

INFORMATION IN REFERENCE TO SECTION - 4 (b) of RTI ACT 2005

CHARTER FOR WORKING OF FA&CAO'S OFFICE

Item	Particulars	Status
4(b) (i)	The particulars of its organization, functions and duties	As per Time schedule issued by Railway Board.
4(b) (ii)	The powers and duties of its officers and employees	Duty List of SAG Officers of Accounts Department.
4(b) (iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	The procedure/norms set for discharge of functions are as per the provisions contained in various codes/manuals.
4(b) (iv)	the norms set by it for the discharge of its functions	The general procedural instructions are also reiterated/ issued from time to time. Ministry of Railways (Railway Board) (indianrailways.gov.in)
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;	Ministry of Railways (Railway Board) (indianrailways.gov.in)
4(b) (vi)	A statement of the categories of the documents that are held by it or under its control;	Ministry of Railways (Railway Board) (indianrailways.gov.in)
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;	Not applicable
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;	The assigned work is executed as per rules laid down in codes.
4(b) (ix)	A directory of its officers and employees;	List of Contact details of officers
4(b) (x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	Pay Level of Officers According to 7th 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;	Code and manuals are available on Indian Railways web site at https://indianrailways.gov.in/railwayboard/
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;	Details List of the RTI Personnel.
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

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

DUTY LIST OF SAG OFFICERS OF ACCOUNTS DEPARTMENT – OPEN LINE

Designation	Brief Description of Duties
FA&CAO (B&B)	<p>Nodal HOD for Co-ordination and supervision of</p> <ul style="list-style-type: none"> • Books • Budget • Audit • Internal Audit • SPVs • BR <p>Finance Member in tenders as per extant norms and prevailing limits for Electrical and S&T Deptt. (Works & Service Tenders).</p> <p>To function as territorial HOD and nominated officer as finance member for tenders pertaining to Gati Shakti works of ADI and RTM divisions.</p> <p>Other Miscellaneous Works as prescribed by PFA from time to time.</p>
FA&CAO (F&G)	<p>Nodal HOD – For all Administrative, Establishment, General, Legal, Inspection, GST & Efficiency Matters of Accounts Dept.</p> <p>Finance Member in tenders as per extant norms and prevailing limits for Civil, Mechanical, Medical & Misc. Deptt. (Works & Service Tenders)</p> <p>Co-ordination and supervision of Finance Proposals.</p> <p>To function as territorial HOD and nominated officer as finance member for tenders pertaining to Gati Shakti works of BVP and RJT divisions.</p> <p>Other Miscellaneous Works as prescribed by PFA from time to time.</p>
FA&CAO (W&S)	<p>Nodal HOD for Co-ordination and Supervision of Stores Finance Vetting of Indents Workshop & Stores Accounts. Finance Member of Stores Tender Committee & other tenders as per extant norms and prevailing limits for Workshops and Stores Deptt. (All Stores Tenders)</p> <p>Overall supervision of Workshop & Stores Accounts Office.</p> <p>To function as territorial HOD and nominated officer as finance member for tenders pertaining to Gati Shakti works of BCT and BRC divisions.</p> <p>Other Miscellaneous Works as prescribed by PFA from time to time.</p>

Note (as per instructions of PFA):

Territorial HOD is expected to visit the concerned divisions once in every quarter and address, resolve and monitor issues pertaining to their division, including housekeeping items.

Dy.CAO(G)		
SR. NO.	DESIGNATION	SECTION/WORK HANDLED
1	Sr.AFA(Pension Portal)CCG	Pension & Pension Portal
2	Secy/PFA	PF/NPS ,Pension & Pension Portal
3	AFA(ADM)CCG	Administration
4	AFA(EG)CCG	EG & ENG
5	AFA(Genl)/CCG	Inspection, General, Miscellaneous
6	AFA(EXP)/CCG	Taxation/GST, Expenditure
Dy.FA&CAO(F)- (also looking after B&B)		
1	Sr.AFA(F/P&S)CCG	Finance, Project and Survey, Bridge
2	AFA(FE/AJ)CCG	Finance Estt., Audit Objection
3	Sr.AFA(B&B) CCG	Books and Budget
Dy.FA&CAO(W)- (also looking after STORES)		
1	Sr.AFA(Stores)CCG	Fuel Bills ,Fuel Suspense ,Stores Finance Sales Suspense, SV Branch, Pre-Check
2	Sr.AFA(Sales/IC)CCG	Inventory Control, Stores Budget, Workshop Co- ordination ,ISA/SV Section, Stores Tender
3	AFA(Stores)/CCG	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/Software 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			
SR. NO.	DESIGNATION	OFFICE	P&T Telephone No.
1	PFA	22400	67622400
2	FA&CAO/F&G	22402	67622402
3	FA&CAO/T&CM	22806	67622806
4	FA&CAO/W&S	22401	67622401
5	FA&CAO/B&B	22762	67622762
6	FA&CAO/IT	---	---
7	DY.CAO[G]	23238	67623238
8	DY.FA&CAO /Stores		
9	DY.FA&CAO/FIN., Dy.FA&CAO/B&B (L/A)	22409	67622409
10	DY.FA&CAO[W]	23077	67623077
11	Dy.FA&CAO/IT	22735	67622735
12	Dy.FA&CAO/W&S/PL		
13	AFA/ADM	22415	67622415
14	PS-II/PFA	22400	67622400
15	Secy/PFA, AFA/Effy.	22405	67622405
16	SR.AFA[IC/Sales	22456	67622456
17	SR.AFA (TC)	22406	67622406
18	SR.AFA (STORES)	22406	67622406
19	AFA (BUDGET)	22411	67622411
20	Sr. AFA/F&PS	22413	67622413
21	SR.AFA[BR.]	22414	67622414
22	SR.AFA[ENG]	22440	67622440
23	SR.AFA(EG/Eng.)	22946	67622946
24	AFA (STORES)	22420	67622420
25	AFA/PF & PEN.		
26	AFA/ Exp and GST	22417	67622417
27	AFA[INSP]/Gen & Misc.		
28	Sr.AFA/FE&AJ	22419	67622419
29	Sr.AFA /TENDER	22456	67622456
30	SR. AFA(B&B)	22421	67622421
31	Sr. AFA (STORES FIN)	22456	67622456
32	AFA/EXP	22664	67622664
33	A.F.A./GENL & M	22469	67622469
34	Sr. AFA/Pen portal	22416	67622416
ELECTRONIC DATA PROCESSING CENTRE			
1	Dy.FA&CAO (IT)	22735	67622735
2	Programmer I	22736	67622736
3	Programmer II	22737	67622737
4	Programmer III	23286	67623286
5	Programmer IV	23639	67623639

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



THE OFFICE OF THE FINANCIAL ADVISOR & CHIEF ACCOUNTS OFFICER
WESTERN RAILWAY, CHURCHGATE, MUMBAI – 400 020

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

Date: 14.03.2024

CAPIO
WR, Churchgate, Mumbai.

Sub: Updation of details of RTI Personnel's of W.Rly on the WR website.
Ref: Yours Office Letter no. G542/01/Website/Vol-I dtd.12.09.2023

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. रामजी ओम	श्री. मधुर अग्रवाल	श्री. मणिकंटन नायर
लिंग	पुरुष	पुरुष	पुरुष
पद	वित्त सलाहकार एवं मुख्य लेखा अधिकारी (वित्त और सामान्य)	उप मुख्य लेखाधिकारी (सामान्य)	सहायक वित्त सलाहकार (प्रशासन)
पत्ता	वि.स.एवं मु.ले.अधि 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	९००४४९०१०७	९००४४९०११९
ई मेल	faciog@wr.railnet.gov.in	dycaog@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 Ramji Om	Shri Madhur Agrawal	Shri Manikantan Nair
Gender	Male	Male	Male
Designation	Financial Advisor & Chief Accounts Officer (Finance & General)	Dy. Chief Accounts Officer (General)	Asst. Financial Advisor (Adm)
Address	FA&CAO'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	9004490107	9004490119
Email	faciog@wr.railnet.gov.in	dycaog@wr.railnet.gov.in	srafaadm@wr.railnet.gov.in

Digitally Signed by
Manikantan Nair
Date: 15-03-2024 14:47:39
Reason: Approved

(Manikantan Nair)
AFA (Adm) PIO(A/cs)