

LIST OF OFFICERS IN N.E.Railway HQ ACCOUNTS

FA & CAO

(CHOD)



FA & CAO (F&G)
(HOD)

FA & CAO (WST)
(HOD)

FA & CAO (B&B)
(HOD)

I. Dy FA & CAO/General



- i. Sr AFA/General
- ii. Sr AFA/Expenditure
- iii. Sr AFA/ENGA
- iv. Secy. FA & CAO
- v. AFA/EGA
- vi. AFA/PF
- vii. AFA/Pension
- viii. AFA/Inspection

I. Dy FA & CAO/Traffic



- i. Sr AFA/T-I
- ii. Sr AFA/T-II
- iii. Sr AFA/C&P
- iv. AFA/Goods & Coaching
- v. Traffic Costing Officer
- vi. Stastical & Analysis Officer

I. Dy FA & CAO/Finance



1. Sr AFA/Stores
2. AFA/M & P
3. AFA/Books
4. AFA/Budget

II. Dy FA & CAO/Finance



- i. Sr AFA/PP
- ii. Sr AFA/Eastablishment

II. Dy FA & CAO/S & W



- i. Sr AFA/Stores
- ii. Sr AFA/M.Workshop
- iii. AFA/IC
- iv. AFA/Sig. & Bridge W/shop

II. Sr E.D.P.M.



1. EDPM
2. Sr Programmer
3. S.S.A.

Work done in Accounts Office, N.E.Railway HQ

- Accountal of earnings of Railway Generated from different sources in relevant heads.
- Examination and Vetting of income related proposals received from commercial department of Railway e.g. proposals related to income generation, compensation claims, income from advertisements, waiver of demurrage & warfage charges etc.
- Accountal of expenditure in Railways under relevant heads.
- Checking of bills/ invoices/ claims of contractors/suppliers/ other agencies outside Railway with respect to agreements/work done/supplies received and payment thereof.
- Examination and vetting/concurrence of proposals to incur expenditure received from executive departments of Railways with respect to justification, extant rules and provisions mandated by Rly Board and other competent authorities.
- Accountal according to Budget Grants received from Rly Board and regulate and control expenditure within budget grants.
- Check and Payment of salary, Allowances and other contignent expenditure of Railway Employees.
- Maintenance of provident Fund, Accounts of Railway Employees.
- Accountal and remittance of deductions of NPS and Govt. Contribution to NPS to designated bank.
- Service verification of employees on superannuation/ death and check and Payment of DCRG, Leave Encashment,, GIS contribution and other retirement benefits as per rules, as well as check, fixation and authorization of Pension, Issue of Pension Payment Orders.
- Discharging all Personnel functions in respect of Employees of Accounts Department, e.g. Appointment, Maintenance of service records, leave records, posting, transfer and promotions, D&AR etc.
- Maintenance of service records of Gazetted Officers of all departments.