

NOTE

Sub: Duty list of SSE/T, CTLI, SSE/W, SSE/store, SSE/IT & JE/Estimate working in Sr.DEE office.

CTA(P)

For all Power, Energy & RE Works, he will Overall Incharge and responsible for:

1. All Technical and Policy matters, Specifications, Quality, Modifications, Maintenance Instruction, Innovations/Improvements etc. with their monitoring & implementation.
2. All matters of Railway Electrification including CORE, RVNL etc., Tower Wagon, SOD, CRS.
3. Preparation of Presentations, Handout/Handing Over Notes etc. and monthly updation and man of the month.
4. Monitoring & Implementation of all Action Plan Items (Power, &Energy Conservation)
5. All matters of ESC meeting, GM/DRM/CEE's Conference, Electrical Safety Week & Energy Conservation Week, POM, DRUCC & other Meeting/Seminars/Conferences etc. including technical correspondence.
6. All matters related to Energy Conservation Award, Energy Efficiency shield & Tariff.
7. Coordination with SSE/Drg. In scrutiny of Plan, Layout , Scrutiny of DPR for private sidings,etc.
8. Processing the Track crossing proposals for EIG permission.
9. Ensuring timely submission of compliance of inspection reports.
10. Monitoring of Electrical Energy Consumption, PF,MD & energy Tariff.
11. Conducting trade test of power artisans staff.
12. Preparation of Highlights, MCDO, PCDO, other monthly & periodical Reports.
13. Monitoring of Power supply of PRS, UTS, Running rooms & Realization of Electricity bills from Outsiders & Staff quarters.
14. Monitoring of Implementation of Energy Auditors's recommendations.
15. He will assist Sr.DEE/DEE/ADEE in all technical matters.
16. Any other work assigned by Sr.DEE/DEE/ADEE.

CTA(Coaching)

For all types of TL & AC Coaches, Power Cars & Hotel load, he will be overall Incharge and responsible for:

1. All Technical & Policy Matters, Specification, Quality, Modification , Maintenance Instructions, Innovation/Improvements etc. with their Monitoring & Implementation.
2. Preparation, Monitoring & Implementation of all Action Plan Items (Coaching).
3. All matters of MSG Meeting, GM/DRM/CEE's Conference, Electrical Safety Week , POM, & other Meeting/Seminars/Conferences etc. including technical correspondence.
4. Monitoring of Punctuality Performance including Detentions, En-route

- Failures, Unusual Occurrences etc.
5. Preparation of Highlights, MCDO, PCDO (Coaching).
 6. Failure Analysis & Remedial Measures, Follow up Action, Monthly updation of Statistics including Failure Records-Failure wise & Firm wise.
 7. In charge of Divisional Electrical Control, Putting up of Daily Position Chart with Analysis.
 8. Timely & Uniform implementation of AMCs/CMCs, Repair Contracts etc. related to TL/AC Coaches & Power cars.
 9. All Safety related matters, Safety Action Plan, Quality, Technical/Safety Drives, Unit Exchange Spares including Repair, including technical correspondence.
 10. Infrastructure Facilities including availability of T&Ps, Training of Supervisors & Artisans, Programming for IOH/POH, Overdue Coaches, NPOH etc. & related Correspondence.
 11. Compilation of under Warranty & 100 Days Failures etc. including technical correspondence.
 12. All Correspondence related to New Trains, Special Trains, Rake links, Time Table etc; Monthly updating of Statistics of PM/SM of Trains with Compositions etc.,ART/ARME.
 13. Regular interaction with RDSO, RCF, ICF etc. & ensuring updation.
 14. Conducting trade test of coaching artisans staff.
 15. Ensuring timely submission of compliance of inspection reports.
 16. Inspection of Primary & Secondary trains & Coaching Depots.
 17. He will assists Sr.DEE/DEE/ADEE in all technical matters.
 18. Any other work assigned by Sr.DEE/DEE/ADEE.

SSE(W)

For all Works Prog. etc.,he will be Overall Incharge and responsible for:

1. He will process and carry out technical checks of:-
 - (a) Abstract estimates and sub estimates for works proposals.
 - (b) Detailed estimates and sub estimates for all works under revenue and under Plan head 16.
2. He will prepare justification/proposals of:-
 - (a) Important works for the improvement/renovations.
 - (b) M&P programme.
 - (c) P.W.P
3. He will prepare Tender schedule (technical part) for various work of Coaching & power wing chargeable to revenue, Demand No. 16 & Deposit work.
4. He will carry out technical checks of various work of power & coaching wing under revenue, Demand No. 16, & Deposit head of allocation.
5. He will carry out technical checks of completion report of works.
6. Submission of physical & financial status of the work to Sr.DEE/DEE/ADEE & HQ as and when required.
7. Planning of budget & periodically review.

8. Updation of work progress on FTP.
9. All matters related to creation/extension of work charged Gaz./NG posts.
10. Maintaining & Regular Updating of Progress of Works & Funds on IRPSM, Statements, Positions, Annexures etc.
11. He will prepare and send weekly position to HQ.
12. Any other work assigned by Sr.DEE/DEE/ADEE.

JE/Estimate

1. He will prepare abstract estimate and sub estimates for works proposals.
2. He will prepare detailed estimates and sub estimates for all works under revenue and under Plan head 16 and deposit fund.
3. He will collect information from field/site for framing proposals and when required as per the instructions.
4. He will assist SSE(W) in day to day working.
5. Any other work assigned by Sr.DEE/DEE/ADEE

SSE/STORE

For all Store matters, he will be Overall Incharge and responsible for:-

1. Description Vetting, Tech. Suitability of DMM, level cases of TL, AC & Power Supply items (A & B Category) including technical correspondence
2. Regular Review of AAC of TL, AC & Power Supply items (A, B & C Category).
3. Prompt Reply/Clarifications to observations in Store cases.
4. Regular interaction with RDSO, RCF, ICF etc., Quality, Innovations/Improvements.
5. Inspection & Auditing of implementation of Technical & Policy instructions, Check Lists, Uniform Stocking in Division.
6. Assistance required for TL, AC & Power items by field unit of Divisions, Weekly updation.
7. Scrap Disposal of Power, TL & AC items & Weekly updation.
8. Examination & Processing of all stocking proposals (TL, AC and Power).
9. Processing of all NS Demands (TL, AC and Power).
10. Processing & Updating position of MS on weekly basis.
11. Preparing Essentially Certificate, PAC etc.
12. He will deal all stock sheet from initiation to finalization.
13. Any other work assigned by Sr.DEE, DEE & ADEE Ajmer.

SSE/IT

1. All works related to IT including adequacy, updating software etc., Regular interaction with IT cell.
2. Timely updating of Electrical Website in English on Internet, Intranet, FTP, Information Directory, Assistance required by HQ & Public portal website of Ajmer Division etc.
3. Maintaining Working of Computers, Printers etc. in Electrical department.
4. Preparing/ Maintaining Standard Handouts, Presentations of Punctuality Meeting, IT meeting, Performance review meeting etc. in coordination with all

sections & monthly updation.

5. Compilation of data for IT Shield.

6. Audio visual arrangements during various Meetings, Seminars, Presentations etc.

7. Cordination with IT cell HQ incase e-dak, FTP server failure.

8. Technical suitability of IT equipments of Division.

9. Dealing of Laptop procurement & repairing cases of officers.

10. Any other work assigned by Sr.DEE/DEE/All.

(EL/Elect.Mics/duty list dated 04.08.14)

Sr.DEE/All

C/- 1. CEE/NWR- For kind information please.

2. DRM/All- For kind information please.

3. DEE, ADEE- For information please.

4. All concerned- For information please.