

## **6.RTI GUIDELINES**

### **ACCOUNTS DEPARTMENT OF JAIPUR DIVISION (IMPLEMENTATION OF RIGHT TO INFORMATION ACT, 2005 AS PER CLAUSE (b) OF THE ACT)**

#### **1.Particulars of organization, functions and duties:**

**At divisional level Sr.Divisional Finance Manager is the over all in-charge of accounts department. All activities pertaining to accounts department in the division is coordinated by Sr.Divisional Finance Manager, who is assisted by DFM, ADFM-I AND ADFM-II.**

#### **Functions of accounts department :**

**The Accounts Department of a Railway administration is mainly responsible for :-**

- (a)** Keeping the accounts of the railway in accordance with the prescribed rules.
- (b)** The check with reference to rules or orders (Known as "Internal Check") of transactions affecting the receipts and expenditure of railway .
- (c)** Prompt settlement of proper claims against the railway .
- (d)** Tendering, as part of its important functions, advice to the administration whenever required or necessary in all matters involving railway finance.
- (e)** Compilation of budgets in consultation with other departments and monitoring the budgetary control procedures as may be laid down in the relevant orders and Code rules from time to time .
- (f)** Generally discharging other management accounting functions such as providing financial data for management reporting, assisting inventory management, participation in purchase/contracting decisions and surveys for major schemes in accordance with the relevant rules and orders.
- (g)** Seeing that there are no financial irregularities in the transactions of the railway.