

**VADODARA DIVISION - ACCOUNT DEPARTMENT****Information under section 4(1)(b) of Right to Information Act, 2005**

Section	Information to be disclosed	Remarks
4(1)(b)(i)	The particular of its organisation, functions and duties.	<p>Senior Divisional Finance Manager is the head of Account Department at Division level. Sr.DFM is assisted by Divisional Finance Manager and Assistant Divisional Finance Managers.</p> <p>The Account Department is responsible for:</p> <ul style="list-style-type: none"> <li>• Keeping the accounts of the Railways in accordance with prescribed rules</li> <li>• Internal check of transactions affecting the receipts and expenditure of railways</li> <li>• Settlement of proper claims against the railway</li> <li>• Tendering financial advice</li> <li>• Compilation of budget</li> <li>• Ensuring financial propriety</li> <li>• Other management accounting functions</li> <li>• Inspection of Essential offices.</li> </ul>
4(1)(b)(ii)	The power and duties of its officer and employees.	<a href="#">Click here to see the duties of Accounts department.</a>
4(1)(b)(iii)	The procedure followed in the decision making process including channels of supervision and accountability.	As per Railway Board's policy guidelines, circulars, codes, manuals.
4(1)(b)(iv)	The norms set by it for the discharge of its functions.	
4(1)(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="https://indianrailways.gov.in/railwayboard/">Click here for circulars, rules, instruction https://indianrailways.gov.in/railwayboard/</a>
4(1)(b)(vi)	A statement of the categories of documents that are held by it or under its control.	<a href="https://indianrailways.gov.in/railwayboard/">Click here for circulars, rules, instruction https://indianrailways.gov.in/railwayboard/</a>
4(1)(b)(vii)	The particular of any arrangement that exists for consultation with or representation by, the member of public in relation to the formulation of its policy or implementation thereof.	Does not pertain to Account department.
4(1)(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 meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	Does not pertain to Account department.
4(1)(b)(ix)	Directory of its officers and Employees	<a href="#">Click here for Telephone numbers</a>
4(1)(b)(x)	A monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	It is decided by Ministry of Finance and Ministry of Railway to specified grade of officers & staff.
4(1)(b)(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	As per Railway board's guideline, it is dealt by Accounts department.
4(1)(b)(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Does not pertain to Account department.
4(1)(b)(xiii)	Particulars of recipients of concessions, permits or authorisations granted by it.	Does not pertain to Account department.
4(1)(b)(xiv)	Details in respect of the information, available to or held by it reduced in an electronic form.	Click here for Western Railway website <a href="http://www.wr.indianrailways.gov.in">www.wr.indianrailways.gov.in</a>
4(1)(b)(xv)	The particular of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	Account department does not have any public library or reading room.
4(1)(b)(xvi)	The name, designation and other particulars of the public information officer.	Shri Pawan Kumar Meena PIO, Vadodara Division Mob No. 9724091101
4(1)(b)(xvii)	Such other information as may be prescribed and thereafter update these publications every year.	Click here for Western Railway website <a href="https://indianrailways.gov.in/railwayboard/">https://indianrailways.gov.in/railwayboard/</a> or <a href="http://www.wr.indianrailways.gov.in/">http://www.wr.indianrailways.gov.in/</a>

(No. BRC/ACCO/RTI/01/2024 Dt.06.03.2023)

Digitally Signed by Pawan  
Kumar Meena  
Date: 06-03-2024 15:23  
Reason: Approved