

	running assets over BKN division.
8	To evaluates and checking of all technical parameter of PLTCs and all other plans received from others department manually as well as on E-das, Rail Bhoomi Crossing Sewa (RBCS), way leave agreements or any other portal related to track crossing and putting the same to Sr.DEE/G within 3 days after receiving with proper checking in all respect, timely execution of all new way leave agreements and renew all expiring way leave agreements. Letters to SEBs regarding PLTC/ join survey/EIG approval etc RE Work of OH/UG conversion and any other correspondences to modification of PLTC. All correspondence related to PLTC cases. Monitoring of running case of PLTC. Progress of all on going PLTC is to be furnished on fortnightly basis to Sr DEE/G in prescribed format.
9	Submit desired data on paper with signature for submission to CRS inspection and getting EIG approval from PCEE and maintain record thereof.
10	To assist Sr.DEE/G & any other higher authority during his field inspection. Furnishing inspection notes of same.
11	Implementation and execution of Railway Bijli Samadhan App, updation of details on e-drasti portal and on any other official portals.
12	Checking of SWR & LC correction slips and timely put up of the same for signature of Sr.DEE G
13	Timely (maximum within 3 days) putting and checking all CRS Papers, (speed raising, new lines,RE works etc).
14	A meeting will be organized in Sr.DEE/G chambers at 13:00 hrs on every Monday with all staff. MoM of same shall be furnished on same day by 15:00 hrs and compliance of MoM of this meeting shall be furnished on each Friday 16:00 hrs without fail to Sr.DEE/G.
15	He will work as of technical assistant (CTA) of Sr.DEE/G.
16	Other works assigned by Sr.DEE/ G in day to day working.
17	Shri Vijay will look after his duties in his absence.

Duty related to ministerial staff.

A. Sh. Shanti Lal, CH.OS/ELECT-I/BKN (In-charge of Branch)

A. Sh. Santi lal ji , Chief OS/Elct-I/BKN(in charge of branch)	
1	All establishments' issues of Electrical G.
2	All quotations work pertaining to repair and maintenance of power and coaching equipment's, vehicle hiring, transportation of scrap material to store depot. To furnish the appropriate remarks / reply / data of regarding Arbitration cases and Court cases of all works contracts and track crossing cases. Dealing DA&R, absentee cases. Booking rest house for officers coming from HQ. Dealing all Imprest cases of division. Daily attendance closer sharp at 10:00 AM of all Electrical G Branch staffs.
3	Duties of Shri. Mahaveer Ch./OS-II/Elect/BKN in his absence.
B. Sh Mahaveer ji , Ch.OS/Elec.-II/BKN	
1	Monitoring all tender cases (revenue and works) on IRCWMS regarding Agreement, Issue of acceptance and verification Bid security and performance security from issuing agency within specified times.
2	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.
3	Monitoring and checking the work completion certificate in c/w linking of term & condition as already laid down in contract agreement. G. CC and IRSOP prior to submission to Sr.DEE G.
4	Close coordination of field SSEs to ensure Completion of works in Original DOC. DOC Extension before expiry of original DOC of all tenders Financial and physical Progress of all ongoing tenders is to be furnished on fortnightly basis to Sr. DEE/G in prescribed format.
5	Monitoring and checking the all parameters related to releasing the SD and PG of completed contract in c/w linking of term & condition as already laid down in contract agreement, GCC and IRSOP. To submitting / furnishing technical parameter for work completion certificates and completion report (CR) of all type of matter and to furnishing remarks for releasing of SD & PG of contract

	as per GCC and as per tender documents.
6	Updating of financial progress of all PH works on IRPSM before 5 th day of every month in which electrical work involved.
7	Registration, planning and implementation of ShramSuvidha Portal, obtaining of license from contractors before starting the execution work and implementation and record upkeep for all contracts in which contract labour employed as per CLRA act 1970 and THE CONTRACT LABOUR (REGULATION AND ABOLITION) CENTRAL RULES, 1971 Strictly. Compliance of inspection of labour enforcement officer, and furnishing returns related to CLRA.
8	All correspondence to contractors regarding works contracts matters, issuing 7 days termination letters, 48 hrs termination letter just after completion of 7 days whenever necessary and constant chasing thereof.
9	Record of Revenue budget / Expenditure.
10	Any other work assigned by Sr.DEE/G BKN
11	Shri Santi Lal, Ch.OS-I will look after his duties in his absence.
	C. Sh. ASU Singh, Ch.OS/Elec-III
1	Maintenance of asset register, audit, account and stock sheet reply for coaching items, and Audit Para Reply, stock sheet cases. Creation / extension & surrender of posts, Pin pointing of staff, Book of sanction, and MPP. All establishment matter, Up-keeping of cadre, Trade tests, timely training and examination apprentices. Office orders, Revenue budget / Expenditure. Dealing HRMS, HIMS and APAR cases of division. Monthly submission of TA, OT and other allowances cases before 5 th day of every month.
2	Any other work assigned by Sr.DEE/G
3	Look after duties of Ch.OS/Elec-I&II in their absence.
	D. Sh. Devendra Sr.Clerk /Elect
1	Payment of Electric Bills of SEBs within 2 days after receiving from SEBs. No penalty shall be levied from Railway due to late payments. Arrear Claims issues of SEBs. Furnishing pay orders and sending same to account immediately without any delay. Entry movements of all office files and letters.

	EESL and Azure bills timely payments. Any other work assigned by Sr.DEE/G
2	To track the movement of all the Power Line Track Crossing related cases/files on fortnightly basis.
	E. Mrs. Sahina/OS
1	Reply of PNM and PREM and other union meetings items. Temporary connections cases. Shri. Shanti Lal, Ch.OS/Elec-I will looks after her duties in her absence.