

**ELECTRICAL/GENERAL DEPARTMENT**  
**JAIPUR DIVISION/NORTH WESTERN RAILWAY**

**1. Duties of Officers:**

**(1) Sr. DEE/General:**

Sr.DEE/General serves as the overall in-charge of the Electrical (General) department at the divisional level, responsible for the comprehensive management, supervision, and coordination of all activities related to the Electrical department. This role involves strategic decision-making, including the handling of D&A cases, ensuring compliance with departmental policies and regulations. The Sr.DEE/General exercises financial authority for the procurement of essential materials and equipment, oversees the engagement of contractors for various electrical works, and manages annual maintenance contracts to ensure the uninterrupted operation of electrical systems. Furthermore, the role requires effective coordination with headquarters (HQ) and other departments within the division, facilitating seamless communication and collaboration for the successful execution of projects and maintenance activities. Sr.DEE/General is tasked with ensuring safety, efficiency, and reliability in the management of electrical infrastructure, while also promoting continuous improvement in operational practices.

**(2) DEE/General:**

Management and monitoring of the Power activities under the jurisdiction of power activities across various depots under their jurisdiction, including SSE/P/GLO/JP, SSE/P/LINE/JP, SSE/P/CRH/JP, SSE/P/HQ/JP, SSE/Power/FL, SSE/P/RGS, SSE/P/KWP, SSE/P/SIKR, SSE/Power/BKI, SSE/P/DO, SSE/Power/AWR and SSE/Power/Rewari. Issues related with stores and cash Imprest of concerned Power depots, execution of Contracts of Power including 20 percent test check in their respective field of concern power depots, planning of power store inventory, both stock and non-stock items which includes indents and passing bills within their jurisdiction, supervise the Electrical Safety in Power system of concerned Depots with planning, execution, and monitoring of various works and estimates and revenue works of power. To carry out/attend safety/passenger amenities related scheduled, night, joint, SIG inspections assigned by Divisional HQ/ Zonal HQ of his jurisdiction, monitoring of electric energy bills of state electricity boards of concern depots.