

NOTE

Sub- Duty list of Sr.DFM, ADFM-1 & ADFM-2 Jodhpur division NWR.

In compliance of HQ/JP letter No. AHQ/G.O.O No 39 DFM JU has been relieved on 31.01.2023 (AN) the new duty list is issued in supersession of earlier list dated 12.12.2022 till further orders:-

Sr.DFM(Dr.Vikram Singh Saini)

01. All Financial Proposals valuing more than 1 Lakh would be put up to Sr. DFM through ADFMs.
02. Administration: General administration, Transfers, Promotions, PNM, Union/ Association matters and all relevant matters of ADFMs.
03. Tender Cases as per MSOP & Nomination
04. Monitoring of Books and Budget
05. Important correspondences to HQ, DRM etc.

Shri Praveen Kumar Inani(ADFM-1)

01. Administration and Miscellaneous Section files put up to Sr.DFM through ADFM-1.
02. Inspection
03. Budget
04. Computerization and IT
05. Audit
06. Establishment
07. Establishment Finance cases would be put up to Sr. DFM through ADFM.
08. Cash office
09. Finance cases, LOA/Contract agreement vetting, Indent(Case above 1 lakh will require approval of Sr.DFM) of Electrical, Operating, RPF will be put up to Sr DFM.
10. Monitoring of FTP & updating of Accounts related information on both NWR internal and public website
11. Tenders of Electrical, AEN/Hq, S&T department as per SOP.
12. Any other works assigned by the Sr. DFM

Shri Manmohan Nigam(ADFM-2)

01. Expenditure
02. Finance cases LOA/Contract agreement vetting, and Indent(Case above 1 lakh will require approval of Sr.DFM) of all departments except Electrical, Operating, RPF.
03. Efficiency
04. Monitoring of WA section
05. Pension
06. PF and NPS
07. Books
08. RTI
09. Record section
10. Stock verification
11. Tenders of all departments except Electrical, AEN/HQ, S&T department as per SOP
12. Any other works assigned by the Sr. DFM

ADFM-1 and ADFM-2 will look after the duties of each other in case of absence/leave and vice versa.

Note: All letters, correspondence and any kind of file in which approval of DRM/ADRM and HQ is required to be put up to Sr.DFM.


Sr.DFM/JU

No. Sr.DFM/Misc/2008 dated 08.02.2023

Copy to:

01. DRM for kind information Please.
02. ADRM/ Infra & Opt. for kind information please.
03. FA&CAO/G/JP/NWR.
04. All Branch officer/JU Div.