

DUTY LIST

Distribution of Work amongst Officers of Sr. DFM/Ajmer Office

Sr DFM: Sh. Ashok Kumar Meena, IRAS

1. Overall Administration including Policy, Staff, Transfer/promotion, Union matter etc.
2. All Finance Proposals and Estimates chargeable to Revenue, Capital and Deposit to be put up through ADFM-I & II.
3. Establishment, Finance to be put up through ADFM-II.
4. Budget Controller for both Revenue and Capital.
5. All Variation cases of Revenue, Capital and Deposit works to be put up through ADFM-II.
6. Important correspondence to DRM, HQ, Other units. Other Government Institutes and Railway Board etc.
7. Tender Committee as per nomination.

ADFM-I: Ms. Arshia Chavi Thakur, IRMS(Accounts)

1. Administration Section including RTI matters related to Accounts
2. Finance Section.
3. Books & Budget Section.
4. All finance proposals, estimates & Variation etc. pertaining to all Finance section (Sr. S.O./F-I,II and Sr. S.O./III & GSU) to be put up to Sr. DFM.
5. Agreement and LOA Vetting (including supplementary agreements) of all Finance section including GSU.
6. AAC/Indents/PO both manual, e-office and on all online portals and finance proposals, estimates, variations etc. vetting on various platforms wherever required pertaining to Finance section as approved by Sr. DFM on internal noting file.
7. Medical Reimbursement.
8. Monitoring and conducting of Monthly, Quarterly meeting with concerned executive for closure of inspection reports pertains to sections under you.
9. RTI Section, CPGRAM pertains to sections under you.
10. Tender Committee as per nomination.
11. Field/Office Inspection and Banks Inspections as allotted by Sr. DFM, DRM/ADRM and HQ.
12. IPAS Exception Reports and IPAS Modules pertain to section under you.
13. Any other work assigned by Sr. DFM or Higher Authorities.

ADFM-II: Sh. Sushil Kumar Verma

1. Establishment Gazetted and Non-Gazetted Section.
2. Union matters including conducting informal meetings.
3. Computerisation work.
4. Tender Committee as per nomination.
5. Stock Verification Section including conducting of Monthly, Quarterly meeting with concerned executive for closure of stock sheets.
6. Monitoring and conducting of Monthly, Quarterly meeting with concerned executive for closure of inspection reports pertains to sections under you.
7. Field/Office Inspection and Banks Inspections as allotted by Sr.DFM, DRM/ADRM and HQ.
8. IPAS Exception Reports and IPAS Modules pertain to section under you.
9. Any other work assigned by Sr. DFM or Higher Authorities.
10. BR/DR Section.
11. Expenditure Section including taxation matters.
12. RTI Section, CPGRAM pertains to sections under you.

ADFM-III: Sh. Balram Meena

1. PF and NPS Sections.
2. Pension Section: Settlement & Pension Revision.
3. Audit & Inspection Section including conducting of Monthly, Quarterly meeting with concerned executive and tri-partite meetings with concerned for closure of Audit paras.
4. General, Misc. & Efficiency Section.
5. Monitoring and conducting of Monthly, Quarterly meeting with concerned executive for closure of inspection reports pertains to sections under you.
6. Tender Committee as per nomination.
7. Record Section, Paper Securities & Acquittance Certificate as well as Record Room Management.
8. Field/Office Inspection and Banks Inspections as allotted by Sr. DFM, DRM/ADRM and HQ.
9. IPAS Exception Reports and IPAS Modules pertains to section under you.
10. Any other work assigned by Sr. DFM or Higher Authorities.
11. RTI Section, CPGRAM pertains to sections under you.

Link Arrangements:

- ADFM-I will attend meetings etc. in absence of Sr. DFM.
- Looking-after/pairing arrangements are as follows :

Officer's Name	Pairing 1	Pairing 2
Ms. Arshia Chavi Thakur, IRMS(Accounts), ADFM-I	Sh. Sushil Kumar Verma, ADFM-II	Sh. Balram Meena, ADFM-III
Sh. Sushil Kumar Verma, ADFM-II	Sh. Balram Meena, ADFM-III	Ms. Arshia Chavi Thakur, IRMS(Accounts), ADFM-I
Sh. Balram Meena, ADFM-III	Ms. Arshia Chavi Thakur, IRMS(Accounts), ADFM-I	Sh. Sushil Kumar Verma, ADFM-II

- ADFM-I, ADFM-II & ADFM-III: Kindly ensure to regularly check e-office letters and files, government mails, IRWCMS, IR-RBCS, IMMIS, UDM, HRMS, IRPSM etc portals.
- It is also reiterated the point that any other work assigned by Sr. DFM or Higher Authorities.
- ADFM-I, ADFM-II & ADFM-III kindly ensure that IPAS Exception Reports and all other IPAS Modules will be regularly checked and updated.
- This Revised Duty List will be effective from 23.03.2026

31/3/26
23/3/2026
Sr. DFM-AJMER

Copy to:-

ADFM-I

ADFM-II

ADFM-III

All Sr.SOs

Sr.ISA/Sr.SO-SI

DC(C&P)