

INFORMATION IN REFERENCE TO SECTION – 4(i) (b) of RTI ACT 2005
Updated on 06.08.2025

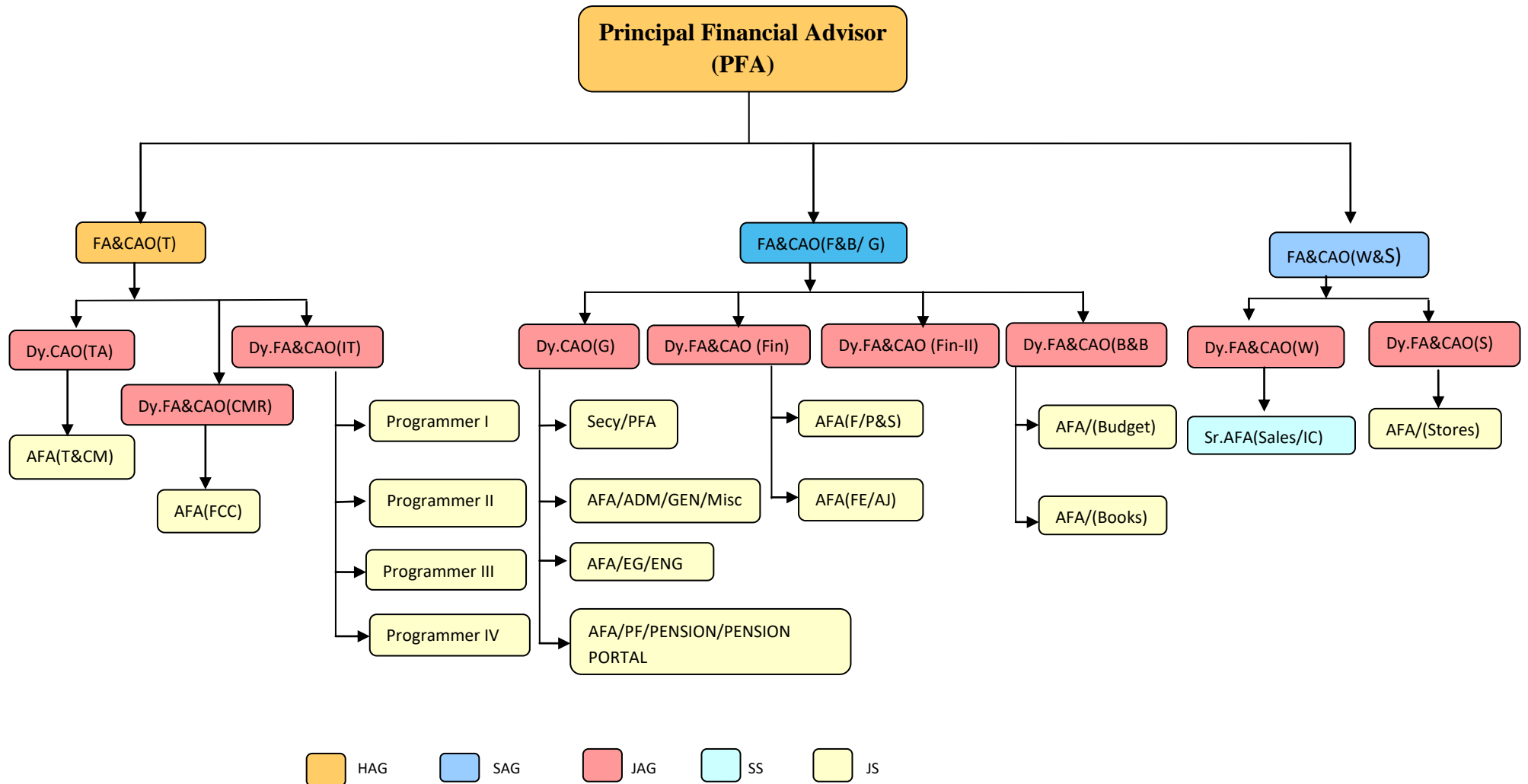
Item	Particulars	Status
4(b) (i)	The particulars of its organization, functions and duties	Page 2 below (Charter) , Page 3 (Organization chart)
4(b) (ii)	The powers and duties of its officers and employees	Page 4 & 5
4(b) (iii)	The procedure followed in the decision making process, including channels 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>https://indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,5,377</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;	https://indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,5,377
4(b) (vi)	A statement of the categories of the documents that are held by it or under its control;	https://indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,5,377
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 6
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 7-- Pay Levels of Officers acc. To 7 th Pay Commission
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;	<p>Code and manuals are available on Indian Railways web site at</p> <p>https://indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,5,377</p>
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 8
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 www.wr.indianrailways.gov.in

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
	ADM			
1	MP/MLA/CA-iii References	As per Time schedule issued by Railway Board		
2	Representations/Grievances	05 days	20 days	
	PENSION			
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	
	PF			
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	
	EXP			
11	Transfer of TC	05 days	07 days	
12	Bills	03 days	07 days	
	EG/ENG			
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	
	FINANCE			
18	Finance Proposals	05 days	10 days	
19	Vetting of Brief Note	05 days	10 days	
20	Tender	07 days	15 days	
21	Variation Cases	15 days	20 days	
22	Audit Objections	05 days	15 days	
23	Medical Reimbursement cases	05 days	07 days	
24	PWP/Law Book proposals	05 days	07 days	
25	Creation/transfer of posts	03 days	07 days	
26	Scrutiny of Draft Paras	05 days	10 days	
27	Misc. Establishment Proposals	03 days	05 days	
	CATERING			
28	Catering contract proposals	05 days	07 days	
29	Passing of Bills	03 days	05 days	
30	SD/EMD release	03 days	05 days	
	FINANCE CLAIMS			
31	Compensation Claims(RCT)	03 days	05 days	
32	Refund of Coaching	03 days	05 days	
33	Own your wagon bills	03 days	05 days	
34	Commercial Proposals	05 days	08 days	
	STORES			
35	Finance Proposals	03 days	10 days	
36	Quantity Vetting	05 days	10 days	
37	Tender	07 days	15 days	
38	Tender Abstract Vetting	03 days	05 days	
39	Brief Note Vetting	03 days	05 days	
40	Passing of Fuel Bills	03 days	07 days	
41	Advance Bills	03 days	05 days	
42	R.O. Bills	05 days	07 days	
43	Preparation of TC	04 days	06 days	
44	Maintenance of Funds/Abstract Register	05 days	06 days	
45	Vetting of supply order	03 days	05 days	

* Excluding Saturdays, Sundays and General Holidays

Organization Chart of Accounts Department



DUTY LIST OF SAG OFFICERS OF ACCOUNTS DEPARTMENT – OPEN LINE

Designation	Brief Description of Duties
FA&CAO(F&B/G)	<p>Nodal HOD for Co-ordination and supervision of:</p> <ul style="list-style-type: none">• Finance Proposals• Books & Budget• Audit and Internal Audit• SPVs and BR• General Administration• Establishment• Legal, Inspection, Expenditure and Efficiency. <p>Finance Member in tenders as per extant norms and prevailing limits for Civil, Mechanical, Medical Electrical, S&T & Misc. Department (Works & Service Tenders).</p> <p>Any other work/tenders assigned by PFA from time to time.</p>
FA&CAO(W&S/T)	<p>Nodal HOD for Co-ordination and Supervision of:</p> <ul style="list-style-type: none">• Stores Finance• Vetting of Indents• Workshop & Stores Accounts• Traffic Accounts• Traffic Costing• Traffic Finance including Claims, Catering and Accounts• Cash & Pay Department and Statistical Department <p>Nominated as finance member for tenders pertaining to on-going and new Gati-Shakti Works of ADI Division.</p> <p>Finance Member of Stores Tender Committee & other tenders as per extant norms and prevailing limits for Workshops, Stores and Traffic Accounts Department (All Stores Tenders).</p> <p>Overall supervision of Workshop, Stores and Traffic Accounts Office.</p> <p>Any other work/tenders assigned by PFA from time to time.</p>

Additional Remarks:

1. As per Director/GS(Civil)-III, Railway Board letter no.2021/W-I/Genl./Gati Shakti (e-3378115) dt. 22/08/2024, Construction Finance i.e. FA&CAO(C-II)CCG shall be the associate finance for GSUs for all new works to be executed by GSUs. However, for (ongoing and new works of) Gati Shakti unit of ADI Division, Sr.DFM/ADI is the associate finance, in terms of GM(E)'s letter No. E9G) 838/GSU(334580) dated 10/09/2024.
2. FA&CAO(C-II) CCG is the nominated finance member for all new works pertaining to Gati- Shakti unit of MMCT-BRC-RTM-RJT and BVP Divisions.
3. Earlier nomination of FA&CAO/W&S for tenders pertaining to CAO/C/ADI stands deleted. The same will now be done by FA&CAO (C-II).

Dy.CAO(G)		
SR. NO.	DESIGNATION	SECTION/WORK HANDLED
1	AFA(PF/Pension)CCG	PF/NPS, Pension & Pension Portal
2	Secy/PFA, AFA(EXP, Effy.)	Taxation/GST, Expenditure
3	AFA(ADM/Genl)CCG	Administration, General
4	AFA(EG)CCG	EG & ENG
Dy.FA&CAO(F)		
1	AFA(F/P&S)CCG	Finance, Project and Survey, Bridge
2	AFA(FE/AJ)CCG	Finance Estt., Audit Objection
Dy.FA&CAO(B&B)		
1	AFA(Books) CCG	Books
2	AFA(Budget) CCG	Budget
Dy.FA&CAO(W)		
1	Sr.AFA(Sales/IC)CCG	Inventory Control, Stores Budget, Workshop Co-ordination ,ISA/SV Section, Stores Tender
Dy.FA&CAO(Stores)		
1	AFA(Stores)CCG	Fuel Bills ,Fuel Suspense ,Stores Finance Sales Suspense, SV Branch, Pre-Check, Stores Bills, Stores Suspense ,Pre-Check of Purchase Orders
Dy.FA&CAO(IT)		
1	PROGRAMMER-I	Tender/Contract related to IT, Fund Register, Library Management of IT Centre, Audit Inspection
2	PROGRAMMER-II	Applications/Softwares Maintained: Loco Failure Information ,Record Room, Service Sheet Upload etc. Cyber Security Maintenance of Database, Application, Web, Antivirus Servers
3	PROGRAMMER-III	IPAS(Establishment and Pay Roll) IPAS(Accounts)
4	PROGRAMMER-IV	Office Management DSC Management TAMS(Traffic Accounts of Western Rly.)

List of Contact details of officers

OPEN LINE			
<u>SR. NO.</u>	<u>DESIGNATION</u>	<u>OFFICE</u>	<u>P & I Telephone No.</u>
1	PFA	22400	67622400
2	FA&CAO/F&B/ G	22402	67622402
3	FA&CAO/T	22806	67622806
4	FA&CAO/W&S	22401	67622401
5	DY.CAO[G]	23238	67623238
6	DY.FA&CAO/Stores	22404	67622404
7	Dy.FA&CAO/TA	22408	67622408
8	DY.FA&CAO/FIN	22409	67622409
9	Dy.FA&CAO/B&B	22421	67622421
10	DY.FA&CAO[W]	23077	67623077
11	Dy.FA&CAO/CMR ,	23532	67623532
12	Dy.FA&CAO/IT	22735	67622735
13	AFA/ADM/Genl	22415	67622415
14	PS-I/PFA	22400	67622400
15	Secy/PFA, AFA/Effy./Exp	22405	67622405
16	SR.AFA[IC/Sales]	22456	67622456
17	AFA (BUDGET)	22411	67622411
18	AFA (EG/Eng.) INSP.	22946	67622946
19	AFA (STORES)	22420	67622420
20	AFA/PF & PEN.	22416	67622416
21	AFA/FE&AJ	22419	67622419
22	AFA/T&CM/CCG	22418	67622418
ELECTRONIC DATA PROCESSING CENTRE			
1	Dy.FA&CAO (IT)	22735	67622735
2	Programmer I	22737	67622737
3	Programmer II	22736	67622736
4	Programmer III	22735	67622735
5	Programmer IV	--	--

Pay Level of Officers According to 7th Pay commission		
Sr. No.	Designation	Level
1	PFA	15
2	FA&CAO/T	15
3	FA&CAO/ F&B/G	14
4	FA&CAO/W&S	14
5	DY.CAO[G]	13
6	Dy.FA&CAO(C-I)	13
7	Dy.FA&CAO(C-II)	13
8	Dy.FA&CAO (IT)	13
9	Dy.FA&CAO(Stores)	12
10	Dy.FA&CAO/FIN	12
11	Dy.FA&CAO/FIN-II	12
12	Dy.FA&CAO/[W]	12
13	Dy.FA&CAO/[B&B]	12
14	Sr.AFA[Sales/IC]	11
15	AFA/ADM, Gen, Misc	10
16	Secy/PFA, AFA/Effy	10
17	AFA(EG/ENG), Insp.	10
18	AFA(Budget)	10
19	AFA(Stores)	10
20	AFA/PF/ PEN & Pension Portal	10
21	AFA/Books	9
22	AFA/P&S	9
23	AFA/FE&AJ	9
24	PS-I/CCG	8
25	Programmer I	8
26	Programmer II	8
27	Programmer III	8
28	Programmer IV	8



THE OFFICE OF THE PRINCIPAL FINANCIAL ADVISOR , WESTERN RAILWAY, CHURCHGATE, MUMBAI – 400 020

No.ADM//IV/E261/RTIA Corr.

Date: 07.08.2025

To,
CAPIO
W.Rly
Churchgate,
Mumbai

Sub: Updation of details of RTI Personnel's of W.Rly on the WR website.

Ref: Your Office Letter no. G542/1/Website Updation/Computer No: 622289 dtd.02.04.2025

With reference to the above, and appointment of Appellate Authority for this department, the updated details of the RTI Personnel are as follows –

प. रे. - लेखा कार्यालय , चर्चगेट			
	अपीलीय अधिकारी	केंद्रीय जन सूचना अधिकारी	सहायक जन सूचना अधिकारी
नाम	श्री. अजीत कुमार रघुवंशी	श्री. जी . विश्वनाथन	श्री. मणिकंटन नायर
लिंग	पुरुष	पुरुष	पुरुष
पद	वित्त सलाहकार एवं मुख्य लेखा अधिकारी (वित्त और बजट / सामान्य)	उप मुख्य लेखाधिकारी (सामान्य)	सहायक वित्त सलाहकार (प्रशासन)
पत्ता	मुख्य वित्त सलाहकार कार्यालय , पश्चिम रेलवे, चर्चगेट स्टेशन बिल्डिंग, मंजिल ७ ,चर्चगेट, मुंबई		
पिन कोड	४०००२०		
दूरध्वनी क्र.: रेल्वे	०९०-२२४०२	०९०-२३२३८	०९०-२२४१५
दूरध्वनी क्र. :	६७६-२२४०२	६७६-२३२३८	६७६-२२४१५
मोबाइल	९००४४९०१०२	-	९००४४९०११९
ई मेल	facaog@wr.railnet.gov.in	dyaog@wr.railnet.gov.in	srafaadm@wr.railnet.gov.in

W.RLY.HQ - ACCOUNTS OFFICE, CHURCHGATE			
	Appellate Authority	CPIO(A/cs)	APIO(A/cs)
Name	Shri Ajeet Kumar Raghuvanshi	Shri G. Viswanathan	Shri Manikantan Nair
Gender	Male	Male	Male
Designation	Financial Advisor & Chief Accounts Officer (Finance & Budget/ General)	Dy. Chief Accounts Officer (General)	Asst. Financial Advisor (Adm)
Address	PFA's Office, Western Railway, Churchgate Station Bldg. 7 th Floor, Churchgate, Mumbai		
Pin Code	400020		
Phone: Railway	090-22402	090-23238	090-22415
Phone:	676-22402	676-23238	676-22415
Mobile	9004490102	-	9004490119
Email	facaog@wr.railnet.gov.in	dyaog@wr.railnet.gov.in	srafaadm@wr.railnet.gov.in
Eoffice Name	Ajeet Kumar Raghuvanshi	G Viswanathan	Manikantan Nair

Digitally Signed by
Manikantan Nair
Date: 07-08-2025 18:58:11
Reason: Approved