

North Western Railway

Office of the,
Sr. Divisional Finance Manager
AJMER

O.O.No. AII/Sr.DFM/ ADM/ 68

Date: 20.12.2022

Distribution of Work amongst Officers of Sr. DFM/Ajmer Office

Sr DFM: Sh.Vinay Bansal, IRAS

1. Overall Administration including Policy, Staff, Transfer/promotion, Union matter etc.
2. All Finance Proposals and Estimates chargeable to Revenue, Capital and Deposit to be put up through DFM.
3. Establishment Finance.
4. Budget Controller for both Revenue and Capital.
5. All Variation cases of Revenue, Capital and Deposit works.
6. Important correspondence to DRM, HQ, Other units, Other Government Institutes and Railway Board etc.
7. Tender Committee as per nomination.

DFM: Sh.Hemant Singh, IRAS

1. Administration Section including RTI matters related to Accounts
2. Union matters including conducting informal meetings.
3. General, Misc. & Efficiency Section.
4. BR/DR Section.
5. Books & Budget Section.
6. Audit & Inspection Section including conducting of Monthly, Quarterly meeting with concerned executive and tri-partite meetings with concerned for closure of Audit paras.
7. Expenditure Section including taxation matters.
8. All finance proposals, estimates & variation etc. pertaining to Sr. SO/F-I,II and Sr. SO/GSU to be put up to Sr. DFM.
9. AAC/Indents/PO and finance proposals, estimates, variations etc vetting on various platforms wherever required pertaining to Sr. SO/F-I,II and Sr. SO/GSU as approved by Sr. DFM on internal noting file.
10. Computerisation work.
11. Tender Committee as per nomination.
12. Field/Office Inspection and Banks Inspections as allotted by Sr.DFM ,DRM/ADRM and HQ.
13. Any other work assigned by Sr. DFM or Higher Authorities.

ADFM: Sh. Sushil Kumar Verma

1. Establishment Gazetted and Non-Gazetted Section.
2. PF and NPS Sections.
3. Settlement & Pension Revision.
4. Stock Verification Section including conducting of Monthly, Quarterly meeting with concerned executive for closure of stock sheets.

5. Monitoring and conducting of Monthly, Quarterly meeting with concerned executive for closure of inspection reports pertains to sections under you.
6. Cash & Pay.
7. Record Section, Paper Securities & Acquittance Certificate as well as Record Room Management.
8. Medical Reimbursement.
9. Agreement and LOA Vetting (including supplementary agreements) of all Sr. SOs of Finance section.
10. Tender Committee as per nomination.
11. RTI Section ,CPGRAM pertains to sections under you.
12. Field/Office Inspection and Banks Inspections as allotted by Sr.DFM ,DRM/ADRM and HQ.
13. Any other work assigned by Sr. DFM or Higher Authorities.

Link Arrangements:

- DFM will attend meetings etc. in absence of Sr. DFM.
- ADFM will look after the work of DFM in his absence due to leave or outstation duty etc. & Vice versa.
- DFM & ADFM: Kindly ensure to regularly check e-office letters and files, government mails, IRWCMS,IR-RBCS,IMMIS,UDM,HRMS,IRPSM etc portals.
- It is also reiterated the point that Any other work assigned by Sr. DFM or Higher Authorities.
- **This Revised Duty List will be effective from 21.12.2023**