

NOTE

No.SrDFM/Misc/2021

14/06/2021

Sub: Duty list of DFM-I, ADFM-I and ADFM-II, Jodhpur

In terms of PFA OFFICE JP'S AHQ GOO No. 02 dt 7/06/2021, Shri Hemant Singh has been posted as ADFM-I/JU. Accordingly following duty list is assigned to Officers:-

DFM-I/JU (Sh. Nikhil Garg)

1. ADM Section – All files of ADM section will be put up to SrDFM, RTI matters of Accounts Office.
2. Books, Budget.
3. Cash and Pay Office
4. Computerization and IT.
5. Audit.
6. Sr Scale TCs, Indents and agreements as per SOP.
7. All Finance Cases to be put up to SrDFM.
8. Stock Verification Branch.
9. Any other duties assigned by SrDFM.

ADFM-I (Sh Hemant Singh)

1. PF
2. NPS
3. Inspection & Efficiency
4. Pension.
5. Agreements, indents & Tender cases of other than Engg. & S&T Branches as per SOP.
6. RTI
7. Any other duties assigned by SrDFM.

ADFM-II (Sh.Anil Purohit)

1. Establishment Section & Estb. Finance.
2. Expenditure Section.
3. Record Section.
4. Agreements, indents & Tender cases of Engg & S&T as per SOP.
5. Any other duties assigned by SrDFM.


SrDFM/JU

Copy to :

1. DRM and ADRM for kind information please.
2. All Branch Officers.