

ELECTRICAL/GENERAL DEPARTMENT
JODHPUR DIVISION/NORTH WESTERN RAILWAY

➤ **Duties of Officers:**

- **(1) Sr. DEE/General:** Sr.DEE/General is Overall in-charge of Electrical/General department at Divisional level. Overall management and co-ordination of all activities related to Electrical department, decision making, dealing of D&A cases, exercising of financial powers for procurement of vital items, engaging contractors for Electrical works and annual maintenance contracts, coordination with HQ and other departments in the Division.
- **(2) ADEE/Coaching:** Management and monitoring of the coaching activities, Compliance of inspection notes of officers and union items, Issues related with store and cash Imprest of coaching depots, execution of Contracts of coaching including 20 percent test check, planning of Stores of coaching (stock and non-stock) including signing of indents and passing of bills, to carry out/attend safety/passenger amenities related scheduled, night, joint Inspections assigned by Divisional HQ/Zonal HQ as per jurisdiction, Monitoring and disposal of audit cases and in absence of ADEE/G, look after the work of ADEE/G.
- **(3) ADEE/General:** Management and monitoring of the Power activities under the jurisdiction of SSE/Power/JU, SSE/Power/BGKT, SSE/Power/MTD, SSE/Power/DNA, SSE/Power/BME, SSE/Power/JSM, SSE/Power/SMR, SSE/ACSP/JU and SSE/OEP/JU. Issues related with stores including TS & RR and cash Imprest of concerned Power depots, execution of Contracts of Power including 20 percent test check in their respective field of concern power depots, planning of Store of Power (Stock and NonStock) including signing of Indents and passing of Bills as per jurisdiction, Supervise Electrical Safety in Power system of concerned Depots. Planning and monitoring of works and estimates (PB, LB, MLB, Revenue works of Power), To carry out/attend safety/passenger amenities related scheduled, night, joint, SIG inspections assigned by Divisional HQ/ Zonal HQ of his jurisdiction, monitoring of electric energy bills of state electricity boards of concern depots and in absence of ADEE/CHG, look after the work of ADEE/CHG.