

DUTY LIST OF ELECTRICAL SSEs/JEs

(A)	DUTY LIST OF Sh. Kunj Bihari Sahani, SSE/ELECT/WORKS/BIKANER
	Works Contract Management of Demand no. 16 as following.
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. 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 th day of every month in which electrical work.
13	Work related to newly opening construction project of elevators (Lift and escalators) and maintenance and safety certificate related work of existing lift and escalators.
14	Any other work assigned by Sr. DEE G.
15	Sh. Mendleef Katiyaar will look after his duties in his absence.
16	Sh. Mahendar Kumar, JE/Pr. will assist SSE/works in his day to day working to perform the above duties.
(B)	DUTY LIST OF Shri. Mendleef Katiyaar SSE/PLG/BIKANER
1	To preparation of all type electrical estimate /sub estimate / revise estimate /

	AMC proposal of running assets / CMC proposal of running assets and DPR of any project of power service under Revenue plan head and deposit work.
2	Monitoring and checking the physical and financial progress of all running work under Revenue plan head and deposit work.
4	All quotation work (Repair) of power as well as coaching (Technical work).
5	Preparation of compliance reports of other department inspections pertaining to electrical power.
6	Checking the feasibility of temporary connection and preparation of detail estimate of the same.
7	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.
8	Shri. Kunj Bihari Sahni, SSE/Works look after her duties in her absence.
9	Any other work assigned by Sr.DEE/G in addition to above time to time.
(C)	DUTY LIST OF Shri Vikarm Singh Bairwa, CTA/Power/BKN
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 Including assisting in tender evaluations and finalizations.
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	Revision of electricity Tariffs for Railway residential quarters and for outsiders from time to time as per concerned discom circulars and all cases of load augmentation, contract demand revision, Correspondence with SEBs for PLTC and other issues in coordination with the help from ministerial staff.
4	Preparation of handout & presentation for GM and other higher level authorities' inspections and meetings and providing compliances of their inspection notes.
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 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	Launching of safety & special drives of as per HQ & RB orders pertaining to electrical power and providing their compliances and maintaining their record.
11	All correspondences with NWR/HQ and Railway Board pertaining to Electrical power and providing timely reply of their letters.
12	Preparation of inspection notes of Sr.DEE/G inspections and ensuring their compliances from concerned department and depots.
13	To assist Sr.DEE/G & any other higher authority during his field inspection. Furnishing inspection notes of same.
14	Implementation and execution of Railway Bijli Samadhan App, NWR e-inspection Module, NWR BKN DACS Portal, IR-RBCS Portal, Railsaver & EEMS Portal, EDAS Portal etc and updating of details on e-drasti portal etc.
15	Checking of SWR & LC correction slips and timely put up of the same for signature of Sr.DEE/G.
16	Timely (maximum within 3 days) putting and checking all CRS Papers, (speed raising, new lines, RE & doubling works etc).
17	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 17:00 hrs and compliance of MoM of this meeting shall be furnished on each Friday 16:00 hrs without fail to Sr.DEE/G.
18	He will work as of Technical Assistant (CTA) of Sr.DEE/G.
19	Other works assigned by Sr.DEE/ G in day to day working.
20	Shri Kunj Vihari Sahani SSE/Works will look after his duties in his absence.

	(D) DUTY LIST OF Shri Yogesh Kumar, SSE/ELECT/STORE/BKN
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.
4	To monitoring, processing and billing of all non-stock items on IMMS/UDM.
5	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
6	Monitoring and implementation of UDM for material management
7	Preparation and submission of AAC for approval of headquarter.
8	Other important works assigned by Sr.DEE/G.
9	Sh. Rishabh Lohiya SSE/Works-II will look after his duties in his absence.