

SN	Sections	Duties
1.	Admn	Maintenance of Service Record and General Administration.
2.	Finance	Scrutiny & Vetting/Concurrence of Financial proposals
3.	Expenditure	Internal Check & Passing Bills of Contractors and Suppliers.
4.	Books & Budget	Control over expenditure within allotted grants/spending limit.
5.	Establishment	Internal Check & Passing Salary bills of Railway Employees.
6.	Settlement	Final payment of Superannuation/Voluntary Retirement cases
7.	Pension Revision	Revision of Family pension and PPOs.
8.	XBR	Recovery of dues payment from private parties.
9.	Inspection & Audit	Inspection of all departments and clearance of Audit objections.
10.	PF	Partial/Final PF withdrawals and Final settlement.
11.	NPS	PRAN generation of new employee, Partial withdrawal, Superannuation and NPS contribution transfer to NSDL.
12.	EFFY	Submission of MPR, MCDO & other calendar of returns.
13.	Stock Verification	Stock verification and scrap disposal.