

53



## महाराष्ट्र राज्य मार्ग परिवहन महामंडळ

नियोजन खाते, मध्यवर्ती कार्यालय, महाराष्ट्र वाहतूक भवन, डॉ. आनंदराव नायर मार्ग, मुंबई - ४०० ००८

क्र. राप/नियोजन/रवका/३९३

दिनांक: १३ ऑगस्ट, २००९

### नियोजन खाते परिपत्रक क्र. १ /२००९

प्रति,  
प्रादेशिक व्यवस्थापक,  
रा.प.प्रादेशिक कार्यालय,  
मुंबई/पुणे/नाशिक/औरंगाबाद/नागपूर/अमरावती.

विषय: लेखा खात्यातील वित्त व लेखा अधिकारी ही पदे पुनर्जिवीत करणेबाबत.  
संदर्भ : या खात्याचे परिपत्रक जा. क्र. राप/नियो/रवका-२४/७८६ दि. ३ जूलै २००५.

उपरोक्त संदर्भित परिपत्रकान्वये प्रादेशिक कार्यालयातील पदांची मंजूरी कमी करण्यांत आली होती व अतिरिक्त होणारे अधिकारी इतरत्र बदलण्याबाबत सेवा मंडळ शाखेतून स्वतंत्र आदेश काढण्यांत आलेले होते.

प्रादेशिक कार्यालयात अधिकारी वर्गातील प्रादेशिक व्यवस्थापक, प्रादेशिक अभियंता व वरिष्ठ सांख्यिक एवढी ३ पदेच सध्या कार्यरत असून अन्य अधिकारी वर्गाची पदे गोठविण्यात आली होती. महामंडळ ठराव २००८:१२:०८ दिनांक २०.१२.२००८ अन्वये सहा प्रादेशिक कार्यालयात सध्या कार्यरत असलेल्या १५८ अधिकारी व कर्मचारी वर्गास मंजूर देण्यांत आली, तसेच प्रादेशिक कार्यालयाकरिता अधिकारी / कर्मचारी यांच्या गोठविलेल्या पद संख्येतील गरजेप्रमाणे पदे पुनर्जिवीत करणे, सदर पदे इतर घटक कार्यालयाकडे वर्ग करणे इ. बाबतचे अधिकार मा. अध्यक्ष व मा. उपाध्यक्ष व व्यवस्थापकीय संचालक यांना प्रदान करण्यास मंजूरी देण्यात आली.

लेखा खात्यातील समग्र पदांचा आढावा घेण्यात आला. सुधारीत आढाव्यानुसार लेखा खात्यातील १४ पदे गोठविण्यात आली. त्याचा तपशील पुढीलप्रमाणे :-

पदाचे नांव	एकूण गोठविण्यात आलेल्या पदांची संख्या
परिव्यय लेखा अधिकारी वर्ग - १	१
लेखा अधिकारी / अंकेक्षण अधिकारी - वर्ग-२ वरिष्ठ	६
सहा. लेखा अधिकारी/वि. लेखा अधिकारी- वर्ग-२ कनिष्ठ	१
विभागीय लेखाकार - वर्ग - ३	६
एकूण :	१४

56

-२-

एकूण १४ पदे गोठविताना प्रादेशिक कार्यालयाकरिता मंजूर असलेली व गोठविण्यात आलेली वित्त व लेखा अधिकारी वर्ग-१ या पदाची ३ पदे पुनर्जिवित करण्याचा निर्णय घेण्यात आला आहे व २ वर्षानंतर परत आढावा घेऊन फेर सादर करण्याचे आदेश दिलेले आहेत. यामुळे पुनर्जिवित केलेली वित्त व लेखा अधिकारी ही ३ पदे २ वर्षाकरिता मध्यवर्ती कार्यालयात कार्यरत राहतील. तसेच सदरच्या पदांची कर्तव्ये व जबाबदारी वित्तीय सल्लागार व मुख्य लेखा अधिकारी यांनी निश्चित केल्याप्रमाणे राहतील. (परिशिष्ट 'अ')

दोन वर्षाकरिता कार्यान्वित करण्यात आलेल्या सदर वित्त व लेखा अधिकारी पदांच्या नेमणूकीचे आदेश तसेच वर गोठविण्यात आलेल्या पदांवर सध्या कार्यरत असलेल्या अधिका-यांच्या इतरत्र बदली करण्याचे आदेश सेवामंडळ शाखेकडून स्वतंत्ररित्या प्रसारित करण्यांत येतील.

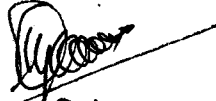
सदर परिपत्रकाची पोच देण्यात यावी.

सोबत: परिशिष्ट "अ"

  
उपाध्यक्ष व व्यवस्थापकीय संचालक.

प्रत रवाना:

- १) मुख्य सुरक्षा व दक्षता अधिकारी वित्तीय सल्लागार व मुख्य लेखा अधिकारी यांना माहितीसाठी व योग्य त्या कार्यवाहीसाठी.
  - २) महाव्यवस्थापक (क व औ सं) यांना माहितीसाठी व उपरोक्त तक्त्यात नमूद करण्यांत आलेली एकूण १४ पदे गोठविण्याकरिता व वित्त व लेखा अधिकारी वर्ग-१ या ३ पदांचे नेमणूकीचे आदेश प्रसारित करण्याकरिता.
  - ३) महाव्यवस्थापक (भां व ख)/ महाव्यवस्थापक (वाहतुक)/ महाव्यवस्थापक (यं अ)/ उपमहाव्यवस्थापक (विधी)/ उपमहाव्यवस्थापक (संगणित)/ मुख्य स्थापत्य अभियंता/ मुख्य कामगार अधिकारी/ मुख्य सांख्यिक/ मुख्य अंतर्गत लेखा परीक्षक/ सचिव, म. रा. मा. प. महामंडळ/ कर्मचारीवर्ग अधिकारी (सेवामंडळ) यांना माहितीसाठी व योग्यत्या कार्यवाहीसाठी.
- मा.अध्यक्षांचे वैयक्तिक सचिव यांना मा. अध्यक्ष यांचे माहितीकरिता.  
उपाध्यक्ष व व्यवस्थापकीय संचालक यांचे वैयक्तिक सचिव यांना मा. उपाध्यक्ष व व्यवस्थापकीय यांचे माहितीकरिता.

  
महाव्यवस्थापक (नियोजन)

Consequent to the decision for creating the post of the Finance and Accounts Officer (Accounts) the functions and responsibilities are enumerated as under:-

- 1) The Finance and Accounts Officer (Accounts) shall broadly provide assistance in all the functions of the Dy. GM(Accounts) and Financial Adviser & Chief Accounts Officer.
- 2) The Provident Fund Section, Booking Section, PCC Section and General section are placed under direct control of the Finance and Accounts Officer (Accounts).
- 3) He shall attend all court matters pertaining to PF / Gty. Trust and matters pending with Regional Provident Fund Commissioner, Mumbai.
- 4) He shall monitor pending final claims of PF / Gratuity & Family Pension of employees.
- 5) He shall monitor the work relating to a) All accounting and investment aspects of PF, Gratuity & EDLI Fund Trust  
b) Preparation of Annual Accounts of the Trusts duly reconciled c) All allied work up to the finalization of the Provided Fund slips .
- 6) He shall monitor closely monitor the Monthly Reporting system to booking section for compilation of monthly accounts till the Annual account of the Corporation are prepared .
- 7) He shall monitor all matters at the level of Govt. of Maharashtra related to issue of G.R. for reimbursement of concession amounts, Passenger Tax, Depreciation Fund Regulations etc.
- 8) He shall monitor the work relating to various settlements and the back queries,
- 9) He shall exercise control over administrative and establishment matters relating to Accounts Department.
- 10) He shall monitor the monthly, quarterly and yearly information as per Management Information System.
- 11) He shall be required to carry out the inspection of Account Section of various units as per the approval of the Financial Adviser & Chief Accounts Officer for ensuring the correct working of Accounts in the units and submit report to the Financial Adviser & Chief Accounts Officer.

\*\*\*

FAO-duties

(50)

Annexure "A" - 2

Consequent to the decision for creating the post of the Finance and Accounts Officer (Internal Audit) the functions and responsibilities are enumerated as under:-

- 1) The Finance and Accounts Officer (Internal Audit) shall broadly provide assistance in all the functions of the Chief Internal Auditor.
- 2) He will be responsible for monitoring the Part II Paragraph of the Internal Audit of the Divisions. He can also issue the back quires if the satisfactory and convincing replies are not received from the Divisions. The Authority for closer off the paragraph under Part II of the Internal Audit shall rest with the Finance and Accounts Officer (Internal Audit).
- 3) He can also take the final reviews of the Draft Internal Audit Reports of the Divisions with the concurrence of the Chief Internal Auditor.
- 4) He will also be responsible for submitting the Annual Report on the working of Internal Audit in the Corporation on completion of the financial year.
- 5) The OAD Section is brought under the control of the Finance and Accounts Officer (Internal Audit)
- 6) He will also be responsible for the work relating to the Factual Notes (FNs) , Draft Paragraphs (DPs), CAG Reports received from the Resident Audit Officer, Account General (Commercial Audit) till the final replies with co-ordination with the concerned Head of the Departments (HODs) are submitted .
- 7) He will also be responsible for the work relating to the Action Taken Reports as per the recommendations of the Public Undertakings Committee (PUC) till the final action taken reports are communicated to the Public Undertakings Committee through the Home Dept. Govt. of Maharashtra.
- 8) He will monitor the replies to the Government Inspection Reports from the units and will keep liaison with the office of RAO for closure of the Government Audit Paragraph.
- 9) He will also be responsible for submitting the half yearly position of Government Audit Paragraphs to the Audit Sub - Committee and finally to the Standing Committee of the Corporation.
- 10) He shall closely monitor the work of concurrent stock verification teams.
- 11) He shall be required to carry out the inspection of Account Section of various units as per the approval of the Financial Adviser & Chief Accounts Officer for ensuring the correct working of Accounts in the units and submit report to the Financial Adviser & Chief Accounts Officer.

\*\*\*

Consequent to the decision for creating the post of the Finance and Accounts Officer (Finance), the functions and responsibilities are enumerated as under:-

- 1) The Finance and Accounts Officer (Finance) shall broadly provide assistance in all the functions of the Dy. GM(Fin) and Financial Adviser & Chief Accounts Officer.
- 2) The Budget and Finance Section, Fixed Deposit Section, Funds and Taxation Section are placed under direct control of the Finance & Accounts Officer (Finance).
- 3) He will closely supervise the management of funds, (including investment of short term/ long term deposits in consultation with Dy. GM(Fin) and Financial Adviser & Chief Accounts Officer.
- 4) He will prepare Annual Budget Estimates, revised Budget estimates and all related work e.g. submission to Corporation Board & its approval from the Govt. Maharashtra.
- 5) He will prepare annual and monthly cash flow forecasts, and shall identify the cash surpluses and shortages and take timely remedial measures.
- 6) He will be responsible of taxation matters at corporate level including filing of returns, revised returns, appeals, tax payments, tax refunds, if necessary shall attend the hearings and appeals.
- 7) He will scrutinize all proposals (except the proposals of Stores and Purchase Dept.) to be received from all Departments involving the finance of the corporation.
- 8) He will be responsible for submitting the proposals to the Government/Corporation Board in connection with Budget and finance, including the work related to Planning Commission.
- 9) He will examine financial policies affecting the accounts and funds of the corporation.
- 10) He will arrange the payments of Passenger Tax, MV Tax, Income Tax, Chassis bills, outside body building bills, lease rentals at corporate levels after due scrutiny.
- 11) He shall be required to carry out the inspection of Account Section of various units as per the approval of the Financial Adviser & Chief Accounts Officer for ensuring the correct working of Accounts in the units and submit report to the Financial Adviser & Chief Accounts Officer.

\*\*\*