

## Distribution of Work

### **Sr.D.F.M.**

Administration – Cadre Management, staff transfers and Promotions, Allotment of quarters and all policy matters.

Finance Expenditure.

Efficiency Section.

Finance Establishment

Overall Supervision of Accounts, I.T.Centre, Cash & Pay Offices.

### **D. F. M**

Administration.

Book.I

XBR

Audit & IG

XCB

CAR

Budget

DC(P)

### **A.D.F.M-I**

Establishment

XMB

ADC(Cash)

I.T.Centre

Administration – Signing of Passes & PTOs, Attending Pay Bills, Supplementary Bills, Scrutiny of Hon. Statement, Submission of returns.

X – Suspense

Signing of covering letters of approved notings of FX Section of Civil Engineering Department.

### **A.D.F.M.-II**

PF & NPS

Pension

Books.II

E – Suspense

Catering and Fuel

Leave Accounts Verification.

Signing of covering letters of approved notings of FX Section of other than Civil Engineering Department.