

Distribution of duties: Gazetted officers- Sr. Divisional Finance Manager Office/AII

Distribution of work among the officers working in Sr. DFM office, Ajmer is revised as under in supersession to all earlier orders:-

Sr.Divisional Finance Manager :-

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

Divisional Finance Manager :-

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 finance 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 Officer would be put up to Sr. DFM through DFM.
3. Books & Budget.
4. Inspection Section.
5. Monitoring of WA Section.
6. Administration and Miscellaneous Section files put up to Sr.DFM through DFM.
7. Work of AJ Section put-up to Sr. DFM through DFM.
8. Tender Cases of all Departments as per MSOP & Nomination.
9. All Establishment Finance cases would be put up to Sr. DFM through DFM.
10. Field/Office inspection, Bank Inspections and all other inspections as allotted by Sr. DFM/AII ADRM/I & OP/ All and HQ-JP.
11. All web application like IRWCMS, IREPS, IPAS, IRRBCS, HRMS, UMID, IMMS etc. as per duty list assigned.
12. All the other works assigned by the Sr. DFM

Assistant Divisional Finance Manager-I :-

1. Pension & Settlement section (Both for normal & abnormal)
2. PF Section, E-policy/E-Suspense Section.
3. Establishment Section (Gazetted & Non-Gazetted).
4. Expenditure Section
5. NPS Section.
6. Stock Verification Section.
7. Monitoring of Cash & Pay Office
8. Computerization & Digitalization
9. Tender Cases of all Departments as per MSOP & Nomination.

10. Monitoring of FTP & Website updation (Twitter, FB, Webpage) & Management of IT applications.
11. Field/Office inspection, Bank Inspections etc. as allotted by Sr. DFM/AII,ADRM/I & OP/AII & HQ JP.
12. Monitoring of FTP & updating of Accounts related information on both NWR internal and public website (Twitter, Webpage etc.) & Management of IT applications.
13. All web application like IRWCMS, IREPS, IPAS, IRRBCS, HRMS, UMID, IMMS etc. as per duty list assigned.
14. All the other works assigned by the Sr. DFM.

NOTE:

1. All RTI cases shall be put up through DFM/ADFM.
2. All CPGRAM and other grievances will be disposed by DFM/ADFM as per their duty list.
3. In absence of Sr. DFM, DFM shall look after the works of Sr.DFM.
4. In absence of DFM, ADFM shall look after the works of vice-versa.
5. 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