

## Accounts role & functioning of Accounts Department

Accounts Department is effectively functioning as Associate Finance for Ajmer division, Dy. FA&CAO(TA) & Compilation, Railway Recruitment Board, Zonal Railway Training Institute Udaipur and Diesel Shed Abu-Road. The Accounts Department is mainly responsible for:-

1. Budgetary control (Revenue & Capital).
2. Maintaining all the Accounts book viz. Account Current etc.
3. Passing all the expenditure bills and establishment bills of Ajmer division.
4. Demand Recoverable and Bills Recoverable.
5. Maintenance of PF Account of the staff of Ajmer division and Construction employees (whose lien with Ajmer division).
6. Vetting/Concurrence of all financial proposals / Estimates of Ajmer division.
7. Settlement of all staff retired/death and VRS etc. of Ajmer division.
8. Dealing of Audit reports of all Executive Deptt. of Ajmer division.
9. Dealing Stock Verification of Ajmer division etc.
10. Discharging salary disbursement of On roll staff.
11. Keeping the accounts of the railway in accordance with the prescribed rules.
12. The check with reference to rules or orders (Known as "Internal Check") of transactions affecting the receipts and expenditure of railway.
13. Tendering, as part of its important functions, advice to the administration whenever required or necessary in all matters involving railway finance.
14. 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.
15. 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.
16. Seeing that there are no financial irregularities in the transactions of the railway.