

NORTH WESTERN RAILWAY

HQ Office,

Jaipur

Date: 17.02.2020

No. E/HQ/NWR/838/1(Engg.)

All PHODs
NWR/JP

Sub: Duty list of HAG/SAG officers or Open Line Engineering Department.

Ref: (i) Rly Bd's letter No. 2019/LML-1/25/10 dated 18.09.2019

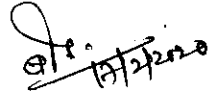
(ii) Rly Bd's letter No2019/33/CE-III/BR/Duty List ated 26.09.2019

In compliance to Railway Board's letters refered above, please find enclosed herewith the duty list of HAG/SAG officers of Open Line Engineering Department.

This has the approval of General Manager.

Please treat this as urgent.

Encl: As above.


(Balbir Singh Verma)
For General Manager (P)

Copy to:

1. All HAG/SAG Officers of Engineering departmet of NWR.
2. DRM- AII, BKN, JP, JU
3. CWM - AII, JU, BKN
4. Secy. to GM, AGM – HQ/NWR-JP
5. Dy.CSTE/HQ, APO/Gaz, Sr. ADGM, AS(Conf) - NWR/JP
6. Ch.OS - Pass, PayBill -NWR/JP
7. General Secretary-NWREU, UPRMS, NWRPOA, NWROA, OBC Association, SC/ST Association
8. Officers concerned
9. CIO – HQ/NWR/JP- to please upload on NWR website.

Duty list of HAG/SAG officers of Open Line Engg. Department

CPD/SD is an HAG officer under Pr.CE. CPD/SD will be assisted by SAG level officers designated as CE/SD, CGE and CE/Works along with other officers of SG/JAG/SS & JS and their staff in Headquarters along with suitable organisation at divisional level.

Duty list of CPD/SD (As per Rly.Bd's letter no. 2019/LML-1/25/10 dtd. 18.9.19)

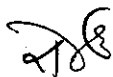
1. He will be responsible for monitoring, coordination and review of all matters related to Land, Station Development, railway colonies and other infrastructure maintenance in Zonal Railways being planned/execution/inspected and monitored by SAG level officers under his control in the Zonal Railway. He will coordinate with other PHODs, General Manager and Railway Board on these subjects.
2. The duties of CPD/SD shall be the duties of SAG officers under his control. In addition, he will :
 - (i). exercise cadre control of officers under SAG officers in his control in coordination with PCE who will be the Principal cadre controlling officer.
 - (ii). Deal with all establishment matters being exercised by PCE for officers and staff under his SAG officer.
 - (iii). Exercise the powers of reporting, review, accepting and disciplinary authority for officers and staff as being exercised by PCE presently for officers and staff of SAG officers under his control.
 - (iv). Coordinate with outside bodies like State Govt., NHAI, Municipal Corporation City Development Authorities, etc. for all matters related to SAG officers under his control.
 - (v) be overall in charge for matters related to cadre control of works cadre (IOW cadre) including cadre planning, creation of posts, promotions, postings, training etc.
 - (vi) deal with issues of Works Standard Committee.
 - (vii). To carryout quality audit of Engineering works of both Open line & Construction.

All technical related issues pertaining to his jurisdiction will be finalised by him and only those matters which required Railway Board's approvals needs to be routed through PCE.

Duty list of CPD/BW (As per Rly.Bd's letter no. 2019/33/CE-III/BR/Duty list dtd. 26.9.19)


CPD/BW is HAG officer under PCE. He will be assisted by SAG level officers designated as CBE, Chief Engineer/Road Safety works (CE/RSW) or Chief Engineer/Road Crossing (CE/RC), CWM/Bridge Workshop, CE/Br. Rehabilitation along with officers of SG/JAG/SS & JS and their staff in HQ, field units and division.

1. He will be responsible for execution, monitoring, coordination and review of all matters related to Bridges. Tunnels, Floods and breaches, elimination of LCs, ROBs, RUBs (RSW) being planned/executed/inspected and monitored by officers under his control in Zonal Railways, Field units and Division. He will coordinate with other PHODs, General Managers and Railway Board on these subjects.



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2. CPD/BW duties will be duties of the SAG officers under his control. In addition, he will
- (i) Exercise cadre control officers under SAG officers in his control in coordination with PCE who will be the principal cadre controlling officer.
 - (ii). Exercise all establishment matters being exercised by PCE for officers and staff under his SAG officers.
 - (iii) Exercise the power of reporting, review, accepting and disciplinary authority for officer and staff as being exercised by PCE presently for officers and staff of SAG officers under his control.
 - (iv) Coordinate with outside bodies like State Govt., NHAI, Municipal Corporation, city development authority etc. for all matters related to SAG officers under his control.
 - (v). be overall in charge for matters related to cadre control of Bridge maintenance and Engineering (Bridge) workshop staff, including cadre planning, creation of posts, promotions, postings, training etc.
 - (vi) Be incharge for transfer, promotion and posting of officers and staff under his control in coordination with PCE.

All technical related issues pertaining to his jurisdiction will be finalised by him and only those matters which required Railway Board's approvals needs to be routed through PCE.


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1.	<p>Chief Track Engineer (CTE)</p> <p>(To be assisted by Dy./CE/Track and Dy.CE/TMS)</p> <ol style="list-style-type: none"> 1. Track maintenance, track renewals, track modernization; including Drainage, formation treatment etc. and track mechanization. 2. Assessment of requirement of P. Way materials including indents, arrangement of rails through Railway Board and their distribution. 3. Movement of rail rakes. 4. Classification of released p-way materials and disposal of u/s & surplus p-way materials. 5. Distribution and allotment of P. Way materials. 6. Management of Central track depot (FL). 7. Ballast specifications, assessment of ballast requirement, its procurement and training out, utilization of ballast hoppers. 8. Execution of track works. 9. Procurement of track tools and consumables. 10. Supply of Gang Tools, Uniform & Shoes of P.Way staff. 11. Welding of rail joints, USFD testing of rails/welds and analysis of rail/weld failures 12. Procurement and AMC of USFD machine 13. Replacement of Bridge Timbers with Steel Channel Sleepers. 14. P. Way materials under trial & Trial of new developments. 15. Preparation & Updating of track diagrams etc. 16. Formation treatment. 17. Arrangement of Powers, Rolling stock and overall coordination for traffic blocks for track works. 18. Management of Engineering control, Conferences with Divisional officers, punctuality meetings. 19. Management of speed restrictions, Engineering time allowances and interaction with Operating Branch for Working Time Table and corridor blocks, increase in max. Permissible speeds, Traffic density. 20. Monitoring of inspections of track of Divisional officers. 21. All types of patrolling of track (in consultation with CBE for RAWs/RATs and bridges), monsoon booklet. 22. Track recordings with TRC, OMS and Oscillograph Car, analysis of results and follow up action, Track Management System & related devices, GPS tracker etc. 23. Corporate Safety Plan, RSRC, Disaster Management Plan, ART, Restoration of accident damaged track, Accident enquiry reports and remedial measures. 24. Works Programme, budget and control over expenditure pertaining to track. 25. All matters pertaining to IPWE (I), Track Standards Committee, CTE's conference, PCE's Conference & GM's Conference, Compilation of items related with VC (Safety, Punctuality and track) with Railway Board etc. 26. Gazetted cadre, creation of work charged gazetted posts and to assist PCE in gazetted cadre control. 27. Cadre control for P. Way staff including their training (other than track machines staff), Review of gang strength. 28. Freight, demurrage, stock sheets (theft and loss cases) track matters. 29. Technical comments on audit & accounts inspection reports, court cases & arbitration cases arising out of track matters. 30. Parliament questions, MP/MLA/Rly. Board's references on track matters.
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 Secy to PCE
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	<ol style="list-style-type: none"> 31. PCDO to GM and Railway Board. 32. Distribution of track materials (P.Way fittings, Rails, Sleepers etc). 33. USSOR for P.Way. 34. G&SR, Accident Manual, P.Way Manual, LWR Manual and other Rules, Acts, Codes & Manuals Related with his duties. 35. Policy on opening of new lines, raising of sectional speed & speed on loop line. 36. Safety and punctuality of mail/express trains. 37. Deployment of track Machines. 38. Innovations, modernization & Technological Advancements in all related fields. 39. MOU with Railway Board, KPI Index. 40. Operation and maintenance of level crossings. 41. Any other work assigned by PCE from time to time.
2	Chief Track Engineer/TMC
	<p>(To be assisted by Dy. CE/TMC/I & II)</p> <ol style="list-style-type: none"> 1. Procurement, operation, and maintenance of track machines. 2. AMCs, Rate contracts, creation of imprest stock and spares for track machines. 3. Development of infrastructure for IOH and Sch. I to Sch. V maintenance of track machines. 4. Finalization of annual programme for division-wise deployment of track machines in consultation with CTE. 5. Identification and monitoring the availability of corridor/ traffic blocks for deployment of track machines. 6. Arrangement of powers and traffic blocks for track machines. 7. Conferences with Divisional officers for progress of track machines. 8. Resting facilities for track machine staff. 9. Cadre control of track machine staff including their training. 10. Procurement, AMC and all other issues related to Small Track Machines. 11. Freight, demurrage, stock sheets (theft & loss cases) on track machine matters. 12. Technical comments on audit & accounts inspection reports, court cases and arbitration matters arising out of track machine cell. 13. Parliament questions, MP/MLA/Rly. Board's references on track machines. 14. PCDO and Joint Statement by PCE & COM to Railway Board, Track Machine manual. 15. Innovations, Modernization & Technological Advancements in all related fields. 16. Any other work assigned by PCE from time to time.
3	Chief Engineer/TP
	<p>(To be assisted by Dy. CE/TS)</p> <ol style="list-style-type: none"> 1. Procurement of P. Way materials (other than rails) including fittings & Welding portions. 2. Contract Management for PSC sleepers awarded by Railway Board & other fittings awarded by nodal Railways. 3. Management of concrete Sleeper Plants in NW Railway for quality control, Quality audit of other P. way materials, Review of performance of suppliers of P. Way materials. 4. Freight, demurrage, stock sheets (theft & loss cases) on track supply matters. 5. Technical comments on audit & accounts inspection reports related to Track supply. 6. Court cases & arbitration matters arising out of Track supply cases.

	<ol style="list-style-type: none"> 7. Parliament questions, MP/MLA/Rly. Board's references on Track supply matters. 8. Inspection of ERC, Metal liners etc. 9. Hiring of vehicles, condemnation of vehicles. 10. Innovations, Modernization & Technological Advancements in all related fields. 11. As mentor HOD to attend emergencies, GM's annual inspection, CRS inspections and to carry out technical inspection of JP division. 12. IREPS, GeM, digital signature related to store. 13. Any other work assigned by PCE from time to time
4	<p>Chief Engineer/Planning & Design (To be assisted by Dy. CE/Plg.)</p> <ol style="list-style-type: none"> 1. All matters related to Works Programme and LAW Book for all plan heads except track renewals. Budget both in respect of Demand No.16 and Revenue grants including financial reviews, re-appropriation of funds, control over expenditure. Co-ordination with plan head co-ordinator at HQ & divisions for works programme & budget for all plan heads. 2. Monitoring of progress of works and Works review meetings. 3. All matters related to IRPSM including Updation & monitoring of works. 4. Parliament questions, MP/MLA/Rly. Board's references on works programme, Budget & Planning matters. 5. Revenue budget of Engg. deptt. 6. Standardization of plans for various utilities and uses. 7. Innovations, Modernization & Technological Advancements in all related fields. 8. All ESP Drawings except Bridge drawings, LC/RUB/ROB drawings. 9. Preparation & Updating of index plans, longitudinal & index sections, yard plans, System maps etc. 10. Nodal officer for E-office, E-DAS, NWR soft applications & updating of website. 11. Nodal officer for processing all type of DPR. 12. Any other work assigned by PCE from time to time.
5.	<p>Chief Engineer/ General (CE/G) (To be assisted by Dy CE/G)</p> <ol style="list-style-type: none"> 1. All matters and monitoring related to custody and management of land including commercial exploitation of land and other engg assets viz leasing, licensing, earning and encroachments etc. 2. Certified land plans. 3. Matters related to Assisted & Private sidings (Land & Licensing), siding DPRs, Military sidings, ARF. 4. Way leaves facility works. 5. Afforestation, Tree plantation. 6. Coordination with RLDA w.r.t land monetization and colony redevelopment & MFCs. 7. All matters relating to Land Management, including leasing/licensing and encroachment removal on Rly. land, land boundaries, revenue from land, recovery of dues, plantation on Railway land, including commercial exploitation of land. 8. Monitoring and Registration for approval of consultants for survey & const. of sidings, their performance, CRs for siding related matters. 9. Manpower planning, overall custodian and indents on RRBs in consultation with CPD/BW, CPD/SD, CTE, CTE/TMC, CE/P&D, CE/TP w.r.t. P.Way, Bridge, works & drawing staff. Utilization of Estt. Provisions in sanctioned estimates & Establishment matters of Ministerial staff of PCE office.

	<ol style="list-style-type: none"> 10. Training of Non Gazetted staff and related matters, Divisional Engineering Training Schools. 11. PCE's Office Administration, its upkeep & maintenance, ensuring discipline and punctuality, cadre control and all establishment matters concerning office staff (to be assisted by Secy. to PCE). 12. Zonal & Board level awards, efficiency shields, etc. 13. Taxes on buildings & other structures. 14. Leasing of private buildings for office & residential purposes. 15. Compilation of Engg. items for PNM, PREM, colony care committee, NWROA, NWRPOA & ZRUCC meetings, Railway convention committee, RRC, Railway Reforms committee and other parliamentary committees. 16. Nodal officer for Parliament questions, MP/MLA/ Rly. Board's references etc. pertaining to G-section as well as co-ordination for matters pertaining to more than one section. 17. Replies of Staff Grievances. 18. Replies on GM's endorsement, compilation & follow up of GM / PCE's inspection note, GM VC, GM's seminars, GM annual Narrative report and other inspections of Railway Board officials. 20. Official language/Rajbhasha & related items & meetings. 21. Nodal officer for Right to Information Act. 22. Nodal officer to co-ordinate with state officials & related meetings. 23. Freight, demurrage, stock sheets (theft and loss cases) other then Track, Track Machine, Track Supply, Works & Bridge matters 24. Membership of Institutes (National & International like IBC, ICE, ASCE etc.) 25. Interaction with other authorities- GRP, RMS, P&T deptt. Associations etc. 26. Provision of CUG Phones. 27. All legal matters & court cases other then Arbitration & works matters. Nodal officer for LIMBS. 28. Functions pertaining to Metro rails. 29. Dealing of subject on Energy including its Conservation, Solar Energy etc. 30. Freight initiatives related to siding etc. 31. Swachha Bharat Mission campaign, Yoga day, Scout & Guide etc. 32. Any other work assigned by PCE/CPD/SD from time to time.
6.	Chief Engineer/Works
	<ol style="list-style-type: none"> 1. All contract policy, bidding document, standardization of NS items, works & service contracts, similar nature of works etc. 2. All policy matters and monitoring items related to inspection & maintenance, water supply, drainage, sanitation, development works for colonies and quarters including corporate welfare plan etc. 3. Preparation and revision of USSOR, standard specifications and related matters, GCC, SOP, matters of Works Manual. 4. Nodal officer for all Arbitration cases, All Court cases related with Arbitration & Works matters. 5. Quality control, quality cell, quality audit of works and related seminars. 6. Tenders & contracts policies (other than track and bridges). 7. Procurement of MS rounds, structural steel, cement, etc through COS, PL no. updation & Revision. 8. Water supply arrangements including monitoring quality of water, water charges, rainwater harvesting, water recycling plants, sewerage and drainage including

	<p>sanitation other than stations.</p> <ol style="list-style-type: none"> 9. Heritage Buildings/ Green building 10. Registration of contractors, approval of consultants for survey & const. for works (other than sidings), monitoring their performance, CRs of contractors, Grievances of Contractors and Banning of Business of Contractors. 11. Deposit works for RMS buildings, Central Schools, etc. 12. Works Standard Committee meetings, Correspondences on completed surveys, development projects, corporate planning, Five year plans, etc. 13. Parliament questions, MP/MLA/Rly. Board's references on Works matters. 14. Cadre control of works staff. 15. Nodal officer for Work Study reports, Good Work Done Portal 16. Payment of wages to contract labour engaged by Railway. Matters related with Minimum wages and contract labours. 17. All matters connected with quarters, allotment including policies, assessment of rent of pooled quarters and periodic revision of rent. 18. Procurement & condemnation of office equipments, furniture, books, stationery items, computer, printer, laptop, plotter, Xerox machine etc. 19. All matters relating to maintenance of civil engineering assets, Estimation (other than track and bridges), assets register/ booklet i.e Officers Rest Houses, Sub ordinate rest houses, Running Rooms, hospital buildings, RCT building, TTE Rest Room, Holiday homes, Civil Engineering library, assets register/ booklet (other than track and bridges), fire fighting etc. 20. Cleanliness of all colonies and stations under ' Swachh Bharat Mission ' and National Cleanliness Campaign (other than track) incl. Matters of Environment and Housekeeping (EnHM) 21. Nodal officer for Shramik Kalyan portal, TeMS, ACMS, BMP, GST Matters. IREPS, digital signature related to works. 22. Nodal officer for MNREGA works, Horticulture, NGT matters and their reply. 23. Nodal officer for Innovations, Modernization & Technological Advancements in all related fields. 24. Any other work assigned by PCE/CPD/SD from time to time.
7.	<p style="text-align: center;">Chief Engineer/Station Development</p> <p>(To be assisted by Dy. CE/SD)</p> <ol style="list-style-type: none"> 1. Passenger Amenities & related works and policy matters. 2. Model, Modern, Adarsh Stations, World class stations & soft upgradation works. 3. Policy matters and monitoring items related to Maintenance, Water supply, Drainage, Sanitation. 4. Policy matters and monitoring items related to all planned developmental works at stations (excluding track and bridge works). 5. Coordination with IRSDC and other PDAs for station development. 6. Works planning related to Plan Head-53 (Passenger Amenities) in consultation with PCCM. 7. Compendium of instructions related to Passenger amenities. 8. Standardization of plans for various utilities and uses at station. 9. Parliament questions, MP/MLA/Rly. Board's references, public complains related to Passenger Amenities & stations. 10. Follow-up of MR dashboard & GM dashboard items. 11. Mentor HOD of BKN division. To attend emergencies, GM's annual inspection, CRS inspections of BKN Div.

	12. Any other work assigned by PCE/CPD/SD from time to time.
8.	<p>Chief Bridge Engineer</p> <p>(To be assisted by Dy. CE/Br./P&D and Dy.CE/Br.Line)</p> <ol style="list-style-type: none"> 1. Approval of GADs, detailed design & drawings, launching scheme/TADs of all type of bridges & steel structure works including FOB, PF shelters, Workshop structures, Overhead water tank, ROBs, RUBs, LHS, and LCs. 2. Checking of design of framed structure. 3. Movements of over dimensional consignments, condonation proposal of SOD for fixed structures, coordinating all statutory sanctions from CRS & CRS inspections in respect of Railway Bridges, SOD and SOD infringements, Movement of ODC. 4. Floods and breaches <ol style="list-style-type: none"> i) Damage due to flood, cyclones and earthquake. ii) Flood protection works & drainage. iii) Air craft for aerial survey in connection with floods. iv) Emergency stores/Monsoon reserve for floods protection works. v) Works & tank affecting railways (RAW, RAT) vi) All committees regarding flood protection, RAW, RATs – State Engineers Committee, State Govt. Manual on RAW. 5. Safety and other Engineering devices <ol style="list-style-type: none"> i) Arranging Patrolling for RAWs/RATs and Bridges through CTE during monsoon. RAWs/RATs, liaisoning with State authorities ii) Hydro-meteorological studies for bridges, flood control, restoration works, etc iii) Bridge emergency stock ii) Ghat lines 6. Inspection of Bridge as per IRBM including steel structures. 7. Bridge works being executed by Dy.CE/Bridge line 8. Tunneling, Tramways, Ropeways, Guide ways and related matters –all technical matter & proposals. 9. Control of design & bridge cadre and their training Cadre control & Man Power Planning of Bridge staff. 10. Bridge Standard Committee, Bridge Codes and Manual, CBE's conference, etc. 11. PCDO to Railway Board for bridges. Compilation of important items for inclusion in PCE's PCDO to ME. 12. Co-ordination with Railway Board for all matters including Parliament questions, MP & MLA, Railway Board's references etc. on all Bridge matters including ROBs, RUBs, LHS, and LCs. 13. Co-ordination with NHAI/MORTH, State Governments, DFCCIL, RVNL, NCRTC, Local Bodies and Construction Organizations etc for bridge matters. 14. Innovations, Modernisation & Technological advancements in bridges and in all related fields. 15. Codes and manual pertaining to Design / Construction / Maintenance of Bridges & Structures. 16. BMS, RORACS, ROAD, E-DAS and other web applications related to bridges, ROB, RUB, CRS sanction etc. 17. Any other duties assigned by PCE/CPD/BW from time to time.



Secy to PCE

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9.	<p style="text-align: center;">Chief Engineer/RSW</p> <p>(To be assisted by Dy. CE/RSW)</p> <ol style="list-style-type: none"> 1. Sanction, construction and monitoring of progress of ROB's, RUB's, LC's under Plan Head- 29 & 30, Deposit works, NHAI works, works of Subways for elimination of Level Crossings. 2. Sanction, monitoring and execution of construction of Foot Over Bridges for General Public at places not covered under passenger amenities works. 3. Works Programme, budget and control over expenditure for Plan Head-29 (only engg works) & 30. National Highways in respect to Level Crossings works (civil) concerned with PH-29 & 30. 4. Level Crossing: Provision of new Level Crossings, Manning of Unmanned Level Crossings, Upgrading of Level Crossing, Provision of lifting barriers at non interlocked Level Crossings, Stop boards and other road warning board at Level Crossings, Closure of Level Crossings, Re-opening of Level Crossings, etc. 5. All repairs and maintenance works of ROB's/RUB's/Public FOB's being executed by division. 6. Coordination of correction slips related to LC's and ROB's/RUB's. 7. All technical issues and related policies with Level Crossing, RFO, FOB, Washable Aprons and Ballast less track. 8. Technical comments on RTI, draft paras/audit & accounts inspection reports, court cases & arbitration cases, freight, demurrage, stock sheets arising out of ROB's/RUB's/Public FOB's & Level Crossings. 9. Parliament questions, MP/MLA/Rly. Board's references, CA-III reference on ROB's/RUB's/Public FOB's & Level Crossings. 10. PCDO to Railway Board for items pertaining to ROB's/RUB's/Public FOB's & Level Crossings. Important items through CBE for inclusion in PCE's PCDO to ME. 11. Co-ordination with NHAI/MORTH, DFCCIL, RVNL, State Governments, Local Bodies and Construction Organizations etc. for ROB's, RUB's, Public FOB's, and LC's. 12. Innovations, Modernisation & Technological advancements in all related fields. 13. As mentor HOD to attend emergencies, GM's Annual Inspection, CRS Inspections and to carryout technical inspection of Ajmer division. 14. Any other duties assigned by PCE/CPD/BW.
10.	<p style="text-align: center;">Chief Engineer/BR</p> <p>(To be assisted by Dy. CE/D)</p> <ol style="list-style-type: none"> 1. Scrutiny of Bridge Registers of divisions as per IRBM. 2. Monitoring of approval of GADs for Bridge Rehabilitation works. 3. All Bridge Strengthening & Rehabilitation works being executed by division. 4. All Bridge Repair, FOB, Platform shelter, workshop sheds, tall steel structure & Maintenance works being executed by divisions. 5. Works Programme, budget and control over expenditure on bridges & steel structures matters for Plan Head-32 i.e. Bridge rebuilding, rehabilitation and regirdering. 6. M&P programme of Engg. branch. 7. Condemnation of steel girders and other steel structures e.g. tall steel structures, workshop sheds, etc. 8. Technical comments on RTI, draft paras/audit & accounts inspection reports,

	<p>court cases & arbitration cases, freight, demurrage, stock sheets arising out of bridges.</p> <p>9. Parliament questions, MP/MLA/Rly. Board's references, CA-III reference on Bridges.</p> <p>10. PCDO to Railway Board for items pertaining to Bridge rehabilitation and important items for inclusion in PCE's PCDO to ME through CBE.</p> <p>11. Innovations, Modernisation & Technological advancements in all related fields.</p> <p>12. As mentor HOD to attend emergencies, GM's Annual Inspection, CRS Inspections and to carryout technical inspection of Jodhpur division.</p> <p>13. Any other duties assigned by PCE/CPD/BW.</p>
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G. Secy. to PCE

1. PCE's office administration, it's up keep and maintenance, ensuring discipline and punctuality, cadre control and all misc. establishment matters.
2. Scrutinizing and putting-up daks and files to PCE including monitoring of important cases.
3. Training of Gazetted officers.
4. Management of cash imprest.
5. Any other work assigned by PCE from time to time.

NOTE

- (i) In case of any ambiguity regarding a specific item of duties/functions and overlapping duty/ function, the items will be handled by the HOD as nominated by PCE.
- (ii) In the event of any SAG level officer not being available at the HQ for any reason; all matters should normally be looked after by his Dy.CEs. In absence of both or during emergency, the duties of SAG officer shall be performed by the following SAG officers in the specified order:-


Designation of HOD	In absence of (I)	In absence of (I) & (II)
(I)	(II)	(III)
CTE	CTE/TMC	CE/TP
CTE/TMC	CTE	CE/P&D
CE/TP	CE/P&D	CTE
CE/P&D	CE/TP	CTE/TMC
CE/G	CE/SD	CE/W
CE/SD	CE/W	CE/G
CE/W	CE/G	CE/SD
CBE	CE/RSW	CE/BR
CE/RSW	CBE	CE/BR
CE/BR	CE/RSW	CBE

HODs shown in column (ii) should remain in HQ, except in case of emergencies, when HODs shown in column (i) are out of HQ either on duty or leave.

Secy to PCE
17-02-2020

(iii) Following nominations done in the past are also to be continued:-

Sr	Item	HOD Nominated	In the absence of HOD in col.no.3	In the absence of HOD in col.no.3, 4.
1	2	3	4	5
1	Safety Audit Inspection (Once in two months) (This is within NWR)	Concerned mentor HOD	Standby as above	Standby as above
2	Inter Zonal Railway Safety (Half Yearly basis)	CTE	CTE/TMC	CE/TP


Secy. to PLE
17.02.2020