

**OFFICE OF THE PRINCIPAL DIRECTOR OF AUDIT,
WESTERN RAILWAY, CHURCHGATE, MUMBAI**

**INFORMATION AS PER REQUIRED UNDER SECTION 4 (1) (b)
OF 'RIGHT TO INFORMATION ACT 2005'**

1. (a) The particulars of the organization

Name of the Organisation –The Office of the Principal Director of Audit, Western Railway, 5th floor, New station building, Churchgate Mumbai-400 020.

Jurisdiction :- The jurisdiction of office of the PDA, Western Railway include entire Western Railway including its divisions, Workshops, Stores Depots and Stations and Railway Staff College Vadodara, Zonal Training School ,Udaipur.

1 (b) Functions and duties.

The functions of Pr.Director of Audit, are mentioned in para 3, 4, 7 and 10 of Railway Audit Manual. Principal Director of Audit, (PDA)work under the supervision and direction of Dy.Comptroller and Auditor General of India (DAI) subject to any general or special orders which the DAI may issue, the PDA may prescribe detailed instructions regarding the division of work and responsibility among his/her subordinate staff and other matters relating to the organization of his/her office. The Principal Director of Audit is responsible for efficient administration of the officers at Head quarter also for the efficiency of the subordinate officers under his control.

The Pr.Director of Audit is responsible for the scrutiny and audit of :

- i) financial sanctions pertaining to his/her railways and offices under his/her audit control , accorded by the Govt of India, Ministry of Railways (Railway Board) or the General Manager;
- ii) the allocation of estimates sanctioned by the same authorities;
- iii) general orders issued by the General Manager under the powers delegated to him./her;
- iv) sanctions pertaining to local traffic;
- v) sanctions issued by the Railway Administration relating to inter change traffic between railways;
- vi) the detailed accounts of the railways to see that these have been correctly prepared and are in proper form, no alteration in the form of the accounts or in classification is made without the approval of the competent authority, the system of internal check is efficient and that all appropriations or re appropriations sanctioned by the General Manager or subordinate authorities are in order;
- vii) allocation of expenditure divisible between two or more sections of a railway to see that the division between the main and worked lines and

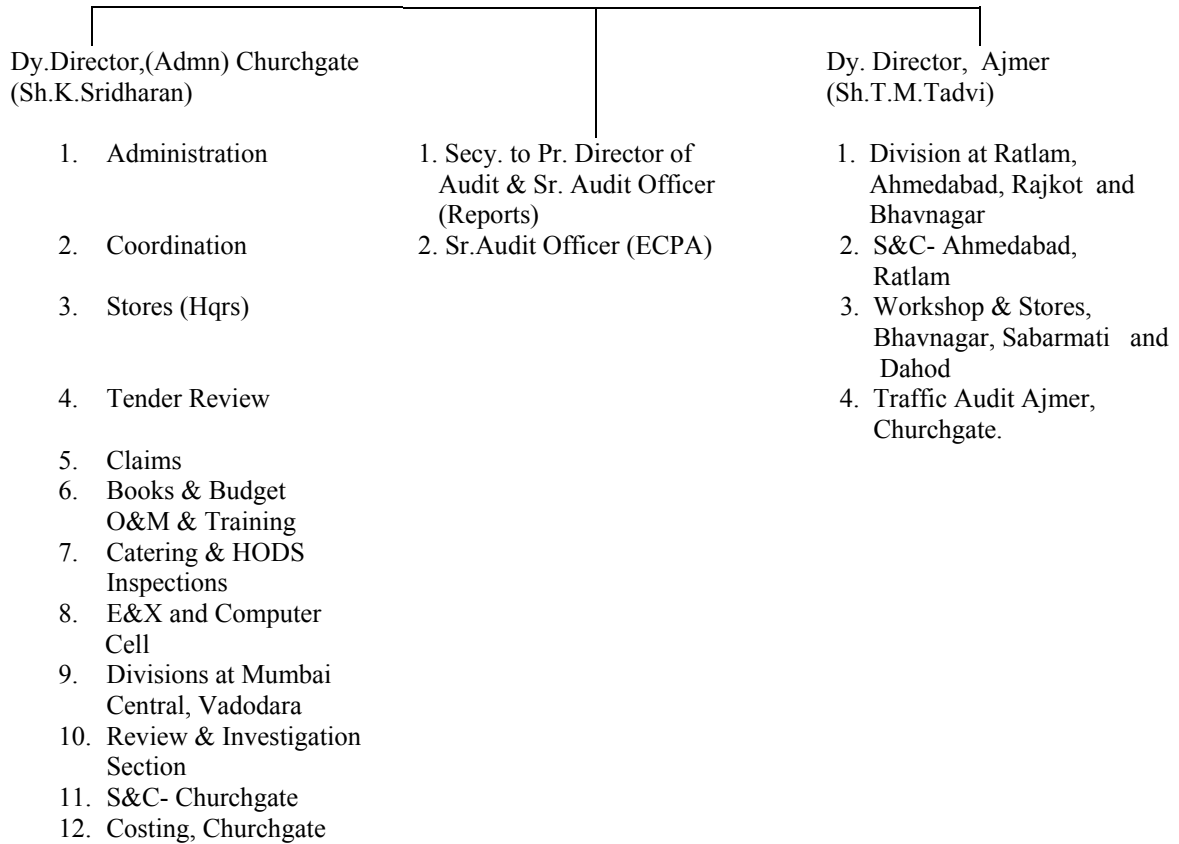
between commercial and strategic sections of a railway has been made correctly;

- viii) expenditure from the Secret Fund placed at the disposal of Railway Administration, only to the extent of seeing that the prescribed certificate is received from the General Manager in respect of each financial year;
- ix) the annual Review of Balances and the Appropriation Accounts of the Railway and certifying to their correctness;
- x) and also for conducting periodical inspections of the stations and accounts of the executive offices.

2. Powers and duties of officers and employees

The office is headed by Pr. Director assisted by two Group Officers who look after the activities of Administration and other Divisions. The Pr. Director of Audit directly oversees the functioning of Reports wing and Efficiency-cum-Performance Audit wing.

PRINCIPAL DIRECTOR OF AUDIT.



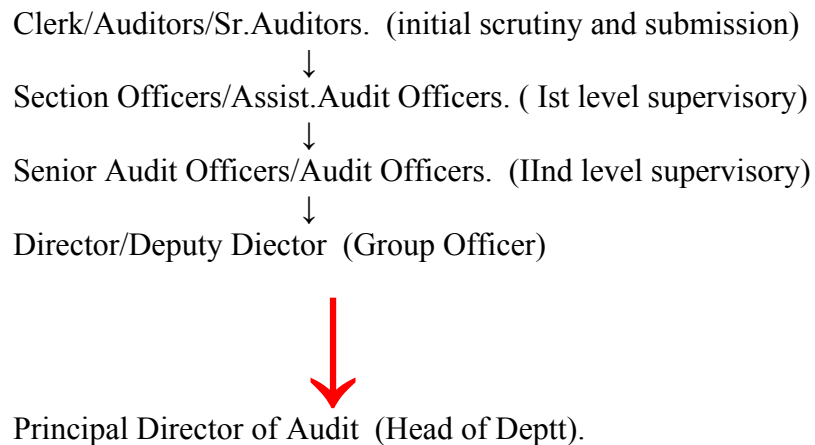
The brief resume of the duties of individual unit offices is as under:-

Sr. No.	Name of the unit office	Name & Designation of the officer working in the section.	Brief resume of duties.
1.	Administration	Shri P.S. Kulkarni, Sr. AuO	All matters pertaining to Administration which include Recruitment, Promotion, Transfers Establishment work of Audit Department, Office Expenses, Pension cases of Audit staff etc.
		Smt. Uma Rajan, AAuO	
		Smt. Prapti Buch, AAuO	
2.	Coordination	Shri A.K.Diwan, Sr. AuO	Preparation of Audit Plan, consolidation of material received from unit Offices in connection with various returns, Scrutiny of Special Letters, Part I Test Audit Notes / Inspection Reports, Issuing correction slips to Office manual etc..
		Shri Nitin C. More, AAuO	
3.	Reports/Secy to PDA	Shri Jacob Samuel, Sr.AuO	Processing of Draft Paras for the Report of C&AG. Sr. AuO(Reports) is also nominated as Secy. to PDA.
		Shri S.D. Naik, AAuO	
		Shri Ramesh Hankare, AAuO	
4.	Efficiency cum Performance Audit	Shri R.K.Manek, Sr. AuO	Performance Audit review of project/programme /orgniasation To conduct the Internal Audit., preparation of strategic plan.
5.	Review and Investigation	Shri R.K. Manek, Sr. AuO	To process the investigations received from C&AG office and other Railways.
		Shri Satish Shetty, AAuO	
6.	Catering & Inspection	Shri B.V.Ghugal, Sr. AuO	The audit of catering transactions and inspection of offices of HOD's at Churchgate.
		Smt. B.R. Srivastava, S.O.	
		Shri N.G. Padvekar, S.O	
		Smt. B.Subha, AAuO	
7.	TrafficAudit-II	Shri C.D.Datay, Sr.AuO	Station Inspection of BCT, BRC and Kota Division.
		Shri Harish Jansari, SO	
8.	Books & Budget	Shri P.A. Bhite, Sr. AuO	Audit of the general Books and Accounts of Western Railway including the audit of Capital and Revenue Account, Finance Accounts, Debt Head Report, Appropriation Account and other connected statement.
		Shri Rajendra Barge, AAuO	
9.	Claims & Training	Shri S.G. Joshi, Sr. AuO	The Audit of compensation claims cases and all work related to training of the staff.

		Smt. Geeta Nair, AAuO	
10.	Establishment & expenditure	Shri K.K. Annukaran, Sr. AuO	The audit of establishment charges and other expenditure passed by FA&CAO/CCG.
		Smt. S.V. Jathar, AAuO	
11.	Computer	Shri K.K. Annukaran, Sr. AuO	Conducting IT Audit. Maintenance/upkeep of PCs at HQrs and units. Maintenance and updating of various data/information.
		Shri R.P. Thakur, AAuO	
12.	Survey & Construction	Shri V.K. Mishra, Sr. AuO	Audit of accounts maintained by FA&CAO (C) CCG including work/surveys for which accounts are maintained by SAO (C) CCG.
		Shri Sanjay Waghmare, S.O.	
13.	Traffic Audit-I	Shri P. Paul Pandi, Sr. AuO	Station inspections of BCT/BRC divisions.
		Shri D.R. Dixit, AAuO	
14.	Tender Review	Shri B.V. Ghugal, Sr. AuO	Review of tender processes by HOD's at CCG.
		Smt. B.R. Srivashtava, S.O.	
15.	Mumbai Central	Shri K.N. Chaudhary, Sr. DAuO	Audit of Accounts maintained by Sr. DFM – BCT.
		Shri A.N. Tiwari, AAuO	
		Shri Durgesh Kumar, S.O.	
16.	Workshop/Store Parel	Shri S.G. Joshi, Sr. AuO	The audit work relating to accounts of Parel workshop and the audit of Stores/Accounts maintained by Store Depots and the Stores Accounts offices pertaining to their jurisdiction.
		Smt. Kiran Hegde, S.O.	
		Shri B.M. Kanvinde, Sup.	
17.	Vadodara Divn.	Shri R.K. Bohra, Sr. DAuO	Audit of Accounts maintained by Sr. DFM – BRC.
		Shri S.R. Varma, AAuO	
18.	Rajkot Divn.	Shri B.U. Raval, Sr. DAuO	Audit of Accounts maintained by Sr. DFM – RJT
		Shri H.C. Joshi, AAuO	
		Shri J.R. Daudia, AAuO	
19.	Ratlam Divn.	Shri Dharendra Singh, Sr. DAuO	Audit of Accounts maintained by Sr. DFM – RTM.
		Shri R.M. Patel, S.O.	
		Shri Sandeep Srivastava, S.O.	
20.	Bhavnagar Para Divn.	Shri Y.M. Pandya, Sr. DAuO	Audit of Accounts maintained by Sr. DFM – BVP.
		Shri S.M. Jadja, S.O.	
21.	Workshop/Store	Shri Y.M. Pandya, Sr. AuO	The audit work relating to accounts of Bhavnagar workshop and the audit of

	Bhavnagar Para		Stores/Accounts maintained by Store Depots and the Stores Accounts offices pertaining to their jurisdiction.
22.	Survey & Construction/ Ahmedabad	Shri A.A. Momin, Sr. AuO	Audit of Accounts maintained by the Dy.FACO(C) ADI
		Shri Neeraj Dhingra, S.O.	
		Shri Jijo Joseph, S.O	
23.	Workshop/store Sabarmati	Shri A.S.Taide,Sr.AuO	The audit work relating to accounts of SBI-workshop and the audit of Stores/Accounts maintained by Store Depots and the Stores Accounts offices pertaining to their jurisdiction.
		Shri K. Sinha, S.O.	
24.	Workshop/store Dahod	Kum. M.C. Pandiya, AuO	The audit work relating to accounts of DHD workshop and the audit of Stores/Accounts maintained by Store Depots and the Stores Accounts offices pertaining to their jurisdiction.
		Shri Neeraj Talwar, AAuO	
25.	Traffic Audit, Ajmer	Shri Maharaj Singh, AuO	Station inspection of Ratlam, Rajkot, Ahmedabad and Bhavnagarpara divisions including Ajmer division (NWR).
		Shri N.B. Parmar, AuO	
		Shri R.S. Chauhan, AAuO	
		Shri J.P.Jaiswal, AAuO	
		Shri A.K.Goel, AAuO	
		Shri Balraj Sharma, AAuO	
		Smt. Jethamal Regar, AAuO	
26.	Foreign Traffic Audit-Delhi Kishan ganz	Shri K.L.Hooda, Sr. AuO	Audit of foreign traffic and station inspection
		Shri B.K.Pandey, S.O.	
27.	Ahemadabad- Divn.	Shri J.K.Pandya, Sr. AuO	Audit of Accounts maintained by Sr. DFM – ADI.
		Shri Manoj Bhatt, S.O.	
		Shri Rajendra Sharma, SO	
28.	Stores	Shri B.V.Ghugal, Sr. AuO	The audit of stores bills passed by FA&CAO - CCG
		Smt. Geetha Nair, AAuO	
29.	Costing	Shri R.K.Manek, Sr. AuO	Review of newly introduced/extended/frequency increased trains. Review of station as a cost center, review of costing exercise done by Railways.
		Shri Satish Shetty, AAuO	

3. The following procedure is followed in respect of decision making process.



4. Norms for the discharge of functions.

The department follows the norms in Auditing Standards set by INTOSAI /ASOSAI and Manuals in the discharge of its functions.

5. The Rules, regulations instructions, manuals and records used by employees for discharging its functions.

The following rules, regulations and manuals are used for discharge of functions.

- i. Comptroller and Auditor General''s Manual of Standing Orders (Administration) Vol.I
- ii. Comptroller and Auditor General''s Manual of Standing Orders (Administration) Vol.II
- iii. Comptroller and Auditor General''s Manual of Standing Orders (Administration) Vol.III
- iv. Fundamental Rules and Supplementary Rules Part I to V
- v. Manual Of Standing Orders (Audit).
- vi. Comptroller and Auditor General's (Duties, Powers Conditions of service) Act 1971
- vii. Railway Audit Manual
- viii. Office Manual of Office of the Pr.Director of Audit, Western Railway.
- ix. General Financial Rules
- x. Central Civil Service's Rules (Pension) 1972

- xi. Central Services (Medical Attendance) Rules 1944
- xii. Central Civil Service (Conduct) Rules 1955
- xiii. CCS (Conduct Classification Appeal) Rules 1964
- xiv. Indian Railway Finance Code Vol. I & II
- xv. Indian Railway Administration and Finance An Introduction
- xvi. Indian Railway Establishment Code Vol.I & II
- xvii. Indian Railway Establishment Manual
- xviii. Indian Railway Code for Engineering Department
- xix. Indian Railway Code for Mechanical Department
- xx. Indian Railway Code for Stores Department
- xxi. Indian Railway Code for Accounts Department Vol I & II
- xxii. Railway Pension Rules
- xxiii. Indian Railway Commercial Manual Vol I & II
- xxiv. Indian Railway Code for Traffic Department (Commercial)
- xxv. IRCA Coaching Tariffs (All parts in force)
- xxvi. IRCA Goods Tarrifs (All parts in force)

6. Categories of documents

The documents held by the Department are those received from the auditee organizations and Governments and the inspection reports and audit reports of this department.

7. The arrangements tat exists for consultation with or representation by the members of the public, in relation to the formulation of policy or implementation thereof.

Not applicable

8. Boards , councils, Committees, and other bodies consisting of two or more persons constituted by it. Additionally, information as to whether the meetings of these are open to the public, or the minutes of such meetings are accessible to the public.

No committee/ Task Force is in existence in this office.

9. A directory of officers and employees

The Gradation List of this office (up dated from time to time) may be referred. However, it is mentioned that the list is not to be treated as a seniority list.

10. The monthly remuneration received by officers and employees

Category of staff	Group	Scale of pay	No. of
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			officers
Principal Director of Audit.	A	18400-500-22400	1
Dy. Director	A	10000-325-15200	1
Deputy Director		8000-275-13500	
Sr. Audit Officers	B	8000-275-13500	25
Audit Officers	B	7500-250-12000	6
Asstt. Audit Officers	B	7450-225-11500	36
Private Secretary	B	6500-200-10500	1
Section Officers/Supervisors	C	6500-200-10500	22
Welfare Assistant	C	6500-200-10500	1
Senior Auditors	C	5500-175-9000	117
Senior Console Operator	C	5500-175-9000	1
Console Operator	C	4500-125-7000	1
Auditors	C	4500-125-7000	16
Stenographer Gr II	C	5000-150-8000	1
Stenographer Gr.III	C	4000-100-6000	1
Clerks	C	3050-75-3950-80-4590	18
Staff Car Driver	C	3050-75-3950-80-4590	1
SGr. Record Keepers	C	3050-75-3950-80-4590	2
Record Keepers	C	2750-70-3800-75-4400	6
Daftarries/Sr.Peon/Jr.Gest. Operator.	D	2610-60-2910-65-3300-70-4000	8
Peons	D	2550-55-2660-60-3200	35

11. Budget Allocation & Expenditure

The position of Budget Allotment vis a vis Actual Expenditure for the year 2004-05 is as under

(Rs in Lakhs)

Head	Budget Allotment	Actual Expenditure
Salary & Wages	373.69	373.69
Traveling Expenses	10.51	10.51
Office Expenses , Publication, Grant in aid, Other charges etc	43.87	43.87

12.The manner of execution of subsidy programmes, including the amounts allocated and the details and beneficiaries of such programmes.

Not Applicable

13. Particulars of recipients of concessions, permits or authorization granted

Not applicable

14. Details of the information available to or held by it reduced in an electronic form.

All information is available on electronic format(web site),
either free or for prescribed cost/ .fee

15. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.

Not applicable

16. Particulars of the Public Information Officer.

Name of the Public Information Officer:	Shri K.SRIDHARAN.
Designation:	DEPUTY DIRECTOR.
Address:	O/o Principal Director of Audit 5th floor, New Station Building Churchgate Mumbai-400 020 Tel. NO. 22074633 Fax No. 22054338