

Confidential

Government of India
Ministry of Railways
(Railway Board)

RBA No.20 /2005

No.2005/AC-II/28/2

Dated 20/4/05.

FA&CAOs
All Indian Railways

Sub:- Strengthening of Housekeeping activities.

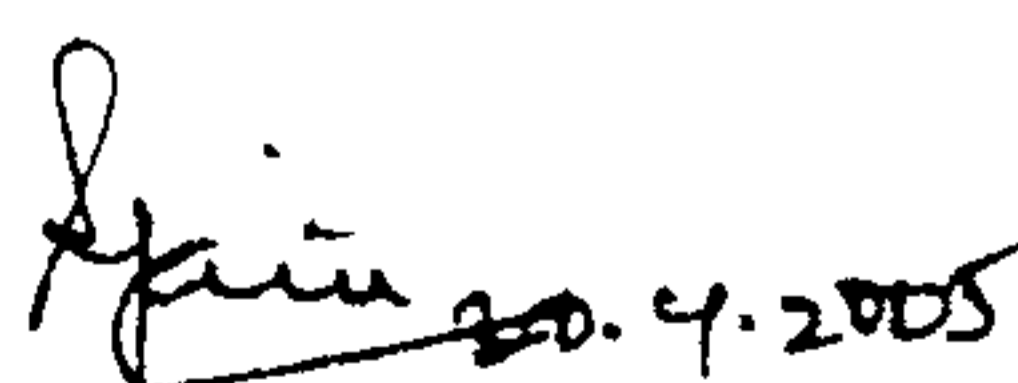
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Importance of house keeping activities need not be overemphasised. However, of late it is seen that this area is not being given adequate attention leading to occurrence of a no. of frauds on various Railways casting a serious doubt on efficacy of the Accounts Department. It is, therefore, desirable that the system is geared up immediately. To highlight the importance of housekeeping activities and to give them due attention they deserve, it has been decided to declare the current financial year 2005-06 as the 'Year of Housekeeping'. Suitable action plan may be drawn up to ensure that the arrears in internal check, inspections, review of suspense balances, stock verification etc are wiped out and the position brought up to date by the year end on all railways. In particular, the activities related to monthly/annual reconciliation of PF accounts, check of pension debits, review of remittance in banks, cheques & bills, purchase suspense, sale suspense, loans and advances given to staff, leave accounts, recoveries relating to new pension scheme etc must be focussed upon. It may be mentioned that Board have already sanctioned implementation of various computerisation works like AFRES/PRIME, MMIS, MIS etc. on to railways to bring about efficacy in working of the system. Successful implementation of these computerisation projects would assist in improvement of house keeping activities. Therefore, FA&CAOs may personally monitor the implementation process thereof.

Further it has been decided that improvement of housekeeping activities on the railways will be one of the performance parameters for all officers including PHODs.

It is requested that the position obtaining on your railway/unit may be reviewed immediately and necessary action taken accordingly. A feedback on action taken may also be sent for Board's information at the earliest.

Kindly acknowledge receipt.


(SHOBNA JAIN)
Additional Member Finance
Railway Board

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