

SSE/ELECT/WORKS/BIKANER

Works Contract Management of Demand no. 16 as following.

- To assist the Sr.DEE/G/BKN for all works contract matter, Policies circulars of all type electrical work contract related.
- To preparation of electrical estimate / sub estimate / revise estimate of demand no. 16. and DPR of any project of electrical general service.
- Technical check for works contract prior to Measurement book (MB)
- Work related to preparation of NIT, tender documents, checking eligibility criteria of tenders, checking of briefing note and checking of corrigendum if any required.
- Monitoring the publishing NIT in newspaper as well as on IREPS and to be submitting the position to SR.DEE/G/BKN on daily basis.
- Monitoring and checking the variation statement in c/w linking of term & condition as already laid down in contract agreement. GCC and IRSOP prior to variation submission to Sr.DEE/G/BKN.
- Monitoring and checking the physical and financial progress of all running work.
- Monitoring and checking the work completion certificate in c/w linking of term & condition as already laid down in contract agreement. GCC and IRSOP prior to submission to Sr.DEE.
- Execution of project works keeping in view standard code of practice, IE rules, Rly. Bd's and HQs circulars. He will ensure execution of project works within targeted time ensuring quality of works.
- Processing for samples approve of electrical items being used in the works.
- Deal with all issues related with measurement of already executed work and made necessary correspondence with contractors.
- To coordinating with associate engineering and S&T and finance department for works contract related matter, wherever needed.
- To furnish the appropriate remarks / reply regarding account observation on estimate / NIT/ variation works contract.
- Tariff
- EESL, Azure Power Bill payment
- Any other work assigned by officers (AEE, DEE and Sr.DEE) in addition to above time to time.

JE/ELECT/PLG/BKN

Works Contract Management of Revenue plan head and deposit work as following.

- To preparation of all type electrical estimate /sub estimate / revise estimate / AMC proposal of running assets / CMC proposal of running assets and DPR of any project of power and coaching service.
- Work related to preparation of NIT, tender documents, checking eligibility criteria of tenders, checking of briefing note and checking of corrigendum if any required.
- Monitoring the publishing NIT in newspaper as well as on IREPS and to be submitting the position to SR.DEE/G/BKN on daily basis.
- Monitoring and checking the variation statement in c/w linking of term & condition as already laid down in contract agreement. GCC and IRSOP prior to variation submission to Sr.DEE/G/BKN.
- Monitoring and checking the physical and financial progress of all running work.
- Monitoring and checking the work completion certificate in c/w linking of term & condition as already laid down in contract agreement. GCC and IRSOP prior to submission to Sr.DEE.
- Execution of project works keeping in view standard code of practice, IE rules, Rly. Bd's and HQs circulars. He will ensure execution of project works within targeted time ensuring quality of works.
- Processing for samples approve of electrical items being used in the works.
- Deal with all issues related with measurement of already executed work and made necessary correspondence with contractors.
- To coordinating with associate engineering and S&T and finance department for works contract related matter, wherever needed.
- To furnish the appropriate remarks/reply regarding account observation on estimate / NIT/ variation works contract.
- Any other work assigned by officers (AEE, DEE and Sr.DEE) in addition to above time to time.
- To evaluates and checking of all technical parameter regarding power line track crossing (PLTC) in view of also taking future consideration regarding Doubling project as well as Railway electrification (RE) works, if needed on the basis of survey report.
- Submit desired data on paper with signature for submission to CRS inspection and getting EIG approval from PCEE and maintain record thereof.
- Deal with all issues related with state / centre authority / PSUs regarding power line track crossing (PLTC) with compliance of Railway Track Crossing Regulation and IRSOD including latest correction slip up to date.

JE/ELECT/Pr/BKN

- To assist the Sr.DEE/G/BKN for all technical matter likewise Drawing, design, policies circulars of all type electrical power general service related matter work.
- PCDO/MCDO data, All Inspection Note of Sr.DEE/DEE/AEE of Power & Coaching, their compliance, DRM, HQ Inspection Notes & compliance and others
- To carry out inspection of electrical installation related to service building and staff quarters as per “ Code of practices house wiring as per relevant IS and air cooling / air conditioning work as amenities for staff and passenger.
- To check the power supply system diagram of substations with providing of ring main wherever desirable and pumping installation and apprise of Sr.DEE/BKN if any lapses noticed, feasibility for open access over division.
- Close monitoring of depot wise energy conservation, updating of google spread sheet on monthly basis, ensuring energy consumption measures (30-70 circuit with timer, pump automation, temp sensor in relay room, etc.)
- Work related to newly opening construction project of elevators (Lift and escalators) and maintenance and safety certificate related work of existing lift and escalators.
- Compliance of standard code of practices IE rules, Rly. Bd’s and HQs circulars. He will ensure execution of project works within targeted time ensuring quality of works.
- Monitoring of solar installation (working energy generation) and any new survey, implementation work for same and liaison with firms for any issue for solar installation.
- To coordinating and joint survey / inspection with associate engineering and S&T department for Electrical power related matter.
- To prepared, to endowing, to succumbing quality performance sheet for all running assets over BKN division.
- Power Safety drive, HQ’s letter reply, Rail Saver data updation & e-drashti
- Repair & Quotation
- Handout & Presentation.
- She will assist to officers time to time as in capacity of technical assistant (CTA) on the need basis.
- Other important works assigned by Sr.DEE & duties of Smt. Rajni in her absence.

SSE/COACHING/HQ/BIKANER

- To assist the Sr.DEE/G/BKN for Policies circulars of all type electrical work related to coaching.
- Rolling stock sick position to Sr.DEE/G/BKN on daily basis.
- Power Car scheduled maintenance daily monitoring and position to Sr.DEE/G/BKN.
- Coaching Safety drive & HQ letter & Reply.
- Elect. Control Management.
- Any other works assigned by Sr.DEE/G/BKN.

SSE/ELECT/STORE/BKN

- BRIEF DESCRIPTION OF ONUS FOR MATERIAL PLANNING FOR PROJECTS :-
- To monitor availability of spare part for maintenance and chase up, materials Schedule (MS) for general service-related matter.
- To carried out consignee inspection wherever needed and issue inspection certificate and issued I – Note.
- Technical check for all works contract of revenue plan head (Coaching & power) prior to Measurement book (MB)
- Updating and keeping records of ALL Rly. Bd's circulars, SMIs and implementation of same in all coaching depots.
- To inspect all coaching stocks and installation as per scheduled format.
- UDM Implementation
- Temporary Connection Cases.
- Other important works assigned by Sr.DEE.

SSE/ELECT/CONTROL/BKN

- Daily Control Position.
- Other important works assigned by Sr.DEE