



## **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. Liaisoning 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 Sr.RAO/RN and Sr.RAO/KW office.

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

- 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.



### **DGM (Finance & 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.
- To deal with Traffic section proposals requiring finance concurrence, act as finance member in commercial contracts.
- Financial Vetting of Commercial Contracts
- 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.

### **DGM (Tax & Establishment)**

- 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.
- 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.
- GST Audit & Tax Audit.
- To actively participate in tender committees as a finance member.



## **DGM (Funds)**

- Planning, mobilization and deployment of funds.
- Borrowing money from Market and Treasury Management including Derivatives
- Liaisoning 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.
- Settlement of Pension cases, Provident Fund, Gratuity, Leave encashment, Insurance etc. after due verifications
- Co-ordinates with Internal Auditors and various units/branches for conduct of Internal Audit.
- Co-ordinates with Comptroller & Auditor General auditors and conduct tripartite meetings to clear audit inspection reports and suggest improvements in the system of working.
- To actively participate in tender committees as a finance member.

## **DGM (Accounts)**

- 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
- To actively participate in tender committees as a finance member.



## **Dy.FA&CAO/P**

- Handling the Accounts and Finance function of following projects:

Roha-Veer doubling, Loop lines & crossing stations, LC gate project, PI to PI project, RSCF Project, RVNL deposit work, Dondaichi work, JDRL Deposit work, MSEZL ROB, MSEZL Flyover, MRPL deposit work, Raxaul Kathmandu DPR project, RRSK Safety work, Seabird project, Consultancy for cutting and tunnel in Karjat Lonavala section.

## **DGM(Accounts/RE)**

- Handling the Accounts and Finance function of following projects:

Route Electrification Project, Replacement of Signaling and OFC Cables, NTPC-Kudgi, NTPC-Gadarwara, DEMU-Nepal project, Annakampoyil Road Tunnel Project, VISL Port Connectivity Project, DPR of Mysuru -Thalassery Project, DPR of NTPC -SAIL (NSPCL) Railway Siding, Rourkela, UPCL Nandikoor Railway Siding work, Gujarat Infrastructure Water Project.

## **Sr. AFA (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.
- To actively participate in tender committees as a finance member.

## **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.
- To actively participate in tender committees as a finance member.

### **Sr AFA (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.
- 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.
- To actively participate in tender committees as a finance member.

### **Sr AFA (Traffic)**

- Accountal of Originating Freight and Coaching earning. Correct receipt of the same from Zonal Railways.
- Assist to DGM (F&T) for compliance and reply to Audit references and observations.
- Preparation of Balance sheet, Traffic Books.
- Timely billing of various vouchers and it's realization.
- 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
- Attending quarterly Transfer Clearance meeting to ensure realization of legitimate Freight Diversion Earnings.
- To actively participate in tender committees as a finance member.



### **Sr AFA (Project)**

- Clearance of Payments to Contractors and various miscellaneous bills ie. Imprest, entertainment, Consultancy charges etc related to Project.
- Authorization of Journal Voucher, Money receipt and acceptance of Transfer debit, Credit to Open line.
- Review of various suspense heads, advance to contractors, review of bank Guarantees, Security deposit, EMD etc related to Project.
- Compliance and reply to Audit references and observations.
  
- Authorized Signatory of cheques.
- To actively participate in tender committees as a finance member.

### **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.
- To actively participate in tender committees as a finance member.

### **AAO (Project)**

- Clearance of Payments to Contractors and various miscellaneous bills ie. Imprest, entertainment, Consultancy charges etc related to Project.
- Authorization of Journal Voucher, Money receipt and acceptance of Transfer debit , Credit to Open line.
- Review of various suspense heads , advance to contractors , review of bank Guarantees, Security deposit , EMD etc related to Project.
- Compliance and reply to Audit references and observations.



## **Ratnagiri and Karwar**

### **Sr. 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, 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.

### **Sr.RFA/Reasi**

- 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.
- To arrange to pass payments to contractors and other petty contingent expenditure and maintain accounts thereof.
- Participation in tendering / tender committee's and spot purchase committees.
- Review of completion reports / Bank Guarantees / Misc. Advances

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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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