

Sub:WorkdistributioninPFA/C/SC'soffice.

The work distribution, tenders allotment, reporting and field unit coordination 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
PFA/C	FA&CAO/C-I, FA&CAO/C-II, Dy.FA&CAO /C-I Dy.FA&CAO/C-II	Overall in-charge, concurrence of all proposals requiring sanction of CAO & above.	HAG level Tenders	Overall coordination.
FA&CAO/C-I	Sr.AFA/C AFA/C-II	Sections under the control of Sr.AFA/C & AFA/C-II	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 unit
FA&CAO/C-II	AFA/C-I	Sections under the control of AFA/C-I	CE/C-I, III, V, VII & Electrical Tenders of all projects including Electrical Works (PH)	Coordinating of all professional matters of Sr.AFA/C/TP TY&AFA/C/NED
Dy.FA&CAO/C-I		Budget, Admn. Policy, Deposit works, Fin. Policy, FX-II, FX-IV, FX-VI (Proposal pertaining to works of CE-II, IV, VI, CAO/C office & CEE)	JAG level tenders pertaining to previous column	Coordination of all finance cases of BZA field units requiring concurrence of H qrs.
Dy.FA&CAO/C-I		FX-I, FX-III (Proposals pertaining to works of CE-I, III, V, VII & Plg., CSTE/C, Proj.	JAG level tenders pertaining to previous column	Coordination of all finance cases of TPTY & NED field units requiring concurrence of H qrs.
Sr.AFA/C/SC		Efficiency, G-Susp., Stock verification, APIO/RTI cases & monitoring of CPGRAM	All SS level tenders of all construction units and all Finance proposals requiring JAG sanction as per MSOP, Vetting of Indents/POs/Work orders/ Draft Agts, Comp. statements as per MSOP & Updation of LARs. Expr. Bills of CE/C-V, VI & VII jurisdiction.	

Officer	Officers Reporting	Sections Reporting	Tenders	Field Unit Coordination
AFA/C-I/SC		Admn./Genl., Books, Audit, Taxation & E-suspense, GST/AR/ANs, Unsanctioned expenditure, Estt.Gaz&NG, Inspector, R&D, Computerisation, Expenditure Bills of CE/C-I, II and all S&T department bills, Advance verification of SRs of ONR case.	Jr. Scale level tenders of all Hqrs. Construction	
AFA/C-II/SC		FE, PF, Settlement, Exp. Bills of CE/C-II, IV and all Elec. Department's Bills, Advance verification of normal retirement cases	JS level tenders of all field units	

1. Any work allotted by FA&CAO/C/SC from time to time.
2. 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.
3. R&D includes all officer related procurements.
4. Admn.(Policy) includes posting/transfers/work distribution.