

360
4/5/22

EAST COAST RAILWAY

Office of the FA&CAO (T)
Rail Sadan, 3rd Floor,
C S Pur, BBSR-17

Office Order No. 10/2022

02.05.2022

In supersession of this Office's earlier Office Order No.25/2021, dtd.01/11/2021, the redistribution of charges between Sr. AFA (T) , AFA(T-I) & AFA (T-II) is made as under :-.

Sl No	Name of Officers	Charges
1	Shri Tomy Thomas Sr. AFA (T)	Administration, Receipt & Despatch, Record Room, Contract Management and AMC.
		Non-Govt. Railway (NGR) & Special Purpose Vehicle (SPV)
		GBS, Generation of Error Sheets & AIC and Issue of Goods Part-A
		Claims & Refund (Goods), Passing of RCPOs, vetting of claims.
		Standing Member of Sr. Scale TC in all earning tenders at HQ.
		Books & Budget.
		Implementation of TAMS.
2	Shri R.K. Bhanja AFA (T-I)	Any other duties assigned.
		FAS, Updation of FAS, All works related to FOIS terminal, issue of Error Sheets including Apportionment of Revenue to M/s DPCL & HPRCL .
		CBS, Generation of Error Sheets & AIC and issue of CBS part-A
		Parcel & Luggage.
		NI/Cancelled tickets.
		BPT/EFT/Money Value, Issue of Error Sheets.
		PRS & UTS, Issue of Error Sheets.
		PCL/Ticket Indent, Issue of Error Sheets.
		Finance and GST matters.
		Station Inspection (S.I), Surprise verification of field TIAs.
Weigh Bridge, issue of Error Sheets.		
Any other duties assigned.		
3	Shri Dharma Sahu AFA (T-II)	Traffic Billing and realization along with integration to IPAS.
		Coaching Refund & Claims.
		Efficiency, submission of all monthly, Quarterly, Yearly Report, Half Yearly Arrear Report, Half Yearly Review of Suspense etc.
		Catering (Passing of Bills, Court Cases, Catering Clearance etc.)
		Audit, Internal Audit, Co-ordinate with PCOM & PCCM office.
		Standing Member of Jr. Scale TC in Catering and Parcel Earnings Tender matters at HQ.
Any other duties assigned.		

Note:-

1. Sr. AFA (T) will look after the duties of AFA (T-I) and vice-versa.
2. AFA (T-I) will look after the duties of AFA (T-II) and vice versa.
3. AFA (T-II) will look after the duty of ACC and vice versa.

This issues with the approval of Dy. FA & CAO (T).

(Nivedita Swain)
Dy. FA & CAO (T)/ECoR/BBS