

Headquarter Office

Jaipur.

Date: 07.03.2025

No. SG/3/3/Duty List/ SAG/NWR

Sub: Updated Duty list of SAG Officers of S&T department on NWR.

Ref: Letter No. SG/3/3/Duty List/SAG/NWR Dated: 02.09.2024.

Based on present incumbents, the updated duty list of all SAG officers of S&T department in HQ is as under:

1	Chief Signal & Telecom Engineer/HQ (Present Incumbent: Shri Ashok Maurya) (He will be assisted by SSTE/HQ)
	He will look after the following activities and report to PCSTE
(i)	He will be Territorial HOD of Jaipur Division.
(ii)	Establishment matters of NG staff including recruitment, selection, posting, D&AR matters, Union Matters etc. and work study reports of NG staff and HQ office staff.
(iii)	Training of Non-Gazetted staff and Gazetted Officers in consultation with PCSTE.
(iv)	Quarters to S&T staff.
(v)	Compliance of Inspection Notes of GM, PCSTE, AGM, CRS & Board Members etc.
(vi)	Right To Information, CPGRAM, MP/MLA, ZRUCC references and other complaints.
(vii)	Reply to Parliamentary Questions.
(viii)	Creation of Gazetted and Non-Gazetted posts for new and additional assets, and also work charged posts.
(ix)	Cases of frauds, embezzlement and write off losses due to theft etc.
(x)	PCDO to MI.
(xi)	Rajbhasha Matters.
(xii)	Arbitration and Court Cases.
(xiii)	Audit & Accounts Inspection Reports, Stock Verification Sheets and work study reports.
(xiv)	Yard-sticks, yearly/month compilation of S&T workload & Signal & Telecom Units (DESU/ZISTU) and scrutiny of proposals for additional staff from the Division.
(xv)	All matters connected with Efficiency Index & Efficiency shield.

Sharma
07/03/25

(xvi)	Monitoring of implementation of items of Railway Board/RDSO/GM/ Other important S&T items on NWR and putting up status.
(xvii)	Items pertaining to VIP reference, Public Complaints.
(xviii)	GM's Awards, PCSTE's Awards, S&T Shield.
(xix)	Monitor and update PCSTE/NWR regarding MP/MLA's references and other VIP's references.
(xx)	SAG inspection and pre-CRS inspection as THOD.
(xxi)	Organizing S&T officers' Conference at Zonal level.
(xxii)	In absence of CSTE/HQ:- a) CCE would look after duties of CSTE/HQ. b) In the event of absence of CCE also, duties of CSTE/HQ would be looked after by CSTE/P&D.
	Any other subject specially assigned by PCSTE.
2	Chief Signal Engineer (CSE) (Present Incumbent: Shri Deepak Verma) (He will be assisted by Dy.CSTE/Signal)
	He will look after the following activities and report to PCSTE
(i)	He will be Territorial HOD of Ajmer Division.
(ii)	Maintenance of Signalling gears and issue of all policy directives pertaining to Signalling with the approval of PCSTE.
(iii)	Analysis of Signal incidences and punctuality lost cases & follow up.
(iv)	Specifications, Manuals pertaining to Signalling, G&SR, Rules and Regulations for opening of Railways, Block working, Accident Manual etc.
(v)	RDSO Signalling matters, Signal Standard Committee & Maintenance Study Group items.
(vi)	Signalling matters pertaining to GM's Conference, PCSTE's Conference & other meetings/conference.
(vii)	Matters related with Safety including Corporate Safety Plan, Disaster Management Plan, coordination with PCSO, attending CRS inspections, attending Safety Audit Inspection
(viii)	Coordination with Construction organization for signaling works including taking over of new assets.
(ix)	Taking over of new assets from Construction and other executing agencies.
(x)	Issue of Technical Circulars and other instructions for the maintenance of Signalling assets with the approval of PCSTE.

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07/03/25

(xi)	Typical drawings and circuits etc. on behalf of Open Line.
(xii)	Accident Enquiries of SAG level and implementation of Railway Accident Enquiry Committee's recommendations.
(xiii)	Material planning of Signalling Items and review availability of Signalling Stores in Division for proper maintenance.
(xiv)	To be member of Stores Tender Committee at SA Grade level for all Signal items.
(xv)	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.
(xvi)	SAG inspection and pre-CRS inspection as THOD.
(xvii)	Compendium of instructions & guidelines on Signalling matters.
(xviii)	In absence of CSE: <ul style="list-style-type: none"> a) CSTE/P&D would look after duties of CSE. b) In the event of absence of CSTE/P&D also, duties of CSE would be looked after by CCE.
	Any other subject specially assigned by PCSTE.
3	Chief Communication Engineer (CCE) (Present Incumbent: Shri Jai Prakash Meena) (He will be assisted by Dy.CSTE/Tele)
	He will look after the following activities and report to PCSTE.
(i)	He will be Territorial HOD of Bikaner Division.
(ii)	All matters connected with Telecommunication and issue of policy directives.
(iii)	Maintenance of telecommunication gears including quad cable & OFC.
(iv)	All activities connected with maintenance and work of FOIS, UTS, PRS and Cypher works.
(v)	Coordination with Construction organization for Telecom works including taking over.
(vi)	Telecom Manual, RDSO Telecom matters and Telecom standards committee matters.
(vii)	Policy matters relating to telecommunication, OFC, telephone exchanges, Public Address Systems, Coach Guidance System, Digital Clocks, LED TV and Railnet updates with approval of PCSTE.
(viii)	Technical circulars and other instructions for the maintenance of Telecom Assets with the approval of PCSTE to the divisions.

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07/03/25

(ix)	Planning of communication network including additions and surrender of MTNL/BSNL channels, provision of MTNL/BSNL and Railway telephones.
(x)	Material planning of Telecom items and review availability of Telecom stores in Division & HQ for proper maintenance.
(xi)	Coordination with RCIL, BSNL, M/s JIO and all non Railway external agencies for telecom activities.
(xii)	Schedule inspection of Telecommunication assets, FOIS, UTS, PRS & OFC installations.
(xiii)	All matters related with Disaster Management, PTCC cases.
(xiv)	Secret files relating to National Emergency and other Secret/Confidential file.
(xv)	To be member of Stores Tender Committee at SA Grade level for all Telecom items.
(xvi)	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.
(xvii)	Monitoring & Coordination with Divisions for the progress of various works under PH-53 & 64.
(xviii)	SOR for Telecom Works. Compendium of instructions & guidelines on Telecom matters.
(xix)	SAG inspection and pre-CRS inspection as THOD.
(xix)	In absence of CCE:- a) CSTE/HQ would look after duties of CCE. b) In the event of absence of CSTE/HQ also, duties of CCE would be looked after by CSTE/P&D.
	Any other subjects specially assigned by PCSTE.
4	Chief Signal & Telecom Engineer (P&D) (Present Incumbent: Shri Anurag Goyal) (He will be assisted by Secy to PCSTE and Dy.CSTE/Plg. & Dy.CSTE/D&D) He will look after the following activities and report to PCSTE.
(i)	He will be Territorial HOD of Jodhpur Division.
(ii)	Scrutiny of Engg. Plans and put up for PCSTE's approval.
(iii)	He will be overall incharge of Drawing & Design office and will ensure that design documents are given to field units timely for execution of works/projects while ensuring conformance with typical design/circuit diagrams & policy decisions.

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07/03/25

(iv)	Modernization of Drawing office, E-DAS implementation, EI testing/FAT set up in HQ Office and Divisions.
(v)	Checking of application for PCSTE sanction (in lieu of CRS) & put up for approval/sanction. CRS related Speed certificate pertaining to Up-gradation of rolling stock, new high speed trains, Railway Electrification etc.
(vi)	Checking and processing of applications for dispensation /TSA approval and put up for approval/sanction.
(vii)	Checking, alteration and approval of wiring diagrams, control panel diagram, selection tables for various works executed by field units of all divisions including GSUs, Project Unit, DFCCIL, RVNL, RE & private sidings etc.
(viii)	Co-ordination and monitoring of works being executed by various executing agencies like Construction, RVNL, DFCCIL, RE, RITFS etc.
(ix)	Processing of alteration and approval of SIPs to be issued in connection with the various works executed by field units of all divisions including GSUs, Project Unit, Construction, DFCCIL, RVNL, RE etc.
(x)	All matters concerned with standardization of Drawings, Circuits & Specifications etc.
(xi)	Issue & monitoring of completion plans.
(xii)	Checking and processing for various condonations for RE & other associated works.
(xiii)	Updating of documents/drawing/App. Logic in server & NWR website.
(xiv)	All applications of TSAA and other documents requiring PCSTE sanction should be routed through him.
(xv)	SAG 3 rd TC Member for works of other departments.
(xvi)	SAG inspection of RE works (PCEE inspection). Pre-CRS inspection as THOD.
(xvii)	Planning of Signaling & Telecom works for PB and LB works.
(xviii)	Budget and Expenditure Control of works and revenue grants.
(xix)	Sanction of Abstract estimates for works both itemized and lump sum executed by S&T open line.
(xx)	Coordinator of IRPSM, IREPS.
(xxi)	Re-appropriation of funds under S&T Revenue heads.
(xxii)	Preparation of works program for S&T department.
(xxiii)	SOR for S&T works on NWR and its updating on IREPS, GeM, Similar nature of works.
(xxiv)	In absence of CSTE/P&D:-

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07/03/25

125

	<p>a) CSE would look after duties of CSTE/P&D.</p> <p>b) In the event of absence of CSE also, duties of CSTE/P&D would be looked after by CCE.</p>
	Any other subject specially assigned by PCSTE.
5	Chief Signal & Telecom Engineer (Project) (Present Incumbent: Shri T.A.Ansari)
	He will look after the following activities and report to PCSTE.
(i)	<p>He will be in charge of all PH-29 & PH-33 Pink Book works allotted to him e.g.</p> <ul style="list-style-type: none"> ➤ Automatic Signalling. ➤ KAVACH ➤ LTE ➤ IP-MPLS ➤ LC interlockings etc. <p>and S&T portion of other works/projects allotted to him.</p>
(ii)	Monitoring of S&T works and safety works being executed by all Sr.DSTEs.
(iii)	Coordination for Updation of works status on IRPSM for all works being executed by S&T department.
(iv)	Establishment matters of Project Unit.
(v)	All applications of TSAA and other documents pertaining to Project units requiring PCSTE sanction should be routed through him to CSTE/P&D.
(vi)	<p>In absence of CSTE/Project:-</p> <p>a) CSTE/P&D would look after duties of CSTE/Project.</p> <p>b) In the event of absence of CSTE/P&D also, duties of CSTE/Project would be looked after by CSTE/HQ.</p>
	Any other subject specially assigned by PCSTE.

This has the approval of PCSTE.

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07/03/25
Secy to PCSTE &
Dy.CSTE/Plg.

Copy:

Secy. to GM: for information of GM please.

CSTE/P&D

CSTE/HQ

CSE

CSTE/Project

CCE

Dy.CSTE/D&D Secy. to PCSTE & Dy.CSTE/Plg.

Dy.CSTE/Sig.

Dy.CSTE/Tele

Dy.CSTE/Project/JP & JU

Sr.DSTEs-AII, BKN, JP & JU