

## NORTH CENTRAL RAILWAY

Office of the  
Sr.DFM/Agra  
NCR

No: AC/AGC/Admn./Gaz. O.O./14

Dtd: 21.11.2023

### **Distribution of work among officers in the office of Sr. DFM**

In supersession of earlier orders issued in this regard vide L.No. AC/AGC/Admn./Gaz. O.O./16, dated 10.10.2023, the following is the distribution of work among the officers with immediate effect:-

#### **Sr. DFM (Miss Tanuja Prasad)**

- a) Overall in charge of Accounts & Pay Office
- b) All policy matters & General Administration
- c) All finance cases (Including Gati Shakti Unit, Agra) except those allotted to DFM & ADFM
- d) Computerization, IT matters & IPAS related issues
- e) Supervision of Stock Verification cell
- f) Budget & Expenditure control except routine matters
- g) General Monitoring, 10 days position & weekly performance report
- h) Coordination with HQ and Railway board
- i) All tenders of JAG scale

#### **Link Arrangement**

<b>DFM (Mr. Svatanttra Kumar Agrawal)</b>	<b>ADFM (Mr. Bharat Bhushan)</b>
<ol style="list-style-type: none"><li>a) Books &amp; Budget and Appropriation Accounts and Accounting Reforms</li><li>b) Expenditure-II Section</li><li>c) Efficiency &amp; Action Plan Section</li><li>d) Audit &amp; Inspection Section</li><li>e) Bills Recoverable Section including concurrence/Vetting of Earnings/Catering proposals</li><li>f) Suspense Section</li><li>g) All finance proposals of Operating, Commercial, RPF, Mechanical, S&amp;T, Personnel (except finance establishment) and GSU would be routed through DFM</li><li>h) Vetting of Indent to be placed on Centralized procurement agencies by PCMM as per power specified in SOP</li><li>i) All tenders of Sr. Scale</li><li>j) Any other work assigned by Sr. DFM as per requirement</li></ol>	<ol style="list-style-type: none"><li>a) Administration Section (Including Rajbhasha and RTI)</li><li>b) Vetting of Non-Stock Indets &amp; Purchase Orders</li><li>c) Monitoring of Stock verification cell</li><li>d) Settlement Section</li><li>e) Establishment Gazetted &amp; Non-Gazetted section</li><li>f) Expenditure-I section</li><li>g) PF &amp; New Pension Scheme</li><li>h) GST related issues</li><li>i) Vetting of Contract Agreement, LOA and comparative statement</li><li>j) All proposals of medical reimbursement and finance proposals of TRD and Electrical General would be routed through ADFM</li><li>k) Vetting of Non-Stock Indents and Purchase Order as per the power specified in SOP</li><li>l) Cash Office</li><li>m) All tenders of Jr. Scale</li><li>n) Any other work assigned by Sr. DFM as per requirement</li></ol>

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

Copy to :

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

  
21/11/23  
Sr.-DFM/NCR/AGC