

Distribution of duties- Gazetted officers- Sr. DFM. Office AII.

Sr.DFM

1. All Financial Proposal valuing more than 25 Lac would directly be put up to Sr. DFM
2. Administration : : General administration Transfers, Promotions, PNM, Union/ Association matters and all relevant matters of ADM.
3. Efficiency Section/Co-ordination Section, NPS, Inspection and SV Branch.
4. Tender Cases as per MSOP & Nomination.
5. Field Office Inspection and Bank inspection as allotted by HQ.
6. Important correspondences to HQ, DRM etc.

DFM

1. Financial proposal up to value 25 Lac would be disposed off at the level of DFM except those proposal where approval of SAG and above officer will be required such cases will be put up to Sr. DFM through DFM
2. All Work variations where accepting authority is JAG Officer will be disposed off at the level of DFM & other cases, where accepting authority is SAG & above Officer would be put up to Sr.DFM through DFM
3. Books & Budget
4. Monitoring of WA Section
5. Field office inspection and bank inspection as allotted
6. Monitoring of TMES
7. Pension & Settlement section (Both for normal & abnormal)
8. Expenditure Section
9. Monitoring of Cash & Pay Office
10. Miscellaneous Section
11. Work of AJ Section put-up to Sr.DFM through DFM
12. Tender Cases of all Departments as per MSOP & Nomination.
13. PF Section, E-policy/E-Suspense Section.
14. All Estt. Finance cases would be put up to Sr. DFM through DFM
15. Computerization & Digitalization
16. Monitoring of FTP & Website updating (Twitter, FB, Webpage) & Management of IT applications.
17. Field/Office inspection as allotted by Sr. DFM/AII & HQ-JP.
18. All the other works assigned by the Sr. DFM

NOTE :-

1. All RTI cases shall be put up through DFM
2. In absence of Sr. DFM/DFM shall look after the works of vice-versa
3. All letters, Correspondence and any kind of file in which approval of DRM, ADRM's and HQ will be required to put up to Sr. DFM

Sr. DFM-Ajmer