

**ACCOUNTS OFFICE DUTY LIST**

In supersession of all earlier instructions issued in this regard, following is the duty list of staff posted in accounts office, Agra Division

<b>Sr. No.</b>	<b>Name</b>	<b>Duty List</b>
<b>1</b>	<b>Sh. Bhawar Singh</b>	<b>SSO/PF/Record Keeping/Office Maintenance</b>
	(i).Smt. Mamta Srivastava	Maintains Passed PF records.
	(ii).Sh. Mahesh Chand	Record Sorter (Gr.D)
<b>2</b>	<b>Sh. Bhanwar Singh</b>	<b>SSO/FX-II (Dealing with all cases not covered by FX-1 and Finance Establishment)</b>
	(i). Sh. Deewan Khan	A.A.
<b>3</b>	<b>Sh. D.K Singh</b>	<b>SSO/Books &amp; Budget/Accounting Reforms</b>
	(i). Sh. Narendra Kumar	AA
	(ii) Sh. Manoj Kumar	AA
<b>4</b>	<b>Sh. Rakesh Kumar</b>	<b>SSO/Settlement</b>
	(i).Sh. Vidhya Charan	Chief O.S.
	(ii). Sh. S.C. Anand	AA
	(iii). Sh.Munesh Upadhyay	AA
<b>5</b>	(iv). Sh. Hemachal Singh	A/c. Clerk
	<b>Sh. Manoj Sharma</b>	<b>SSO/X-1/GST (All Bills except those assigned to X2)</b>
	(i). Sh. Mohit Chaudhary	AA
	(ii). Sh. Umesh Kumar Sharma	AA
<b>6</b>	(iii). Sh. Sanjay Verma	A/c. Clerk
	<b>Sh. Birendra Kumar</b>	<b>SSO/X-2</b>
	(i). Sh.Bharat Ram Meena	JAA
<b>7</b>	(ii). Smt. Pratibh Goyal	AA
	(iii). Miss Sweta Verma	JAA
<b>8</b>	<b>Sh. Nizamuddin Khan</b>	<b>SSO(FX-I, Dealing with all cases not covered by FX-1I)</b>
	(i). Sh. Vinay Singh	AA
	<b>Sh. D. S. Nayal</b>	<b>SSO/Admin/Misc.</b>
<b>9</b>	(i) Sh. Ramchandra Kumar	AA
	(ii) Sh. Tara Chand	A/c. Clerk
	<b>Sh. P.K .Srivastava</b>	<b>SSO/NPS, Efficiency</b>
<b>10</b>	(i). Sweta Verma	JAA
	(ii). Miss. Vaghela Manaali Ben	A/c. Clerk
<b>11</b>	<b>Sh. K.K. Verma</b>	<b>SSO/IT &amp; EG/Research Statistics &amp; General Supervision of Sr.DFM Cell</b>
	<b>Sh. Rajesh Gautam</b>	<b>SSO/ EG &amp; ENG</b>
	(i) Smt. Prabha Kumari Sharma	AA
<b>12</b>	(ii) Sh. Mukesh Chand Meena	A/c. Clerk
	<b>Sh. P.K. Sharma</b>	<b>SSOAudit &amp; Inspection</b>
<b>13</b>	<b>Sh. V.B.L. Srivastava</b>	<b>SSO/XBR (All earnings proposals)</b>
	(i). Miss Susamita Kumari	A/c. Clerk
<b>14</b>	<b>Sh. Rohtash</b>	Sr.ISA
	(i)Smt. Urvinder Kaur	Stock Verifier
	(ii) Matin Khan	Sr. Stock Verifier
	(iii)S.A. Ali	Sr. Stock Verifier
<b>15</b>	<b>(i).Sh. Radhe Shyam</b>	<b>Sr. Cashier working</b>
	<b>(ii). Sh. Arjun Singh</b>	<b>Assistant Divisional Cashier (On deputation Basis from JHS Divn.)</b>

**LINK ARRANGEMENT (VICE VERSA)**

SSO/PF	SSO/NPS
SSO/Ex-1	SSO/Ex-2
SSO/Fx-1	SSO/FX-2
SSO/EG & ENG	SSO/XBR

SSO/XBR	SSO/Admn
SSO/Insp. & Audit	SSO/IT
SSO/Settlement	SSO/Books & Budget

**NOTE:** In case of non availability of respective link arrangement, the SSO next down below the SSO will look after.

**Sr.DFM/NCR/Agra**

**Copy to;** 1. DFM-I, 2.DFM-II, 3.ADFM, 4. SSO/Admn.

**EDPM Office**

Sr. No.	Name	Design.	Phone No.	Rly. Phone
1.	<b>Sh. Neeraj Singhal</b>	EDPM	9760536003	22034
2.	Sh. R.M. Sharma	SE/IT	9760536066	
3.	Sh. Vimal Kant Bharti	SE/IT	9760536020	
4.	Sh. Amit Kumar	JE/IT	9971638640	
5.	Miss. Arti Bhalla	JE/IT	7838692117	

**Cash & Pay Office**

Sr. No.	Name	Design.	Phone No.	Rly. Phone
1.	Sh. Subhash Chand	<b>Divisional Cashier</b>	9760536155	
2.	Sh. R.K. Shulka	Sr. Cashier	7040409471	
3.	Sh. Om Veer Shah	Peon		
4.				
5.				

Desig.	Total No.	Status
<b>Acs./Clerk</b>	06	In Service
<b>Jr.AA.</b>	04	In Service
<b>A.A.</b>	19	In Service

A.A.	08	Re-engaged
<b>Total</b>	37	

**Accounts Office/NCR/Agra Staff List**

<b>Sr. No.</b>	<b>Name of Employee</b>	<b>Designation</b>
1	Sh. Bhanwar Singh	SSO/FX-II
2	Sh. Bhawar Singh	SSO/PF
3	Sh. D.K. Singh	SSO
4	Sh. Rakesh Kumar	SSO
5	Sh. K.K. Verma	SSO
6	Sh. Birendra Kumar	SSO
7	Sh. Nizamuddin Khan	SSO
8	Sh. D.S. Nayal	SSO
9	Sh. P.K. Srivastava	SSO
10	Sh. Manoj Kumar Sharma	SSO
11	Sh. Rajesh Gautam	SSO
12	Sh. Pushpendra Kumar Sharma	SSO
13	Sh. V.B.L. Srivastava	SSO
14	Sh. Rajesh Srivastava	Sr. ISA
15	Sh. Subhash Chand	Divisional Cashier
16	Smt. Prabha Sharma	Jr. AA
17	Sh. O.P. Chaudhary	AA
18	Sh. Iqbal Khan	A/c. Clerk
19	Sh. Deewan Khan	Jr. AA
20	Sh. Umesh Sharma	AA
21	Sh. Narendra Kumar	AA
22	Sh. Vinay Singh	Jr. AA
23	Sh. Manoj Kumar	
24	Sh. Vidhya Charan	Chief O.S.
25	Sh. Mithilesh Kumar Meena	AA
26	Sh. Mohit Chaudhary	Jr. AA
27	Sh. A.K. Saxena	AA
28	Sh. Radhey Shyam	Sr. Cashier
29	Sh. Munesh Kumar	AA
30	Sh. Bhrat Ram Meena	AA

31	Smt. Pratibha Goel	AA
32	Sh. R.S. Raikwar	Sr. Cashier
33	Smt. Urvinder Kaur	AA
34	Sh. K.C. Sharma	AA
35	Smt. Mamta Srivastava	A/c. Clerk
36	Sh. Ramchandra	Jr.AA
37	Sh. S.C. Anand	AA
38	Miss. Sweta Verma	A/c. Clerk
39	Sh. A.K. Srivastava	AA
40	Sh. M.L. Meena	AA
41	Sh. Laxman Swaroop	AA
42	Sh. Vishal Sharma	AA
43	Sh. Siyaram	AA
44	Sh. Nawal Kumar Sharma	ASV
45	Sh. Matin Ahmed	ASV
46	Sh. S.A. Ali	ASV
47	Sh. R.K. Shukla	Sr.Cashier
<b>EDPM Office Staff</b>		
48	Sh. R.M. Sharma	SE/IT
49	Sh. Vimal Kant Bharti	SE/IT
50	Sh. Amit Kumar	JE/IT
51	Miss. Arti Bhalla	JE/IT
<b>Group "D" Staff</b>		
53	Sh. Mukesh Chand Meena	Peon/EDPM-Office
55	Sh. Omveer Shah	Peon/C&P Office
56	Sh. Sanjay Verma	Peon/Sr.DFM-Office
57	Sh. Ramkishor Singh	Peon/Sr.DFM-Office
58	Sh. Mahesh Chand	Record Sorter
59	Sh. Tarachand	Peon/Sr.DFM
60	Sh. Kamlesh Kumar	Peon/Sr.DFM
61	Sh. Pappu Lal Meena	Peon/Sr.DFM
62	Sh. Hardev	Peon/Sr.DFM
63	Sh. Suresh Chand	Peon/Sr.DFM
64	Sh. Pankaj Kumar	Peon/Sr.DFM
65	Sh. Devi Singh	Peon/EDPM
66	Smt. Savitri Devi	Peon/Sr.DFM
67	Tuphani	
68	Sh. F.S. Khan	Re-Engaged
69	Sh. Ghan Shyam Singh	Re-Engaged
70	Sh. V.K. Sharma	Re-Engaged
71	Sh. Aneg Singh	Re-Engaged
72	Sh. Ram Ratan	Re-Engaged
73	Smt. Meera Devi	Peon/On Loan
74	Sh. Rahul Kumar	APM (On Loan)
75	Sh. Anil Kumar	Steno to Sr.DFM/AGC (Hired)

**Accounts Office/NCR/Agra Staff List**

Sr. No.	Name of Employee	Designation	Received Signature
1	Sh. Bhanwar Singh	SSO/FX-II	
2	Sh. K.K. Verma	SSO	
3	Sh. Birendra Kumar	SSO	
4	Sh. Manoj Kumar Sharma	SSO	
5	Sh. Subhash Chand	Divisional Cashier	
6	Smt. Prabha Sharma	Jr.AA	
7	Sh. O.P. Chaudhary	AA	
8	Sh. Iqbal Khan	A/c. Clerk	
9	Sh. Deewan Khan	Jr.AA	
10	Sh. Umesh Sharma	AA	
11	Sh. Narendra Kumar	AA	
12	Sh. Vinay Singh	Jr.AA	
13	Sh. Manoj Kumar		
14	Sh. Vidhya Charan	Chief O.S.	
15	Sh. Mithilesh Kumar Meena	AA	
16	Sh. Mohit Chaudhary	Jr.AA	
17	Sh. A.K. Saxena	AA	
18	Sh. Radhey Shyam	Sr. Cashier	
19	Sh. Munesh Kumar	AA	
20	Sh. Bhrat Ram Meena	AA	
21	Smt. Pratibha Goel	AA	
22	Sh. R.S. Raikwar	Sr. Cashier	
23	Smt. Urvinder Kaur	AA	
24	Sh. K.C. Sharma	AA	
25	Smt. Mamta Srivastava	A/c. Clerk	
26	Sh. Ramchandra	Jr.AA	
27	Sh. S.C. Anand	AA	
28	Miss. Sweta Verma	A/c. Clerk	
29	Sh. A.K. Srivastava	AA	
30	Sh. Laxman Swaroop	AA	
31	Sh. Vishal Sharma	AA	
32	Sh. Siyaram	AA	
33	Sh. Nawal Kumar Sharma	ASV	
34	Sh. Matin Ahmed	ASV	
35	Sh. R.K. Shukla	Sr.Cashier	
	<b>EDPM Office Staff</b>		
48	Sh. R.M. Sharma	SE/IT	
49	Sh. Vimal Kant Bharti	SE/IT	

50	Sh. Amit Kumar	JE/IT	
51	Miss. Arti Bhalla	JE/IT	
52			
<b>Group "D" Staff</b>			
53	Sh. Mukesh Chand Meena	Peon/EDPM-Office	
54	Sh. Ram Narayan	Peon/EDPM-Office	
55	Sh. Omveer Shah	Peon/C&P Office	
56	Sh. Sanjay Verma	Peon/Sr.DFM-Office	
57	Sh. Ramkishor Singh	Peon/Sr.DFM-Office	
58	Sh. Mahesh Chand	Record Sorter	
59	Sh. Tarachand	Peon/Sr.DFM	
60	Sh. Kamlesh Kumar	Peon/Sr.DFM	
61	Sh. Pappu Lal Meena	Peon/Sr.DFM	
62	Sh. Hardev	Peon/Sr.DFM	
63	Sh. Suresh Chand	Peon/Sr.DFM	
64	Sh. Pankaj Kumar	Peon/Sr.DFM	
65	Sh. Devi Singh	Peon/Sr.DFM	
66	Smt. Savitri Devi	Peon/Sr.DFM	
67	Sh. Sarvesh Kumar Shukla	Bungalow Peon/Sr.DFM	
68	Sh. F.S. Khan	Re-Engaged	
69	Sh. Ghan Shyam Singh	Re-Engaged	
70	Sh. V.K. Sharma	Re-Engaged	
71	Sh. Aneg Singh	Re-Engaged	
72	Sh. Ram Ratan	Re-Engaged	
73	Smt. Meera Devi	Peon/On Loan	
74	Sh. Rahul Kumar	APM (On Loan)	
75	Sh. Anil Kumar	Steno to Sr.DFM/AGC (Hired)	

Updated on (Date:10.12.2019)

### ACCOUNTS OFFICE DUTY LIST

In supersession of all earlier instructions issued in this regard, following is the duty list of staff posted in accounts office, Agra Division

Sr.	Name	Designation	Duty List	Rly. Ph.
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No.			No.
1	<b>Bhawar Singh</b>	<b>SSO/PF/Record Keeping/Office Maintenance</b>	
	(i) Smt. Prabha Shama	JAA (w.e.f. 07.12.2018)	
	(ii) V.K. Sharma	AA, Re-Engaged	
	(iii) Mahesh Chand	Record Sorter (Gr.D)	
	(iv) Mohd. Iqbal Hasan	A/c. Clerk (Record)	
	(v) Sh. A.K. Saxena	A.A.	
2	<b>Bhanwar Singh</b>	<b>SSO/FX-II (Dealing with all cases not covered by FX-1 and Finance Establishment)</b>	
	Deewan Khan	Jr.A.A.	
3	<b>D.K Singh</b>	<b>SSO/Books &amp; Budget/Accounting Reforms</b>	
	(i) U. K. Sharma	AA	
	(ii) Narendra Kumar	AA (w.e.f. 27.11.2003)	
	(iii) Manoj Kumar	JAA	
4	<b>Rakesh Kumar</b>	<b>SSO/Settlement</b>	
	(i) Vidhya Charan	Chief O.S.	
	(ii) Ramchandra Kumar	AA (w.e.f. 11.08.20105)	
	(iii) Aneg Singh	AA, Re-Engaged	
	(iv) F.S. Khan	AA, Re-Engaged	
5	<b>Manoj Sharma</b>	<b>SSO/X-1/GST (All Bills except those assigned to X2)</b>	
	(i) Mohit Chaudhary	AA	
	(ii) Radhe Shyam	Sr. Cashier	
5	<b>Birendra Kumar</b>	<b>SSO/X-2 (All imprest, medical, utility and stores bills)</b>	
	(i) Bharat Ram Meena	A/cs. Clerk	
	(ii) Pratibh Goyal	AA	
	(iii) Miss Sweta Verma	A/c. Clerk	
7	<b>Nizamuddin Khan</b>	<b>SSO/Audit &amp; Inspection/(PF Reconciliation)</b>	
	Siyaram	AA (To be retired on Jan.-2020)	
8	<b>D. S. Nayal</b>	<b>SSO/Admin/Misc.</b>	
	(iii) K.C.Sharma	AA	
	(iv) Mamta Srivastava	AC (w.e.f. since joining)	
	(v) S.C. Anand	AA	
	(vi) R.S. Raikwar	Sr. Cashier (To be promoted in DC very soon)	
9	<b>PK Srivastava</b>	<b>SSO/NPS, Efficiency</b>	
	(i). Sweta Verma	A/cs. Clerk	
10	<b>K.K. Verma</b>	<b>SSO/IT/Research Statistics &amp; General Supervision of Sr.DFM Cell</b>	
	Anil Kumar	Steno	
11	<b>Rajesh Gautam</b>	<b>SSO/ EG &amp; ENG</b>	
	(iii) Ram Ratan	AA, Re-Engaged	
	(iv) Urvinder Kaur	AA	
	(v) Laxman Swaroop	AA	
	(vi) R.S. Raikwar	Sr. Cashier (To be promoted in DC very soon)	
	(vii) R.S. Raikwar	Sr. Cashier (To be promoted in DC very soon)	
12	<b>P.K. Sharma</b>	<b>SSO/FX-I</b>	<b>(All Finance cases except Engineering, Elect OP and Elec TRD Dept.)</b>
	Vinay Singh	AA (w.e.f. 04.01.2013)	
13	<b>V.B.L. Srivastava</b>	<b>SSO/XBR (All earnings proposals)</b>	
	Munesh Kumar Sharma	AA (w.e.f. since beginning)	
14	<b>Sh. Rajesh Srivastava</b>	Sr.ISA	
	(i) Nawal Sharma	Stock Verifier	
	(ii) Matin Khan	Stock Verifier	
	(iii) S.A. Ali	Stock Verifier	
15	<b>Sh. Subhash Kumar</b>	<b>Divisional Cashier</b>	
	(ii) R.K. Shukla	Sr. Cashier	
16	<b>Sh. A.K. Saini</b>	SSO/Admn. (Gen.)	



**NORTH CENTRAL RAILWAY**

No. : AC/D/Agra/Admn/Gaz.O.O./14

Sr. DFM's Office, Agra  
Date: 25.06.2020

**Distribution of work among Officers in the office of Sr.DFM**

In supersession of earlier orders issued in this regard vide L.No.AC/D/Agra/Admn.Gaz./2;dt:30.12.2019, the following is the distribution of work among the officers with immediate effect:

**Sr.DFM (Dr. Swami Prakash Pandey)**

- 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 RB.

**DFM-I (Mr. Sahil Garg)**

- a) Administration Section (Including Rajbhasha and RTI).
- b) Books & Budget, Appropriation Accounts. Accounting Reforms and GST related issues.
- c) Concurrence/vetting of earnings/catering proposals.
- d) IPAS & other IT related issues.
- e) Audit and Inspection section.
- f) Monitoring of Stock Verification Cell.
- g) Bills Recoverable Section.
- h) Vetting of Contract Agreement, Subsidiary Agreement & LOA.
- i) Expenditure-I Section.
- j) All finance proposals (revenue, variations. & detailed estimates etc.) to be routed through DFM-I to Sr. DFM.
- k) Vetting of NS Indents for value up to Rs. 15 lakhs.
- l) Any other work assigned by Sr.DFM from time to time.

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

- a) Suspense Section, Efficiency & Action Plan.
- b) Day to day supervision of Pay Office.
- c) Establishment Gazetted & non-Gazetted Section.
- d) PF, New Pension Scheme & Settlement Section.
- e) Vetting of Purchase Order for value up to Rs.15 lakhs.
- f) Expenditure –II section
- g) Any other work assigned by Sr.DFM from time to time

**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.

**Copy to :**

1. PS to DRM/Agra for kind information please.
2. ADRM/Infra, ADRM/OP for information please.
3. DFM-I & DFM-II
4. All BOs.
5. Dy.FA&CAO/G/NCR for kind information please.

**Sr.DFM/NCR/Agra**

**NORTH CENTRAL RAILWAY**

No. : AC/D/Agra/Admn/Gaz/2

Sr. DFM's Office, Agra  
Date: 25.05.2020

**Distribution of work among Officers in the office of Sr.DFM**

In supersession of earlier orders issued in this regard and consequent upon promotion of ADFM Mr. Sahil Garg as DFM-I/Agra and promotion & transfer of earlier DFM-I, Miss Tanuja Prasad as Dy.FA&CAO/T/NCR/ALD, the following is the distribution of work among the officers with immediate effect:

**Sr.DFM (Dr. Swami Prakash Pandey)**

- 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 RB.

**DFM-I (Mr. Sahil Garg)**

- a).Administration Section (Including Rajbhasha and RTI).
- b).Books & Budget, Appropriation Accounts. Accounting Reforms and GST related issues.
- c).Concurrence/vetting of earnings/catering proposals.
- d).IPAS & other IT related issues.
- e).Audit and Inspection section.
- f).Monitoring of Stock Verification Cell.
- g).Bills Recoverable Section.
- h).Vetting of Contract Agreement & Subsidiary Agreement.
- i). Expenditure-I Section.
- j). Vetting of Non-Stock Indents of value up to Rs.15 lakhs and more than the value of Rs. 15 lakhs will be finalized by Sr. DFM/Agra.
- k). Purchase Order Vetting.
- l). Revenue expenditure proposals requiring sanction of JAG or below to be routed through DFM-I to Sr.DFM.
- m). Any other work assigned by Sr. DFM from time to time.

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

- a).Suspense Section, Efficiency & Action Plan.
- b).Day to day supervision of Pay Office.
- c).Establishment Gazetted & non-Gazetted Section.
- d).PF, New Pension Scheme & Settlement Section.
- e).Expenditure –II section
- f).Any other work assigned by Sr.DFM from time to time

**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.

**Sr.DFM/NCR/Agra**

**LINK ARRANGEMENT (VICE -VERSA)**

SSO/Admn	SSO/X-I	SSO/Books & Budget
SSO/X-1	SSO/Admn.	SSO/Books & Budget

SSO/X-II	SSO/Pension	SSO/XBR
SSO/FX-I	SSO/FX-II	SSO/Admn.
SSO/FX-II	SSO/FX-I	SSO/Admn.
SSO/Books & Budget	SSO/X-I	SSO/Admn
SSO/XBR	SSO/ X-II	SSO/ Effy. & NPS
SSO/EG & ENG	SSO/PF	SSO/Pension
SSO/Pension	SSO/ Effy. & NPS	SSO/PF
SSO/Insp. & Audit	SSO/EG & ENG	SSO/IT
SSO/PF	SSSO/Pension	SSO/EG & ENG
SSO/ Effy. & NPS	SSO/XBR	SSO/X-II

**NOTE:** In case of non availability of respective link arrangement, the available SSO will look after the work.

**Sr.DFM/NCR/Agra**

**Copy to:** 1. DFM-I, DFM-II, & All SSO's.

**Temporary Arrangement for Office Staff due to COVID-19**

<b>Days</b>	<b>Sections</b>
<b>Even Days</b>	Admn, X-I, FX-I, XBR, PF, Insp. & Audit
<b>Odd Days</b>	Admn, X-II, Fx-II, Books, EG & ENG, Effy & NPS, Pension, IT
<b>Saturday &amp; Sunday</b>	<b>As per requirement</b>

**Note:** All the staff will do “Work From Home”, if not present physically in office. If “Work From Home” is not possible, then he may come to office.

**Sr.DFM/NCR/Agra**

SSO/Admn	SSO/X-I	SSO/Books & Budget
SSO/X-1	SSO/Admn.	SSO/Books & Budget
SSO/X-II	SSO/Pension	SSO/XBR
SSO/FX-I	SSO/FX-II	SSO/Admn.
SSO/FX-II	SSO/FX-I	SSO/Admn.
SSO/Books & Budget	SSO/X-I	SSO/Admn
SSO/XBR	SSO/ X-II	SSO/ Effy. & NPS
SSO/EG & ENG	SSO/PF	SSO/Pension
SSO/Pension	SSO/ Effy. & NPS	SSO/PF
SSO/Insp. & Audit	SSO/EG & ENG	SSO/IT
SSO/PF	SSSO/Pension	SSO/EG & ENG
SSO/ Effy. & NPS	SSO/XBR	SSO/X-II

**NOTE:** In case of non availability of respective link arrangement, the available SSO will look after the work.

**Sr.DFM/NCR/Agra**

**Copy to:** 1. DFM-I, DFM-II, & All SSO's.

**Temporary Arrangement for Office Staff due to COVID-19**

<b>Days</b>	<b>Sections</b>
<b>Even Days</b>	X-I, FX-I, XBR, Books, Insp. & Audit (Admn, IT& PA Cell)
<b>Odd Days</b>	X-II, Fx-II, PF, EG & ENG, Effy & NPS, Pension (Admn, IT& PA Cell)
<b>Saturday &amp; Sunday</b>	<b>As per requirement</b>

**Note:** All the staff will do "Work From Home", if not present physically in office. If "Work From Home" is not possible, then he may come to office.

**Sr.DFM/NCR/Agra**

**Sub: Delegation of Finance cases.**

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In partial modification of earlier order issued vide L.No.AC/D/Agra/Admn./Gaz./2;dt:30.12.2019 the work distribution for dealing with finance cases will be as under with immediate effect: -

**A). Sr. DFM:**

i). All finance cases except those delegated to DFM

**B). DFM-I:**

- i). All finance proposals (Revenue, Variations, Detailed Estimates etc.) to be routed through DFM-I to Sr.DFM.
- ii). LOA & Agreement Vetting.
- iii). Vetting of NS Indents for value upto Rs.15 Lakhs.
- iv). Concurrence / Vetting of Earning /Commercial proposals.

**C). DFM-II:**

i). Purchase Order Vetting for value up to Rs.15 Lakhs.

Copy to:

- 1. PS to DRM/Agra: For kind information please.
- 2. ADRM/Infra/Agra: For kind information please.
- 3. ADRM/OP/Agra: For kind information please.
- 4. All B.Os.
- 5. Dy. FA&CAO/G/NCR: For kind information please.

**Sr.DFM/Agra**

<b>Days</b>	<b>SSO of Section</b>	<b>Link-1</b>	<b>Link-2</b>	<b>Link-3</b>
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

### Quotation

<b>Days</b>	<b>SSO of Section</b>	<b>Link-1</b>	<b>Link-2</b>	<b>Link-3</b>
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				