



## **Duty list of officers of Accounts department**

### **Corporate Office, Belapur**

#### **Financial Advisor & Chief Accounts Officer**

##### Head of Accounts Department

- Finance – examination of financial proposals of corporate office including capital works and revenue proposals.
- Traffic Accounts –To ensure apportionment of originating freight and coaching earnings and to ensure release of additional fund from Railways on account of diverted traffic.
- Internal check and payment of all dues to staff and outsiders at corporate office.
- Finalization and submission of monthly Profit & Loss account, Limited Review, Annual Accounts, and payment of Inter Railway Financial Adjustment (IRFA) debits etc, Tax Deducted at Source including submission of various returns.
- Planning, mobilization and deployment of funds. Liasioning and dealing with financial institutions.
- Coordinating with Statutory Auditors/ Internal Auditors, stock verification, dealing with Audit paras and Inspection reports.
- Overall in charge of establishment of accounts cadre including looking after the activities of RAO/RN and Sr.RAO/KW office.

#### **General Manager (Finance)**

- Planning, mobilization and deployment of funds.
- Borrowing money from Market and Treasury Management including Derivatives
- Liasioning and dealing with the Financial Institutions, Bankers, Merchant Bankers, Rating Agencies, Statutory Auditors, Comptroller & Auditor General and Trustees of Bond Holders.
- Looking after the Retirement Benefits of Employees, Investment of Funds pertaining to Provident Fund section including Gratuity, Leave encashment etc.
- Active participation in finalization of Accounts.
- Heads the inventory verification cell including disposal of scrap materials.



### **General Manager (Accounts)**

- Finalization of accounts and presentation to the statutory auditors for annual audit, limited review.
- Presentation of audited accounts with the report to Comptroller & Auditor General auditors for supplementary audit. The replies to the provisional slips and management remarks on the final comment of the Comptroller & Auditor General audit to be placed before the Annual General body Meeting.
- Presentation of the audited accounts with the necessary schedules for tax audit and filing of the income tax return with the income tax department.
- Presentation of accounts and other documents to Income Tax department for the assessment of income tax proceedings.
- Presentation of all the relevant information and documents in connection with the income tax appeal proceedings presented through tax consultants.
- Maintaining a close liaison with concerned tax/statutory levy authorities
- Obtaining necessary certificates /permission / exemptions from tax authorities.
- Submission of necessary information/returns to the respective tax authorities correctly and timely.

### **Dy.Financial Advisor & Chief Accounts Officer (Traffic)**

- Correct Apportionment of originating freight and coaching earnings from Zonal railways.
- Correct receipt of freight and coaching earnings from Zonal Railways. Realization of additional freight share on account of diverted freight movement. Interaction with Zonal Railways and Railway Board.
- Preparation of Balance sheet, Traffic Books.
- Timely billing of various vouchers and it's realization.
- Paras of Comptroller & Auditor General audit, Statutory audit,Special Audit, Internal Audit compliance of traffic accounts section and reply to audit references and observations.
- To deal with Traffic section proposals requiring finance concurrence, act as finance member in commercial contracts.



- Entrusted with Timely Compilation of Originating Coaching & Goods Earnings
- Timely reconciliation of Station Collection with various Banks and transfer of the same to Pooling Branch.
- Timely Billing of Carriage & Postal Haulage Bills and prompt realization of the same
- Financial Vetting of Commercial Contracts
- Attending quarterly Transfer Clearance meeting to ensure realization of legitimate Freight Diversion Earnings.

#### **Dy.Financial Advisor & Chief Accounts Officer (Finance & Establishment)**

- Rendering financial advice on all proposals of the Corporation having financial implications including capital budget items.
- To actively participate in tender committees as a finance member.
- To maintain, update and revise the Schedule of Powers.
- To arrange to pass pay sheets and other dues of officers and staff of Corporate Office/Belapur and Regional Office/Delhi.
- Fixation of pay, Cadre vetting, Man Power planning, etc.

#### **Dy.Financial Advisor & Chief Accounts Officer (Internal Audit)**

- Co-ordinates with Internal Auditors and various units/branches for conduct of Internal Audit.
- Co-ordinates with Govt. Auditors and conduct tripartite meetings to clear audit inspection reports and suggest improvements in the system of working.
- In charge of finance and accounts of Anti Collision Device project.
- Settlement of Pension cases, Provident Fund, Gratuity, Leave encashment, Insurance etc. after due verifications

#### **Dy.Financial Advisor & Chief Accounts Officer (Books & Budget)**

- Compilation and Finalization of Accounts including Publication of Financial Results and Audit.
- Submission of Cash flow and various Financial and Accounting Statements to Management, Railway Board, Director PSU, State Govt. etc.
- Compilation and Finalization of Revenue Budget for Internal as well as MOU purposes.
- Attending Tender Committee Meetings for Stores/Works Contracts within the delegated powers.
- To Co-ordinate with Information Technology Dept for various module developments for Accounts Department



### **Sr. Accounts Officer (Establishment)**

- Drawal and Disbursement of salary for employees of Corporate Office, Delhi Office, Jammu & Kashmir project office.
- Pay fixation, verification and passing of all establishment claims.
- Statutory payment e.g. Income Tax, Professional Tax, payment to Provident Fund and Pension trust.
- Calculation of Income Tax, Foreign Service Contribution and payment to outside bodies.
- Testing of programs prepared by IT department.
- Maintenance of Provident Fund account of all KRCL staff and officers. Issue of Provident Fund slips after reconciliation, certifying Provident Fund balance for withdrawal of Provident Fund, verification and passing and disbursement of Provident Fund loans.

### **Assistant Accounts Officer (Books)**

- In charge of Book section which involves preparation of final accounts of the Corporation.
- Submission of statistical data of Management Information System such as monthly Profit & Loss Account, Cash Flow statement, monthly reviews etc
- Co-coordinating with Statutory Audit for finalization of Annual Accounts.
- Looking after the work of vetting of Briefing Notes, Letter of Acceptance, Purchase Order, Sale Order, Agreement etc. pertaining to all departments of the Corporation.
- Signing of cheques.

### **Assistant Accounts Officer (Funds)**

- Treasury Management, including Mobilization of Funds, Redemption and Reissue of Bonds, Deployment of Surplus funds, and Co-ordination with Ministry of Railways regarding Bonds.
- Looking after the work of vetting of Briefing Notes, Letter of Acceptance, Purchase Order, Sale Order, Agreement etc. pertaining to all departments of the Corporation.
- Acting as Accounts Representative in various Tender Committees up to the value of Rs.20 Lakhs.



### **Assistant Accounts Officer (Bills)**

- Arranging Inter Railway Financial Adjustment payments
- Contractors & suppliers bills including Anti Collision Device works
- Various Miscellaneous bills i.e. medical, electrical, water, fuel, leave, vehicle repairs, imprest, entertainment, Annual Maintenance Contract bills, telemedicine, consultants etc.
- Submission of statistical data to foreign railways relating to Gross Tonne Kilometer, Engine hours, Vehicle days, Wagon days.
- Issue of Tax Deducted at Source certificates to contractors and authorization of Journal Vouchers and sending of Acceptance of Transfer Credit/Acceptance of Transfer Debit to units.
- Review of various suspense heads, advance to contractors and review of Bank Guarantees, Security Deposits, Earnest Money Deposits and various correspondences relating to this section.
- Authorized Signatory of cheques.

### **Ratnagiri and Karwar**

#### **Regional Accounts Officer/Ratnagiri**

- Regional head of Accounts Department
- Tender financial advice on all regional proposals having financial implications.
- Generates periodical managerial information for control activities.
- To regularly appraise the financial positions to the regional heads and Head of Departments.
- Participates in meetings on labour welfare matters and staff grievance redressal forums.
- To Co-ordinate with other departments in passing of bills and arranging payments.
- To arrange to pass pay sheets of staff and officers of the regions.
- To carry out inspections in the region.
- To arrange to get the accounts audited by the internal auditors ,statutory auditors , Comptroller & Auditor General auditors.
- To participate in tender committee as a finance member.



## **Sr.Regional Accounts Officer/KARWAR**

- Regional head of Accounts Department
- Tender financial advice on all regional proposals having financial implications.
- Generates periodical managerial information for control activities.
- To regularly appraise the financial positions to the regional heads and Head of Departments.
- Participates in meetings on labour welfare matters and staff grievance redressal forums.
- To Co-ordinate with other departments in passing of bills and arranging payments.
- To arrange to pass pay sheets of staff and officers of the regions.
- To carry out inspections in the region.
- To arrange to get the accounts audited by the internal auditors ,statutory auditors , Comptroller & Auditor General auditors.
- To participate in tender committee as a finance member.

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## **Project Division**

### **Financial Advisor & Chief Accounts Officer (Project)**

Head of Project Accounts Department.

- In charge of Udhampur-Srinagar-Baramullah Link Rail, Sky Bus, and monitoring, controlling and execution of projects.
- Dealing with financial proposals and tender cases of Project Division comprising mainly of Udhampur Srinagar Baramulla Rail Link project in Jammu & Kashmir.
- Planning, mobilization and deployment of funds.
- Liaisoning and dealing with financial institutions/ Zonal Railways / Railway Board.
- Responsible for finalization annual accounts etc.
- Coordinating with Internal Auditors, stock verification, dealing with audit paras and inspection reports pertaining to projects.

### **Dy.Financial Advisor & Chief Accounts Officer (Projects)/Jammu**

- To assist FA&CAO(P) in all the Project Accounts matters.
- To co-ordinate with other department heads in monitoring, controlling and execution of these projects.
- To arrange payments to contractors and other petty contingent expenditure and maintain accounts thereof.
- In charge of arranging payments and receiving incomes and maintain accounts.
- To arrange to prepare bills and collect money from the principals of the projects and maintain accounts thereof.
- To tender financial advice on all proposals that has financial implications.
- To generate periodical managerial information for control activities.
- To arrange to get the accounts audited by the internal auditors, statutory auditors , Comptroller & Auditor General auditors.
- To participate in tender committee as a finance member.



### **Sr.Accounts Officer/Jammu**

- To assist FA&CAO(P) in all the Project Accounts matters of J&K project.
- To arrange to pass payments to contractors and other petty contingent expenditure and maintain accounts thereof.
- To tender financial advice to field officers in Jammu & Kashmir on all proposals that has financial implications.
- To generate periodical managerial information for control activities.
- To regularly appraise financial positions to the Head of Departments.
- To arrange to get the accounts audited by the internal auditors ,statutory auditors , Comptroller & Auditor General auditors.
- To participate in tender committee as a finance member.

### **Assistant Accounts Officer-Bills/Finance/Audit at Reasi**

- Financial scrutiny and vetting of all proposals, estimates and tender documents.
- Participation in tendering / tender committee's and spot purchase committees.
- Review of completion reports / Bank Guarantees / Misc. Advances etc.
- Maintenance of General Books & Closing of monthly accounts.
- Internal check of all kinds of bills including verification and passing in the system.
- Replying to audit objections.

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