

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

**CHARTER FOR WORKING OF FA&CAO'S OFFICE**

<b>Item</b>	<b>Particulars</b>	<b>Status</b>
4(b) (i)	The particulars of its organization, functions and duties	<a href="#">As per Time schedule issued by Railway Board.</a>
4(b) (ii)	The powers and duties of its officers and employees	<a href="#">Duty List of SAG Officers of Accounts Department</a>
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.  <a href="#">Ministry of Railways (Railway Board) (indianrailways.gov.in)</a>
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="#">Ministry of Railways (Railway Board) (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="#">Ministry of Railways (Railway Board) (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;	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;	<a href="#">List of Contact details of officers</a>
4(b) (x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	<a href="#">Pay Level of Officers According to 7th Pay commission.</a>
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;	<a href="#">CPIO / PIO Details</a>
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>

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

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

<b>Dy.FA&amp;CAO(CMR)</b>		
1	Sr.AFA(CMR) CCG	Traffic Costing and Cash and Pay.
<b>DY.FA&amp;CAO(TA)CCG</b>		
1	AFA(T&CM)CCG	Administration, Goods, Account Current, Traffic Book of TA/CCG, TA/All and FTA(DKZ) Also looking after AFA(SI)All
2	AFA(OTH CHG)All	Establishment, Coaching, Receipts and Dispatch, Statistical matters of TA (All) and FTA (DKZ). Looking after AFA(FTA)DKZ

**List of Contact details of officers**

<b><u>OPEN LINE</u></b>			
<u>SR. NO.</u>	<u>DESIGNATION</u>	<u>OFFICE</u>	<u>P&amp;T Telephone No.</u>
1	FA&CAO/T&CM	22806	67622806
2	Dy.FA&CAO/TA	22408	67622408
3	Dy.FA&CAO/CMR ,	23532	67623532
4	Sr. AFA/CMR	23142	67623142
5	AFA/T&CM/CCG	22418	67622418
6	AFA(OTH CHG)All		014544158

<b>Pay Level of Officers According to 7th Pay commission</b>		
<u>Sr. No.</u>	<u>Designation</u>	<u>Level</u>
1	Dy.FA&CAO/TA	12
2	Dy.FA&CAO/CMR	11
3	Sr.AFA(CMR)	11
4	AFA(T&CM)	10
5	AFA(Other Coaching)	10

CPIO / PIO Details

यातायात लेखा कार्यालय, पश्चिम रेलवे, अजमेर			
	अपीलीय अधिकारी	केन्द्रीय जनसूचना अधिकारी	सहायक जनसूचना अधिकारी
नाम	श्री रामजी ओम	श्रीमती मानसी सिंह	-
लिंग	पुरुष	महिला	-
पदनाम	वि.स. एच. यू.ले.अधि. (सामान्य)	उ.यू.ले.अधि. (यात्रे) परे अजमेर	-
पता	7वां माला चर्चगेट मुम्बई ।	म.रे.च. परिसर, माल रोड अजमेर	-
पिनकोड	400020	305001	-
दूरभाष रेलवे	090-22402	096-44150	-
दूरभाष भा.स.नि.लि.	022-22016791	0145-2420043	-
मोबाईल	-	9799494731	-
ई-मेल	-	dyaoot@hotmail.com	-

Traffic Accounts Office, Western Railway, Ajmer			
	Appellate Authority	CPIO / PIO	APIO
Name	Shri Ramji Om	Smt. Manasi Singh	-
Gender	male	FEMALE	-
Designation	FA & CAO (G) & AA	DY CAO (TA) & PIO Ajmer	-
Address	7 <sup>TH</sup> Floor, CCG-Mumbai	DRM-Campus- Ajmer	-
Pincode	400020	305001	-
Phone: Railway	090-22402	096-44150	-
Phone : P&T	022-22016791	0145-2420043	-
Mobile	-	9799494731	-
E-mail	-	dyaoot@hotmail.com	-