

DUTY LIST OF MINISTERIAL STAFF OF ELECTRICAL DEPARTMENT,
DRM'S OFFICE, BIKANER

| S. NO. | NAME & DESIGNATION | PARTICULARS OF WORK |
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| 1. | COS/ELECT. | GENERAL SUPERVISION OF ELECTRICAL BRANCH, CASH IMPREST OF SR. DEE, OFFICE ORDERS, DRM,S INTERVIEW CASES, MP/MLA'S REFERENCES, PARLIAMENT QUESTIONS, PETTY REPAIR AND LOCAL PURCHASE CASES, DRM/ADRM NOTES, ARRANGEMENT OF STATIONARY, RTI, DRUCC & ZRUCC, ALL UNION & ASSOCIATION MATTERS, POM, DOM, TELEPHONE & CUG MATTERS, AND DUTIES OF SMT. SHAHINA IN HER ABSENCE. |
| 2. | SH. NATHMAL, COS | ALL STORES MATTERS INCLUDING INDENTS, MS, IMPREST STORES OF POWER, PUMP, TL & AC, PAYMENT OF FIRM'S BILLS AGAINST PURCHASE ORDERS, MAKING LIAISON WITH STORES, COURT CASES, ARBITRATIONS CASES, PREPARATION OF PARAWISE COMMENTS, ENGAGEMENTS OF RAILWAY ADVOCATE, PAYMENT OF ADVOCATE'S BILLS AND CHASING OF COURT CASES, REVENUE BUDGET (ASSTT. TO WA/ELECT.) & ADJUSTMENT MEMO, DEPOT CASH IMPEREST, HIRING OF VEHICLE FOR PHOD/HOD, STORE TCS AND DUTIES OF SH. MAHAVEER IN HIS ABSENCE. |
| 3. | OS | ALL MATTERS REGARDING ELECTRICAL TRACK CROSSINGS, TA BILLS, OVERTIME CLAIMS, OH REPORT STOCK SHEETS, AUDIT AND ACCOUNTS OBJECTIONS AND REPORTS, RAJBHASHA AND DUTIES OF SH. JITENDAR IN HIS ABSENCE. |
| 4. | SMT. SHAHINA PARVEEN, OS | TEMPORARY ELECTRIC CONNECTIONS, ELECTRIC BILLS OF RAILWAY STAFF AND OUTSIDERS, UNIFORM, STAFF QUARTERS AND DUTIES OF SH. HARINARAYAN IN HIS ABSENCE. |
| 5. | OS/WORKS | ISSUE OF NIT, PREPARATION OF BRIEFINGS, COMPARATIVE STATEMENTS, ISSUE OF LOA, CONTRACT AGREEMENTS, DOC EXTENSION, RELEASE OF ED/SD, BANK GUARANTEE, ALL CORRESPONDENCE REGARDING THE EXECUTION OF WORKS, WORK IN PROGRESS, PAYMENT OF FIRM'S BILLS, LIAISON WITH ACCOUNTS & ENGG. IN THIS REGARD. BUDGET (DEMAND NO. 16) - (ASSTT. TO WA/ELECT.) AND DUTIES OF SH. NATHMAL IN HIS ABSENCE. |
| 6. | SH. JITENDAR SINGH CHAUHAN, SR. CLERK | ALL MATTERS RELATED TO PUMP, POWER & AC STATIONARY, ALL MATTERS OF TL & AC (COACHING), ART, TRAIN SAFETY & ACCIDENTS, DUTY ROSTERS OF COACHING STAFF, INSPECTION NOTES OF RLY. BD./GM/HQ/DRM & OTHER DIVISIONAL OFFICERS, HIRING OF ELECT. EQUIPMENTS, DHEMS AND DUTIES OF SH. RAM CHANDRA IN HIS ABSENCE. |
| 7. | SH. RAM CHANDRA, CLERK | PAYMENT OF ELECTRIC BILLS OF SEB'S AND RELATED MATTERS INCLUDING ELECTRIFICATION OF RAILWAY STATIONS AND NEW INSTALLATIONS, DISTRIBUTION OF CHEQUES/DRAFTS, CORRESPONDENCE WITH SEB'S, REVISION OF SEB TARIFF AND DUTIES OF SH. BUNTI RAM IN HIS ABSENCE. |

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| 8. | SH. ISHWAR, CLERK | RECEIPT & DISPATCH OF DAK, SIGNING OF WORK ORDERS, ADVICE NOTES & ISSUE NOTES, PCDO OF POWER, PCDO (TL & AC), DRM MCDO, AND DUTIES OF SH. SANJAY IN HIS ABSENCE. |
| 9. | SH. SANJAY, CLERK | D & AR CASES, PERSONAL MATTERS SUCH AS APPOINTMENTS, PROMOTION, SELECTIONS, REVERSION, SENIORITY, RETIREMENTS, FILLING OF VACANCIES, TRADE TESTS, SELECTION OF STAFF, APPRENTICES, TRAINING, CREATION & SURRENDER OF POSTS, PIN-POINTING OF STAFF, CADRE MAINTENANCE, BOOK OF SANCTION, MPP, STAFF GRIEVANCES, MAINTENANCE OF ELECTRIC BRANCH T&P AND ITS LEDGER, LEAVE & ABSENTEE, DUTY ORDERS OF UNAUTHORIZED ABSENCE, TERRITORIAL ARMY AND DUTIES OF SH. ISHWAR IN HIS ABSENCE. |

IN ADDITION TO THIS, ANY OTHER WORK ASSIGNED BY SR.DEE/DEE/ADEE.

REFERENCE NO.: 62-ELECT./CA/MISC/OFFICE ORDERS

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