

WORKS OF “FINANCE – I” SECTION

- Checking of proposals and estimates related to Works programme in IRPSM of all departments under all Plan heads for according concurrence.
- Checking of proposals and estimates related to Gati-Shakti & DRM priority works in IRPSM of all departments under all Plan heads for according concurrence.
- Checking of proposals related to Finance(Establishment) for concurrence in e-office.
- Vetting of detailed estimates in e-office [Sr.DEN(East) office]
- Checking of Proposals and estimates in e-office for works under revenue.
- Checking of proposals, estimates in e-office for works mooted under SOP(Works).
- Checking of proposals related to inclusion of SOP items, NS items & Variation in IRWCMS.
- Works related to productivity test, Financial review etc.

WORKS OF “FINANCE – II” SECTION

Scrutiny, concurrence and vetting of all finance proposals (as enlisted below) of Mechanical, Commercial, Stores, Operating and Personnel departments with reference to MSOP 2018.

- **Miscellaneous proposals**
- **Quotations works**
- **Detailed estimates**
- **Variations and**
- **Non stock requisitions**

In addition to the above-

- 1. Vetting of Purchase orders,**
- 2. Supplementary agreements and**
- 3. GST vetting of all department.**

WORKS OF “FINANCE – III” SECTION

- Vetting of detailed estimates, abstract estimates pertaining to
- S&T Department, Medical departments all works under
- DEN(South) /RNC .
- Misc. proposals of S & T Department, Medical department ,RCT & RRB.
- NS Requisition vetting of above departments through IMMS(UDM).
- Vetting of introduction of NEW SOR items and NS item in running contract as and when required and at closure of agrt.
- Vetting of Annual consumption of Medicines, Supp. Indents of
- additional requirement on demand of new medicines .
- Revision of estimates as and when required.
- Closures and variations of running contract of above departments.
- Quotation works of above dept.

WORKS OF “FINANCE – IV” SECTION

- Vetting of Draft Agreement of All department.
- Concurrence of Revenue proposal of Elect.(G), Elect.(TRD),Elect.(OP), Security, Misc. Engg., Safety Deptt., Accounts deptt, Hindi deptt.
- Concurrence of Misc. proposal of these departments.
- Vetting of Detailed Estimate of Elect(G),Elect.(TRD), Elect.(OP), Security & Safety department.
- Vetting of N.S.R. of Engg., Elect.(G),Elect.(TRD),Elect.(OP),Security & Safety deptt.
- Vetting of variation, revised estimate of above deptt.
- Vetting of introduction of NS item of above deptt.
- Quotation work of above deptt.
- Vetting of LOA of all department.

WORKS OF “ESTABLISHMENT” SECTION

- NR LPC Vetting, ONR LPC Vetting, Transfer LPC Vetting, NQSS & Leave Vetting of transferred staff, Leave encashment vetting, CTG Vetting, CEA Vetting, TA Vetting
- 5th PC, 6th PC, 7th PC vetting, Honorarium Vetting, Damage rent vetting, MACP, Promotion, OP Vetting, As drawn vetting, Promotion fixation vetting.
- New employee Confirmation of service sheet, Top Sheet vetting of service sheet, Cadre vetting of GAZ Staff of RNC Division,
- Settlement Salary bill passing, Salary Bill Passing, Supp. bill passing for retired staff.
- All Suppl. Bill passing, J.V. Preparation, T.C. preparation of H/Rent, water charge, Maintenance of suspense register(MAR & Deposit Ordy 'E').
- Foreign Service Contribution (letter drafting), Maintenance of FSC Cheque register.
- Bill C06 & C07, Monthly preparation of section MPR.
- Misc. correspondence letter drafting, AILTC, Laptop residual value vetting.

WORKS OF “Exp.I” SECTION

- Internal Checking of Contractor Bills received from all department.
- Registration of Co6 of offline bills as well as IRWCMS bills.
- Entry in Bill Passing Register than passing of Bills.
- After passing of bills generate Co7.
- Co7 Posting in Co7 Register.
- Preparation of JV's from Inward and Outward PC's for monthly Account Current of all department.
- Posting of EMD and SD in Deposit Suspense Register (DOX).
- Passing of Vehicle hiring bills of all department.
- Passing of Online Unsuccessful EMD.
- Release of SD and PG.
- Posting of Deposit work related work in Deposit 'W' Suspense Register.
- Re-Flagging of GST.
- Preparation of Monthly Account Current.
- Preparation of Half yearly and yearly review of suspense balance.
- Submission of MCDO figure to Admn. Section.
- Other Misc. Works related to the section.

WORKS OF “PF” SECTION

- Passing of PF advances both temporary and final.
- PF Review and issue of review certificate.
- PF settlement cases (NR/ONR).
- PF balance transfer (inward/outward).
- PF reconciliation with general books Monthly/yearly.
- JV/TC preparation.

WORKS OF “Exp.I” SECTION

- Passing of Spot Purchase Committee bills.
- Passing of WATER charges bills.
- Passing of LAWYERS' COURT FEE bills.
- Passing of STORES BILLS of all Department.
- Maintenance of Objectionable items Register.
- Passing of GeM Bills of different department.
- Passing of Pay Orders for Re-imbusement of LAPTOP & Bag, entertainment allowances,cash award, Digital signature of all dept.,
- Passing of Bills for Charges of orthopaedic, Aesthesis, Surgery, Gynaecologist, ophthalmologist
- Preparation of JV's from Inward & Outward TC's for monthly Account Current of all department.
- Passing of bills of Honorarium of Doctors' under Contract basis.
- Other Misc. Works related to the Section.

- Passing of Pay Orders for reimbursement of Medical Expenses.
- Passing of IMPREST BILLS of all departments, Passing of Energy Bills.
- Passing of Pay Orders of ADVANCE PAYMENT, Passing of TELEPHONE Bills
- Passing of RRB/RNC's Bills, Passing of RCT/RNC's Bills
- Passing of Bills of VEHICLE HIRING of RCT/RNC's.
- Passing of Misc. bills Under MSOP(Except Works Matter)
- Passing of Bills of Hospitals to which Tie up are made by Railway.
- Funeral assistance for staff of Ranchi div.
- Passing of Misc. pay orders Viz. Farewell ceremony, NPS,P/TAX, Jharkhand state pollution control board.
- Passing of Medicine bills.
- Maintenance of suspense Register (Misc. ADV. Revenue).
- Preparation of Monthly and yearly periodical GeM bill report.
- Maintenance of HSD Oil suspense Register.
- Re-Flagging of GST.
- Passing of earnest money and security deposit pay orders.
- Preparation of Annual account of stores transactions.
- Preparation of Half yearly and yearly review of suspense balance.
- Submission of MCDO figure to Admn.section.

WORKS OF “BOOKS” SECTION

Books Section:-

- Checking & Finalization of Monthly Account Current.
- Preparation of Monthly Demand Wise Expenditure vis-a-vis Monthly P.B. G., difference etc. for submission to Hd. Qr. & inclusion in MCDO.
- Preparation of Bulk Order PH-21 statement
- Preparation of Monthly Cash Outgo statement.
- Preparation of Cheque Abstract.
- Printing of Cheques.
- Submission of blank cheque indent to Hd. Or.
- Preparation of outward Cash .T.C. for the Cash item.
- Preparation of Adjustment T.C. for the outward Adjustment transaction.
- Preparation of internal J.V. for adjustment etc.
- Maintenance of manual Revenue Ledger.
- Cheque & Bills reconciliation.
- R.I.B. Reconciliation.
- Preparation of Debt Head Report.

Post Audit Sec.:-

- Receiving of Paid Vouchers from C&P Office.
- Checking of Paid Vouchers
- Matching of paid Vouchers with P4 statement
- Issue of monthly Acquaintance certificate.
- Segregation and handing over of Paid Vouchers to the Audit Office as per his requisition.
- Receiving back of paid vouchers from Audit Office.
- Maintenance of Deposit Unpaid Wages Register
- M.C.R posting in the MCR Register
- T.R. posting in the MCR Register.
- Preparation of T.C. & J.V. for earning transferrable to Hd. Qr.
- Preparation of J.V. for R.I.B.
- Packing of paid vouchers for keeping in record room.

Suspense Section:-

- Maintenance of Employees Loan & Advances Registers.
- Passing of Loan & Advances
- Suspense vetting of Last Pay certificate.
- E suspense Interest vetting.
- Preparation of Half Yearly Review of Suspense Balances.

FAR

- collection of FARs from all department of RNC Divn .
- Submission of FARs of all deptt. to Hd. Qr & Chartered. Acctt.
- To solve the queries & correction of FAR as raised by Hd. Qr.
- Compilation & Preparation of Current Assests & Current Liabilities of a Departments of RNC for submission to Hd. Qr.

WORKS OF “BUDGET” SECTION

- Preparation of RE & BE in budget module.
- Preparation of FME in Budget module.
- Receiving of BG distribution to all departments.
- Receiving of RG distribution to all departments.
- RAR of every month given into all departments.
- CAR given every month or when every required given to all department.
- Re-Appropriation initiated by executive department, cross checked with expenditure & fund certification, then sent to competent authority.
- Any change in BG immediately sent to concerned department.
- Fund certification of salary related allowance.
- Fund certification of contractors' bills.
- Preparation of Annexure H.I.J.K and statement of ex-gratia payment (Form-D)
- Preparation of work ID Generation
- Proposal fund certification in E-office & UDM
- Maintenance of Expenditure in Ledger.
- Preparation of exchequer every month & sent to HQ.
- Misc. correspondence work.

WORKS OF “BR&DR” SECTION

- Electric bills vetting.
- Staff cost vetting.
- Loco Hiring Change vetting.
- Damage & Deficiency charges
- Re-railment bills vetting.
- Wagon damage vetting.
- Inspection Charges vetting.
- Water charges vetting.
- Maintenance charges vetting.
- Way leave charges vetting
- Vetting of land rent of private sidings, commercial plots and engineering plots.
- Issue invoice of all bills vetted and preparation of JV's.
- Vetting of bills for oversized consignment through level crossing.
- Vetting of power blocks.
- Realization of Cheques/drafts received from outside parties for bills payable.

WORKS OF “SE(IT)” SECTION

- Troubleshooting work with close co-ordination with CRIS for various IT applications viz. IRAS, HRMS, IR-WCMS, IREPS, UDM etc.
- Training of staff in various IT applications along with other applications like MS Office etc.
- Generating customized reports as and when required by authorities by querying IPAS database.
- Processing IT hardware procurement, condemnation etc.
- Looking after maintenance and repair of existing hardware.
- All work related to Imprest cards like processing new cards, activating/de-activating and closure of cards.
- Handling all matters related to TDS and TCS of staff and contractors.

WORKS OF “NPS” SECTION

- Uploading of NPS Contribution of NPS staff of Ranchi Division in NSDL site.
- Rectification of NPS contribution which is not uploaded,
- Chasing of PRAN no. which having issue.
- Shifting of PRAN no.
- Grievance of NPS in NSDL site of Ranchi Division.
- Withdrawal Request Authorize of NPS Employees of Ranchi division.
- Conditional Withdrawal Request Authorize of NPS Employees of Ranchi division.
- JV preparation of NPS Section.
- Generating Pay order of NPS section.
- Keeping record of NPS deposit.
- Rectifying and Clearances of NPS Deposit.
- Processing and making bill of NPS Pension (Death cases),
- Life certificate of NPS Pensioner.
- Chasing the issues of NPS Pensioner.
- Generating New PRAN through Online PRAN Generation Module (OPGM).
- Maintains of OPGM register.
- NPS to PF in Error Rectification Module.
- Scheme Preference change in NPS.

WORKS OF “PENSION” SECTION

- Advance review of Normal Retirement
- Advance review of other than normal retirement example death cases, voluntary retirement, compulsory retirement, missing cases etc.
- Checking of following:-
 - ❖ Pay fixation from date of joining to date of retirement
 - ❖ LAP, LHAP, NQSS (Absent Period), Leave Encashment
 - ❖ MACP, Child care leave, Vigilance clearance is pending or not
 - ❖ Alteration in the name of employee, Alteration of date of birth
 - ❖ Rectifying the Punishment like NCE, CE
- Final Certification of NR and ONR of both Gazetted and Non-gazetted staff.
- Vetting of NQSS
- Spot checking of pension disbursing banks.
- Correspondence regarding irregularities found in spot checking to concern CPPC.
- Correspondence regarding various issues of pensioners.
- Correspondence regarding RTI and CP Gram

- PPO Print, PPA Print,
- Bill Passing
 - ❖ CGEIS
 - ❖ *Leave Salary*
 - ❖ *Commutation Value of Pension*
 - ❖ DCRG
 - ❖ Difference of DA
 - ❖ Pension Up gradation
 - ❖ Revised Pension
 - ❖ *Co6 and Co7*
 - ❖ Bill Registration
 - ❖ Register Entry (GEIS, Leave Salary, Commutation value of Pension , DCRG)
 - ❖ PPO Register Entry and PPO Dispatch.
- ARRAN
 - ❖ Pre 2016 Pension Revision.
- NPS Bill Registration, NPS Pension Register Entry, NPS Pension Passing, NPS C07.

WORKS OF “AUDIT” SECTION

- Compliance of Railway Board Inspection Report Part I & Part II.
- Finalization & Scrutiny of compliance of Part I and Part II Audit cases with accounts Remarks.
- Collection, Review, Meetings of Stock Sheets and Accounts Notes.
- Field Inspections.
- Preparation of MPR, Quarterly Progress Report & Half Yearly Progress Report .
- Participate in review of Audit Cases with Audit Deptt.
- Arranging of Bipartite & Tripartite Meeting, preparation of minutes related to audit.

WORKS OF “ADMINISTRATION” SECTION

- Maintenance of Service Sheet of staff & updating of leave, NGIS, NQS and other misc. information .
- Preparation of Salary bill of Officers , Accounts Staff and Cash & pay staff and sent to ENG section for passing upto 23rd of every month.
- Preparation of Cadre Statement, TA statement , Child Education bill , Leave encashment bill, Preparation of Bonus Bills, Preparation of bills of MACP and preparation of all types of arrears bills.
- Preparation of MACP, Promotion, Pay fixation and preparation of As drawn Should be drawn statement.
- Preparation of Income Tax Statement, Posting of Income Tax saving declaration .
- Review of Service Sheet for MACP, Promotion , Retirement.
- Review of Service Sheet for 30 years of service and 55 years of age.
- Preparation of settlement bill i.e. DCRG, GIS , Leave Salary .
- Preparation of PF withdrawal bills in HRMS.
- Posting of settlement Bio Data of retired staff in HRMS.
- Preparation of LPC.
- Posting of Bio Data of staff in HRMS for APARS.
- Preparation of Office Orders of Joining , Promotion , Retirement and other misc. Office orders related to Administration section.
- Preparation of Award applications of Staff.
- Preparations of misc. reports and statements related to Administration section.
- Conducting of Departmental Exams.

- Preparation and uploading of Telephone bills, Postal Imprest bill , Office imprest bills , Miscellaneous Pay Orders , Vehicle bills, Stores bills , Repairing bills , Procurement bills etc.
- Preparations of proposals for procurement of furniture , hiring of vehicles etc.
- Preparation of Revised Estimate (RE) and Budget Estimate (BE) .
- Preparation of Fixed Assets Register.
- Issuing of Pass, PTOs and maintenance of accounting of Pass and PTOs in HRMS.
- Issuing of manual Duty Pass and Complimentary Pass and maintaining their records .
- Preparation of Store Indents of store items for office use , their acceptance and issuing them and maintenance of accounting of store items in UDM and posting in T & P register.
- Preparation of MCDO to FA & CAO/GRC and MCDO to DRM/RNC monthly.
- Preparation of Half Yearly Arrear Reports & Accounts and Management Shield Reports.
- Preparation of G. M. Inspection reports.
- Preparation of all types of Reports and Statements related to Efficiency section.