

Office Note

Sub: Distribution of work amongst officers of Sr. DFM/Jaipur.
Ref: This office earlier Note No. JP/Adm/Gaz/2021-22 Dt. 27.4.22.

(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, , Deposit Works, Variations, Vetting of LOAs & Agreements, Way Leave revision cases.
- 2 Administration, General & Efficiency.
- 3 Gati Shakti Unit related work.
- 4 Expenditure & BR/DR.
- 5 Informal meetings with Unions.
- 6 Tender Committee as per nomination.
- 7 Any other work assigned from time to time.

(C) ADFM-I: (Sh. Mukesh Saran Sahai)

- 1 Establishment, PF & NPS
- 2 Books and Budget
- 3 Stock verification.
- 4 Finance – Comm. Earning proposals, Med. reimbursement & Indents/AAC/PO
- 5 Tender Committee of Engineering & Electrical Department.
- 6 Any other work assigned from time to time

(D) ADFM-II (Sh. K. P. Meena on joining).

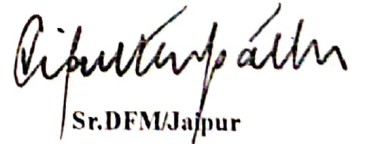
- 1 RTI, Cash & Pay.
- 2 Inspection & Audit.
- 3 Settlement & Pension Revision.
- 4 Record room management & computerisation.
- 5 Tender Committee of all Departments except Engineering & Electrical Department.
- 6 Any other work assigned from time to time.

(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.
- * ADFM-II will look after the work of ADFM-I in his absence & Vice versa. He will look after the work of AFA/RCT

This is in supersession of all earlier orders issued on the subject.

(No. JP/Adm/Gazetted/2022-23, Date: 28/11/2022)


Sr.DFM/Jaipur

28/11/22

Copy to-

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