

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

Ref: This office earlier Note No. JP/Adm/Gazetted/56/2023-24 dated 31.05.2023

Sr DFM:

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 & ADFM.
3. Establishment Finance.
4. All Variation cases of Revenue, Capital and Deposit works.
5. Important correspondence to DRM, HQ, Other units, Other Government Institutes and Railway Board etc.
6. Tender Committee as per nomination.

DFM:

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

ADFM-I:

1. Establishment including Establishment finance to be put up to Sr. DFM.
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. Books & Budget Section.
6. Cash & Pay.
7. Record Section, Paper Securities & Acquittance Certificate as well as Record Room Management.
8. RTI Section work.
9. All finance proposals, estimates & variation etc. pertaining to Sr. SO/F-II to be put up to Sr. DFM.

10. Finance-Comm. Earning proposals, Medical Reimbursement.
11. AAC/Indents/PO and finance proposals, estimates, variations etc vetting on various platforms wherever required pertaining to Sr. SO/F-II and as mentioned above as approved by Sr. DFM on internal noting file.
12. Agreement and LOA Vetting (including supplementary agreements) of all Sr. SOs of Finance section.
13. Tender Committee as per nomination.
14. Any other work assigned by Sr. DFM or Higher Authorities.

Link Arrangements:

- DFM will attend meetings etc. in absence of Sr. DFM.
- ADFM-I will look after the work of DFM in his absence due to leave or outstation duty etc. & Vice versa.
- ADFM-I will also look after the charge of AFA/RCT.
- DFM & ADFM: Kindly ensure to regularly check e-office letters and files, government mails, IRWCMS, IR-RBCS, IMMIS, UDM, HRMS, IRPSM etc portals.
- **This Revised Duty List will be effective from 20.12.2023**

(No. JP/Adm/Gazetted/56/2023-24 dated 19.12.2023)


19.12.23
Sr.DFM/Jaipur

Copy:

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