

North Western Railway**Headquarter Office
Jaipur****No. SG/3/3/Duty list (JAG)****27.01.23****Sub:- Duty list of JAG Officers of S&T Department on NWR.**

Duty list of JAG officers of S&T Department are as under:-


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| 1 | Dy. CSTE/Tele He will look after the following subject and report to CCE. |
| (i) | Maintenance of Telecommunication installations including OFC and issue of policy directions thereof. |
| (ii) | Monitoring of telecom action plan & related correspondence. |
| (iii) | All activities connected with telecom networking for administration, operation, CRIS related, passenger amenities and other networking, displays & systems. |
| (iv) | Inspection of Telecom installations. |
| (v) | RDSO Telecom matters, Telecom standards committee matters, follow up of items of CCE Conference, MSG (Telecom) meeting etc. |
| (vi) | Provision & shifting of telephones as per laid down policy, provision of mobile phones etc. |
| (vii) | Attending meeting & Co-ordination with BSNL, Railtel & other service providers wherever applicable. |
| (viii) | All telecom matters of GM's Conference, Video Conference, CSTE's Conference & Cipher Working, inauguration & functions coordinated by HQ. |
| (ix) | WPC, PTCC clearance, periodical meetings and Coordination with Rail Tel and he shall ensure timely payment of BSNL telephone & mobile bills and other misc bills. |
| (x) | Works Study Report on telecom matters. |
| (xi) | Statistical Data on Telecommunication and data related to Annual reports. |
| (xii) | Nodal officer for all IT related activities. |
| (xiii) | Co-coordinating officer for communication in cases of disaster mishaps and storms. |
| (xiv) | Parliamentary questions, MP/MLA references, ZRUCC, & other representations. |
| (xv) | Items pertaining to VIP reference, Public Complaints. |

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| (xvi) | Telecom portion of PCDO to MI. |
| (xvii) | To be member of Tender Committee at JA Grade level for all Telecom. Items and dealing with other Stores cases of telecommunication including stock items and specifications for non stock items. |
| (xviii) | Material procurement for all Telecom materials for maintenance (including AAC) as well as for works required by Divisions and coordination with Divisions and Stores Department for Store matters. |
| (xix) | Monitoring & Coordination with Divisions for the progress of various works under PH-53 & 64. |
| (xx) | Telecom Yardsticks. |
| (xxi) | Compilation of data for Zonal Telecom Shield to divisions annually. |
| (xxii) | Monitoring Telecom works progress of RE works, DFCCIL connectivity works, PFT siding works, deposit works & coordination with Divisions and executing agency. |
| | Any other item assigned by PCSTE & CCE. In his absence, Dy.CSTE/Signal will look after the duties. |
| 2 | Dy. CSTE(D&D) He will look after following subjects & report to CSTE/P&D. |
| (i) | Checking of applications for PCSTE sanction (in lieu of CRS) & put up for approval/sanction. |
| (ii) | Checking and processing of applications for dispensation /TSA approval and put up for approval /sanction. |
| (iii) | Checking, alteration and approval of wiring diagrams, control panel diagram, selection tables for various works executed by field units of all divisions, DFCCIL, RVNL, RE & private sidings etc. |
| (iv) | Processing of alteration and approval of SIPs to be issued in connection with the various works executed by field units of all divisions, DFCCIL, RVNL & RE etc. |
| (v) | All matters concerned with standardization of Drawings, Circuits & Specifications etc. |
| (vi) | Issue of completion plans. |
| (vii) | Checking and processing for various condonations for RE & other associated works. |
| (viii) | Updating of documents/drawing & specifications in Drawing Office. |
| | Any other item assigned by PCSTE & CSTE/P&D. In his absence Dy.CSTE/Signal will look after the duties. |

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| 3 | Dy.CSTE/Sig He will look after the following subjects and report to CSE. |
| (i) | He will be incharge of HQ fault control & shall closely monitor punctuality, S&T incidence position etc & related correspondence /coordination with traffic branch & safety branch. |
| (ii) | All signaling & Safety matters. |
| (iii) | Statistical data on Signalling and data related to Annual reports. |
| (iv) | Signalling portion of PCDO to MI. |
| (v) | Coordination regarding IRSTE. |
| (vi) | Annual narrative reports. |
| (vii) | Technical Assistant to PCSTE and monitoring compliance of PCSTE Inspection Notes/Technical Circulars. |
| (viii) | Works Study Report on Signalling matters. |
| (ix) | To be member of Tender Committee at JA Grade level for all Signalling Items and dealing with other Stores cases of Signalling including stock items and specifications for non stock items. |
| (x) | Material procurement for all Signal materials for maintenance(including AAC) as well as for works required by Divisions and coordination with Divisions and Stores Department for Store matters. |
| (xi) | Compliance to Inspection notes of Chairman & CEO, Members of Railway Board, GM, PCSTE. Monthly report on inspection done by SAG officers. |
| (xii) | Signal Yardsticks. |
| (xiii) | Compilation of data for Zonal Signal Shield to divisions annually. |
| (xiv) | Monitoring Signal works progress of RE works, DFCCIL connectivity works, PFT siding works, deposit works & coordination with Divisions and executing agency. |
| | Any other item assigned by CSE & PCSTE. In his absence, Dy.CSTE/D&D will look after the duties. |
| 4 | Secy to PCSTE & Dy. CSTE/Plg. He will look after the following subjects and report to PCSTE. |
| (i) | Preparation of works programme & Estimates of all Signaling & Telecom works including PWP & FWP. Dealing with M& P. |
| (ii) | Monitoring of itemized Pink Book S&T works, Level Crossing works & Signalling |

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| | portion of joint works, LAW book works, Traffic Facility works controlled by S&T. |
| (iii) | Sanction of detailed Estimates (and Revised Estimate) for Signalling & Telecom works. |
| (iv) | Expenditure Control, Budget for S&T plan head & Level Crossing Plan Head works controlled by open line, Revenue Budget. |
| (v) | Preparation and sanction of Abstract Estimates for works both itemized and lump sum executed by S&T open line. |
| (vi) | Review coordination between division & S&T (Construction) for all S&T works being carried out by S&T/Construction. |
| (vii) | Coordination with Divisions for the progress of various works. |
| (viii) | SOR for S&T works on NWR and its updating on IREPS, Coordinator of IRPSM, IREPS, GeM & similar nature of works. |
| (ix) | Re-appropriation of funds under S&T Revenue and capital heads. |
| (x) | Corporate Plan & Five Years Plan proposals. |
| (xi) | PCSTE's office Administration, It's up keep and maintenance, ensuring discipline and punctuality, cadre control and all misc. establishment matters. |
| (xii) | Scrutinizing and putting-up Daks and Files to PCSTE including monitoring of important cases. |
| (xiii) | Training of Gazetted officers, manpower planning. |
| (xiv) | Management of Cash Imprest. |
| (xv) | GM's Awards, CSTE's Awards, S&T Shield. |
| (xvi) | Monitor and update PCSTE/NWR regarding MP/MLA's references and other VIP's references. |
| | Any other items assigned by PCSTE & CSTE/P&D. |
| | In his absence, Dy.CSTE/Plg. part will be look after by Dy.CSTE/Tele. |

This has approval of PCSTE


 (Ashok Maurya)
 CSTE/HQ/NWR

Copy to:

PS to PCSTE for kind information of PCSTE

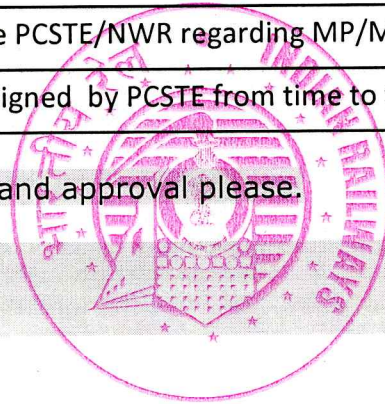
CSTE/Project CSTE/P&D CCE CSE
 Dy.CSTE/Tele Dy.CSTE/Sig. Secy to PCSTE & Dy.CSTE/Plg. Dy. CSTE(D&D)
 All SrDSTEs , All field DyCSTEs

Sub: Duty list of Secy. to PCSTE/NWR

| S.No. | DUTIES |
|-------|---|
| i) | PCSTE's office Administration, It's up keep and maintenance, ensuring discipline and punctuali and all misc. establishment matters. |
| ii) | Scrutinizing and putting-up Daks and Files to PCSTE including monitoring of important cases. |
| iii) | Training of Gazetted officers, manpower planning. |
| iv) | Management of Cash Imprest. |
| v) | Co-ordination in respect of POM, GM's conference, organizing Sr. DSTE's conference, preparin |
| vi) | GM's Awards, CSTE's Awards, S&T Shield. |
| vii) | Follow up on Inspection notes of Chairman & CEO, Members of Railway Board, GM, PCSTE. M inspection done by SAG officers. |
| viii) | Monitor and update PCSTE/NWR regarding MP/MLA's references and other VIP's references. |
| ix. | Any other work assigned by PCSTE from time to time. |

Put for your kind perusal and approval please.

12/08/2022 12:41 PM



अशोक मौर्य **ASHOK MAURYA**
(CSTE/HQ)