

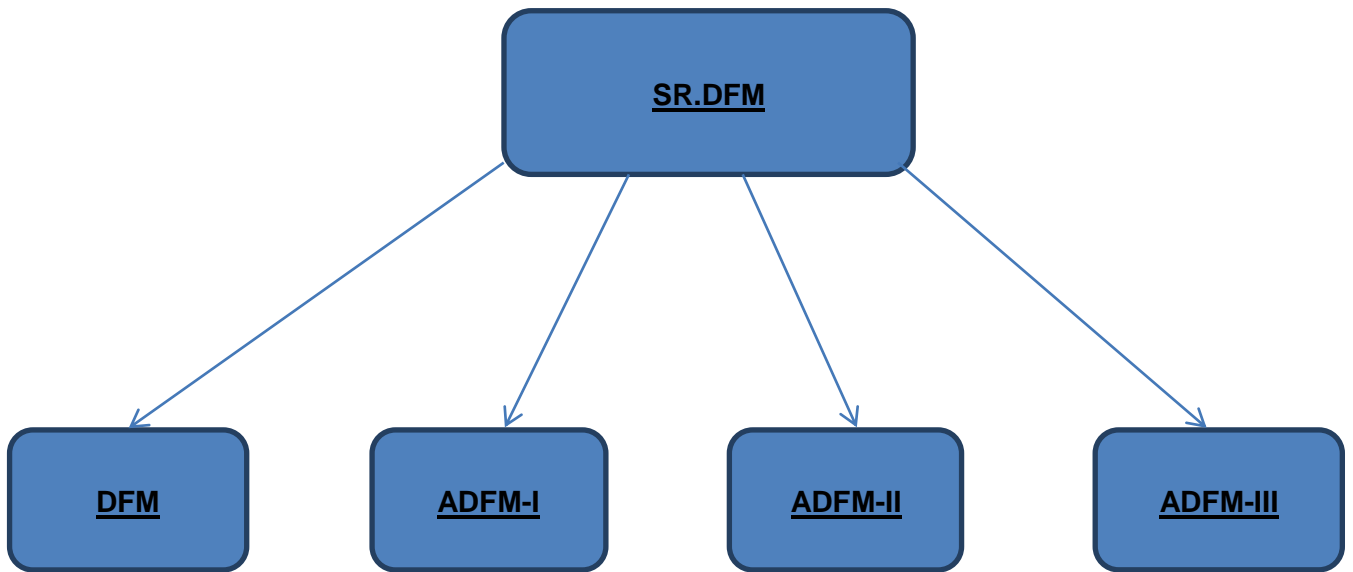
**INFORMATION IN REFERENCE TO SECTION - 4 (b) of RTI ACT 2005**

**Of ACCOUNTS Department- Vijayawada Division**

Item	Particulars	Status
4(b) (i)	The particulars of its organization, functions and duties	➤ <b>“Annexure A”</b>
		<b>“Annexure B”</b>
4(b) (ii)	The powers and duties of its officers and employees	<ul style="list-style-type: none"> <li>• The duties performed by the Officers are the same as that of supervisory and decision making.</li> </ul> <b>“Annexure C”</b>
		Besides this, Office Orders are also issued from time to time whenever any changes in the duty list of Officers/Branches are undertaken. The same are available with General Admin. section.
4(b) (iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	<ul style="list-style-type: none"> <li>• The procedure/norms set for discharge of functions are as per the provisions contained in various codes/manuals.</li> <li>• The general procedural instructions are also reiterated/ issued from time to time.</li> </ul>
4(b) (iv)	the norms set by it for the discharge of its functions	➤ <a href="#">Click Rly Board’s site for codes &amp; Manuals</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;	<ul style="list-style-type: none"> <li>• A number of rules, regulations, instructions, codes, manuals, Acts, etc have already been published and in use by the railway employees for discharging their functions.</li> </ul> <p>The instructions/policy issued by Railway Board is published on the Railway Board website.</p>
4(b) (vi)	A statement of the categories of the documents that are held by it or under its control;	<ul style="list-style-type: none"> <li>• <del>The Rly. Board Policy</del> Circulars, Important letters from the Board and other departments, JPOs, Agreements, etc.</li> </ul>
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;	<ul style="list-style-type: none"> <li>• No specific consultant existing for Accounts department. The public interface is covered by commercial department, through Railway User’s consultative Committee.</li> </ul>
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;	Are done at HQ level.
4(b)(ix)	A directory of its officers and employees;	<b>“Annexure D”</b>
4(b)(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	<ul style="list-style-type: none"> <li>• It is decided by Ministry of Finance and Ministry of Railway to specified grade of officers &amp; staff. Latest salary data of officer &amp; staff of BZA division is updated on monthly basis on web site.</li> </ul>

4(b)(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Pink Book, Law Book, Revenue Grant & MLB Details are available with Engineering Department.
4(b)(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	Does not pertain to Accounts Department.
4(b)(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	Pertains to Commercial Department.
4(b)(xiv)	the details in respect of the information, available to or held by it, reduced in an electronic form;	<p>Information relating to organization, its evolution, budget speech, budget highlights, tourist facilities, passenger information train information, availability of accommodation, status of tickets, internet booking of tickets, a number of codes/manuals, etc. have already been made available on South Central Railway website <a href="http://www.scr.indianrailways.gov.in">www.scr.indianrailways.gov.in</a>.</p> <p>➤ Code and manuals are available on Indian Railways web site</p>
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.	All issues related to information of Railway Passenger are dealt by commercial department.
4(b)(xvi)	The names, designations and other particulars of the Public Information Officers;	<p><b>Appellate Authority :</b> Additional Divisional Railway Manager – Infra/BZA) Contact: 086627-67002</p> <p><b>Public Information Officer :</b> (Senior Divisional Finance Manger) Contact :086627-67100</p>
4(b)(xvii)	Such other information as may be prescribed; and thereafter update these publications every year;	<p>➤ Information related to Tenders, press related, Important News etc are also available on <a href="http://www.scr.indianrailways.gov.in">www.scr.indianrailways.gov.in</a>.</p>

**Organizational Chart :**



**“Annexure B”**

Charter of working of Sr.DFM’s office –BZA

Sr.NO	Items	Normal Time (Working Days)	Maximum Time (Working Days)	Remarks
	<b><u>FINANCE</u></b>			
1	Contract Agreement vetting	3days	5 days	
2	Estimates	10 days	15 days	
3	Indent/Adjustment memo vetting	5 days	10 days	
4	Imprest enhancement/extension	5 days	10 days	
	<b><u>BUDGET &amp; CAR</u></b>			
5	Fund certification	1 day	1 day	
6	Certification of availability of funds in deposit work	2 days	2 days	
	<b><u>BOOKS</u></b>			
7	<b>TC’s/ JV’s</b>	As per schedule of E- RECON	As per schedule of E- RECON	
8	Co7 selection for issuance of cheque	1 day	1 day	
9	CO7 passing for CIPS return /Unpaid	1 day	2 days	
	<b><u>BILLS (CONTRACTUAL AND OTHERS)</u></b>			
10	Co6 generation	1 day	2 days	
11	CO7 passing for Running bill	3 days	5 days	
12	CO7 passing for Final bill	7 days	10 days	
13	Processing for Escalation bill	7 days	10 days	
14	Imprest Recoupment	10 days	15 days	
	<b><u>PENSION</u></b>			
15	Super annuation settlement cases	Last day of the month	Last day of the month	
16	ONR settlement cases	15 days	15 days	
17	Family pension cases	10 days	10 days	
18	PPO has to be called from bank	10 days	10 days	
19	Release of deposit on vacation of quarter	Within 1 week of receipt of vacation report	Within 1 week of receipt of vacation report	

	<b><u>ESTABLISHMENT</u></b>			
20	Passing of Medical reimbursement pay-order	3 days	3 days	
21	Leave verification	3 cases per day	3 cases per day	
22	Passing of HBA/Scooter and other advances pay-order	3 days	3 days	
23	Clearance certificate for sanction of HBA/Scooter advance	3 days	15 days	
24	LPC vetting(After receiving from suspense section )	5 cases per day	5 cases per days	
25	Pay Fixation	7 days	7 days	
	<b><u>ESTABLISHMENT -BILLS</u></b>			
26	DD Vetting for payment of various arrears	28 days	28 days	
	<b><u>PF &amp; NPS</u></b>			
27	Passing of PF Advance	03 days	05 days	
28	Processing of PF/NPS settlement cases	05 days	15 days	
	<b><u>SUSPENSE</u></b>			
29	Release of SD/EMD after verification	03 days	03 days	
30	LPC vetting	05 cases per day	05 cases per day	

**Duty List**

<b>Officer</b>	<b>Duty Description</b>	
<b>Sr. DFM</b>	<b>Assisted by:</b>	<b>Functions:</b>
	Sr.SO Administration	Salary, Service Sheet, Leave A/c, Correspondence HQ, Settlement / Revision cases of A/c's staff, Maintenance of T&P, Vehicles, Issue of Passes & Store Items, Maintenance of Record room.
	Sr.SO Budget & CAR	Budget Review Appropriation A/c, Fund certification, weekly reports, Review of budget.
	Sr.SO Finance 1,2,3&4	Vetting of Finance cases of Electrical, Commercial , Medical, Engineering, S&T, RPF, Mechanical and others
	Sr.SO Efficiency	Preparation of MPR, GM Booklet, Half yearly report, weekly progress report.
<b>DFM</b>	<b>Assisted by:</b>	<b>Functions:</b>
	Sr.SO (Bills Recoverable & Catering)	Way leave charges, License Fee- land, Buildings, catering, vetting of BR cases.
	Sr.SO Suspense	E/ Suspense HBA & allowances. Expenditure Suspense

	Sr.SO Audit	Replies to audit objections raised by Audit Officer, Coordination with other departments for Audit Para closures.
	Sr.SO Expenditure-2	Payment of Contractor bills
<b>ADFM- I</b>	<b>Assisted by:</b>	<b>Functions:</b>
	Sr.SO Expenditure-1	Miscellaneous bills and suppliers bills payment,LT,HT,AMC bills,Imprest bills
	Sr.SO IG.	Inspections to various Departments
	Sr.SO GAZ -III	Establishment Gaz, vetting of TA/DD, payment of salary related correspondence & maintain service records.
	Sr.SO Non.GAZ-I,II,&IV	Establishment Non-Gaz TA/OT, Due & Drawn all allowances, supplementary salary, preparing pay order & NEFT returns
	Sr.Divisional Cashier (Pay) office	Disbursal of cash & cheques
<b>ADFM-II</b>	<b>Assisted by:</b>	<b>Functions:</b>
	Div. Pay Master Cash Office	Disbursal of cash & cheques
	Sr.SO Pension	Pension/ARPAN settlement revision of Pension cases, retirement dues, DCRG, NR and ONR cases.

	IT Centre	All works related to IT of all Departments of Vijayawada Division.
<b>ADFM -III</b>	<b>Assisted by:</b>	<b>Functions:</b>
	Sr.SO Books	E-Recon inward & outward TD/TC, Account Current maintenance, Asset Register, Daily payment of Cheques & CIPS related works, RIB Reconciliation, C&B Reconciliation, Exchequer projection and monitoring, Letter Of credit, Realization/cancellation of DDs including imprest and Court cases, Indent, stock-maintenance and custody of Cheques, Acquaintance certificate, daily cash book.
	Sr,SO PF & NPS	<ol style="list-style-type: none"> <li>1) PF Withdrawals, PF claim settlement (NR/ONR), clearance of Deposit PF, PF ledger Transfer in and transfer Out via TC, MCR transfers to respective ledgers, Monthly and Annual PF Reconciliation.</li> <li>2) NPS monthly contribution uploading, arrears clearance, verification of CSRF forms of new employees for allotment of PRAN no., NPS Partial withdrawal requests, Settlement of retirement cases.</li> </ol>
	Sr.SO Finance	Finance Establishment (FE) matters including proposals for Ex-gratia payments, finance concurrence for currency extension of posts, finance concurrence for study leave, verification of BoS.



**“Annexure D”**

**Telephone Directory:**

Sl. No.	Name of the Officer	Designation	Railway Phone Number	CUG Phone Number	Mail Address
1	P.CHANDRASEKHAR BABU	Sr.DFM	67100	9701373100	<a href="mailto:bzasrdm@yahoo.com">bzasrdm@yahoo.com</a>
2	T.KUSUMAKARA RAO	DFM	67102	9701373101	<a href="mailto:bzasrdm@yahoo.com">bzasrdm@yahoo.com</a>
3	K.J.SRINIVASA RAO	ADFM-I	67104	9701373106	<a href="mailto:bzasrdm@yahoo.com">bzasrdm@yahoo.com</a>
4	A.SUDHAKAR	ADFM-II	67108	9701373107	<a href="mailto:bzasrdm@yahoo.com">bzasrdm@yahoo.com</a>
5	SHIVANI KAPUR	ADFM-III	67106	9701373081	<a href="mailto:bzasrdm@yahoo.com">bzasrdm@yahoo.com</a>