GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. 2013/AC-II/20/4

रेल भवन नई दिल्ली – 11000 10 -5-13

Rail Bhavan, New Delhi – 110001 10-5-13

FA&CAOs
(All Zonal Railways)

Sub:- **Minutes of the Sr.DFM's Conference held in Railway Board on 12/4/13**

Minutes of the above conference is enclosed for information and necessary action.

DA:- as above.

(P.V. Vaidialingam) 10.5.13
Adviser/Accounts
Railway Board

Minutes of the Sr.DFMs Conference held in Railway Board on 12/4/2013.

A Conference of Sr.DFMs was held in Railway Board on 12/4/13 (Friday). List of participants is at Annexure-A. Minutes of the Conference are as under:- .

Welcome address by Adv/Accounts.

- Adviser Accounts welcomed the participants and mentioned that the objective of organizing this Conference was that the innovations done by individual Railways for system improvement/increasing efficiency are exchanged/shared with other zonal Railway for adoption/implementation on their Railways.
- He mentioned that Indian Railways (IR) is the back-bone of country's economy and Divisions are the nerve centres of the IR. Sr.DFMs being the integrating force of the divisions can play a very vital role in improving the productivity of the organization.
- This Conference will give an excellent opportunity to learn from the experiences of other divisions and adopt best practices wherever feasible.

FC (Rlys)

- While welcoming the participants, FC complimented the Sr.DFMs for the enthusiasm shown and the quality of work being done by them.
- She also mentioned that the Budget Management in 2013-13 was good and this was due to strict expenditure control exercised by all finance officers and Sr.DFMs have played an important role in this regard.
- FC exhorted the participants to be familiar with the Fuel Adjustment Component (FAC) introduced in Railway Budget 2013-14 and desired that Board's instructions in the matter should be followed strictly.
- Sr.DFMs should personally monitor Budget and expenditure control in the Division & this function should not be delegated to DFMs or ADFMs.
- The position of earnings need to be watched carefully and any shortfall in earning should be made good by reducing the expenditure.
- Sr.DFMs should pay more attention for clearance of Bills Recoverable.
- Monthly inspections/test checks should be conducted thoroughly and corrective action for any procedural lapse should be taken in time.

- Indian Railway Institute for Financial Management (IRIFM), a Centralized Training Institute (CTI) cater to the professional training needs of IRAS officers is being set up at Secunderabad and it is expected to be functional in the next financial year. This is a land-mark achievement for the IRAS fraternity.
- IRAS officers in the middle management level are also being sent for foreign training to hone up their skills and get exposure on various aspects of Advanced Financial Management

AM/F

- AM/F while welcoming the participants mentioned that the initiatives taken by the Railways should be shared with others so that the best practices get replicated across the system.
- Sr.DFMs should conduct regular field inspections to have firsthand knowledge of various activities and the working of Divisions. During field inspections, it should be seen that stores issued are commensurate with actual consumption and instances of excess issues should be highlighted to ensure substantial saving in expenditure.
- As regards audit & stock verification reports, many a times the same are closed for statistical purpose after discussions with their counterparts. It should however, be ensured that recoveries due are invariably made.
- Sr.DFMs should be conversant with all the aspects of operations. For instance, through proper planning in loco linkage and crew booking in case of running staff, substantial savings can be effected.
- Instructions for payment of Running Allowance should be followed strictly to avoid overpayment to running staff.
- Financial proposals should be scrutinized carefully and only those proposals which are financially viable should be agreed to.
- Railways have detected huge amount of overpayment in pension disbursement by banks. The matter was taken up with RBI who has since advised that all the pension paying banks to refund overpayment in one lump-sum. Railways should recover the amount of over-payment of pension in one go rather than in installments.
- Recovery of Income Tax from staff/contractors should be uploaded in the IT website concurrently by Railway staff and this activity should not be outsourced. This should be uploaded by Accounts department immediately so that the credit is reflected in statement no. 26 A which is the main document for tax credit.

AM/B

- AM/B while welcoming the participants emphasized that new ideas/innovations on one Railway should be shared by others and it should not be confined as one individual driven initiative. They should be embedded in the system so that the practice continues even after the transfer of the officer who initiated the effort.
- New areas should also be covered under computerization by harnessing Information Technology to ensure efficiency in working for improving house-keeping activities.
- Sr.DFMs should play a proactive role in expenditure control and see that earnings match with the expenditure and budget allotment are not exceeded.
- Wasteful expenditure should be avoided at all costs.
- Expenditure chargeable to DRF and DF should be monitored more carefully.
- No effort should be spared to maximize the Sundry Earnings.

Business session.

Sr.DFMs gave presentations on various new practices and innovations implemented on their Railways. The best practices and innovations measures shown in the presentation made by each Railway are as under:-

Central Railway

- IT enabled Bills Recoverable Module
- Digitization of Settlement records.
- Salary payment through Banks
- Roll out of SBI Imprest Cards
- Generation of Approximate Account current through AFRES and submission to HQ in soft copy.
- Transparency & efficient handling of paper security using computerization enabling auto generation of 30 / 60 / 90 days expiry alert to bank, party & executive.
- Computerization of Cash Budget control enabling instant information about allotment, expenditure and balance control and MIS.
- Generation of various budget reports for Expenditure Grant wise, Department wise reports for analysis and control.
- Separate reports for PU's (both controllable & non controllable).
- Single Wage Period by merging of Five Wage period to One and 100% Bank payment
- On Line PF Applications has reduced processing time from 5 days to 1.78 days.
- Encashment of Unclaimed Old Paper Securities realized Rs. 12 lakhs credited to misc earnings,
- 100% PLB Payment through Bank,
- Spot checking of Pension payments done in 97 bank branches resulted in saving to the tune of Rs.2.85 crore

- Future Projects- (i) E-Pension booklets.(ii) Paperless book Section- Including Appropriation Accounts (iii) Automation of Suspense Heads.

Eastern Railway

- Linking of works register with Internal check module in Asansol Division
- Innovative practices in non traction bills savings in Asansol Division.
- Instant Recovery of excess usage amount from CUG Mobile & Telephone Users in HWH division.
- Recovery and monitoring of Electric Charges (Staff Quarters)- in HWH division and hospital diet charges in HWH division and
- System Security on PRIME-AFRES Database- HWH division

East Central Railway-

- Realization of traffic interruption charges through interpretation of laid down rules. The Railway advised to send a complete write-up to Board for taking is with concerned Dte in Board.

East Coast Railway

- 100% e-payment of salary bills etc resulting in reduction in issue of cheques from 380-390 to 160-170 per month.
- Implementation of Establishment suspense module in AFRES.
- Effective monitoring of proposals received from executive offices.
- Introduction of SBI Smart Cards.
- Digitization of service records.
- Prompt revision of pre and post 2006 pension cases.

Northern Railway

- Use of Webcam for real-time monitoring of different offices/Sections and its installation at MB/DIV Cash office.
- Incorporation of provision of biometric attendance registers.
- Introduction of payment through bank clause in all sanitation contracts at NDLS station and all over NR.
- All payments (like PF, Settlement dues, Contractor payments etc) being made through RTGS/Cheques.
- Progressively all salary tours are being merged into a single salary tour.

North Central Railway

- Touch Screen Kiosk with ATM Style print facility for employees and contractors and SMS alerts to employees and contractors.
- Linking of LPC Module with PRIME-AFRES to cover all details so that no recovery is left for next unit.
- Introduction of Audit Module to monitor audit cases.

- Implementation of cheque & bills module to ensure timely reconciliation and generation of outstanding report.
- Implementation of budget module to minimize misclassification and helps budgetary control and projections

North Eastern Railway

- Special Drive for drawing Completion Reports of works already completed.
- Special drive for verification and vetting of leave accounts started.
- Ensuring 100% payment through banks/ecs.
- Implementation of single wage period.
- JPO signed with SBI to check encashment of fake cheques.
- SMS facility to contractor and employees who give their mobile number on trial basis by BSB division.
- Module developed by LJN Div. to monitor validity of BG bonds, thereby sending timely reminders to executive and realization, if required.

North Frontier Railway

- 100% bank payment to staff where bank facilities available.
- Initiative for opening of pan cards.
- Lifting of cash by banks from major stations.
- Expeditious finalization of earning contracts.
- Periodical meetings of branch officers to watch booking under controllable PUs.
- Review of station cleaning imprest where mechanised cleaning is in operation.
- Regular discussion with siding owners for payment of siding charges, cost of staff claims & FSC charges.

North Western Railway

- 100% salary payment/PLB payment through bank, in all units of NWR.
- 100% Contractor/Vendor payment through bank.
- Imprest recoupment through Smart Card.
- Redeployment of Cashiers due to reduction of work-load in Cash & Pay office.
- Implementation of IPAS.
- Inspection of Banks for PPO Checking and recovery of overpayments.
- Steps towards Paper-less working etc.

Southern Railway

- Basic Information for Staff & Contractors Using IT (BISCUIT).
- E TDS Filing.
- Paper Less Office(PAPLO).
- Pay card for imprest payments.
- Door step banking-For station collections

South Central Railway

- Web Based PF Enquiry Service.
- RMS - Record Management System.
- Linking Agreements with EMD/SD/PG & Bank Guarantee Monitoring (iv) Commercial Earnings Monitoring.
- Online Imprest Recoupment.

South Eastern Railway

- Introduction of single batch payment.
- 100% payment through banks
- E-RIMS digital record keeping.
- Lifting of cash/cheque by Banks.

South East Central Railway

- Introduction of Single Batch Payment system.
- Monitoring of Traffic Earnings.
- Monitoring of data relating to New Pension Scheme.

South Western Railway

- Implementation of budget application to ascertain the budget position at any time.
- Introduction of liability register.
- The information required by staff as to their salary, provident fund balance, service particulars and leave balance are made available through information KIOSK and SMS.
- Contractor / Vendor information through SMS and internet public domain.
- Maintenance of Paper Securities Register towards Security deposit, Performance Guarantee and EMD through web based program.

West Central Railway

- 100% Salary through Banks.
- De-centralisation of PRIME.
- 100% PPO validation done and recovery of overpayment recovered.
- Electronic Payment of Imprest and 100% Payment through NEFT.
- Reduction in number of Cheques and sending SMS Feedback to staff/contractors.
- e-payment of freight and 100% computerized generation of RR.
- Generation of 7-A statement directly from FOIS
- Submission Of Balance Sheets on 7th of following month.
- E auction and Collection of auction money through RTGS.

Western Railway

- Introduction of Office Automation & Systems Integration Software covering File Tracking, Bills & Letters, Grievance Management, SMS and email reply.

- Attendance Management System through smart cards.
- Computerized record room.
- 0% cash transactions.
- Introduction of "SPARSH SAMPARK"- Touch Screen Kiosks which work online, Prime Data Feeding Centres at Remote Location through Railnet, Dissemination of Staff Information on Railnet, Service Record PDF copies on Railnet and AFRES and PRIME on Railnet Complete

FC/Rlys appreciated the innovative steps taken by the Divisions and announced a cash award of Rs. 50000/- to Central Railway, Rs. 40000/- to Eastern Railway and Rs. 30000/- to N.W. Railway and Rs. 25000/- each to the other 13 zonal Railways for excellent system improvements done by them.

A CD containing all the presentations made by the Sr.DFMs' was handed over to the participants for information and adoption of good practices and also to avoid duplication of efforts. These presentations have also been uploaded in the 'IRAS TIMES' website.

The Conference ended with a vote of thanks by Adv/Accounts.

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Verified
10/5/13.

Advisor/Accounts
Railway Board.

Annexure-A

RAILWAY BOARD

	Name of officer	Designation
1	Smt. Vijaya Kanth.	FC/Rlys
2	Shri R. Kashyap.	AM/B
3	Shri Arjun Rakshit.	AM/F
4	Smt. Saroj Rajware.	Adv/Fin.
5	Shri P.V. Vaidialingam.	Adv/Accts.
6	Shri B N Mohapatra.	Adv/Fin/Exp.
7	Ms. S. Mukherjee.	EDF/S.
8	Shri J M Gupta.	EDF/B.
9	Shri R. Sahai.	ED/CC.
10	Shri R.K. Manocha.	ED/AiMS.
11	Shri Sanjay Lawania.	EDF/E.
12	Shri Prashant Mishra.	EDPC-I
13	Shri A.K. Bijalwan.	EDF
14	Shri Sanjay Upreti.	EDF/C
15	Smt. Achla Sinha.	ED/S&E
16	Shri S N Mathur.	DF/CCA
17	Smt Namipa Tripathi.	DF/C
18	Smt Shilpi Agarwal.	DF/A
19	Smt Ambika Jain.	DF/S-I
20	Shri P K Malik.	DF/B
21	Shri Rakesh Kumar.	Dir/Stats (CA)
22	Shri V Rama Manohara Rao.	DF/X-I
23	Shri Vivek Tripathi.	DF/AR
24	Shri Bhaskar Chauradia.	JDS/S-II
25	Shri Sanjeev Sharma.	JD(A)
26	Smt. Urmila Sharma.	PAO

Sr.DFMs'/Zonal Railways

Rly		Name & Designation of Sr.DFM nominated (Shri/Smt)
CR	1	Ramanand. Bhagat, Sr.DFM/NGP
	2	Santosh Parage, Sr.DFM/SUR
ER	1	Ramesh Kumar, Sr.DFM/HWH
	2	Randhir Sahay, Sr.DFM/ASN
NR	1	Sandeep Maheshwari, Sr.DFM/UMB
	2	Vikram Kumar, Sr.DFM/MB
NER	1	Sanjay Bisariya, Sr.DFM/LJN
	2	Arvind Sharma, Sr.DFM/IZN
NFR	1	B. Pradhan, Sr.DFM/TSK
	2	Shri M K Mohanty, Sr.DFM/LMG
SR	1	Salim Javed, Sr.DFM/MAS
	2	Md. Faisal, Sr.DFM/PGT
SCR	1	R. Lalith Mohan, Sr.DFM/SC
	2	K V V Satyanatayana, Sr.DFM/GTL
SER	1	Md. Manzarul Hasan, Sr.DFM/CKP
	2	Bhubaneswar Nanda, Sr.DFM/ADA
WR	1	B Mugunthan, Sr.DFM/BRC
	2	Mahabir Prasad, Sr.DFM/ADI
ECR	1	Om Prakash, Sr.DFM/DNR
ECOR	1	Praveen Kataraki/Sr.DFM/KUR
	2	Suresh P/Sr.DFM/WAT
NCR	1	Arvind Kumar, Sr.DFM/JHS
	2	Vivek Hupta, Sr.DFM/JHS
NWR	1	Abhinav Gupota, Sr.DFM/BKN
	2	Rupesh Singhvi, Srt.DFM/JU
SECR	1	Deepak Khairha, Sr.DFM/BSP
	2	G S Prakash, Dy.FA&CASO/Stores/BSP
SWR	1	L V Dudam, Sr.DFM/MYS.
WCR	1	G S Chawla, Sr.DFM/JBP