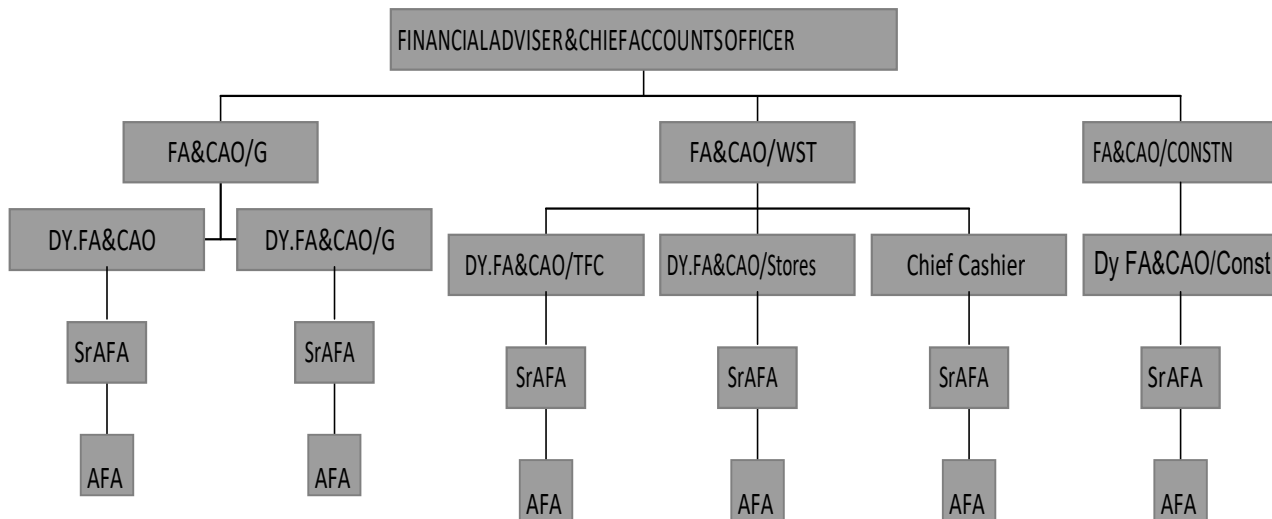
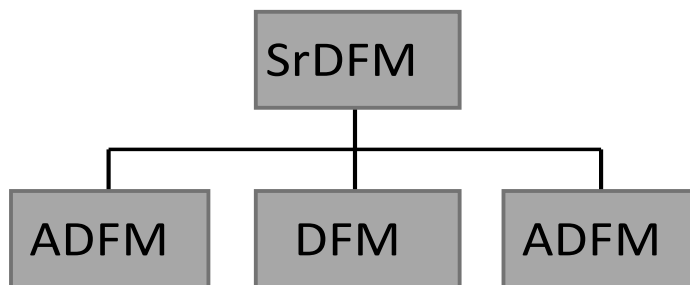


# OFFICERS OF THE ACCOUNTS DEPARTMENT

**At Headquarter Level:** Junior Scale-Assistant Financial Advisor, Senior Scale-Sr. Assistant Financial Advisor.



**At Division Level:** Junior Scale- Assistant Divisional Finance Manager, Senior Scale- Divisional Finance Manager, JAG-Sr. Divisional Finance Manager



**FUNCTIONS OF ACCOUNTS DEPARTMENT**- The functions of the Accounts Department can mainly be categorized as follows:-

- Keeping the accounts of the Railways in accordance with prescribed rules
- Internal check of transactions affecting the receipts and expenditure of railways.
- Tendering financial advice
- Compilation of budget

- Other management accounting functions
- Ensuring financial propriety
- Inspection of Essential offices

The probationers are advised to read chapter-1 of the Accounts Code Vol.–I.

**MAIN DIVISIONS OF WORK-** The work in Railway Accounts generally falls under the following main divisions-

- Administration
- Booking and Compilation
- Budget
- Cash and Pay
- Compensation Claims
- Engineering Accounts
- Establishment accounts
- Finance and planning
- Fuel Accounts
- Inspection (Executive and Accounts Officers)
- Expenditure accounts
- PF and Pension
- Traffic Accounts
- Stores Accounts
- Traffic costing
- Workshop accounts

(The probationers are advised to read Para 117 to Para 130 of the Indian Railway Accounts Code Volume-I for further reference.)

The Accounts of a Railway have to facilitate a General review of the finances of the Railway as a Commercial Enterprise as well as in accordance with the requirements of Government Accounts. Therefore, the objectives of securing the essential requirements of Commercial Accounting and practices of Government Accounting is met by maintain the link between the two to show how much is coming into the government coffers through the Railways and how much is going out as capital or revenue expenditure out of government coffers as the money being spent on the activities of the railways.

## **A. RAILWAY ACCOUNTS AS A COMMERCIAL ENTERPRISE**

- Capital and revenue transactions
- Capital and revenue accounts
- Profit and loss account and balance sheet prepared at close of financial year

## **B. RAILWAYS ACCOUNTS AS A GOVT. ENTERPRISE**

Government accounts are maintained in 3 parts:

- I. Consolidated Fund of India(Part I)Article 266
- II. Contingency Fund of India(Part II)Article 267
- III. Public Accounts of India(Part III)Article 268

**Part-I** comprises of three main divisions namely Revenue, Capital and Debt. In the case of Railways Traffic earnings are the main source of revenue. The second division deals with expenditure incurred with the object of increasing assets of a material character and also receipts intended to be applied as a set- off to capital expenditure. The third division comprises, so far as Railway Accounts are concerned, of loans and advances made by Government together with the repayments of the former and recoveries of the latter.

**Part-II** i.e. contingency fund of India- In this part are recorded transactions connected with the Contingency Fund set up by the Government of India under Article 267 of the Constitution.

**Part-III** i.e. Public Account of India has two main divisions i.e.

- i. Debt and deposits
- ii. Remittances. (These are all adjusting heads such as transfer between different accounting circles)