

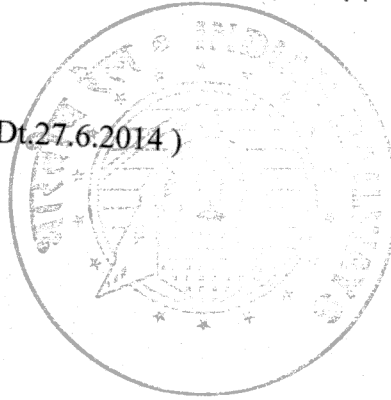
वरिष्ठ मंडल बिजली इंजीनियर, अजमेर की ड्यूटी लिस्ट

वरिष्ठ मंडल बिजली इंजीनियर की अजमेर मंडल के विद्युत विभाग प्रभारी के रूप में ड्यूटी निम्न प्रकार है :-

1. उर्जा प्रबंधन, बजट प्रबंधन, बिजली खरीद व उसका प्रबंधन, बिजली सदुपयोग एवं उसका प्रबंधन।
2. उर्जा संरक्षण प्रयासों को लागू करना एवं उनका प्रबंधन।
3. बिजली कार्यों की प्लानिंग एवं निष्पादन, कांटेक्ट प्रबंधन, मैन पावर प्लानिंग एवं उनका प्रबंधन।
4. राजस्व बचत एवं उसका प्रबंधन, औद्योगिक संबंध प्रबंधन।
5. आवधिक एवं अन्य निरीक्षण,
6. मंडल की सभी बिल्डिंग, क्वाटर्स एवं स्टेशन आदि पर सुरक्षा के साथ विद्युत व्यवस्था सुचारू रखना।
7. टी.एल एवं एसी कोचों का अनुरक्षण, संचालन एवं प्रबंधन।
8. रेलवे बोर्ड, प्रधान कार्यालय एवं उच्च अधिकारियों द्वारा दिये गये निर्देशों का पालन करना।

(No. EL/Elect./Misc./Duty List Dt. 27.6.2014)

11/5



27/6
Sr. DEE-AH

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NORTH WESTERN RAILWAY

DRM's Office, Ajmer
Dt.30.8.2013

No. EL/Elect./Misc./Duty List

Sub:-Duty list of officers working under Sr.DEE

Ref:-Gazetted Office order No.55/2013 and GM(P) letter No.E/HQ/NWR/838/1(Electrical) dt.1.5.2013
DRM(E)/AII's letter No.ED/192/1(2013) dt.13.5.2013.

In reference to above mentioned letter, DEE(W)/AII or also addressed as DEE/AII is presently exercising the Sr Scale powers of Electrical Department and ADEE/AII as junior Scale Powers for Electrical Department. Both are reporting to Sr.DEE/AII. As desired by both the officers re-distribution of the day to day activities of the duty list of each is given below :-

DEE /AII or DEE(Works)/AII :-

1. Maintenance of General Power Services :-
 - A. General power supply, standby power supply, uninterrupted power supply.
 - B. Water pumping, water cooling, water heating, air conditioning, air cooling.
 - C. Electrification of service buildings and staff quarters, street lights etc.
2. Monitoring the inspection note of GM/CRB/DRM/CEE/POHDs and HQ letters.
3. Purchase of electric energy from state electricity authorities and Passing of the Electricity purchase bills.
4. Monitoring and implementation of the Finalised PNM items.
5. Realization of energy charges from staff quarters and outsiders.
6. Planning and progress of monitoring of works of Pink Book, LAW Book and MLB and Revenue.
7. Preparation of estimates and sub-estimates for proposals and sanctioned works.
8. Processing of Tenders and Contract Management including preparation and passing of Bill of Electrical Department, Ajmer Division as per SOP.
9. Material planning, stock and non-stock material including scrapping and disposal to his competency as per SOP of Sr.scale. Co-ordination Meeting with DMM/AII and SMM/BGC/AII for all electrical items.
10. Coaching Services :- Monitoring of Train Lighting and Air Conditioning services.
11. Monitoring of Primary and Secondary maintenance, Platform attention, train passing attention of coaches and escorting.
12. Monitoring of Action Plan and HQ instructions.
13. Manpower Planning of the Electrical Department of Ajmer Division.
14. Preparation and Passing of Bill of Electrical Department of Ajmer Division.
15. Look after the work related to ADEE/AII in his absence.
16. DEE/AII will deal with D&AR action for the employee of the Electrical Department as SOP. ✓
17. Administrative control of Sr.DEE office. ✓
18. Any Other work assigned by DRM/ADRM/Sr.DEE/AII.

ADEE/AII :-

1. Implementation of RDSO MSs and SMIs and HQ instructions of Coaching Services.
2. Failure analysis and implementation of corrective actions of Coaching Services.
3. Implementation of Action plans & HQ instructions pertaining to Coaching Services.
4. Material planning:- Stock and non-stock materials including scrapping and disposal to his competency of Jr.scale Electrical department as per SOP.
5. Dealing with tenders and contracts management of Electrical Department as per SOP.
6. 20% Test checking of all the Contractual Works related to Electrical Department of Ajmer Division.
7. Look-after the work related to DEE in his absence only within the competency of ADEE/AII, if required put up to Sr.DEE/AII.
8. Maintenance and Upkeep of RPZ Colony, ABR Colony and AII HQrs. Colonies.
9. Any other work assigned by DRM/ADRM/Sr.DEE/AII.
10. Monitoring the inspection notes and reply of letters of Supervisors/Divisional Branch Officer/ADRM/HODs. ✓
11. ADEE/AII will deal with D&AR action for the employee of the Electrical Department as per SOP. ✓

This issues with the Approval of DRM/AII and supresses previous duty list.


Sr.DEE-AII/13

C/-CEE/NWR/JP, DRM/AII, ADRM/AII, for kind information please.

C/- All B.Os., for kind information please.

C/-DEE, ADEE, All Depot Incharge - All Divn.

30/8/13