

Office note

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

Ref : This office earlier Note No. JP/Adm/Gazz/2022-23 dated 28.11.2022

(A) Sr. DFM:

1. Overall Administration including Policy, Staff and Union matters .
2. Finance Proposals and Estimates chargeable to Capital (Demand 16) and chargeable 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, Vetting of LOAs & Agreements, Way Leave revision cases .
2. Finance Variations- All variation cases where accepting authority is JAG officer will be disposed off at the level of DFM & other cases, where accepting authority is SAG & above would be put up to Sr. DFM through DFM.
3. General & Efficiency, Record room management & computerization .
4. Gati Shakti Unit related work .
5. Expenditure & BR /DR .
6. Settlement & Pension revision .
7. RTI .
8. Informal meetings with Unions.
9. Tender Committee as per nomination .
10. Any other work assigned from time to time

(C) ADFM-I

1. Administration files to be put up to Sr. DFM through ADFM-I .
2. Establishment, PF & NPS .
3. Books & Budget .
4. Cash & Pay .
5. Inspection & Audit .
6. Stock verification .
7. Finance- Comm. Earning proposals, Medical Reimbursement & Indents/AAC/PO .
8. All cases of Jr. Scale Tender Committee .
9. Any other work assigned from time to time .

(E) Link Arrangements:

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

(No.: JP/Adm/Gazetted/56/2023-24 Date: 31.05.2023)


31.05.23
Sr.DFM/Jaipur

Copy to-

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