

North Central Railways

Office of the
Sr. Divl. Finance Manager
N.C. Railway Prayagraj
Date- 13.05.2025

GOO No. 03/2025

Distribution of work among Gazetted Officers under Sr. DFM/PRYJ would be as given in the table below w.e.f. 13.05.2025. This is in supersession of GOO no. 01/2025 dated 07.04.2025.


Sr. DFM (Shri Shailendra Kr. Singh)	ADFM I (Shri Pradeep Kr. Mishra)	ADFM II (Shri K. K. Singh)	ADFM-III (Shri Rajeev Kumar)
1. Overall, in-charge of Accounts, Cash and Pay Office 2. All Policy matters and general administrative matters 3. All Finance except specifically Delegated to ADFMs 4. TC as per powers delegated in the SOP.	1. Pension. 2. PF & NPS 3. Non-Payment Meetings, Disposal of Staff Grievances. 4. Junior Scale tenders, Repair and Maintenance proposals, Indent Vetting, Quotation cases and Finance (as per Note(1) below) pertaining to Sr. DEN Cord/II/III & DEN-V, S&T, RPF, operating, Sr. DSO, Store depts as per delegation in SOP. 5. Sr. Scale Stores Tender.* 6. Finance proposal pertaining to Estt. matter and other misc. matter. 7. Vetting of agreement TCs finalized by ADFM-III. 8. LOA Vetting. 9. Miscellaneous proposals such as electricity connection payment to SEBs, insurance payment, payment to regulatory bodies. 10. Imprest, AAC, Annual indent vetting, Store imprest requiring ADRM approval will be finalized by ADFM itself. 11. Bills Recoverable 12. Any other work assigned by Sr. DFM/PRYJ	1. Administration and legal cell, RTI 2. Efficiency 3. Expenditure. 4. Establishment (Non-Gaztt.) 5. Junior scale tenders, Repair & Maintenance proposals, Indent Vetting , Quotation cases and Finance (as per Note (1) below) pertaining to DEN /Estate/PRYJ, , Medical , GSU/PRYJ, Sr.DEE(G) & (OP), DY. CE/Bridge Line/PRYJ , as per delegation in SOP. 6. Sr. Scale Works/Service Tender of all dept.* 7. Stock Verification. 8. Any other work assigned by Sr. DFM/PRYJ.	1. Books & Budget, Record, Fuel, Books-Cheque Signing. 2. Establishment (Gazetted) 3. Audit/Inspection 4. Computer, IT and EDPM 5. Cash & PAY 6. Suspense 7. Catering 8. RCT 9. Junior Scale tenders, Repair and Maintenance proposals, Indent Vetting, Quotation cases and Finance (as per Note(1) below) pertaining to Sr. DEN I, IV &, Commercial, Mechanical, Electrical Deptt. Except Sr.DEE(OP) & (G) , EDPM, Accounts, Rajbhasha, Personnel, PRO and Principal ETC. Commercial, RRB. 10. Scrutiny of Hospital empanelment cases to be routed through Sr. DFM. 11. Vetting of agreement TCs finalized by Sr.DFM, ADFM-I & II of all Depts. 12. Medical reimbursement requiring approval of CMS will be done by ADFM itself. 13. Earning Contracts, Fixing of reserve prices of earning cases. 14. Any other work assigned by Sr. DFM/PRYJ.

1. Finance cases – All proposals related to PWP, Law book, DRM/LS, M&P, RSP, Detailed estimate, Catering, Write off, Deposit estimate, Variation, Way leave facility and Sidings proposals.
2. All the proposals requiring sanction of PHOD/DRM/GM will be routed through Sr. DFM/PRYJ.
3. All the finance cases of ADFM-I, ADFM-II & ADFM-III shall invariably be routed through Sr. DFM.
4. ADFM-I will look after the work of ADFM-II in his absence. ADFM-II will look after the work of ADFM-III in his absence. ADFM-III will look after the work of ADFM-I in his absence.
5. All the officers shall collect their respective action plan targets/efficiency shield items & achieve them.

* Authority- As per PFA/NCR letter no.35662 Order no. 02 dated. 09/05/2025

Copy to:-

1. PFA/N.C. Railway: for kind information please.
2. DRM/PRYJ: for kind information please.
3. ADRM/infra/OP/GEN/PRYJ: -for kind information please.
4. All Concerned officers & BOS.


Sr. Divisional Finance Manager
N.C. Rly/Prayagraj