

North Central Railway

**Office of the
Sr.DFM/JHS**

No.:- JHS/A/Cs/Admn./Gaz./2024

Date :- 08-05-2024

Distribution of work among Account Officers

The following redistribution of assignments among the Officers working in this office is as under with immediate effect:-

The Officer's Designation will be as under:-

1. Shri Siddhant Singh Dangi DFM
2. Shri M.K. Namdeo ADFM- I
3. Shri R.K. Savita ADFM- II

Sr. DFM

1. Overall in-charge of Accounts, Cash & Pay Office.
2. All Policy matters and general administration.
3. All Finance cases except delegated to DFM and ADFM-I.
4. Verification Cell.

DFM

1. Admin Section and Monitoring of Court cases.
2. IPAS implementation, computerization and IT matters.
3. Monitoring of working of all sections and 10 days position.
4. Coordination of timely submission of reports/reply to HQ/Board.
5. Audit, Inspection and Efficiency section.
6. Books, Budget and Expenditure control, Appropriation Account & Accounting reforms.
7. Expenditure 1 & 2 and GST.
8. XBR Section.
9. PF and NPS Section.
10. Vetting of LOA in DA cases, vetting of L1 offer after calling quotations.
11. Finance cases of Medical departments and Sr.DME/Diesel.
12. TC Member of Sr. Scale Level of all departments.
13. Any other work assigned by Sr. DFM.

ADFM-I

1. ENG and EGA section.
2. Cash and Pay.
3. All Finance Proposals of Electrical/G, TRD, TRS and OP department.
4. Vetting of NS indent, PO and stocking proposals.
5. Fuel section.
6. Bank Inspection.
7. Stock verification cell.
8. TC member of junior scale level of Sr.DEN/N, DEN/HQ, GSU, Dy.CE/TMC, DSTE/JHS, Elect/G & OP, Medical and Commercial Departments.
9. Any other work assigned by Sr. DFM.

ADFM-II

1. Admin section.
2. Settlement section.
3. Pension revision section.
4. Audit, Inspection and Efficiency section.
5. Expenditure- 3
6. Suspense.
7. Bank Inspection.
8. TC of Jr.Scale Level of Sr.DEN/E, Dy.CE/Bridge, Sr.DEN/C, DSTE/ORAI, Elect TD, Elect TRS, Operating, Safety, Mechanical, RPF and Personal Departments.
9. Any other work assigned by Sr. DFM.

Note-

1. ADFM-I will look after the work of ADFM-II in his absence and vice-versa.
2. ADFM-I will look after the work of DFM in his absence.
3. DFM will look after the routine work in absence of Sr.DFM/JHS.

Sr.DFM/JHS

Copy to:-

2. Copy to DRM/JHS for kind information please.
3. Copy to ADRM/INFRA/OP/JHS for kind information please.
4. Copy to Dy.FA&CAO/HQ/PRYJ for kind information please.
5. All Branch officers.

Sr.DFM/JHS

08/5/24