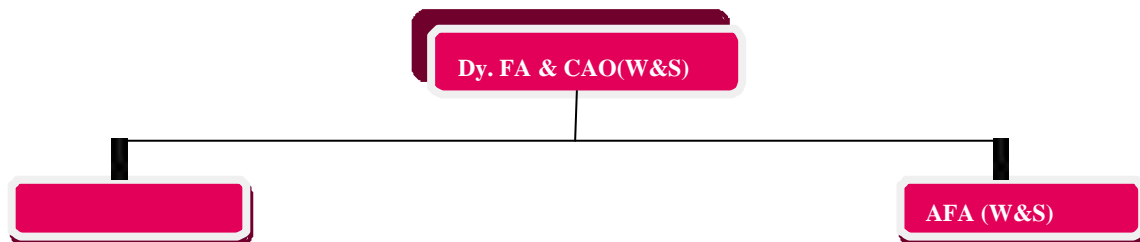


Workshop Account organization, Functions and Duties

Workshop Account Organization Chart



1. ORGANISATIONAL STRUCTURE

Shri R. L. Khandelwal
Dy. Financial Advisor & Chief Accounts Officer (Workshop & Store)
(CUG No- 9001196581)

Shri Shri Ram Meena
Assistant Financial Advisor (Workshop & Store) I
(CUG No- 9001196481)

Shri Arun Balgotra
Assistant Financial Advisor (Workshop & Store) II
(CUG No- 9001196457)

2. ACCOUNTS BRANCH AT A GLANCE :

Accounts organization is known as the office of Workshop & Stores Accounts office, Ajmer which is headed by Dy. Financial Advisor & Chief Accounts Officer (Workshop & Stores) Ajmer. Our Head Office is situated at Jaipur and called as Principal Finance Advisor Office - Jaipur.

ADDRESS : Loco Workshops Ajmer (Rajasthan) India - 305001
TELECOMMUNICATIONS Tel. No.0145- 2663735
Fax No.0145- 2663735

3. FUNCTIONS POWERS & DUTIES of ACCOUNTS BRANCH

(A)

Dy. FA&CAO(W&S)/All

- 1- Administration Section.
- 2- Finance Section including Modernization.
- 3- Co-Ordination Section.
- 4- Budget Section.
- 5- Implementation of Accounting Reforms.

AFA(W&S)/All I

- 1- Miscellaneous Section.
- 2- Expenditure Section.
- 3- Books Section and Post Audit.
- 4- Provident Fund Section.
- 5- Pension Section.
- 6- Establishment Section.
- 7- Establishment Suspense Section
- 8- Any other work assigned by Dy FA&CAO(W&S)/HQ

AFA(W&S)/All II

- 1- Finance Section
- 2- WMS (Loco/Carriage/Signal/Electric) etc
- 3- Inspection Section
- 4- Audit Objection Section.
- 5- Loco Incentive costing & Carriage Incentive.
- 6- Internal Audit.
- 7- Stores Accounts -
8. Stock Verification Branch.
9. - New Pension Scheme
- 10- Any other work assigned by Dy FA&CAO(W&S)/HQ

4. PROCEDURE FOLLOWED IN DECISION-MAKING INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

Dy. Financial Advisor & Chief Accounts Officer (Workshop & Stores) being over all incharge in all Accounts matters relating to the staff working in workshop organization at Ajmer. He is assisted by Sr. Assistant Financial Advisor (Workshop & Store) & Assistant Financial Advisor (Workshop & Store) having accountability in the manner & finally by Dy FA&CAO(W&S).

5. NORMS SET BY ORGANISATION FOR THE DISCHARGE OF ITS FUNCTIONS: -

To manage the office working, a set up of different sections as under.

i) ADMINISTRATION :- This section is dealing with the Administrative & Establishment work of the Accounts Staff Promotion, Preparation of Salary Bill, Staff Grievances, Union Dealings, Staff Welfare work, D & A.R. and Court Cases and other allied works.

ii) ESTABLISHMENT :- This section is dealing with the Passing of Salary & Wages Bills of Workshop Gazetted & Non Gazetted staff, Payment of Group Insurance Scheme, Payment of Leave Encashment, Payment of Injury on Duty and other Payments related to workers. Apart from the above, the Work of Cadre controlling of workshop unit done by this section.

iii) PROVIDENT FUND SECTION :- This section is the custodian of the Provident Fund Accounts of the staff. Transaction and Balances of the Provident Fund are maintained in this section. Payment of Withdrawal and Advances of the Provident Fund applied by the staff are managed by this section. Final Settlement of Provident Fund also done by this section.

iv) SETTLEMENT/ PENSION SECTION :- The payment of D.C.R.G., Commutation, Pension, Ex-Gratia Payment related to Employees who Retired on Superannuation or Voluntarily, or the employees expired during the service. Apart from this regular work of the cases of pension revision is also done by this section whenever the revision is needed.

v) EXPENDITURE :- This section is dealing with Payment to the Contractor & Suppliers, Payment of Electric, Telephones and other misc. Bills. This section is also Dealing with the Bills Recoverable from the Out side party i.e. Defense & Postal.

vi) FINANCE:- In the role of Financial Advisor to the workshop units this section deals with all type of proposals having financial implications and ensures that the proposals sent by the executives are financial viable and correct in view of the necessity of the demand and object of the work. Complete study and scrutiny of cases is carried out as per the instructions / provision contained in Codes, Manual and Policy circulars.

vii) BUDGET :- This section deals with various budget estimates, budgetary reviews, justification of funds and annual appropriation accounts. Main object of this section to keep control over expenditure vis-a-vis budget grant.

viii) BOOKS :- This section deals with preparation of cheques, ex-chequer control and compilation of railways (units) monthly and annual accounts as per prescribed formats.

ix) WORKSHOP MANUFACTURING SUSPENSE & COSTING :- In this section proper booking of Store, Material, and Wages is done as per various work order for which activities are in process. All expenditure booked as per work order is watched properly and thereafter ensure the booking on proper head of allocation for arriving the unit cost of each activity.

x) INCENTIVE :- Incentive Scheme is in practice in the workshop for the workers who save the time, during the manufacturing activities over allowed time for which they are paid Incentive along with their wages. This section ensure proper and correct payment of incentive to workers.

xi) STORES :- This section deals with the correct and complete accounting of Stores transaction in respect of procurement made from market through suppliers and transfer of the material from One Depot to another Depot, of the railway organization.

xii) INSPECTION & AUDIT OBJECTION:- The Inspections by Accounts & Audit Department are conducted to ensure that the work of establishment/non establishment done by the executive is as per rules and regulations in vogue and instructions circulated by the Railway Board / Head Quarter from time to time. Objection / Remarks communicated by the Accounts & Audit Department in connection with the incorrect working are also dealt by these sections and take necessary actions to streamline the railway working.

xiii) CO-ORDINATION :- This section deal with the collection and compilation of the information pertaining to the different section of this office for onward submission to the head quarter.

xiv) STOCK VERIFICATION BRANCH :- This branch deals with the Stock Verification of transaction took place between users and stock holders in the field or at divisional level. The main purpose of this branch is to keep the proper watch on the stock lying with Plant holder to avoid any misuse of Railway material. While doing the Inspection/Verification of the Stock holder the ground balances & book balances are reconciled, Shortage / Excess if any found is taken on books and set right thereafter.

xv) CASH & PAY OFFICE :- This unit is meant for arranging the cash from Bank and disbursing the same among the workshop and Ministerial staff pertaining to their salary & wages and other misc. payments likewise Provident Fund, Honorarium, Over time etc. Further they are also liable for sending the

cheques to the
outsider parties viz. Suppliers & Contractors.. To manage the above accounts transactions
correctly and
promptly the above sections are headed by One or more supervisors called as Sr. Section Officer / Section
Officer. As per quantum of the work and Yard Stick, clerks are posted in each section who initiate the work of the
section as per rules regulations and instructions circulated by Railway Administration from
time to time.

Thereafter initial work done by the clerical staff & put up to upervisors, who checks the work assignment and
then manage to send the papers to the Branch Officer for final approval and sanction or decision.

Sub :- Grouping / Pairing arrangements of Sr.S.O. (A/Cs) to look after the sectional work.

Sr.S.O. (A/Cs) while proceeding on duty / leave, he should inform his counter-part as per arrangement shown below :-

S.No.	Primary Section	First Pairing Section	Second Pairing Section
1	Administration-I	Administration-II	Co-Ordination
2	Administration-II	Administration-I	Co-Ordination
3	Miscellaneous	Administration-I	Administration-II
4	Finance -I	Finance -II	Finance -III
5	Finance -II	Finance -I	Finance -III
6	Finance -III	Finance -II	Finance -I
7	Expenditure-I	Expenditure-II	Finance -III
8	Expenditure-II	Expenditure-I	Finance -III
9	Establishment -I	Establishment -II	Establishment -III
10	Establishment -II	Establishment -III	Establishment -I
11	Establishment -III	Establishment -I	Establishment -II
12	Establishment. Susp.	Establishment-Cadre	Establishment -I
13	Establishment-Cadre	Establishment -Susp	Establishment -I
14	Provident Fund-I	Provident Fund-II	Provident Fund- Sett.
15	Provident Fund-II	Provident Fund-I	Provident Fund- Sett.
16	Provident Fund- Sett.	Provident Fund- Recon.	Provident Fund-I
17	Provident Fund- Recon.	Provident Fund- Sett.	Provident Fund-I
18	Pension-I	Pension-II	Pension-III
19	Pension-II	Pension-I	Pension-III
20	Pension-III	Pension-I	Pension-II
21	Books-I	Books-II	Books A/Cs Cur.
22	Books-II	Books-I	Books A/Cs Cur.
23	Books A/Cs Cur.	Books Cheque Rec.	Books-I
24	Books Cheque Rec.	Books A/Cs Cur.	Books-I
25	Budget-I	Budget-II	Books-II
26	Budget-II	Budget-I	Books-II
27	Co-Ordination	Administration-I	Administration-II
28	New Pension Scheme	Co-Ordination	Administration-I
29	Inspection	Audit Objection	New Pension Scheme
30	Post Audit	New Pension Scheme	Inspection

31	W.M.S. (C)	W.M.S. (L)	W.M.S.(Co)
32	W.M.S. (L)	W.M.S.(Co)	W.M.S. (C)
33	W.M.S.(Co)	W.M.S. (C)	W.M.S. (L)
34	Costing	Loco Incentive	Provident Fund-II
35	Loco Incentive	Costing	Provident Fund-II
36	C&W Incentive	Loco Incentive	Costing
37	Store-I	Store-II	Audit Objection
38	Store-II	Store-I	Audit Objection
39	Audit Objection	Inspection	New Pension Scheme

Note :- In absence of all the three Sr.Sos (Primary, First Pairing and Second Pairing), which should not be occurred usually, temporary arrangement will be ordered by Branch Officer concerned, which will be effective for that occasion only.

6. THE RULES, REGULATIONS, INSTRUCTIONS, CODE, MANUALS HELD BY IT OR UNDER ITS CONTROL OR USED BY IT'S EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

Unified SOP and only Codes & Manuals issued by Indian Railway

7. STATEMENT AND RECORD OF THE CATEGORIES OF DOCUMENTS WHETHER HELD BY IT OR ITS CONTROL: -

Following documents are kept by Accounts Office for necessary guidance for discharging their duties.

- i) Service record of the employees
- ii) Passes/PTO's and Leave records
- iii) Technical specification and tender schedules and contracts, if any iv) General condition of contracts
- v) Schedule of payment to contractors, if any
- vi) Grievance Registers for staff
- vii) Policy files.
- viii) Dealing files
- ix) Seniority list
- x) Incumbency
- xi) Code, Manuals , Text books etc.
- xii) Personal Cases
- xiii) Other related documents of its employees

8. NUMBER OF ACCOUNTS OFFICERS AND EMPLOYEES WHO MANAGE THE ACCOUNTS OFFICE. लेख अके रयो एवे करेचे रयो के से खेये जो लेख के येमलय के प्रबे कते हे

Officers

	NO. OF(EMP.)
Dy.FA&CAO (W&S) उप वक्त सलेहके े एव रेखय लेखे अेके ेे (के .वभ.)	01
Sr.AFA (W&S) वर ेषठ सहेयक वक्त सल हके े (के .वभ.)	00
AFA (W&S) सहेयक वक्त सल हके े (के .वभ.)	01

**CADRE STATEMENT OF GROUP "C" EMPLOYEES OF WORKSHOP & STORES
ACCOUNTS OFFICE AJMER AS ON 01-03-2021**

S. No.	CATEGORY	LEVEL	SANCTIONED STRENGTH			
			PERM	TEMP	W/C	TOTAL (5+6+7)
1	2	4	5	6	7	8
1	Sr. S.O.	9	40	0	0	41
		8		0	1	
2	A/cs. Asstt.	9		0		
		8		0		
		7	91	0	0	91
		6		0		
3	Jr. A/Cs ASST.	5	14	0	0	14
4	A/Cs CLERK	2	5	0	0	5
5	Sr.I.S.A..	9	3	0	0	3
		8		0	0	
6	Sr.S.V.	8				
	Sr.S.V.	7	6	0	0	6
	S.V.	8				
7	P.A.	7	0	0	1	1
8	R.SORTER	3	2	0	0	2
	TOTAL (A)		161	0	2	163

**CADRE STATEMENT OF GROUP "D" EMPLOYEES OF WORKSHOP & STORES
ACCOUNTS OFFICE AJMER AS ON 01.03.2021**

1	GROUP "D"	1		0	1	
		2	22	0	0	23
		3		0	0	
		4		0	0	
	TOTAL (B)		22	0	1	23
	GRAND TOTAL (A) + (B)		183	0	3	186

NORTH WESTERN RAILWAY

CADRE STATEMENT OF GROUP "C" EMPLOYEES OF CASH & PAY (WORKSHOP PAY CELL)

S.No.	CATEGORY	LEVEL	SANCTIONED STRENGTH			
			PERM	W/C	SSP	TOTAL (5+6+7)
1	2	4	5	6	7	8
1	D.C. (W)	7	2	0	0	2
2	ADC / IOC	6	0	0	0	0
3	O.S.	6	1	0	0	1
4	DRIVER	2	1	0	0	1
5	GROUP-D Daffery/ Peon/ Khalasi	1	1	0	0	1
	TOTAL (A)		5	0	0	5

Revenue Expenditure up to JUN-2021

(Figs in thousands)								
Demand No.	Actual 2020-21	OBG 2021-22	BP to end of Month	Actual to end of month of last year	Actual to end of month of current year	Var bet Act to end of Month vis a vis BP	Var. between Actual to end of Month vis a vis Actual month to end of Month	
a	b	c	e	f	g	h=f-d	i=f-e	
3 A	General Superintendence and services	444599	469036	117258	112616	100493	-16765	-12123
4 B	Repair and maintenance of Way & Works	17266	20302	5076	4029	0	-5076	-4029
5 C	Repair and maintenance of motive power	111683	132221	33054	31166	18533	-14521	-12633
6 D	Repair and maintenance of Carriage and Wagon	2497970	2506860	626715	495689	572146	-54569	76457
7 E	Repairs and maintenance of Plant & Equipment	289158	329133	82284	34735	71569	-10715	36834
8 F	Operating Exp. Rolling Stock & Equipment	11712	13165	3291	2995	2537	-754	-458
11 J	Staff welfare and amenities	37703	31546	7887	17739	15102	7215	-2637
12 K	Misc. Working Exp.	20990	24518	6129	4839	4091	-2038	-748
13 L	PF, Pension & other Retirement Benefits	117066	135896	33974	37058	44086	10112	7028
	TOTAL	3548147	3662677	915668	740866	828557	-87111	87691

Financial review of Plan Head exp. up to JUN 2021

Plan Head		Actual 2020-21	OBG 2021-22	Act exp to end of month last year	Act Exp. to end of month current year	Balance in current year	% of utilization of BG
a		b	c	d	e	f=c-e	g= (e/c)* 100
21	Rolling Stock	539066	27698	15762	50	27648	0.18
36	Other Electric work	0	500	0	0	500	0.00
41	Machine & Plant (M&P)	108212	11507	2241	2079	9428	18.07
42	Workshop Modernisation	64738	65302	2102	2287	63015	3.50
51	Amenities to staff	0	0	0	0	0	0.00
72	Workshop Mfg. Suspense	3587933	4373341	679924	921953	3451388	21.08
72	COVID	0	0	4462	171	-171	0.00
TOTAL		4299949	4478348	704491	926540	3551808	20.69
CR RM	Rolling Stock and M&P	41027	0	0	0	0	

END