

**Sr.DFM (Dr. Swami PrakashPandey)**

- a) Overall In charge of Accounts & Pay Office.
- b) All policy matters & General Administration.
- c) All finance cases except those allotted to DFM & ADFM.
- d) Computerization, IT matters.
- e) Supervision of stock verification cell.
- f) Budget & Expenditure control except routine matters.
- g) General monitoring, 10 days positions & weekly performance reports.
- h) Coordination with HQ and Railway Board.

**DFM-I (Mr.SahilGarg)**

- a) Administration Section (Including Rajbhasha and RTI).
- b) Books & Budget & Appropriation Accounts.
- c) All finance proposals (revenue estimates, variations & detailed estimates etc.) to be routed through DFM-I to Sr. DFM.
- d) Expenditure-I Section.
- e) Accounting Reforms and GST related issues.
- f) IPAS & other IT related issues.
- g) Monitoring of Stock Verification Cell.
- h) Any other work assigned by Sr.DFM as per requirement.

**DFM-II (Mr. Deep Kumar Sharma)**

- a) PF and New Pension Scheme
- b) Expenditure –II section
- c) Vetting of Non-Stock Indents & Purchase Orders
- d) Suspense Section, Efficiency & Action Plan.
- e) Day to day supervision of Pay Office.
- f) Audit and Inspection Section.
- g) Any other work assigned by Sr.DFM as per requirement.

**ADFM (Smt. NanditaChatterji)**

- a) Establishment Gazetted & non-Gazetted Section.
- b) Settlement Section.
- c) Vetting of Contract Agreements, LOA and comparative statements.
- d) Bills Recoverable Section including Concurrence/vetting of earnings/catering proposals.
- e) Any other work assigned by Sr.DFM as per requirement.

**Link Arrangements:**

1. DFM-I shall look after the work of Sr.DFM except policy matters during his absence.
2. DFM-I shall look after the work of DFM-II in his absence & vice versa.
3. DFM-II shall look after the work of ADFM in her absence.