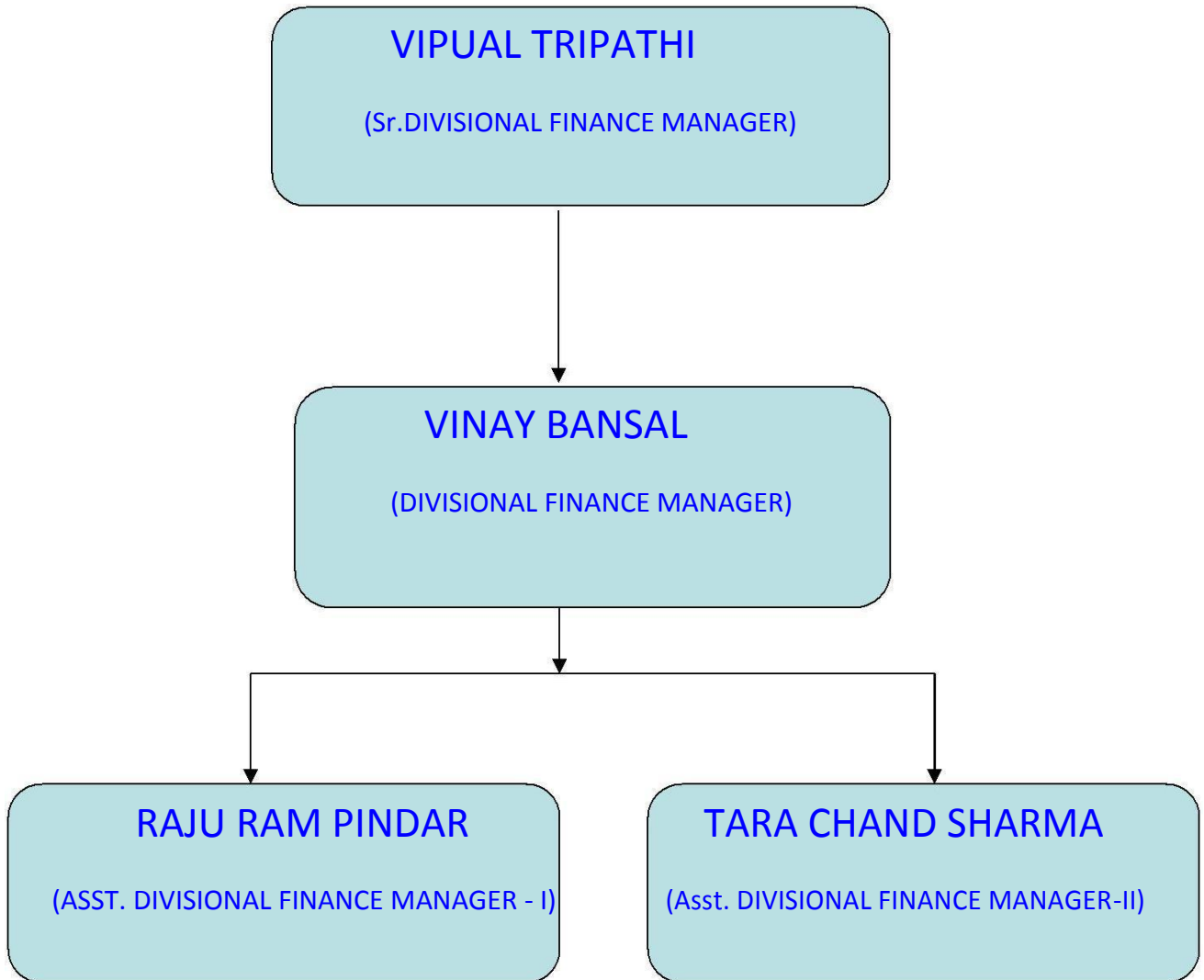


ENGLISH

DIVISIONAL ACCOUNTS OFFICE

NORTH WESTERN RAILWAY-BIKANER

ORGANIZATIONAL CHART



FUNCTIONS AND DUTIES

Sr.DFM

1. Administration – General Administration of Finance, transfers, promotions, PNM, union /Association matters etc.
2. Efficiency
3. Budget
4. Finance-Finance proposal requiring sanction of ADRM, DRM, HQ
5. Detail estimates above JAG/SG level sanction
6. important correspondence to HQ DRM etc.
7. Tenders of JAG/SG level

DFM

1. Books & Budget, and computerization work
2. Administration section .
2. Cash Office.
3. RTI cases
4. Finance
 - a) Vetting Quotation up to JAG Level.
 - b) Detailed Estimate up to JAG Level.
5. Routine Paper of section under the charge of Sr. DFM will put up through DFM.
6. In absence of Sr. DFM, DFM will look after the work.
7. ISA Branch.
8. Audit.
9. Inspection.

ADFM -I

1. Pension section.
2. Expenditure Sec.
3. Record section paper securities & acquittance certificate
4. Railway board & HQ inspection Reports
5. AAC vetting & stock items vetting wherever required (SSo/F-I cases)
6. Agreement vetting (including supplementary agreements)
7. Brief notes of TC's to be dealt by DFM & ADFM II
8. Tender of ADFM level as per nomination
9. Any other work assigned by Sr.DFM or Higher Authorities

ADFM -II

1. EG & ENG Section.
2. PF section.
3. NPS Section.
4. Tutine work of cash office such as signing of registers etc.
5. Agreement vetting (including supplementary agreements) of SSOF-II cases
6. ACC vetting & stovk items vetting wherever required (SSO-FII cases.)
7. Brief notes of TCs to be dealt by ADFM-I
8. Tender of ADFM level as per nomination
9. Any other work assigned by Sr.DFM or Higher authorities.

In absence of Sr. DFM, DFM will look after the work of Sr.DFM. In absence of DFM, ADFM-I will look after the work of DFM. ADFM-I & II will look after each others work during any one's absence.

PROCEDURE ADOPTED FOR FUNCTIONING

Procedure Adopted for discharging the functions of Divisional Accounts office:-

- All incoming & outgoing mails, documents etc. are routed through Administration section.
- Regular Salary bills & Supplementary bills for staff payment are received in Establishment Section and registered duly.
- Suppliers/Contractors bills are received from Executive Departments (duly verified) in Expenditure section & registered there. Priority for payment of Suppliers/Contractors bills are maintained strictly.
- All financial proposals are received in the Finance Section –I&II by the concerned Supervisor and put up to Sr. DFM directly.
- All incoming mails are perused at the Sr. DFM level, on daily basis.
- Bills of various kinds are dealt at Account Assistant level for initial processing and thereafter checked at Supervisor (Senior Section Officer) level. Finally it is put up at the officer level for decision/ payment order.
- In case a bill needs to be returned, due to any short coming, it is returned with remarks, to the concerned Executive Department promptly.
- Payment to Suppliers/Contractors are being done directly in their respective bank accounts by using RTGS (Real Time Gross Settlement) system anywhere in India, without any charges. Under this system no individual cheque is issued to firms and there is no need to collect any cheque from Cash Office.

NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:

Different targets are set by the FA&CAO for each division to follow and achieve the targets for the financial year. The divisional unit and the field units are acting as per the target set by the HQ. All efforts are made to achieve the Targets given by HQ. The Position of Monthly Performance of the Division is apprised to HQ.

RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTION:

RULES AND REGULATIONS:

- i) Railway Service Conduct Rule.
- ii) Disciplinary and Appeal Rule.
- iii) Pass Rule.
- iv) Leave Rule.
- v) Pension Rule.

INSTRUCTIONS AND MANUALS:

- i) Indian Railway Accounts Code
- ii) Indian Railway Finance Code.
- iii) Indian Railway engineering code.
- iv) Indian Railway Establishment Code.
- v) Indian Railway Store code.
- vi) General Conditions of Contract and standard specification.
- viii) Indian Railway Establishment Manual.

STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:

Codes, Manuals, Railway Board guidelines and policies, circulars, Records, files pertaining to inspections at various levels and remedial action. The policy guidelines and instructions from board, corrections slip to various Codes & manuals. Internal correspondence to carry out official jobs, which are not relevant to public at large.

PARTICULARS OF ANY ARRANGEMENT THAT EXIST FOR CONSULTATION WITH OR REPRESENTATIVE BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:

For internal matters, there are arrangements for holding informal meetings, PNM etc. with the recognized trade unions at suitable intervals in which the various issues regarding establishment, staff welfares etc. are discussed and resolved accordingly. For public related matters,

The branch officer of the division does not has any power to hold any meeting with the public representatives', however, Divisional Railway Manager periodically holds meeting with the Divisional Railway Users Consultative Committee (DRUCC) and may hold press conference for dealing public issues. Besides, there is public relation organization in every divisional office through which representation is being accepted. For improvement of service and passenger amenities in passenger trains, Railway administration accepts the various complaints and suggestions from the bonafide railway passengers and act accordingly for disposal thereof.

STATEMENT OF THE BOARD, COUNCIL, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE TO PUBLIC:

IN ACCOUNTS DEPARTMENT THERE IS NO SUCH BOARD, COUNCIL, COMMITTEE OR OTHER BODY.

CONTACT DETAILS

Name	Designation	Railway Phone Number	BSNL Phone Number	Mobile Number	Pay & SCALE
VIPUAL TRIPATHI	Senior Divisional Finance Manager	097-44100	0151-2201408	9001197100	18990+6600 (37400-67000)
VINAY BANSAL	Divisional Finance Manager	097-44102	0151-2200972	9001197101	18950+6600 (15600-39100)
RAJU RAM PINDAR	Assistant Divisional Finance Manager-I	097-44104	0151-2544895	9001195102	27590+5400 (9300-34800)
TARA CHAND SHARMA	Assistant Divisional Finance Manager-II	097-44144	0151-2203411	9001197103	27590+5400 (9300-34800)

SUB-ORDINATE STAFF

Section wise details of name and telephone number of Section In-Charges

(Sr. Section Officer):-

S. N.	SECTION	NAME	RAILWAY PHONE NUMBER	MOBILE NUMBER	Pay+GP Grade (9300-34800)
1	Administration	Sh.Arvind Shrimali	097-44146	9001197012	21190+4800
2	Efficiency	Sh. Deepak Gupta	097-44150	9001197009	18250+4800
3	Pension	Sh.Kana Ram	097-44110	9001197017	26630+5400
		Sh. Manohar Lal	097-44110	9001197021	21470+4800
		Sh. Rajendra Pal	097-44110	9001197004	18400+4800
4	Finance-I	Sh. Arvind Gupta	097-44140	9001197020	26630+5400
5	Finance-II	Sh.B.P.Meena	097-44141	9001197006	26630+5400
6	Expenditure	Sh. Sanwar mal	097-44109	9001197013	26630+5400
		Sh. Kanwar Singh	097-44109	9001197015	22610+4800
		Sh. Nitya Nand	097-44109	9001197019	20410+5400
7	Establishment (NG)	Sh.S.K. Middha	097-44108	9001197011	22570+5400
		Sh RamPat	097-44108	9001197014	21990+5400
		Sh. S.S.Meena	097-44108	9001197005	22570+4800
8	Establishment (Gaz)	Sh. Ram Avtar Sharma	097-44148	9001197003	22570+4800
9	Provident Fund	Sh. S.L Gurjar	097-44107	9001197018	25510+5400
		Sh.P.K.Khatri	097-44107	9001197024	22610+4800
10	New Pension Scheme	Smt.Farida Bano	097-44107	9001197007	20130+4800
11	Books	Sh. Vijay Shankar Vyas	097-44106	9001197016	20420+4800
12	Budget	Sh. Laxman Singh Bhati	097-44106	9001197010	14880+4800
13	Record	Sh.. Samundra Singh	097-44113	9001197008	21470+5400
14	ISA	Sh. R.N.Nayak	097-44112	9001197023	21190+4800

