

NORTH CENTRAL RAILWAY

Office of the
Sr. DFM/NCR/Agra

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

Date: 12.02.2025

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./14, dated 14.05.2024, the following is the distribution of work among the officers with immediate effect:-

Sr. DFM (Miss Tanuja Prasad)

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

Link Arrangement

ADFM I (Mr. Bhagwan Singh)	ADFM II (Mr. Mithlesh Kumar Meena)
<ul style="list-style-type: none">a) Administration Section (Including Rajbhasha and RTI), Dispatch, Computerization, IT matters & IPAS related issuesb) Books & Budget and Appropriation Accounts and Accounting Reformsc) All Expenditure Section except Expenditure II and GST related issues and Suspensed) Efficiency and XBRe) Monitoring of Stock verification cellf) PF & New Pension Schemeg) Bills Recoverable Section including concurrence/Vetting of Earnings/Catering proposalsh) All finance proposals of Operating, RPF, Mechanical, S&T, Personnel, Commercial, medical and its reimbursement and the corresponding work on WCMS and UDM would be routed through ADFM Ii) Vetting of Indent to be placed on Centralized procurement agencies by PCMM as per power specified in SOPj) All tenders of Jr. Scale of Engineering and Electrical Departmentk) Any other work assigned by Sr. DFM as per requirement	<ul style="list-style-type: none">a) Settlement, Establishment Gazetted & Non-Gazetted sectionb) Expenditure-II section (Expenditure Bills other than Contractor Bills)c) Cash Officed) All finance proposals of Accounts, Engineering, Bridge Line, GSU and Electrical would be routed through ADFM IIe) Audit & Inspection Sectionf) Finance establishmentg) All tenders of Jr. Scale except Engineering and Electrical Departmenth) Any other work assigned by Sr. DFM as per requirement

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

Copy to :

1. PS to DRM/Agra for kind information please.
2. ADRM/Infra for information please.
3. Dy. FA&CAO/HQ/NCR for kind information please
4. All BOs
5. ADFM I & ADFM II


12/2/25
Sr. DFM/NCR/AGRA