

Directorate is headed by SAG officer .Total 5 officers and about 45 staff is working in the Directorate.

Functions of the Directorate are defined in Para-101 of Accounts Code-I

It broadly constitutes Compilation of Accounts and Budgets, Financial Review, Internal check, prompt settlement of admissible claims and tendering financial advice to the Administration.

Activities in detail are as under:

- a. Compilation of accounts (General & Subsidiary Books) and maintenance of ledgers of the organization as per scheduled laid down in the codal provisions/Railway Board guidelines.
- b. Disposal of all bills/claims of Railway employees and outsiders (Customers) as per schedule laid down in codal provision/Railway Board guidelines while ensuring that there are no financial irregularities in the transactions of the railway through internal check/inspection/stock verification.
- c. Compilation of Budgets Estimates as per schedule and monitoring the budgetary control procedures through monthly financial review.
- d. Revision of PPO of retired employee and timely disbursement of retirement dues at time of regular retirement cases.
- e. Finalization and processing of Draft Para and other Audit references as per schedule lay down by Railway Board and CAG.
- f. Tendering financial advice to the administration whenever required timely and correctly in all matters involving financial commitment and expenditure.
- g. Regular monitoring of financial progress of research project of SRESTHA, TMIR, IITs, CRR, Malviya chair.
- h. Advising different directorate on GST, income Tax matter and applicable tax rate.
- i. To organize Customer Satisfaction Camps periodically.