

ELECTRICAL/GENERAL DEPARTMENT
JAIPUR DIVISION/NORTH WESTERN RAILWAY

1. Particulars of Organization, Functions and Duties:

At Divisional level Sr. Divisional Electrical Engineer/General, is the over all In-charge of Electrical/General Department. All activities pertaining to Electrical/General Department in the division is coordinated by Sr. Divisional Electrical Engineer, who is assisted by DEE/Chg, DEE/G and Supervisors of Electrical Department, for electrical related activities. Supervisors, Operation & Maintenance Staff, Train Escorting AC Staff & miscellaneous staff under Sr.DEE/G/JP is responsible for maintenance of Trains from Electrical Side & for ensuring prevention of AC failure in coaches as well as for ensuring power supply, cold water through Water Coolers and pumping of water at Station buildings, various Offices, staff colonies, Hospitals, Running Rooms, Rest Houses, PRS, Coach Care Complexes, Service Buildings, Yards etc. according to the existing Policy. Electrical control is available round the clock for assisting smooth power supply system and for monitoring of maintenance of Electrical assets of coaching and power.

2. Duties of Officers and Supervisors:

(1) Sr. DEE/General:

Sr.DEE/General is Overall in-charge of electrical department at divisional level. Overall management and co-ordination of all activities related to Electrical department, decision making, dealing of D&A cases, exercising of financial powers for procurement of vital items, engaging contractors for Electrical works and annual maintenance contracts, coordination with HQ and other departments in the Division.

(2) DEE/Coaching:

Management and monitoring of the coaching activities, Compliance of inspection notes of officers and union items, Issues related with store and cash Imprest of coaching depots, execution of Contracts of coaching including 20 percent test check, planning of Stores of coaching (stock and non-stock) including signing of indents and passing of bills, to carry out/attend safety/passenger amenities related scheduled, night, joint Inspections assigned by Divisional HQ/Zonal HQ as per jurisdiction, Monitoring and disposal of audit cases and in absence of DEE/G, look after the work of DEE/G.

(3) DEE/General:

Management and monitoring of the Power activities under the jurisdiction of SSE/Power/JP, SSE/HQ/JP, SSE/Power/FL, SSE/PRS/JP, SSE/C/JP, SSE/P/SIKR, SSE/Power/BKI, SSE/Power/AWR and SSE/Power/Rewari. Issues related with stores including TS & RR and cash Imprest of concerned Power depots, execution of Contracts of Power including 20 percent test check in their respective field of concern power depots, planning of Store of Power (Stock and Non-

Stock) including signing of Indents and passing of Bills as per jurisdiction, Supervise Electrical Safety in Power system of concerned Depots. Planning and monitoring of works and estimates (PB, LB, MLB, Revenue works of Power), To carry out/attend safety/passenger amenities related scheduled, night, joint, SIG inspections assigned by Divisional HQ/ Zonal HQ of his jurisdiction, Monitoring of electric energy bills of state electricity boards of concern depots and in absence of DEE/CHG, look after the work of DEE/CHG.

(4) SSE (Technical)/Power (CTA/Power):

Matters relating to power line track crossings, budget/budgetary reviews, daily control report (Power) compilation, correspondences related to AC & desert Coolers, passenger amenities, pool rates of staff quarters/outside parties/IRCTC etc staff quarters & Policy matters related to Power, Issues of service buildings, LC gates, Action plan items, Assets register, Electrical theft cases, Power drive launch by division & HQ, Preparing general MCDO, Power PCDO/MCDO/Monthly performance parameters report/safety PCDO, Pumps related matters & correspondences, safety policy, estimates for temporary connections, Narrative reports, brochures during VIP movements, Manpower planning & correspondences on work study/yard stick, bench marking, proposal for creation/abolition of posts from power side, other correspondences to HQ/Field offices relating to power matters, failure analysis & remedial measures. Matters relating to PNM, all types of union correspondences, various correspondences with HQ/Field offices relating to meeting viz. Monday meeting/CEE meeting/GM/DRM meeting/SIG/POM/DOM/ DRUCC/ ZRUCC/ PREM/ water meeting etc., all types of inspection notes viz. MR/CRB/Railway Board/HQ level/Divisional Level, Coordination of matters relating to RTI (Power), matters relating to ART/ARME, and duties of SSE/Tech/Coaching during his leave/absence.

(5) SSE (Technical)/Coaching (CTA/Chg):

Monthly PCDO items relating to coaching, daily control report (Coaching) compilation, failure reports of TL & AC and its analysis and remedial measures. Correspondence with HQ/field offices relating to coaching matters, monitoring & implementation of SMIs & MS, Action Plan Targets (Coaching), Policy matters related to coaching, preparation of brochure during VIP movements (coaching), all correspondences relating to rolling stock, proposal of creation/abolition of posts relating to coaching, attending Failure Analysis Meeting in HQ and monitoring of divisional control office, monitoring of OT of staff (Coaching), matter relating to RTI (Coaching) and duties of SSE/Tech/power during his leave/absence.

(6) SSE (Technical) Works (CTA/Works):

Preparation of Electrical Estimates of Electrical and Mixed works, finalization of tender schedules/specification, Preparation of PWP, LB, MLB proposals & follow up. Preparation of budget for revenue demand/demand no 16 & their correspondence, quotation works, Progress of all the on-going works & coordinating works review meeting, Policy matters relating to work, liaison with Engineering & Accounts Department, all correspondences relating to Works and duties of SSE/Tech./Store in his absence/leave.

(7) SSE (Technical) Stores:

Preparation of AAC of stock items for power & coaching, correspondences relating to procurement with HQ/field officers, cases relating to repairs from local market through quotation & processing of stores bills, M&P/RSP proposals, processing of Indents/MS and follow up, store meeting, adjustment memo, MTO verification, liaison with Store & Account Department & other Electrical depots etc. and duties of SSE/Tech./Works during his absence/leave.

(8) Ch.OS/Elect.

All correspondence relating to tenders & post tender activities upto issuing of LOA, NITs, releasing EMD to unsuccessful tenderers, maintaining tender files and dealing with audit cases & stock sheets, Co-ordination of RTI matters, General supervision & maintenance of Electrical branch, arrangement of stationary etc. and duties of OS/Works/Elect. during his absence/leave.

(9) OS/Works/Elect.

All correspondence relating to post LOA Contract management issues, work orders, work order files, Contractor's bills, matter relating to SD/PG/EMD etc. completion reports, work order files and correspondence with Contractors and field Supervisors and duties of Ch.OS/Elect. during his absence/leave.

3. Procedure followed in decision making process including channel of supervision:

The activities at the field unit level are supervised by the respective supervisors in different grades. For Electrical power supply system, there are 07 depot in-charges as SSE/P/JP, SSE/P/HQ, SSE/P/FL, SSE/P/SIKR, SSE/P/RE, SSE/P/AWR, SSE/P/BKI, who manages the depot operation & maintenance activities and take minor decisions for day to day to make availability of reliable power supply. There are 02 depots SSE/RAC/JP and SSE/TL/JP at Jaipur station for maintenance and smooth running of AC Coaches as well as Non-AC Coaches. Normally, power supply installation

for new works are carried out by SSE/C(Elect)/JP depot. The extraordinary cases where decisions at these levels are not possible, the issue is referred to the higher authorities i.e DEE/Chg or DEE/G. Major decisions like policy decisions, staff welfare, creation of posts, additional assets, creation of facilities etc. are taken by the branch officer i.e Sr. DEE/G. The decisions which are beyond the competency of the Sr. DEE/G are referred to ADRM or DRM or the case is sent to Zonal HQ for further disposal at higher level.

4. Norms set by it for the discharge of its functions:

Different targets and action plans are being set by the Zonal Office for each division to complete during a particular financial year. The Divisional unit and the field units are acting as per the target and action plans set by the Zonal HQ. At Railway Board level, some items are set which are being followed by the different divisional unit and field units under the Supervision and guidance of Zonal HQ. For proper power supply arrangement, coach maintenance & failure proof working, there are certain targets for safety and reliability of performance like nos. of inspections at different levels, nos. of Safety drives at different level etc.

5. Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its function:

Rules and regulations:

1. The Railway Act.
2. Railway Service Conduct Rules.
3. The Electricity Act, 2003.
4. The Electricity Rules, 2005.
5. Power Line Track Crossing Regulation, 1987.
6. Energy Conservation Act
7. Energy Conservation Building Code
8. Disciplinary and Appeal Rules.
9. Hours of Employment Regulation.
10. Pass Rules.
11. Leave Rules.
12. Pension Rules.

Instructions and Manuals:

1. Indian Railway Establishment Code.
2. Indian Railway Financial Code.
3. General Conditions of Contract.
4. Indian railway manual of AC Traction (Vol-I, Vol-II, Vol-III).
5. Compendium of instruction on AC & TL coaches & General (Power).
6. General and Subsidiary Rules.
7. Accident Manual.
8. Indian Railway Store code.
9. Various technical pamphlets and instructions (SMIs) issued by RDSO from time to time.

10. Regulation for safe working on Electrical Equipments.

11. Various instructions issued by Railway Board from time to time.

6. Directory of Electrical/General Officers and Employees:

Information is also available in Telephone Directory.

S. NO.	NAME	DESIGNATION	MOBILE	RLY No.	BSNL	FAX
1	SH. R. K. SHARMA, IRSEE	SR. DEE/G	9001199300	44300	0141- 2202332	2202332
2	SH. AJAY KR. SHARMA	DEE/G	9001199304	44311	0141- 2229673	
3	SH. R. P. MEENA	DEE/CHG	9001199301	44302	0141- 2205778	
4	ELECTRIC CONTROL	-	9001199311	44317		
5	SH. HEMANT JAREDA	CTA/CHG	9001199314	44335		
6	SH. SUNIL MEENA	CTA/STORE	9001199310	44310		
7		CTA/POWER		44306		
8	SH. G L GUPTA	CTA/WORKS	9001199323	44344		
9	SH. JAINARAYAN MEENA	CH.OS/ELECT	9001199349	44328		
10	SH. JAGDISH MEENA	OS/WORKS	9116018948	44328		
11	SH. MAHESH SHARMA	SSE/P/JP	9001199331	44312	0141- 2221868	
12	SH. SURENDRA SHARMA	SSE/PRS/JP	9001199327	44308		
13	SH. M C VERMA	SSE/C/JP	9001199345	44325		
14	SH. SHER SINGH	SSE/P/HQ/JP	9001199318	25332		
15	SH. S K JANGID	SSE/RAC/JP	9001199347	44315		
16	SH. S K CHHABRA	SSE/TL/JP	9001199325	44338		
17	SH. SURESH MAHAVAR	SSE/P/FL	9001199346	46300		
18	SH. SHASHI PUNIA	SSE/P/RE	9729595008	47310		
19	SH. SHASHI KANT	SSE/P/AWR	9001199319	42310		
20	SH. MALKHAN SINGH	SSE/P/BKI	9001199312	43235		
21	SH. R K SHARMA	SSE/P/SIKR	9001199344	48310		
22	SH. GOPAL MEENA	SSE/RAC/JP	9001199328	44314		
23	SH. JITENDRA MEENA	SSE/RAC/JP	9001199324	44314		
24	SH. NEMI CHAND	SSE/RAC/JP	8003096680	44314		
25	SH. MUKESH SHARMA	SSE/RAC/JP	8003095280	44314		
26	SH. ANSAR AHMED	SSE/RAC/JP	9001199333	44314		
27	SH. NARENDRA	SSE/RAC/JP	9001199322	44314		
28	SH ANIL THADA	SSE/RAC/JP	9001199326	44340		
29	SH V P S DAGUR	SSE/RAC/JP	9001199355	44340		
30	SH. K S NEGI	SSE/P/JP	9001199308	44312		
31	SH. SUNIL JAIN	SSE/P/JP	8003096790	44307		
32	SH. PREM PRAKASH	SSE/TL/JP	8003097230	44316		
33	SH. ATENDRA SHARMA	SSE/TL/JP	9001199320	44316		
34	SH. RAJESH SHARMA	SSE/TL/JP	8003095330	44316		
35	SH BHUPESH SHARMA	SSE/TL/JP	9001199342	44316		
36	SH. HARISH CHAND	SSE/TL/RE	9729595870	47306		
37	SH. PRAKASH SAINI	JE/P/FL	8003093680	46300		
38	SH. CHANDRABHAN SONI	JE/P/JP	8003092270	44312		
39	SH. MURSHEED KHAN	JE/WORKS	8003096360	44344		
40	SH. PRAVEEN KASHYAP	JE/P/JP	9001199330	44312		