

Sub: Work distribution in FA&CAO/C/SC's office.

The work distribution, tenders allotment, reporting and field unit co-ordination have been issued through various Office Orders issued in the recent past. The following is issued duly consolidating all earlier orders.

Officer	Officers Reporting	Sections Reporting	Tenders	Field Unit Coordination
FA&CAO/C	FA&CAO/C-I, FA&CAO/C-II, Dy.FA&CAO /C-I	Over all in-charge, concurrence of all proposals requiring sanction of CAO & above.	---	Over all coordination.
FA&CAO/C-I	Sr.AFA/C-III	Sections under the control of Sr.AFA/C-III	CE/C-II, IV, VI, All Stores Tenders, All S&T Tenders of all projects including S&T(PH)	Coordinating of all professional matters of Sr.AFA/C/BZA
FA&CAO/C-II	Sr.AFA/C-II	Sections under the control of Sr.AFA/C-II	CE/C-I, III, V, VII & Electrical Tenders of all projects including Electrical Works (PH)	Coordinating of all professional matters of Sr.AFA/C/TPTY & AFA/C/NED
Dy.FA&CAO/ C-I/SC	AFA/C/SC	Admn.Policy, Fin.Pol, FX-I, FX-II, FX-III, FX-IV, FX-V, FX-TPTY, BZA, NED. concurrence of all proposals requiring sanction of SAG.	All JAG level tenders	Coordination of all finance cases of field units requiring concurrence of Hqrs.
Sr.AFA/C-II /SC		Books,GST/AR/ANs Audit,Estt.Gaz&NG,Inspn., R&D, Computerisation, Expenditure Bills, All misc./finance proposals requiring JAG sanction as per SOP for the works under CEs/C-III, IV, VI/SC (Foot Note – S.No.1,3 & 5)	All SS level tenders of CE/C-III, IV & VI, all tenders of CAO/C and Electrical and TRD Plan heads and all SS level tenders of field units relating to above CEs	

Officer	Officers Reporting	Sections Reporting	Tenders	Field Unit Coordination
Sr.AFA/C-III /SC		Admn (Genl), Efficiency, E-Susp., DW, FE, G-Suspense, PF, NPS, Settlement, Exp. Bills, SV Section, All misc./finance proposals requiring JAG sanction as per SOP for the works under CEs/C-I,II,& V/SC (Foot Note – S.No.1 to 4)	All SS level tenders of CE/C-I, II & V and S&T Planhead and all SS level tenders of all field units relating to above CEs	
AFA/C/SC <u>O.O.</u> 15-07-2020		Budget, Unsanctioned Exp, CRs & WRs, SSO(A)/FX-VII	All JS level tenders	Processing of field unit finance cases referred to Hqrs.

1. All indents upto Rs.1.5 Crs., POs upto Rs.5 Crs., Work Orders upto Rs.5 lakhs, vetting of draft agreement and comparative statements of quotations as per SOP.
2. Updation of LARs.
3. Any work allotted by FA&CAO/C/SC from time to time.
4. Admn.(Genl.) includes salary & connected bills, PF applications, imprest bills, vehicle bills, updation of SR & leave accounts, issue of LPC, misc. letters, issue of Form-16 etc.
5. R&D includes all office related procurements.
6. Vetting of all matters unless specifically mentioned in MSOP for vetting of higher officers.
7. Admn (Policy) includes posting/transfers/work distribution.

FA&CAO/C/SC