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पटियाला रेलइंजन कारखाना/पटियाला

PATIALA LOCOMOTIVE WORKS, PATIALA

संगठन चार्ट / ORGANISATION CHART

विभाग लेखा / Deptt.: ACCOUNTS

दिनांक : 03.02.2025





Raghuvir Singh
उप.वि.स.एवं मु.ले.अधि.
Dy. FA&CAO-II

Accounts Department

Duties

PFA

PFA is the overall in charge of Accounts Department. The contact Nos. are: 2306239 (DOT-Office), 2302490 (DOT-Residence), 6100 (Railway-Office) and 6101 (Railway-Residence).

Dy FA & CAO-I

Dy. FA & CAO-I is the Controlling officer of Administration, Books & Budget and Accounting Reforms, Finance Works, Workshop Accounts, Monitoring of GST related works Associate Member for Tender of JAG Level for Store Purchases with CMM-I, Dy.CMM-I & Works Tender

Dy FA & CAO-II

Dy. FA & CAO-II is the Controlling officer of Store Bill, PF, Pension & NPS, Efficiency & Inspection QU incharge of ISO/9001-2000, 14000-18000 (OHSAS). Associate member for Tender of JA Grade level for Store Purchases with CMM & Dy.CMM-III.

Dy FA & CAO-IT

Dy. FA & CAO-IT is the Controlling officer of EDP Centre (All administrative and allied work previously looked after by Sr.EDPM), Establishment Gazetted & Non-Gazetted, Store Accounts & Stock Verification, Incentive & TKO, Expenditure Bills, APIO Accounts under RTI Act-2005. Audit & Inspection, Associate member for Tender of JAG Level for Store Purchases with CMM-II, Dy. CMM-II, Dy. CMM - IV.

In the absence of PFA, Dy. FA & CAO-I will coordinate.

In the absence of Dy. FA & CAO-I, his work will be looked after by Dy. FA & CAO-II.

In the absence of Dy. FA & CAO-II, his work will be looked after by Dy. FA & CAO-IT & Vice Versa.

S No	Name (S/Shri./Smt.)	Design.	Distribution of Charge	Nomination for Tender Cases
01	Keshav Kaplush	Dy FA & CAO – I	1 Administration/PFA Secretariat 2 Books & Budget and Accounting Reforms 3 Workshop Accounts & Costing 4 Finance Works 5 Monitoring of GST related works.	Associate Member for Tender of JAG Level for Store Purchases with CMM-I, Dy.CMM-I & Works Tender.
01	Raghuvir Singh	Dy FA & CAO – II	1 Store Bills 2 Efficiency 3 Store Finance 4 PF, Pension and NPS 5 Work related to maintenance and Upkeepment of Accounts Department. 6 QU Incharge of ISO-9001-2000-14000-18000(OHSAS)	Associate Member for Tender of JAG Level for Store Purchases with CMM & Dy.CMM-III.
02	Nishant Sharma	Dy FA & CAO- IT	1 EDP Centre (All administrative and allied work previously looked after by Sr.EDPM)	Associate Member for Tender of JAG Level for Store Purchases with CMM-II,

			2 Expenditure Bills 3 Estt. (Gaz & Non Gaz) 4 Incentive & Time Keeping Organization 5 APIO Accounts under RTI Act-2005 6 Audit & Inspection 7 Stock Verification 8 Store Accounts	Dy. CMM-II, Dy. CMM - IV.
03	Simi Kapoor	AFA-I	1. Store Bills & LC/GST 2. Efficiency 3. Audit & Internal Audit Reports	
04	Arvinder Kaur	AFA-II	1 Finance (Works, M&P, Estt, Misc, Matters) 2 Administration 3. PFA Secretariat	Sr. Scale level Works Tenders
05	Ved Parkash	AFA-III	1. Stock Verification 2. Accounts Inspections 3. Estt. (Gaz & Non Gaz) 4. Expenditure Bills & Related GST Matter,	
06	Ranjit Pal Takkar	AFA-IV	1 Store Finance 2 PF, Pension & NPS	Sr. Scale level Stores Tenders
07	Ramesh Chand	AFA-V	1 Books & Budgets 2 Workshop Accounts including Costing 3 TKO 4 Accounting Reforms 5 Store Accounts	All Jr. Scale level Tenders

Details and Functions of Sections.

Administration Section

This section deals with cadre i.e. Appointment, retirement, Inter-Railway Transfers, Promotions of Non-Gazetted/Gazetted staff, maintenance of Seniority List of all cadres of Accounts Deptt. including TKO, Personal Loans and Advances to staff and officers of Accounts Deptt. Personal Files and Leave Accounts of Non-Gazetted staff are also dealt in this section. Monitoring of court cases are also done by this section.

Books & Budget Section.

- a) Preparation of Budget Estimate & Revised Estimate, maintenance of Monthly & Annual account and appropriation Account & review of budget Exchequer control, maintenance of Cash Book, submission of information pertaining to Accounts of DMW are dealt in the section. Payment to outside parties & staff is made through electronic mode & cheques/DDs in the section.
- b) Deals with Misc receipt of cash/DDs/Cheques etc. and remittance into Bank.

Accrual Accounting

Preparation & updation of fixed Assets register and preparation of financial statements based on Accrual Accounting.

Expenditure Section

Passing of bills of contractors, Advertisement etc, review of material at site account, internal check of contingent expenditure through imprest of all departments, maintenance of work registers and revenue allocation registers and their reconciliation with General books.

GST

Policy letter regarding GST are circulated to the concerned sections for implementation.

Store Bills Section

The section is entrusted to make payments to suppliers against their claim within the stipulated period and release their FDR/BG's etc. promptly after the completion of supply etc.

Efficiency Section

This section has been entrusted with the work of issuing of complimentary passes to Retirees staff and officers of Accounts Deptt. Disposal of Accounts Inspection Reports Pt-I and II and Audit Inspection/Objections are done by this Section. Issue of stationery and other T&P items. The section also deals Audit Objection & Accounts Inspection and its disposal. Maintenance of record of D&AR cases,

Finance Works Section

Scrutiny of proposals from financial angle as well finance concurrence are accorded to the proposals for inclusion in M&P and works programme etc. Vetting of Contract agreements Tender documents, Work Orders.

Stores Accounts Section

Maintenance and review of suspense accounts : Purchase and Sales, Stores-in-Transit and their conciliation with General Books, refund of earnest money and security deposits, evaluation of issue notes and receipt notes, operation of stock adjustment accounts, preparation of annual statements of stores transaction and inventory control.

Stock Verification Section

Stock Verification Section has been assigned the work of verifications of Stores in hand in Stores Depot and to conduct the suspense infractions.

Workshop Account Section

The section is entrusted with the work of maintaining WMS Account and WGR etc. calculation of labour hour rates, manufactured item rates and overhead rates, raising of debits for rebuilding of locos and other manufactured items to concerned units are done in the section. Bills pertaining to incentive in respect of workshop staff are also checked and passed in the section for charging payment of incentive.

Time Keeping Office

This office has assigned the punching of GA Cards and preparation of Salary and incentive bills of workshop staff.

Establishment

Passing of monthly pay bills of Gazetted and Non-Gazetted including workshop staff, maintenance of salary audit registers and cadre and scale check registers. Maintenance of suspense registers for various advances given to staff and officers and review of suspense balances, vetting of LPC and pay fixation sheets.

Provident Fund & Pension

Maintenance of Provident Fund Ledger and calculation of interest thereon, comparison of balances of P.F. Ledgers at the end of the year carried over to the next year, annual closing of P.F. Account, issuing of P.F. Slips subscribers. Review of un posted items and accounts and closed accounts, check of the rate of monthly pension, amount of commuted pension, and issue of pension payment orders.