

Duty list of Ministerial Staff of Electrical Department, DRM's Office, Bikaner. As on dt 13.05.2024

Name of post	Sanction Cadre	On Roll	Vac
Ch.os GP 4800	02	02	00
Ch.os GP 4600	01	00	01
OS-GP 4200	02	01	01
Sr.clerk GP-2800	02	02	00
clerk GP-1900	00	01	+01

1	Ch.os GP 4800 L-8 Sh.Mahaveer Prasad	1	General Supervision of Electrical Branch
		2	Cash Imprest of Sr.DEE
		3	Vehicle Hiring, transportation of scrap material to store depot
		4	stationry, Equipments, Quotations bills, Petty Repair and Local Purchase cases
		5	Court Cases, Preparation of Parawise Comments, payment of Advocates
		6	Arbitrations Cases
		7	capital budget
		8	all works matter supervision . अन्य कार्य जो वरि.मंडल बिजली इंजिनियर/सा द्वारा सौंपा जाये ।
		9	Duties of Sh Asu singh choudhary Chos & Sh.Rahul sharma Sr.clerk in his absence
		10	

2	Ch.os GP 4800 L-8 Sh.Asu singh choudhary	1	Personnel matters such as Appointments
		2	Promotion, Selections, Reversion
		3	Seniority, Retirements, Filling of vacancies
		4	Trade tests, Selection of staff, Apprentices, Training, Awards
		5	Creation & Surrender of posts, Pin-pointing of staff
		6	Cadre Maintenance, Book of Sanction
		7	MPP,MPR
		8	Staff Grievances, Territorial Army
		9	Revenue Budget Demand Number 06,07,08
		10	own request transfer, mutual transfer
		11	supervisor & ministerial staff leave
		12	staff priority Leave record of branch staff & Absentee
		13	Duty orders of unauthorized absence
		14	Duties List of staff act. Apprentices 1961
		15	Personnel matters Supervision अन्य कार्य जो वरि.मंडल बिजली इंजिनियर/सा द्वारा सौंपा जाये ।

		16	Duties of Sh. MAHAVEER PRASAD Chos in his absence

3	Ch.os GP 4600 L-7 (Vacant)	1	Audit objection supervision
		2	RTI matter supervision
		3	Maintenance of Electric Branch T&P and its Ledger
		4	Stock Sheets
		5	APAR
		6	CPGRAM ,Rail madad
		7	Payment of Electric Bills of SEBs/Electric Nigams and related matters Supervision
		8	अन्य कार्य जो वरि.मंडल बिजली इंजिनियर/सा द्वारा सौंपा जाये ।

4	OS GP 4200 L-6 Sh Jitendra kumar chouhan	1	Payment of Electric Bills of SEBs/Electric Nigams and related matters including electrification of Railway stations and new installations
		2	Correspondence with SEBs
		3	imp rest stores of Power & TL
		4	D & AR Cases
		5	Solar bills
		6	अन्य कार्य जो वरि.मंडल बिजली इंजिनियर/सा द्वारा सौंपा जाये ।
		7	Duties of Sh Narendra singh Rathore clerk in his absence.

5.OS (against sr.clerk)Sh.Rahul sharma Sr.clerk	1	Monitoring all tender cases(revenue and works)on IRCWMS regarding agreement
	2	GCC and IRSOP,PH works on IRPSM, Registration, planning and implementation of shramsuvudha portal
	3	Preparation of Briefings, Comparative Statements
	4	issue of LOA, Contract Agreements, DOC extension, Release of EM/SD, Bank Guarantee
	5	All correspondence regarding the execution of works
	6	All works related Works
	7	Payment of firm's bills, Liaison with Accounts & Engg. In this regard.

	8	Registration, planning and implementation of ShramSuvidha Portal, obtaining of license from contractors before starting the execution work and implementation and record upkeeping for all contracts in which contract labour employed as per CLRA act 1970 and THE CONTRACT LABOUR (REGULATION AND ABOLITION) CENTRAL RULES, 1971 Strictly. Compliance of inspection of labour enforcement officer, and furnishing returns related to CLRA.
	9	Grievances
	10	अन्य कार्य जो वरि.मंडल बिजली इंजिनियर/सा द्वारा सौंपा जाये । DRM's Interview cases, Notes, Duties of Sh MAHAVEER PRASAD Chos in his absence

6.Sh ABHISHEK SHARMA Sr.Clerk	1	Temporary Electric Connections
	2	Electric Bills of Railway staff and outsiders
	3	Union Matters- NWREU, UPRMS, PREM, AISCST, OBC & Other Associations.
	4	MP/MLA's references, DRUCC, ZRUCC, Parliament questions
	5	All matters regarding Electrical Crossings, Staff Quarters
	6	RTI, CUG SEM
	7	Audit and Accounts Objections and reports अन्य कार्य जो वरि.मंडल बिजली इंजिनियर/सा द्वारा सौंपा जाये ।
	8	Duties of Sh Narendra singh Rathore clerk in his absence.
	9	

7.Sh Narendra singh Rathore Clerk	1	Payment of Electric Bills of SEBs/Electric Nigams and related matters including electrification of Railway stations and new installations,
	2	Dispatch of Daak
	3	अन्य कार्य जो वरि.मंडल बिजली इंजिनियर/सा द्वारा सौंपा जाये ।
	4	Duties of Sh Jitendra kumar chouhan OS in his absence.

Note

1. Work shown under post No.3 item no. 1to2 performed by Sh mahaveer pasad Ch.os in Addition to his assigned duty.
2. Work shown under post No.3 item no. 4to5 performed by Sh Asu singh choudhary Ch.os in Addition to his assigned duty.
3. Work shown under post No.3 item no. 6 performed by Sh Rahul sharma sr.clerk in Addition to his assigned duty.

4. Work shown under post No.3 item no. 3 & 7 performed by Sh Jitendra kumar OS in Addition to his assigned duty.

This duty list supersedes all previous duty list issued from this office by competent authority.

Sr.DEE/G/NWR/BKN

Chos/in-charge:-for necessary action and distribution and receiving of all corned

