

**DUTY LIST OF ELECTRICAL SSEs/JEs**

| <b>(A) DUTY LIST OF SH. VIJAY SINGH, SSE/ELECT/WORKS/BIKANER</b> |   |
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| <b>Works Contract Management of Demand no. 16 as following.</b>  |   |
| 1  | To assist the Sr.DEE/G/BKN for all works contract matter, Policies circulars of all type electrical work contract related.  |
| 2  | To preparation of electrical estimate / sub estimate / revise estimate of demand no. 16and DPR of any project of electrical general service.  |
| 3  | Technical check for all works contract of demand no. 16 & revenue plan head (Power) prior to Measurement book (MB) for bill passing on IRCWMS also.   |
| 4  | Work related to preparation of NIT, tender documents, checking eligibility criteria of tenders, checking of briefing note and checking of corrigendum if any required.<br>All corresponding to HQ regarding technical matters of works. |
| 5  | Monitoring the publishing NIT in newspaper as well as on IREPS and to be submitting the position to SR.DEE/G/BKN on daily basis.  |
| 6  | Monitoring and checking the physical and financial progress of all running work. Consolidated report to be furnished to Sr. DEE/G on fortnightly basis.   |
| 7  | Execution of project works keeping in view standard code of practice, IE rules, Rly. Bd's and HQs circulars. He will ensure execution of project works within targeted time ensuring quality of works.                                  |
| 8  | Processing for samples approve of electrical items being used in the works.   |
| 9  | Deal with all issues related with measurement of already executed work and made necessary correspondence with contractors.  |
| 10   | To coordinating with associate engineering and S&T and finance department for works contract related matter, wherever needed.   |
| 11   | To furnish the appropriate remarks / reply regarding account observation on estimate / NIT/ variation works contract.   |
| 12   | Updating of physically and financial progress of all PH works on IRPSM before 5 <sup>th</sup> day of every month in which electrical work.  |
| 13   | Tariff and All cases of load augmentation, contract demand revision, Correspondence with SEBs for PLTC and other issue. (CTA)   |
| 14   | Work related to newly opening construction project of elevators (Lift and escalators) and maintenance and safety certificate related work of existing lift and escalators.  |
| 15   | Any other work assigned by Sr. DEE G.   |
| 16   | Sh. Vikram will look after his duties in his absence.   |
| 17   | Sh. Vinesh, JE/PLG will assist SSE/works in his day to day working perform the above duties.  |
| <b>(B) DUTY LIST OF SMT. RAJNI SSE/PLG/BIKANER</b>               |   |
| 1  | To preparation of all type electrical estimate /sub estimate / revise estimate /  |

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|    | AMC proposal of running assets / CMC proposal of running assets and DPR of any project of power service under <b>Revenue plan head and deposit work</b>  |
| 2  | Monitoring and checking the physical and financial progress of all running work under <b>Revenue plan head and deposit work</b>  |
| 3  | Preparation of GM/DRM/CRS inspection hand out and presentation of entire division pertains to Electrical General.  |
| 4  | All quotation work (Repair) of power as well as coaching (Technical work).   |
| 5  | Preparation of compliance reports of all inspections pertaining to electrical power.   |
| 6  | Reply of head quarter safety drives pertaining to electrical power and maintaining their record.   |
| 7  | Checking the feasibility of temporary connection and preparation of detail estimate of the same.   |
| 8  | Compliance of standard code of practices IE rules, Rly. Bd's and HQs circulars. He will ensure execution of project works within targeted time ensuring quality of works.  |
| 9  | Shri. Vijay, SSE/Works look after her duties in her absence.   |
| 10 | Any other work assigned by Sr.DEE G in addition to above time to time.   |
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|    | <b>(C) DUTY LIST OF Shri Ashwani, SSE/ELECT/STORE/BKN</b>  |
| 1  | Technical check of indent received from various depot and technical suitability of non-stock/stock material which are being purchased from store department and all technical matter related to store.   |
| 2  | To carry out consignee inspection wherever needed and issue inspection certificate and issued I – Note.  |
| 3  | To monitoring, processing and billing of all non-stock items on IMMS/UDM.  |
| 4  | Chase up the status of all non-stock indent PO, checking of technical suitability and rate reasonability, and put up the report to Sr. DEE G   |
| 5  | Monitoring and implementation of UDM for material management   |
| 6  | Preparation and submission of AAC for approval of headquarter.   |
| 7  | Other important works assigned by Sr.DEE.  |
| 8  | Mrs. Rajni SSE/Plg will look after his duties in his absence.  |
|    | <b>D) DUTY LIST OF Sh. Abhishek/SSE/ELECT/CHG/BKN</b>  |
| 1  | To assist the Sr.DEE/G/BKN for Policies circulars of all type electrical work related to coaching.   |
| 2  | Preparation of estimates, sub estimate of all revenue Works keeping in view of standard code of practice IE rules; HQ and Rly board circular pertains to coaching. Timely collection of sanctioned estimates from another department in which our sub estimate is involved. All work related to execution of tenders right from estimate finance vetting, floating of tenders , Tenders opening, downloading documents and attached same in concerned tender file to |

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|    | tender finalization including awarding LOA . Assist Sr.DEE/G in TC on IREPS  |
| 3  | New NS addition , variations , technical checks , finance observation etc works  |
| 4  | Rolling stock sick/Fit, Rail Madad and power cars position to Sr.DEE/G/BKN on daily basis  |
| 5  | Power Car scheduled maintenance daily monitoring and position to Sr.DEE/G/BKN  |
| 6  | Monitoring and compliance of all safety drives, HQ day to day letter and parliamentary question reply, PCDO/MCDO of items pertains to coaching.  |
| 7  | UDM implementation, Co-ordinate with depot SSEs and workshop and HQ for material availability of all stock items.  |
| 8  | To monitor availability of spare part for maintenance and chase up, materials Schedule (MS) for general service-related matter   |
| 9  | Updating and keeping records of ALL Rly. Bd's circulars, SMIs and implementation of same in all coaching depots.   |
| 10 | Supervision of control office and staff.   |
| 11 | Preparation of specification, tender documents, estimates, test check of vehicles of power/coaching depot as well as DRM office.   |
| 12 | To inspect all coaching stocks and installation as per scheduled format  |
| 13 | Shri Ashwni kumar,SSE/Store will look after his duties in his absence.   |
|    | <b>(E) DUTY LIST OF Shri Vikarm Singh, JE/ELECT/Pr/BKN</b>   |
| 1  | To assist the Sr.DEE/G/BKN for all technical matter likewise Drawing, design, policies circulars of all type electrical power general service related matter work.   |
| 2  | Strict monitoring of all action plan item of F.Y 2022-23 and Preparation of MCDO/PCDO of General service (Power). Monthly progress report with details of each item of action plan is to be submitted to Sr.DEE/G. Conduct a monthly physically meeting with all SSE at HQ BKN regarding action plan target. Furnishing MOM of same and implementation of decisions, whatever taken in these meetings. |
| 3  | To carry out inspection of electrical installation related to service building and staff quarters as per "Code of practices house wiring as per relevant IS and air cooling / air conditioning work as amenities for staff and passenger.  |
| 4  | To check the power supply system diagram of substations with providing of ring main wherever desirable and pumping installation and apprise of Sr.DEE/BKN if any lapses noticed, feasibility for open access over division.  |
| 5  | Monitoring of solar installation (working energy generation) and any new survey, implementation work for same and liaison with firms for any issue for solar installation. Closely Monitoring progress of all on going solar works and PIT light work.   |
| 6  | To coordinating and joint survey / inspection with associate engineering and S&T department for Electrical power related matter.   |
| 7  | To prepare, to endowing, to succumbing quality performance sheet for all   |

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|    | running assets over BKN division.  |
| 8  | To evaluates and checking of all technical parameter of PLTCs and all other plans received from others department manually as well as on E-das, Rail Bhoomi Crossing Sewa (RBCS), way leave agreements or any other portal related to track crossing and putting the same to Sr.DEE/G within 3 days after receiving with proper checking in all respect, timely execution of all new way leave agreements and renew all expiring way leave agreements. Letters to SEBs regarding PLTC/ join survey/EIG approval etc RE Work of OH/UG conversion and any other correspondences to modification of PLTC. All correspondence related to PLTC cases. Monitoring of running case of PLTC. Progress of all on going PLTC is to be furnished on fortnightly basis to Sr DEE/G in prescribed format. |
| 9  | Submit desired data on paper with signature for submission to CRS inspection and getting EIG approval from PCEE and maintain record thereof.   |
| 10 | To assist Sr.DEE/G & any other higher authority during his field inspection. Furnishing inspection notes of same.  |
| 11 | Implementation and execution of Railway Bijli Samadhan App, updation of details on e-drasti portal and on any other official portals.  |
| 12 | Checking of SWR & LC correction slips and timely put up of the same for signature of Sr.DEE G  |
| 13 | Timely (maximum within 3 days) putting and checking all CRS Papers, (speed raising, new lines,RE works etc).   |
| 14 | A meeting will be organized in Sr.DEE/G chambers at 13:00 hrs on every Monday with all staff. MoM of same shall be furnished on same day by 15:00 hrs and compliance of MoM of this meeting shall be furnished on each Friday 16:00 hrs without fail to Sr.DEE/G.  |
| 15 | He will work as of technical assistant (CTA) of Sr.DEE/G.  |
| 16 | Other works assigned by Sr.DEE/ G in day to day working.   |
| 17 | Shri Vijay will look after his duties in his absence.  |