

**INFORMATION IN REFERENCE TO SECTION – 4(i) (b) of RTI ACT 2005**  
**Updated on 28.05.2025**

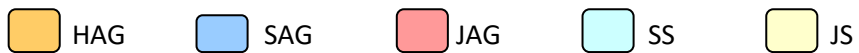
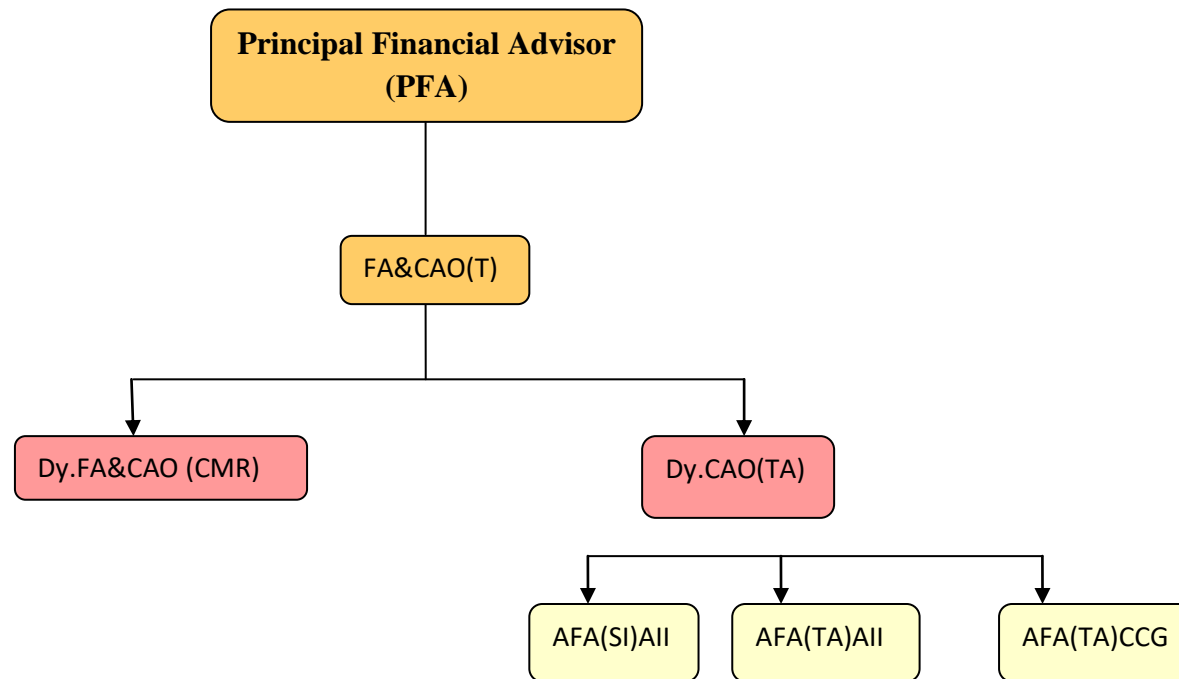
Item	Particulars	Status
4(b) (i)	The particulars of its organization, functions and duties	Page 2 below (Charter) , Organization chart (Page 3)
4(b) (ii)	The powers and duties of its officers and employees	Page 4
4(b) (iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	<p>The procedure/norms set for discharge of functions are as per the provisions contained in various codes/manuals.</p> <p>The general procedural instructions are also reiterated/ issued from time to time.</p> <p><a href="http://indianrailways.gov.in">Ministry of Railways (Railway Board)</a>  <a href="http://indianrailways.gov.in">indianrailways.gov.in</a></p>
4(b) (iv)	the norms set by it for the discharge of its functions	
4(b) (v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	<a href="http://indianrailways.gov.in">Ministry of Railways (Railway Board)</a> <a href="http://indianrailways.gov.in">indianrailways.gov.in</a>
4(b) (vi)	A statement of the categories of the documents that are held by it or under its control;	<a href="http://indianrailways.gov.in">Ministry of Railways (Railway Board)</a> <a href="http://indianrailways.gov.in">indianrailways.gov.in</a>
4(b) (vii)	the particulars of any arrangements that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof;	<p>Not applicable</p> <p>The assigned work is executed as per rules laid down in codes.</p>
4(b) (viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;	
4(b) (ix)	A directory of its officers and employees;	Page 5
4(b) (x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	Page 6
4(b) (xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Not applicable - Salaries and other working expenses are charged to the Consolidated Fund of India. Execution of plans is not a part of Accounts Department's functions/duties.
4(b) (xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Not applicable - No subsidiary programmes are executed.
4(b) (xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	Not applicable- Offering any concessions, Permits or authorizations are not a part of organization functions/duties.
4(b) (xiv)	the details in respect of the information, available to or held by it, reduced in an electronic form;	Code and manuals are available on Indian Railways web site at <a href="https://indianrailways.gov.in/railwayboard/">https://indianrailways.gov.in/railwayboard/</a>
4(b) (xv)	The particulars of facilities available to citizens for obtaining information, including working hours of a library or reading room, if maintained for public use.	Not applicable- The Accounts department is not maintaining any library or reading room for public use.
4(b) (xvi)	The names, designations and other particulars of the Public Information Officers;	Page 7
4(b) (xvii)	Such other information as may be prescribed; and thereafter update these publications every year;	Information related to Tenders, press related, Important News etc are also available on <a href="http://www.wr.indianrailways.gov.in">www.wr.indianrailways.gov.in</a>

**CHARTER FOR WORKING OF FA&CAO'S OFFICE(Extracted from Charter of A/C Department on 10.3.2.55**

Sr.No.	Item	Normal Time*	Maximum Time*	Remarks
	<b>ADM</b>			
1	MP/MLA/CA-iii References	As per Time schedule issued by Railway Board		
2	Representations/Grievances	05 days	20 days	
	<b>PENSION</b>			
3	Issue of PPO-Normal cases	Same month		
4	Issue of PPO -ONR Cases	With normal cases of next month		
5	Revision of PPOs	07 days	15 days	
6	Counter Signature of PPOs	03 days	07 days	
7	Release of Deposit	03 days	07 days	
	<b>PF</b>			
8	PF Withdrawal application	03 days	05 days	
9	Transfer of PF Account (After receipt of LPC)	15 days	30 days	
10	NPS uploading	03 days	07 days	
	<b>EXP</b>			
11	Transfer of TC	05 days	07 days	
12	Bills	03 days	07 days	
	<b>EG/ENG</b>			
13	Establishment Proposals	03 days	15 days	
14	Salary Bills	02 days	05 days	
15	Other than Salary Bills	03 days	07 days	
16	Due and Drawn Statement	03 days	07 days	
17	Transfer Documents	20 days	30 days	
	<b>FINANCE</b>			
18	Audit Objections	05 days	15 days	
19	Medical Reimbursement cases	05 days	07 days	
20	PWP/Law Book proposals	05 days	07 days	
21	Creation/transfer of posts	03 days	07 days	
22	Scrutiny of Draft Paras	05 days	10 days	
23	Misc. Establishment Proposals	03 days	05 days	
	<b>FINANCE CLAIMS</b>			
24	Compensation Claims(RCT)	03 days	05 days	
25	Refund of Coaching	03 days	05 days	
26	Own your wagon bills	03 days	05 days	
27	Commercial Proposals	05 days	08 days	

\* Excluding Saturdays, Sundays and General Holidays

## Organization Chart of Traffic Accounts



**DUTY LIST OF SAG OFFICERS OF ACCOUNTS DEPARTMENT – OPEN LINE**

Dy.FA&CAO(CMR)		
1	Traffic Costing and Cash and Pay.	
DY.FA&CAO(TA)CCG		
1	AFA(TA)CCG	Administration, Goods, Account Current, Traffic Book of TA/CCG, TA/AII and FTA(DKZ) Also looking after AFA(SI)AII
2	AFA(TA)AII	Establishment, Coaching, Receipts and Dispatch, Statistical matters of TA(AII) and FTA(DKZ).
3	AFA(SI)AII	Station Inspection and other related work

**List of Contact details of officers**

<b><u>OPEN LINE</u></b>			
<b><u>SR. NO.</u></b>	<b><u>DESIGNATION</u></b>	<b><u>OFFICE</u></b>	<b><u>P &amp; T Telephone No.</u></b>
1	FA&CAO/T	22806	67622806
2	Dy.FA&CAO/TA	44150	0145-2420043
3	Dy.FA&CAO/CMR	23532	67623532
4	AFA/TA/CCG	22418	67622418
5	AFA(TA)AII	44152	9799494732
6	AFA(SI)AII	44154	9799494735

<b>Pay Level of Officers According to 7th Pay commission</b>		
Sr. No.	Designation	Level
1	FA&CAO/T	15
2	Dy.FA&CAO/TA	12
3	Dy.FA&CAO/CMR	12
4	AFA(TA)CCG	10
5	AFA(TA)AII	9
6	AFA(SI)AII	9

**File No.WR-HQRS/84/2024-TAAI**

Western Railway

Traffic Accounts Office  
Ajmer.

No.TA/AII/ADM/4286/E-71/359/Vol.XIII

Dated:15.05.2025.

To, **Secy.(P.G)&CPIO,**  
**H.Q.-WesternRailway,**  
**CCG – MUMBAI.****Sub: Updation of details of RTI Personnel's of WR Website**  
**Ref: Your letter No.G542/1/2015/Website dated 7.10.2015**

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With reference to above,the required information in prescribed proforma of this office is as under (as on 15.05.2025):-

यातायात लेखा कार्यालय, पश्चिम रेलवे, अजमेर				
	अपीलीय अधिकारी	केन्द्रीय जनसूचना अधिकारी	सहायक जनसूचना अधिकारी	आर टी आई से संबंधित मामलों को संभालने वाले कर्मचारी
नाम	श्री रामजी ओम	श्रीमती मानसी सिंह	श्री कालू राम उदय	श्री पुरुषोत्तम नातू
लिंग	पुरुष	महिला	पुरुष	पुरुष
पदनाम	वि. स. एवं मु. ले. अधि. (सामान्य)	उ.मु.ले.अधि. (याले) प रे, अजमेर	सहायक वित्त सलाहकार (याले) अजमेर	व.अ.अ. ( प्र) प रे अजमेर
पता	7 वां माला, चर्चगेट, मुंबई	म.रे.प्र.परिसर, माल रोड, अजमेर	म.रे.प्र.परिसर, माल रोड, अजमेर	म.रे.प्र.परिसर, माल रोड, अजमेर
पिनकोड	400020	305001	305001	305001
दूरभाष : रेलवे	090-22402	096-44150	096-44152	096-44172
दूरभाष: भा. स. नि. लि.	022-22016791	0145-2420043	0145-2420043	0145-2420043
मोबाइल	-	9799494731	9799494732	9116639425
ई-मेल	-	dycaot@hotmail.com	dycaot@hotmail.com	dycaot@hotmail.com

Traffic Accounts Office, Western Railway, Ajmer				
	Appellate Authority	CPIO/PIO	APIO	RTI Dealing Staff
Name	Shri Ramji Om	Smt. Manasi Singh	Shri Kalu Ram Udai	Shri Purushottam Nattu
Gender	Male	FEMALE	Male	Male
Designation	FA&CAO (G) &AA	DY.CAO(TA)& PIO Ajmer	AFA-TA-AII	Sr.S.O. (A/cs)
Address	7 <sup>TH</sup> Floor ,CCG-Mumbai	DRM-Campus- Ajmer	DRM-Campus -Ajmer	DRM-Campus- Ajmer
Pincode	400020	305001	305001	305001
Phone: Railway	090-22402	096-44150	096-44152	096-44172
Phone : P&T	022-22016791	0145-2420043	0145-2420043	0145-2420043
Mobile	-	9799494731	9799494732	9116639425
E-mail	-	dycaot@hotmail.com	dycaot@hotmail.com	dycaot@hotmail.com

Digitally Signed by Manasi Singh

Date: 15-05-2025 13:04:21

Reason: Approved

**DY.CAO (TA****&PIO Ajmer)**