

NOTE

Sub: Duty list of SSEs working in Sr.DEE/General office.

1. CTA (P)

- For all Power, Energy & RE Works, he will Overall In-charge and responsible for all Technical and Policy matters, Specifications, Quality, Modifications, Maintenance Instruction, Innovations/Improvements etc. with their monitoring & implementation.
- All matters of Railway Electrification including CRS.
- Preparation of Presentations, Handout/Handing over Notes etc. and monthly updation.
- Monitoring & Implementation of all Action Plan Items (Power, &Energy Conservation)
- All matters of meeting of GM/DRM/PCEE's Conference, Electrical Safety Week & Energy Conservation Week, PREM, DRUCC & other Meeting/Seminars/Conferences etc. including technical correspondence.
- All matters related to Energy Conservation Award, Energy Efficiency shield & Tariff.
- Ensuring timely submission of compliance of inspection reports.
- Monitoring of Electrical Energy Consumption, PF,MD & energy Tariff.
- Conducting trade test of power artisans staff.
- Preparation of Highlights, MCDO, PCDO, AAC other monthly & periodical Reports.
- Monitoring of Power supply of PRS, UTS, Running rooms & Realization of Electricity bills from Outsiders & Staff quarters.
- Monitoring of Implementation of Energy Auditors's recommendations.
- He will assist Sr.DEE/ADEE in all technical matters.
- Any other work assigned by Sr.DEE/ADEE.

2. CTA (Coaching)

- For all types of TL & AC Coaches, Power Cars & Hotel load, he will be overall In-charge and responsible for all Technical & Policy Matters, Specification, Quality, Modification , Maintenance Instructions, Innovation/Improvements etc. with their Monitoring & Implementation.
- Preparation, Monitoring & Implementation of all Action Plan Items (Coaching).
- All matters of MSG Meeting, GM/DRM/CEE's Conference, Electrical Safety Week, POM, & other Meeting/Seminars/Conferences etc. including technical correspondence.
- Monitoring of Punctuality Performance including Detentions, En-route Failures, Unusual Occurrences etc.
- Preparation of Highlights, MCDO, PCDO (Coaching), AAC.
- Failure Analysis & Remedial Measures, Follow up Action, Monthly updation of Statistics including Failure Records-Failure wise & Firm wise.

- In charge of Divisional Electrical Control, Putting up of Daily Position Chart with Analysis.
- Timely & Uniform implementation of AMCs/CMCs, Repair Contracts etc. related to TL/AC Coaches & Power cars.
- All Safety related matters, Safety Action Plan, Quality, Technical/Safety Drives, Unit Exchange Spares including Repair, including technical correspondence.
- Infrastructure Facilities including availability of T&Ps, Training of Supervisors & Artisans, Programming for IOH/POH, Overdue Coaches, NPOH etc. & related Correspondence.
- Compilation of under Warranty & 100 Days Failures etc. including technical correspondence.
- 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.
- Regular interaction with RDSO, RCF, ICF etc. & ensuring updation.
- Conducting trade test of coaching artisans staff.
- Ensuring timely submission of compliance of inspection reports.
- Inspection of Primary & Secondary trains & Coaching Depots.
- He will assist Sr.DEE/ADEE in all technical matters.
- Any other work assigned by Sr.DEE/ADEE.

3. CTA (Works)

- For all Works Programme he will be Overall Incharge and responsible for 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/ Capital and under demand no.16.
- He will prepare justification/proposals of:- (a) Important works for the improvement/renovations. (b) M&P programme. (c) P.W.P
- He will prepare Tender schedule (technical part) for various work of Coaching & power wing chargeable to revenue, Demand No. 16 & Deposit work
- He will carry out technical checks of various work of power & coaching wing under revenue, Demand No. 16, & Deposit head of allocation.
- He will carry out technical checks of completion report of works.
- Submission of physical & financial status of the work to Sr.DEE/ADEE & HQ as and when required.
- Planning of budget & periodically review.
- Updation of work progress on FTP.
- All matters related to creation/extension of work charged Gaz./NG posts.
- Maintaining & Regular Updating of Progress of Works & Funds on IRPSM, Statements, Positions, Annexure etc.
- He will prepare and send weekly position to HQ.

4. **SSE/Drg**

- Process files of temporary connections of outsiders
- Process electricity bills of DISCOMs timely.
- Process all files of new works, DPRs, eDAS files etc
- Processing the Track crossing proposals for EIG permission.
- Processing of all NS Demands of Power.
- All works related to IT including adequacy, updating software etc., and Regular interaction with IT cell.
- Scrutiny of Plan, Layout, Scrutiny of DPR for private sidings, etc.
- Timely updating of Electrical Website in English on Internet, Intranet, FTP, Information Directory, Assistance required by HQ & Public portal website of Jodhpur Division etc.
- Maintaining Working of Computers, Printers etc. in Electrical department.
- Technical suitability of IT equipments of Division.
- Dealing of Laptop procurement & repairing cases of officers.
- Any other work assigned by Sr.DEE/ADEE.