Dept.- Pre & Final check of Service Sheet i.e fixation of pay, MACPs, Verification of Last Pay of Employee retiring on Superannuation, VR/Death Case. 6. RPF- Pre & Final check of Service Sheet i.e fixation of pay, MACPs, Verification of Last Pay of Employee retiring on Superannuation, VR/Death Case. 7. RRB- Pre & Final check of Service Sheet i.e fixation of pay, MACPs, Verification of Last Pay of Employee retiring on Superannuation, VR/Death Case. 8. MEDICAL Dept.- Pre & Final check of Service Sheet i.e fixation of pay, MACPs, Verification of Last Pay of Employee retiring on Superannuation, VR/Death Case. 9. Dealing cases of gazzeted officers during period of non gazzeted. 10. NPS suspense monthly reporting 11. Verification of Stepping up case, Proforma fixation, Stagnation of all above department.
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Pairing arrangement of staff working in the NPS & E-3:

Employee Name / Shri	Pairing
Shreyansh Raj, JAA	Rahul Parmar, JAA
Rahul Parmar, JAA	Shreyansh Raj, JAA

● **Section- PROVIDENT FUND**

- MPR to be submitted to Coordination Section by 1st of every month.
- One field Inspection every month.
- Monthly Test Check.
- IT Modules- IPAS , HRMS
- PF Exception reports monthly compliance

1. Manoj Kumar Sharma (Sr. SO/PF)	1. Distribution of work among the staff available in the Section. Responsibility of efficient and expeditious disposal of work. 2. To ensure that cases are not held up at any stage. Management and co-ordination of the work. 3. Maintenance of order and discipline in the section. 4. Replies to RTI/CPGRAM, Railway Board Inspection Reports and Audit objection reports.
2. Bharat Lal Meena, A.A. :	1. Maintaining of Ledgers of Provident Fund Accounts of N.G. employees of the Units of Ajmer division viz; DSTE, Traffic-BHL, Electric, Medical, Sr.DFM-AII and Engg-BHL by posting of PF subscription in PF A/c of concerned employees on the basis of vouchers / IPAS data received from Establishment Section/IPAS. 2. Maintaining of monthly debit /credit register of the units. 3. Final settlement of PF A/c with regard to all types (NR/ONR cases) of all N.G. employees of Ajmer division on the basis of PFRs received from Executive Offices (Personnel department, DSC-AII, TAO-AII and ZRTI-UDZ). 4. Other miscellaneous work related to the units as assigned by Sr.SO/PF and Sr.DFM/DFM/ADFM.
3. Gajendra Kumar Rathore, A.A.:	1. Maintaining of Ledgers of Provident Fund Accounts of N.G. employees of the Units of Ajmer division viz; Traffic-AII, LNRG-AII, LNRG-ABR, LRG-AII, Engg-RPZ, Engg-ABR and Engg-DNRP, Cash & Pay-AII, RPF and S&C by posting of PF subscription in PF A/c of concerned employees on the basis of vouchers / IPAS data received from Establishment Section and through T.C. 2. Passing of applications for advances / withdrawals duly preparing bill reports and CO7. Maintaining of monthly debit / credit register of the units. 3. Work of Monthly /Annual Reconciliation of PF A/c with General Book figures. 4. Posting/Calculation of PF interest in individual PF A/c. 5. Preparation of absentee statement and preparation of statements of Honorarium. 6. Monthly adjustment register of Ajmer division. 7. Transfer-in and Transfer-out of PF A/c through E-recon. 8. Passing of Pay Orders related to Staff Benefit Fund received from Personnel department confirming Fund availability. 9. Other miscellaneous work related to the units as assigned by Sr.SO/PF and Sr.DFM/DFM/ADFM.
4. Himanshu, J.A.A.:	1. Maintaining of Ledgers of Provident Fund Accounts of N.G. employees of the Units of Ajmer division viz; Engg-AII, CWS-AII, Guard-AII, TA-AII, Compilation-AII, CHI-AII, ELS-AII, ZRTI-UDZ and DPO-AII by posting of PF subscription in PF A/c of concerned employees on the basis of vouchers/IPAS data received from Establishment Section & through T.C. 2. Passing of applications for advances / withdrawals duly preparing bill reports and CO7. Maintaining of monthly debit/credit register of the units. Work related to Exceptions, NPS to OPS & Deposit PF. 3. Other miscellaneous work related to the units as assigned by Sr.SO/PF and Sr.DFM/DFM/ADFM.

Pairing arrangement of staff working in the PF

Employee Name	Pairing 1	Pairing 2
Bharat Lal Meena, A.A.	Gajendra kr Rathore, A.A.	Himanshu, J.A.A.
Gajendra kumar Rathore, A.A.	Himanshu, J.A.A.	Bharat Lal Meena, A.A.
Himanshu, J.A.A.	Bharat Lal Meena, A.A.	Gajendra kr Rathore, A.A.

This has the approval of Sr.DFM/AII

DFM/AII