

**Office Note**

Sub: Distribution of work amongst officers of Sr. DFM/Jaipur.

Ref: This office earlier Note No. JP/Adm/Gazetted/2021-22 Dated: 27.04.2022.

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**(A) Sr. DFM:**

1. Overall Administration including Policy, Staff and Union matters.
2. Finance Proposals and Estimates chargeable to Capital (Demand 16) and chargeable to Revenue beyond Rs. 25 lakhs.
3. Tender Committee as per nomination.

**(B) DFM:**

1. Finance - Detailed Estimates chargeable to Revenue up to 25 lakhs, Material Schedules, AAC, Deposit Works, Indents, Purchase Orders, Variations, Vetting of LOAs & Agreements, Way Leave revision cases.
2. Efficiency.
3. Administration & General.
4. Inspection & Audit.
5. BR & DR.
6. Computerization.
7. Informal meetings with Unions.
8. Tender Committee as per nomination.
9. Any other work assigned from time to time.

**(C) ADFM-I: (Sh. Manoj Kumar Sharma)**

1. Establishment - PF – NPS.
2. Expenditure.
3. Non – payment meeting.
4. Tender Committee of all Departments except Engineering & Electrical Department.
5. Any other work assigned from time to time.

**(D) ADFM-II: (Sh. Mukesh Saran Sahai)**

1. Books & Budget.
2. RTI.
3. Settlement & Pension Revision.
4. Stock verification.
5. Cash & Pay.
6. Finance - Commercial Earning proposals & Medical reimbursement
7. Record room management
8. Tender Committee of Engineering & Electrical Department.
9. Any other work assigned from time to time

**(E) Link Arrangement:**

- \* DFM will look after the work of Sr. DFM in his absence.
  - \* ADFM-I will look after the work of DFM in his absence. He will also look after the work of AFA/RCT.
  - \* ADFM-II will look after the work of ADFM-I in his absence & Vice versa.
- This is in supersession of all earlier orders issued on the subject.

(No. JP/Adm/Gazetted/2022-23, Date: 20.05.2022)

**Sr.DFM / Jaipur**

Copy to-

- \* All BOs
- \* DFM, ADFM-I, ADFM-II
- \* All Sr.SOs, Sr.ISA