दक्षिण पूर्व मध्य रेलवे
SOUTH EAST CENTRAL RAILWAY

प्रधान वित्तीय सलाहकार का कार्यालय, द्वितीय तल, ब्लॉक-'डी', महाप्रबंधक भवन, बिलासपुर- 495004(छ० ग०)
OFFICE OF THE PRINCIPAL FINANCIAL ADVISOR, 2nd Floor, Block –'D', GM Building, BILASPUR – 495004 (C.G)

का.आ.सं.राप/2021/29
O.O.No.GAZ/2021/29

दिनांक : 25.08.2021
Date : 25.08.2021

कार्यालय आदेश OFFICE ORDER

After the restructuring of Group 'A' IRAS cadre and transfer of two SAG posts to SC Railway and IRIFM, following duty list in HAG/SAG level officers of Accounts Department, SECR against newly allotted post codes is issued to have immediate effect in supersession of all the earlier office orders :

Sr. No.	Designation	Duties assigned
1	**PFA** (PC No.02RC3P001)	1. All works assigned by Railway Board and GM. 2. Over all control of Finance and Accounts over SECR. 3. Finance Member in all Works and Stores tender involving HAG level Finance Member.
2	**FA&CAO(G)** (PC No.02RC4P005)	1. All works assigned by GM & PFA. 2. Apart from the above he will be responsible for all works under : i) Dy.FA&CAO(G) ii) Dy.FA&CAO(F&B) iii) Sr.DFM's of BSP, Raipur and NGP Division 3. Finance Member in all Works tender at SAG level
3.	**FA&CAO(WST)** (PC No.02RC4P003)	1. All works assigned by GM & PFA. 2. Apart from the above he will be responsible for all works under : i) Dy.FA&CAO(T) ii) Dy.FA&CAO(S&W) iii) Dy.FA&CAO(WS)/WRS/Raipur iv) Sr.AFA(WS)/MIB/NGP v) Cash & Pay Office. vi) GM Statistical Branch vii) Electronic Data Processing Unit 3. Finance Member in all Traffic & Stores tenders at SAG level.
4	**FA&CAO(Con)/BSP** (PC No.02RC4P007)	1. Over all incharge of Construction Finance and Accounts 2. Finance Member in all tenders of Construction Organization at SAG level.
5	**FA&CAO(B&IT)** (PC No.02RC4P002)	Downgraded and operated as Dy.FA&CAO(WS)/WRS/Raipur w.e.f. 08.01.2021

Leave arrangement

1. In absence of PFA, FA&CAO(G) will look after the duties of PFA in addition to his own and in absence of both PFA and FA&CAO(G), FA&CAO(WST) will look after.
2. In absence of FA&CAO(G), FA&CAO(WST) will look after the duties of FA&CAO(G) and vice-versa .
3. In absence of FA&CAO(Con)/BSP, FA&CAO(G) will look after the duties of FA&CAO(Con)/BSP in addition to his own.

This issues with the approval of PFA/SECR.

25/8/2021

(ASHOK KUMAR NAYAK)
Dy.FA&CAO(G)
for **PFA/SECR/BSP**

Contd. 2

No.SECR/HQA/Admn/17/730 **Date**: 25.08.2021

Copy forwarded for information and necessary action to :

1. Secretary to GM for kind information of General Manager
2. PS to AGM for kind information of AGM/SECR,
3. CAO(Con)/SECR/BSP
4. All PHOD/CHOD, SDGM, DGM(G), SECR/BSP
5. CA to PFA for kind information of Principal Financial Adviser, SECR
6. FA&CAO(CON), FA&CAO(G), FA&CAO(WST), SECR/BSP
7. DRM/SECR/ BSP, R, NGP
8. CWM/WRS/Raipur, CWM/SECR/NGP
9. Director of Audit/SECR/BSP
10. Sr.DFM/SECR/ BSP, R, NGP
11. Dy.FA&CAO(T), Dy.FA&CAO(S&W), Dy.FA&CAO(F&B), Dy.FA&CAO(G), SECR/BSP
12. Dy.FA&CAO(Con)/SECR/NGP, Dy.FA&CAO(WS)/WRS/SECR/R
13. Dy.CPO(GAZ)/SECR/BSP
14. Sr.AFA(WS)/MIB/SECR/NGP
15. Secretary to PFA/SECR/BSP
16. All Sr.AFA/AFA/HQ/BSP, CC/BSP,
17. AS&AO, AEDPM, SECR/BSP
18. Officer concerned
19. O.O.Register

for **PFA/SECR/BSP** 25/08/21