

## **FUNCTIONS :**

The Accounts Department of a Railway is responsible for –

- a) Keeping the accounts of the Railway in accordance with the prescribed rules;
- b) the check with reference to rules or orders (known as internal check) of transactions affecting the receipts and expenditure of the railway;
- c) Prompt settlement of proper claims against the railway;
- d) Tendering, as a part of its important functions, advice to the administration whenever required or necessary in all matters involving railway finance;
- e) Compilation of budgets in consultation with other departments and monitoring the budgetary control procedures as may be laid down in the relevant orders and Code rules from time to time;
- f) Generally discharging other management accounting functions such as providing financial data for management reporting, assisting inventory management, participating in purchase contracting decisions and surveys for major schemes in accordance with the relevant rules and orders; and
- g) Seeing that there are no financial irregularities in the transactions of the railways.