ACCOUNTS DEPARTMENT

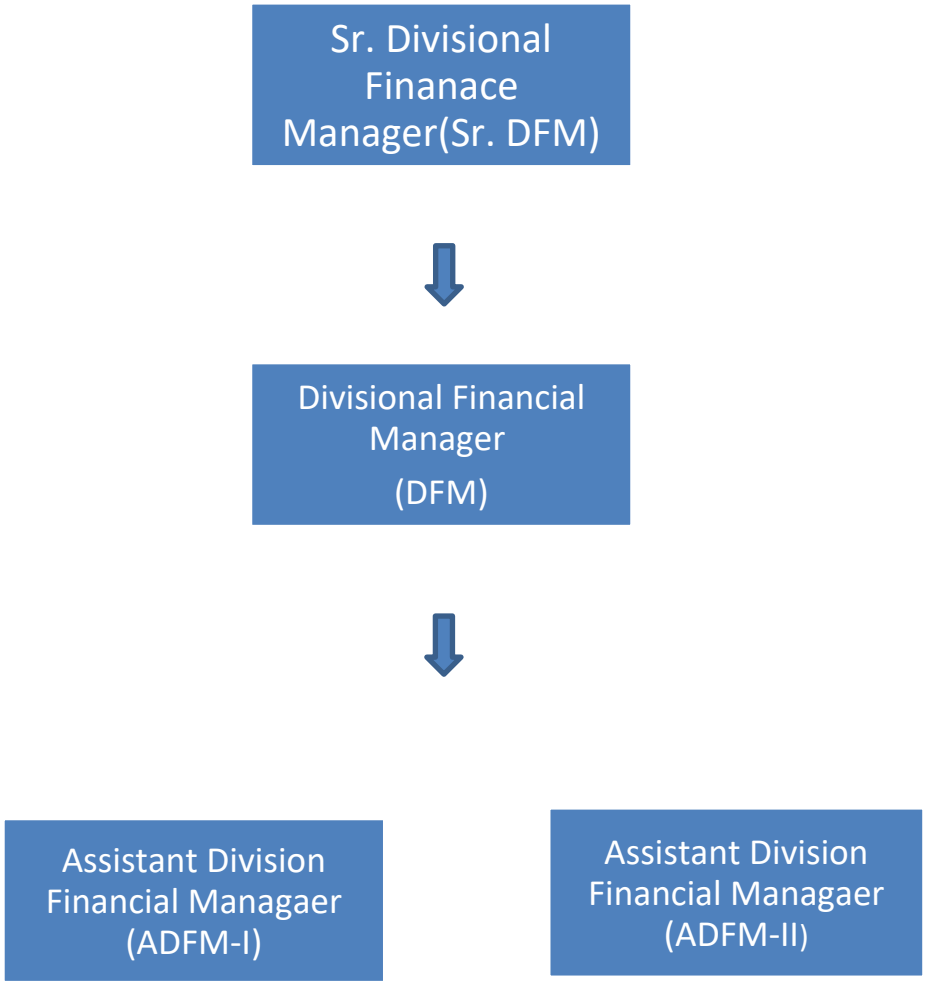
Information under section 4(1)(b) of Right to Information Act,2005

Sub Section	Information sought	Remarks
4(b) i	The particulars of the organization functions and duties	Organization chart is attached as **Annexure-'I'** Accounts department is responsible for keeping the accounts of railways,internal check ,settlement of claims,tendering ,compilation of budge and management of the Indian railways finances
4(b) ii	The power of duties of Officer and employee	Duties of Account officers: (1) Dealing with proposals of financial concurrences. (2) Review and revision of budget (3) Postings, transfers, promotions,deputations,confirmations (4) Issue of payslips and verification and verification of last pay certficates. Duties of account staff(non gazetted) Duties of Account staff(Non gazetted) (1) Passing of monthly pay bills, supplementary bills, T.A. Bills, Educational Assistances Bills, Overtime and running allowances claims (2) Maintenance of scale check registers. (3) Maintenance of suspence register for various advances given to staff and review of suspence balance (4) Certifications of proposals for fixation of pay, allowances etc. (5) Maintenance of Provident Fund Ledgers. (6) Passing of Labour Pay Sheets, and Contractor's Bills ,maintenance of work register. (7) Maintenance of General Cash Book, Journal and Ledger. (8) Disposal of Account Inspection Reports Parts 1 & II (9) Passing of bills of suppliers of stores. (10)Scrutiny of Stores Budget
4(b) iii 4(b) iv	The procedure followed in the decision making process including channels of supervision The norms set by it for the discharge of its function	The general procedural instructions followed as per policy circulars. The procedure/norms set for discharges of function are as per Railway Board, Zonal & Divisional office letter /circulars issued from time to time. Click Railway Board's site for codes & Manuals
4(b) v	The rules regulations, instructions, manuals and records held by it or under its control or used by its Employees.	A number of rules, regulations, instructions, codes, manuals, act etc have already been published by Railway board ,Zonal, Divisional Railway from time to time

4(b) vi	A statement of the categories of the documents which are held by it or under its control	The Railway Board Policy Circulars and Important letters from the Board . **Click for Railway Board Directorates.**
4(b) vii	The particulars of any arrangement that exists for the consultation with or the representation by the member of public in relation to the formulation of its policy or the implementation there of	Does not pertain to this office
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 for the meeting of these boards, councils, committees and other bodies are open to the public or the minute of such meeting are accessible for public.	Doesn't pertain to this office.

4(b) ix	A directory of the officers and employees.	Attached as **Annexure – 'II'**
4(b) x	The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in its regulations	It's a third party information.
4(b) xi	Indicating the budget allocation to all plans, details of all plans, proposed expenditure and report on disbursements made.	Pertains to engineering Dept.
4(b) xii	The manner of the execution of subsidy programs including the amount allocation and the details of beneficiaries of such programs	Does not pertain to this office.
4(b) xiii	Particulars of concessions, permits or authorization obtained by the authority.	Does not pertain to this office
4(b) xiv	The details in respect of the information, available to or held by it, reduced in an electronic form	Please visit **https://wr.indianrailways.gov.in/** , https://indianrailways.gov.in/ .
4(b) xv	A description of the facilities available to citizens for obtaining information including the working hours of a library or reading room maintained for public use.	Doesn't pertain to this office
4(b) xvi	Name, designation and other particulars of public information Officer (PIO)	**Public Information Office** (1) Shri Pawan Kumar Meena Sr. DFM-RJT &CPIO Contact:44100 & 9724094100 (2) Shri Birdi Chand Ghancha DFM – RJT & PIO Contact : 44102 & 9724094101
4(b) xvii	Such other information as may be prescribed and thereafter update these publication every years.	Information related to Tenders, press related, Important News etc as are available on **Click here for Western Railway website.**

Annexure-'I'


Sr. Divisional Finanace Manager(Sr. DFM)
Divisional Financial Manager (DFM)
Assistant Division Financial Managaer (ADFM-I)
Assistant Division Financial Managaer (ADFM-II)

Annexure-'II'

DIRECTORY OF ACCOUNTS DEPARTMENT		
Sl.No.	**Designation**	**CUG No.**
1	Sr.DFM	9724094100
2	DFM	9724094101
3	ADFM-I	9724094107
4	ADFM-II	9724094102
4	Sr.SO(ADM/M)	9724094113
5	Sr.SO(EST.)	9274688792
6	Sr.SO(EXP.)	9724094105
7	Sr.SO(SUSP/PENSION.)	9724094104
8	Sr.SO(FIN.I)	9724094110
9	Sr.SO(FIN.II)	9724094112
9	Sr.SO(AUDIT/AJ)	9724094108
10	Sr.SO(BOOKS&BUDGET)	9724094103