

NOTE

Duty List for Work Section, Electrical Department, HQ Office, NWR

1. Rakesh Choudhary , SSE/Works-I (Standby – Dinesh Chandra Banasal, SSE/W-II)

(i) PH- 36 (OEW incld. TRD):-

- (a) Compiling and processing PWP proposals for administrative approval and on IRPSM up to submission to Railway Board.
- (b) Scrutiny of proposals under umbrella Works, compiling and processing for administrative approval followed by initiation, short listing, vetting and sanction on IRPSM.
- (c) Monitoring of real time work progress after sanction up to completion and deletion of work from IRPSM.
- (d) Updation of Railway Board google sheets, as and when received from Railway Board.
- (e) Preparation of status of works as and when asked by GM/NWR.
- (f) Preparation of presentations for PCEE level, GM level and Railway Board level Works Review Meetings.
- (g) Similar Nature of Works.
- (h) Technical Correspondence with field units, other departments and Railway Board.
- (i) Lisoning with Finance and Engineering department for timely processing of works.

(ii) Hiring of Vehicle:-

- (a) Preparation of proposals, rate references, rate analysis and estimate followed by administrative approval and vetting from associate finance.
- (b) Preparation of Draft Bid.
- (c) Compilation of Bid offers followed by Technical and Financial Scrutiny.
- (d) Assistance to officers in further process up to issue of contract of vehicle hiring.
- (e) Correspondence and Lisoning with Contractor during the contract period.

(iii) Other Miscellaneous:-

- (a) Updation of works details in Performance Key Indicator (PKI).
- (b) Updation of works details in Monthly Highlights.
- (c) Updation of works details in Monthly GM MCDO.
- (d) Updation of works details in Monthly Railway Board MCDO.
- (e) Replies to RTI & Parliamentary Questions pertaining to works section.
- (f) Compliance of the works assigned by any officers of Electrical Department, HQ/NWR.

2. Dinesh Chandra Bansal , SSE/Works-II (Standby – Sonal Agarwal, SSE/W-III)

(i) Solar Works:-

- (a) Identification of scope for Roof Top and Land Based installation of Solar Power Plants
- (b) Updating Progress of works pertaining to installation of solar power plants.
- (c) Monitor and updation of Solar details on EEMS portal.
- (d) Updation of Railway Board google sheets and position to GM as and when required..

- (e) Preparation of part presentation pertaining to solar works for Works review and Action Plan Target meetings held at various levels.
- (f) Correspondence and tie up contractors for solar works in progress on RESCO mode.
- (g) Preparation of replies to ongoing court cases applications and upkeep of the status.
- (h) Correspondence with field units, other departments and Railway Board.

(ii) General Store for HQ office, Electrical Department:-

- (a) Preparation and processing of proposals for assets and equipments required followed by administrative approval, Finance vetting and forwarding to store department.
- (b) Preparation and processing bills against procurement done.
- (c) Lisoning with Finance and Store departments.
- (d) Account management of material in ledgers on UDM.
- (e) Stock Verification.
- (f) Correspondence related with other departments and vendors.

(iii) Other Miscellaneous:-

- (a) Updation of google sheet for delayed works PH-35 & PH-36.
- (b) Scrutiny and processing General Power Service cases received for EIG sanction.
- (c) Replies to RTI & Parliamentary Questions pertaining to Solar.
- (d) Compliance of the works assigned by any officers of Electrical Department, HQ/NWR.

3. Sonal Agarwal , SSE/Works-III (Standby – Rakesh Choudhary, SSE/W-I)

(i) PH- 35 (Railway Electrification):-

- (a) Compiling and processing PWP proposals for administrative approval and on IRPSM up to submission to Railway Board.
- (b) Scrutiny of proposals under umbrella Works, compiling and processing for administrative approval followed by initiation, short listing, vetting and sanction on IRPSM.
- (c) Monitoring of real time work progress after sanction up to completion and deletion of work from IRPSM.
- (d) Updation of Railway Board google sheets, as and when received from Railway Board.
- (e) Preparation of status of works as and when asked by GM/NWR.
- (f) Preparation of presentations for PCEE level, GM level and Railway Board level Works Review Meetings.
- (g) Similar Nature of Works.
- (h) Technical Correspondence with field units, other departments and Railway Board.
- (i) Lisoning with Finance and Engineering department for timely processing of works.

(ii) IR- NIYANTRAC:-

- (a) Identification of assets for implementation of IR- NIYANTRAC.
- (b) Updating Progress of works pertaining to IR- NIYANTRAC.
- (c) Monitor and updation of to IR- NIYANTRAC details on EEMS portal.
- (d) Updation of Railway Board google sheets as and when received.

- (e) Preparation of part presentation pertaining to IR- NIYANTRAC works for Works review and Action Plan Target meetings held at various levels.
- (f) Interfacing between filed units and CRIS.
- (g) Correspondence with field units, other departments and Railway Board.

(iii) Other Miscellaneous:-

- (a) Preparation and processing of monthly bill payments of Vehicle Hiring.
- (b) Compliance of the works assigned by any officers of Electrical Department, HQ/NWR.

4. K. Chandrakant Singh , ChOS/Works (Standby - Rakesh Choudhary, SSE/W-I)

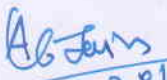
(i) Budget (Revenue and CAPEX for PH-35 & 36):-

- (a) Preparation and distribution of OBG & RBG.
- (b) Preparation and processing of RE & BE.
- (c) Preparation and processing distribution of work wise outlay.
- (d) Maintenance of work wise and overall Expenditure details in PH-35 & PH-36.
- (e) Upkeep of Revenue Budget expenditure and balances for HQ office, Electrical department.

(ii) Other Miscellaneous:-

- (a) Monthly Arbitration position.
- (b) Quarterly CVC Reports.
- (c) Audit cases.
- (d) Compilation and evaluation of Departmental Charges for creation and extension of work charged posts and other requirements.
- (e) Circulation of letters, policies, inspection notes, MOMs and other general documents.
- (f) Dispatch of letters on e-dak , e-office and e-mail.
- (g) Maintain record and movement of all e-office and hard files in works section.
- (h) Compliance of the works assigned by any officers of Electrical Department, HQ/NWR.

(No. EL/197/6/NG, Dt. 25.04.2025)


(A.K. Jain)
28/04/25
CEE/Plg./NWR

Copy/-

1. CEE/Project, CEDE, CEGE for information please.
2. Dy. CEE/Plg for information.
3. ChOS/E, SSE/W-I, SSE/W-II, SSE/W-III and ChOS/Works.

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NOTE

Sub:- Duty list of SAG officers-Electrical Department.


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The revised duty list of the incumbents of the posts of CECE, CEE/EEM, CEE/PLG, CEDE, CELE and CMPE/DSL are enclosed for information and necessary action.

This has the approval of GM.

D.A.:- As above.

(No. EL197/6 dated 04.07.2019)


Secy. to PCEE

**All CHOD/PHOD, DRM's
CECE, CEE/EEM, CEE/PLG, CEDE, CELE and CMPE/DSL
All Electrical Officers of HQ and Divisions/Workshops.**

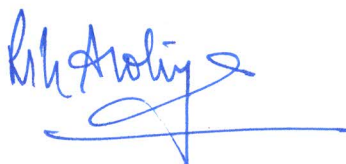
PS-I to PCEE


CC:- Secy. to GM for kind information

**DUTY LIST OF SAG OFFICERS OF ELECTRICAL DEPARTMENT
NORTH WESTERN RAILWAY**

A. CHIEF ELECTRICAL GENERAL ENGINEER(CEGE)

- 1- Maintenance of all electrical assets on NWR pertaining to General services liaisoning with electricity supply and regulatory authorities for all matter related to power supply/tariffs/settlement proposals/cases and necessary correspondence with other sister Departments, Railway Board, RDSO, State Govt. Organisations such as CPWD, Lift Inspector and Fire department etc. related to Power supply maintenance.
- 2- Monitor energy consumption, power factor and Maximum Demand at various power sub-stations on the Railway and initiate appropriate measures to ensure efficient utilization of energy and to contain the energy bill.
- 3- To conduct statutory inspection of the Power supply installations periodically on behalf of PCEE under Rule 46 of the Indian Electricity Rules of assisting PCEE, & take remedial action to improve reliability/availability of power supply , water pumping installations , air conditioning etc.
- 4- Compilation of statistics regarding maintenance and operation of power supply & general services. .
- 5- Investigate equipment failures, particularly of recurring nature, initiate appropriate remedial steps to modify the design wherever required in consultation with the RDSO, also take follow-up action to ensure prompt completion of modifications ordered on all equipment held by the Railway.
- 6- Periodical review of contract demand/maximum demand of all installations of general services as per Board's guidelines.
- 7- Arrange for standardization of stores as required and preparation of drawings and specifications to facilitate procurement and plan in advance the procurement of vital stores required for maintenance and operation of electric general services and maintain effective liaison with the Stores Department at Headquarters level for prompt procurement and adequate stocking of such stores.
- 8- Coordination with PCMM for procurement of stores for power supply items, deal with all types of tenders, correspondence related to tenders of Power Supply




Secy to PCEE/NWR

items, material procurement. He will also deal with tenders under process for finalization, if any.

- 9- To prepare reply of Parliament Questions, VIP references, RTI matters, public & staff compliants, MoUs, MCDOs to RB, GM PCDO/Highlights, Shields, Annual GM inspection, Annual Narrative Report, Administrative Report, D&AR and vigilance cases. PAC & Updation of websites such as Rail Saver pertaining to General Power.
- 10-Preparation of specification and standardize the drawings pertaining to General Power Supply.
- 11-To initiate proposals for creation/extension of posts of Gazetted and non gazetted establishment pertaining to Power supply.
- 12-Conduct & monitoring various safety drives, standing member of safety committee of NWR, RSRC recommendations and liaison with PCSO.
- 13-Compliance of safety regulations in all power supply installations and general matters related to safety. Investigation of electrical accidents and issuing directives to prevent their recurrence and put up of annual report for approval of PCEE for submitting.
- 14-EIG works/approval relating to non traction areas.
- 15-Manpower planning (MPP) and bench marking for General Power & Plan the recruitment and training of staff for maintenance and operation of General power supply.
- 16-Coordination with Construction/RE/RVNL/RITES regarding power supply works in RE/construction etc.
- 17-To propose new works under various heads after critical review of all installations for improving reliability of assets & provide necessary support for technical scrutiny & sanctioned work being timely executed by Division/construction pertaining to General services.
- 18-Exercise effective technical scrutiny over items for inclusion in the M&P, Works and Rolling Stock Programmes and monitor progress of items approved in the General services.
- 19-Nodal officer for following :
 - i) Liaison with SEBs, Open access (Non-Traction) and State regulatory Commission for General services matters.
 - ii) PNM/Union matters.

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- iii) Passenger amenities and public complaint/grievances related to them.
- iv) EIG provision implementation & EIG work approval for General Power Supply.
- v) Safety and Disaster Management.
- vi) MSG(General) meetings, track crossings & Fire Safety works in stationary application.

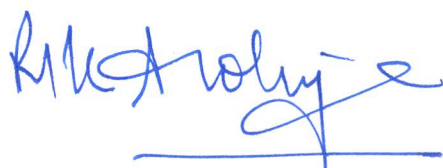
20-Any other work assigned by PCEE.


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B. DUTY LIST OF CHIEF ELECTRICAL ENGINEER/EEM

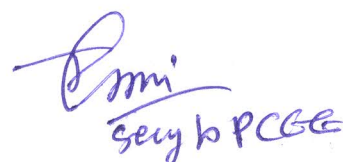
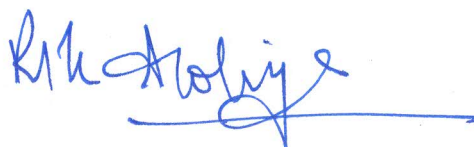
1. He will be responsible for installation & commissioning of roof top solar panels, land based solar panels, wind energy & other energy conservation works viz Provision of LED, Automation of pumps, monitoring of ACs etc. for implementation over NWR.
2. Matters pertaining to Energy Conservation Act 2001.
3. Overall co-ordination for matters pertaining to open access with the agencies associated with this such as REMCL, RVPN, Power provider etc.
4. To identify possible action for use of non conventional energy and their implementation for the identified stations/service buildings to achieve green building rating and get the energy consumption reduced by adopting/implementing various measures.
5. To suggest and conduct areas for Energy Audit of electrical installation and follow up.
6. Matters related with REMCL, EESL etc.
7. All issues related to PAT, CDM (clean development mechanism).
8. Availing power through IPPs.
9. Co-ordination with Ministry of Power, Central Electricity Authority, CERC and SERCs
10. Analysis of Tariff for General Services and Traction Power Supply.
11. Matters pertaining to Generation, transmission and utilization of electricity of Railways.
12. Matters pertaining to Energy conservation measures, alternative and renewable energy services.
13. Compilation of statistical data regarding energy efficiency and open access.
(GS+TRD+Solar+Wind) Overall in charge of Energy Management cell.
14. Nodal officer for the following:-
 - i) Implementation of Energy conservation, All Renewable Energy Project including Wind Mills, Carbon emission reduction under Clean Development Mechanism (CDM)-Preparation of PDD etc.
 - ii) Open access and related matters.
15. Any other work assigned by PCEE.




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C. CHIEF ELECTRICAL ENGINEER/PLANNING

1. He will be responsible for Planning, coordination and technical scrutiny of the works programme, RSP, M&P, out of turn proposals for all type works and Coordination with other departments on behalf of electrical department.
2. Coordination with divisions/workshops and other departments in matter relating to Survey, Planning & Estimation of work and monitoring and review of works under various plan heads.
3. To coordinate for Manpower planning (MPP) and bench marking, creation/extension of posts of Gazetted and non gazetted establishment of Electrical Department.
4. To look after general administration/establishment of PCEE office including works & tenders of PCEEs office, D & AR and vigilance cases.
5. Budgeting and control over expenditure and Monitoring & Review of works under various plan heads.
6. Nodal Officer for the following:
 - i) All revenue and capital proposals for new work, monitoring and review of works under various plan head, GST, M&P, RSP and Budget control of Electrical Department.
 - i) VIP references, MoU, MCDO, SOP, Annual GM inspection, Annual Narrative Report, Administrative Report etc.
 - ii) ESC and other meetings.
 - iii) RTI matters, CPIO of Electrical Department.
 - iv) Parliament Question, Rajbhasha, E-drishiti, Shramik kalayan portal, E-office and other IT related issues.
 - v) Training school/training manager.
 - vi) Audit Para and reply on audit observations.
7. All electrical works to be included in Works Programme etc.
8. M&P, RSP, Revenue Budget related to Traction Distributed and General Services and Carriage /Electrical.
9. Finalization of replies to Audit Para, overall coordination of Parliamentary matters.
10. Railway Reforms Committee and other general recommendation.
11. Co ordination with Planning Directorate for allocation of funds and Annual Plan.
12. Any other work assigned by PCEE.



D. DUTY LIST OF CHIEF ELECTRICAL DISTRIBUTION ENGINEER(CEDE)

1. He will be responsible for operation and maintenance of all TRD installations of NWR and will also plan for creation of assets and manpower etc. for sections which are being electrified in Division.
2. He will be responsible for day to day coordination of all Electrical projects agencies doing Electrification on NWR such as RE, RVNL and RITES etc.
3. For discharging these duties he will have to ensure that proper Power and Traffic block is given to the project agencies including availability of diesel loco & crew etc. For this purpose he will have to coordinate with Division specially ADRMs/Sr.DEE/TRD etc.
4. Matters pertaining to open access with the agencies associated with this such as REMCL, RVPN, Power provider etc, pertaining to TRD.
5. Scrutiny of the layout and designs for sub-stations, OHE and other installation for compliance with the Indian Electricity Act and Rules.
6. Inspection of the completed installations, either personally as well as by deputing his officers for compliance with the safety requirements.
7. To recommend proposals for energization of the installations after detailed scrutiny & inspection etc.
8. To conduct statutory inspection of the TRD installations periodically n behalf of PCEE under Rule 46 of the Indian Electricity Rules of assisting PCEE.
9. Investigation of TRD electrical accidents and issuing directives to prevent their recurrence and put up of annual report for approval of PCEE for submitting.
10. Normally deal with all correspondence except those involving important policy matters and expression of opinion on behalf of the Railway on major matters of policy.
11. In the event of major breakdowns/accidents, take prompt and energetic action to restore normal services at the earliest possible time and subsequently take follow-up action to investigate the cause of failure and initiate measures to prevent recurrence.
12. Co-ordinate effectively with Administrative Officers of operating and other departments on the Railway and also their counterparts in other Railways in regard to items of common interest.

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13. Maintain liaison with the Power Supply Authorities at Headquarters level in regard to continuity of supply, tariff and policy matters.
14. Keep a close watch over the day-to-day performance of traction services and tighten up preventive maintenance where required.
15. Plan and review the organizational set-up required for satisfactory maintenance and operation of the electric traction services.
16. Exercise effective technical scrutiny over items for inclusion in the M&P, Works and Rolling Stock Programmes and progress items approved in the programmes.
17. Plan in advance the procurement of vital stores required for maintenance and operation of electric traction services and maintain effective liaison with the Stores Department at Headquarters level for prompt procurement and adequate stocking of such stores.
18. Arrange for standardization of stores as required and preparation of drawings and specifications to facilitate procurement.
19. Study and analyze the periodic statistical returns on electric traction and initiate appropriate remedial measures as required to improve efficiency.
20. Monitor energy consumption, power factor and Maximum Demand at various traction sub-stations on the Railway and initiate appropriate measures to ensure efficient utilization of energy and to contain the energy bill.
21. Ensure the prompt submission of periodical returns to the Railway Board and RDSO.
22. Budgeting and control over expenditure, particularly in regard to repair costs, energy bills and maximum demand charges.
23. Carry out studies regarding the feasibility and economics of electrification of additional sections in consultation with the Operating and Accounts Departments and submission of proposals to the Board where found justifiable.
24. Keep in touch with modern technical developments with a view to identify applicability in railway installations to reduce operation and maintenance cost.
25. He will ensure by timely action that sufficient stocks of stores and spares are actually held by Divisions not only for meeting the day-to-day needs of maintenance and repair, but also for any emergency such as thefts of overhead conductors, uprooting of OHE masts on account of accidents, to meet urgent operational requirements such as wiring of additional lines in a yard. Take advance action to make a realistic assessment of the requirements for the whole Railway and take timely procurement action through the Stores department. Consolidation and scrutiny of requirements for the whole Railway,

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follow-up action in regard to the release of foreign exchange for important items and correspondence with the Railway Board as well as with procurement agencies is the responsibility of CEDE.

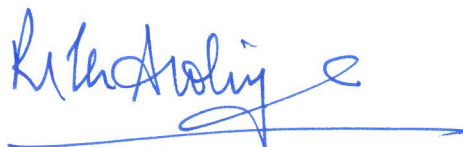
26. Prepare reply of Parliament Question, VIP reference, RTI matters, public & staff compliant, MoU, MCDO to RB, GM PCDO/Highlights, Shields, Annual GM inspection, Annual Narrative Report, Administrative Report, D&AR and vigilance cases w.r.t. TRD.
27. Arrange to issue Indian Railway Standard (IRS) drawings and specifications for electric traction spare parts and stores required with the approval of PCEE. Drawings and specifications to be issued will keep in view the drawings and standards issued by RDSO and manufacturers and experience of Railways etc.
28. Nodal Officer to keep Liaison with electrical supply & regulatory authorities for all matter related to power supply/tariffs/settlement proposals/cases and necessary correspondence with RDSO/Railway Board.
29. Nodal officer for EIG provision implementation for TRD.
30. Manpower Planning (MPP) and benchmarking for TRD.
31. Any other work assigned by PCEE.


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E. DUTY LIST OF CHIEF ELECTRICAL LOCO ENGINEER(CELE)

1. He will be responsible for operation and maintenance of all technical & executive works related to efficient operation/utilisation of Electric Locos and operation of Diesel Locos/DEMU, all matters pertaining to Fuel & Running.
2. Safety, Punctuality, Investigation and remedial action to prevent unusual occurrence and engine failures on line.
3. In the event of major breakdowns/accidents, take prompt and energetic action to restore normal services at the earliest possible time and subsequently take follow-up action to investigate the cause of failure and initiate measures to prevent recurrence
4. Coordination with all other branches for vetting and technical scrutiny of the WP, M&P and out of turn proposals for works pertaining to Electric Locos. Monitoring of works and providing necessary support for sanctioned works being executed by the division/construction pertaining to Electric Locos.
5. Maintain close co-ordination with production units and POH workshops for supply of shop manufactured items, reducing POH time and improving reliability.
6. On behalf of PCEE, exercise administrative and technical control for the efficient planning, design, construction, commissioning, safe and economic operation and effective periodic maintenance of electric traction services.
7. To conduct statutory inspection of the Loco Sheds and trip shed etc. periodically on behalf of PCEE under the Indian Electricity Rules of assisting PCEE.
8. Maintain liaison with the Railways for quick return of overdue locomotives.
9. Monitoring diesel loco operation, management of running rooms, Crew booking points, crew lobbies etc.
10. Work out places for change of Traction of Trains in NWR.
11. Ensuring adequate supply and distribution of fuel and its rationalisation, inter Railway adjustment of fuel expenditure and PAT related issues.
12. Investigate Loco equipment failures, particularly of recurring nature, initiate appropriate remedial steps to modify the design wherever required in consultation with the RDSO etc. also take follow-up action to ensure prompt completion of modifications ordered on all equipment held by the Railway.
13. Exercise effective technical scrutiny over items for inclusion in the M&P, Works and Rolling Stock Programmes and progress items approved in the programmes.




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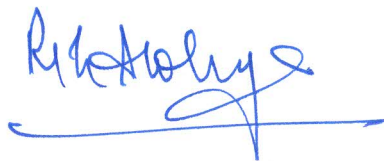
14. Plan in advance the procurement of vital stores required for maintenance and operation of electric locos and maintain effective liaison with the Stores Department at Headquarters level for prompt procurement and adequate stocking of such stores.
15. Arrange for standardization of stores as required and preparation of drawings and specifications to facilitate procurement.
16. Monitor energy consumption, power factor and Maximum Demand at various Loco sheds and trip sheds on the Railway and initiate appropriate measures to ensure efficient utilization of energy and to contain the energy bill;
17. Budgeting and control over expenditure, particularly in regard to repair costs, energy bills and maximum demand charges;
18. Prepare reply of Parliament Question, VIP reference, RTI matters, public & staff compliant, MoU, MCDO to RB, GM PCDO/Highlights, Shields, Annual GM inspection, Annual Narrative Report, Administrative Report, D&AR and vigilance cases w.r.t. TRS.
19. Coordination with CLW, CRS, RDSO, PCSO, PCOM, PCSTE and other Zonal Railways and Production units for issues related to Loco operation and safety.
20. To initiate proposals for creation/extension/sanction of posts pertaining to Loco operation.
21. To update statistical data pertaining to Electric Locos.
22. Timely completion of Electric Loco simulator projects and other targets.
23. Nodal Officer of punctuality, safety issues and meeting of performance review of Locos.
24. Nodal officer for speed certification for any kind of rolling stock and matters related to CRS. Safety PCDO to PCSO.
25. Nodal Officer for creation/extension/sanction of posts pertaining to Diesel loco operation. To create posts for Electric Locos for Divisions and Sheds etc.
26. Nodal officer for Loco running staff & Crew lobbies.
27. To plan conversion training of pilots (LP & ALP) including loco inspectors etc for ensuring 100% trains running on electric traction in already electrified sections & on-going RE sections.
28. To plan & execute conversion of Diesel Sheds into Electric Sheds and plan & construction of trip sheds on NWR.
29. Any other work assigned by PCEE.

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F. DUTY LIST OF CMPE/DSL

1. He will be responsible for maintenance of Diesel locomotives and all matters pertaining Diesel Loco Sheds over NW. Railway. He will be assisted by Dy.CME/D&R for this work.
2. All technical & executive works related to efficient operation/utilization of Diesel locos and perspective planning.
3. Technical member of all SAG level Tender Cases for procurement of (Stock & non stock) Diesel items including General and RSP items and contractual works related to Diesel Sheds. Coordination with Stores Branch for procurement of quality spares and other items for Diesel locos operation.
4. Coordination with DMW, CRS, RDSO, PCSO, PCOM & PCSTE and other Zonal Railway and Production units for issues related to Diesel Loco operation & safety.
5. Nodal Officer for creation/extension/sanction of posts pertaining to Diesel loco maintenance.
6. Prepare reply of Parliament Question, VIP reference, RTI matters, public & staff compliant, MoU, MCDO to RB, GM PCDO/Highlights, Shields Annual GM inspection, Annual Narrative Report, Administrative Report, D&AR and vigilance cases pertaining to Diesel Sheds.
7. Coordination with all other branches for vetting and technical scrutiny of the WP, M&P and out of turn proposals for works pertaining to Diesel Sheds. Monitoring of works and providing necessary support for sanctioned works being executed by the division/construction pertaining to Diesel Sheds.
8. Monitoring of Parliament Question, PAC & updation of websites such as Rail Saver, e-drishti, Shramik kalayan portal, e-office and other IT related issues of diesel sheds.
9. Training Manager of Diesel staff with administrative control of Diesel Training Centres.
10. Any other work assigned by PCEE.



Secy to PCEE

LOOKING AFTER ARRANGEMENTS:

Following looking after arrangement will be followed with respect to the functional and territorial duties:

1. CECE and CEE/EEM will look after each other's work in absence of one of them.
2. CEDE and CEE/Plg will look after each other's work in absence of one of them.
3. CMPE/DSL and CELE will look after each other's work in absence of one of them.

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NOTE

Sub:- Revised Duty List of Power Section Staff-Electrical HQ Office.

In super-session to previous duty lists(of Power section), the revised duty list of Power section is enclosed herewith for taking necessary action by all concerned.

This has the approval of PCEE/NWR.

D.A.:- As above.

(No. EL/197/6/NG Dated 18.03.2019)


SEE(HQ) & Secy. to PCEE

All Concerned Officers & Staff of Electrical HQ Office

Copy given to all
concerned
by
18/3/19

Duty List of Group C staff of Electrical Department/HQ

POWER SECTION

A. Shri Vinod Kr. Yadav, SSE/P-I (Standby: Sh. Mukesh Meena SSE/P-II)

For all Power & Energy Efficiency Matters, he will be Overall In-charge except power store and responsible for:-

1. All Technical and Policy matters, Specifications, Quality, Modifications, Maintenance Instructions, Innovations/Improvements etc. with their Monitoring & Implementation related to Power section.
2. Preparation of Presentations, Handouts/Handing Over Notes etc. and monthly updation related to Power section.
3. Preparation, Monitoring & Implementation of all Action Plan Items (Power, Energy Conservation, Energy Consumption etc.),
4. All matters of ESC & MSG Meetings, GM/PCEE/CEGE's Conferences, Electrical Safety Week & Energy Conservation Week, POM, PREM, ZRUCC & other Meetings/Seminars/Conferences etc. including technical correspondence.
5. All matters related to Energy Conservation Awards, Tariff, Swachh Bharat Mission, LED project through EESL and Physical progress of LED through EnHM etc.
6. Inspection & Auditing of implementation of Technical & Policy instructions, Check Lists, Pocket diary size Dos & Don'ts, Uniform Maintenance Practices etc. related to Power section by Division & Workshops.
7. **All matters related to Passenger amenities including Adarsh Stations. UTS, CMS, TMS, COIS, FIOS and related correspondence.**
8. **Maintaining & Regular Updating of Statements, Drop box positions, Annexures (Power side)**
9. Provision of AC in service buildings, Quarters etc. related to Power section.
10. Energy Audits, Implementation of Energy Auditor's recommendations, PAT (Power).
11. In absence of SSE/Power/Store, description Vetting, Technical Suitability of all **Stock** Store cases of Power Supply items of all Categories including technical correspondence.
12. Any other works assigned by Electrical officers in HQ.

B. Shri Mukesh Meena, SSE/P-II (Standby: Sh. Vinod Kr. Yadav, SSE/P-I)

For all Power, & General Supply Matters, he will be responsible for:-

1. All Safety related matters & compilation, Electrical Accidents, Safety Action Plan, Technical/Safety Drives, **Unit Exchange Spares including Repair, Quality, and Innovations/Improvements etc.**
2. Preparation of Highlights, MCDO, PCDO, other monthly & periodical Reports & updation them on ftp. All Annual Reports like Narrative, Administrative, and Year Book etc.
3. Putting up of Daily Position Chart with Analysis, weekly position, Important Pending issues, Physical progress of Solar, LED, Lifts & Escalators etc (After material received at site) and correspondence regarding generation, failure of all Equipments, maintenance, AMC etc.
4. Preparing of Minutes of meeting etc., **ARTE/ARME etc. related to Power section.**
5. **Monitoring of E-office implementation in Electrical HQ Office,**
6. In absence of SSE/Power/Store, description Vetting, Technical Suitability of all **Non-Stock** Store cases of Power Supply items of all Categories including technical correspondence, Store Coordination Meetings (Power).
7. Any other work assigned by Electrical officers in HQ.

C. Shri Harkesh Meena, JE/Power Store.

For all Power Store Matters, he will be responsible for:-

1. Description Vetting, Technical Suitability of all Stock & Non Stock Store cases of Power Supply items of all Categories including technical correspondence, Store Coordination Meetings (Power) and directly report to SEE/P
2. Monitoring of Punctuality Performance including punctuality loss, Failures, Unusual Occurrences etc., Analysis and monthly update of Electrical Failures of all Equipments of Divisions & Workshops
3. Rail Saver Data updation, Any other App related to General power services.
4. Any other work assigned by Electrical officers in HQ.

C. Shri Rajpal Singh, OS/Power & Store (Standby: ~~Shri~~ Ravi Yadav, Sr. Ck/TRD)

1. Maintaining & regular updating of all Files, Marking of FR/BR, E-Dak of Letters/Documents.
2. All Correspondence & Follow up Action related to Non-Technical matters.
3. Monitoring of MP/MLA/CA-III and other VIP References, Passenger Complaints/Grievances including Correspondence and ensuring timely Replies.
4. Swachh Bharat Mission and EnHM Files and its correspondence.
5. Inspection Notes of Officers & their Compliance in coordination with others.
6. Maintaining & regular updating the list of pending letters etc. from field units & follow up.
7. Maintenance of all files pertaining to Power including Power store.
8. Any other work assigned by Electrical officers in HQ.

[Signature]
18/12/2020

NOTE

Sub:- Duty List and Allotment of Sections for NG Staff-Electrical HQ Office.

In supersession to earlier orders in this matter, the revised duty list and allotment of sections of NG staff of Electrical HQ Office are enclosed herewith for information and necessary action of all concerned.

All concerned to please note and take charge of their respective sections and perform their duties accordingly. The date of joining (if any) may be advised to CHOS/E.

This has the approval of PCEE/NWR.

D.A.:- As above.

(No. EL/197/6/NG Dated 04.12.2019)



SEE(HQ) & Secy. to PCEE

All Concerned.

ALLOTMENT OF NG STAFF OF ELECTRICAL HQ OFFICE

REPORTING STAFF	Designation	EE
Shri Umesh Kumar Sharma	SSE/TR-1	TRD Section
Shri Suresh Kumar	SSE/TR-2	
Shri Ravi Kumar Yadav	Sr. Clerk	
Shri Deepak Kateva	SSE/SEMC-1	SEMC Management section
Shri Prashant Kr. Shrivastava	SSE/SEMC-2	
Shri Kamlesh Panwar	SSE/Drg.-1	Drawing Section
Shri Rajiv Barsar	SSE/Drg.-2	
Shri Vinod Kumar Yadav	SSE/P-1	General Power Supply Section
Shri Mukesh Meena	SSE/P-2	
Shri Rajpal Singh	OS/P	
Shri R.K.Meena	SSE/Works	Works & Budget Section
Shri Harkesh Meena	JE/Works & General Store	
Shri Narayan Lal	ChOS/Works	
Shri Nehru Acharya	SSE/Loco.	Loco Section
Sh. S.N. Mathur	Sr. Ck/Loco	
Shri Rajveer Khurana	SSE/Chg-1	Coaching Section
Shri Indraj Meena	SSE/Chg-2	
Shri Mohan Sharma	SSE/Chg-3	
Shri Chandrakant Singh	ChOS/Chg	
Shri Revti Sharan	CLI/HQ	PCEE Secretariat
Shri Ram Singh Meena	CTA/DSL	
Shri Thandi Ram Meena	OS/Gen.	
Shri Vinod Kumar Gupta	CHOS/E	Establishment and DAK section
Shri Bhawani Shankar Sharma	Sr. Ck/E	
Smt. Gopi Anandani	OS /E-I	
Shri Om Prakash Sewada	OS/E-II	
Shri Ramphool Bairwa	SSE/Control-1	Electrical Control
Shri Shiv Charan Meena	SSE/Control-2	
Shri Surendra Prajapat	JE/Control	
Shri Kapil Sharma	SSE/Control- (LR/RG Control + Power Section)	

निदेश
03/12/19

Duty List of Group C staff of Electrical Department/HQ

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POWER SECTION

A. Shri Vinod Kr. Yadav, SSE/P-I (Standby: Sh. Mukesh Meena SSE/P-II)

For all Power & Energy Efficiency Matters, he will be Overall In-charge and responsible for:-

1. All Technical and Policy matters, Specifications, Quality, Modifications, Maintenance Instructions, Innovations/Improvements etc. with their Monitoring & Implementation related to Power section.
2. Preparation of Presentations, Handouts/Handing Over Notes etc. and monthly updation related to Power section.
3. Preparation, Monitoring & Implementation of all Action Plan Items (Power, Energy Conservation, Energy Consumption etc.),
4. All matters of ESC & MSG Meetings, GM/PCEE/CESE's Conferences, Electrical Safety Week & Energy Conservation Week, POM, PREM, ZRUCC & other Meetings/Seminars/Conferences etc. including technical correspondence .
5. All matters related to Energy Conservation Awards, Tariff, Swachh Bharat Mission, Net metering, LED project through EESL and EnHM etc.
6. Inspection & Auditing of implementation of Technical & Policy instructions, Check Lists, Pocket diary size Dos & Don'ts, Availability of T&Ps, Uniform Maintenance Practices etc. related to Power section by Division & Workshops.
7. Provision of AC in service buildings, Quarters etc. related to Power section.
8. Energy Audits, Implementation of Energy Auditor's recommendations, PAT.
9. Any other works assigned by Electrical officers in HQ.

B. Shri Mukesh Meena, SSE/P-II (Standby: Sh. Vinod Kr. Yadav, SSE/P-I)

For all Power, & General Supply Matters, he will be responsible for:-

1. All Safety related matters & compilation, Electrical Accidents, Safety Action Plan, Technical/Safety Drives, Unit Exchange Spares including Repair, Quality, and Innovations/Improvements etc.
2. Monitoring of Punctuality Performance including Detentions, Failures, Unusual Occurrences etc., Analysis and monthly update of Electrical Failures of all Equipments of Divisions & Workshops, Maintain failure records(Failure wise & Firm wise) & Remedial measures including technical correspondence related to Power section.
3. Preparation of Highlights, MCDO, PCDO, other monthly & periodical Reports and All Annual Reports like Narrative, Administrative, and Year Book etc.
4. Maintaining & Regular Updating of Statements, Positions, Drop box positions, Annexures, Registers etc. related to Power section and Putting up of Daily Position Chart with Analysis, Important Pending issues, Physical progress of Solar, LED, Lifts & Escalators etc.
5. Works related to IT including adequacy, updating software Audio visual arrangements during various Meetings, preparing of Minutes of meeting etc., Regular interaction with IT cell and timely updating of Electrical Website in English and Hindi on Internet, Intranet, FTP, Information Directory etc.
6. Monitoring of E-office implementation in Electrical HQ Office.
7. All matters related to Power supply, Passenger amenities including Adarsh Stations, IT projects of UTS, CMS, TMS, COIS, FIOS and related correspondence, ARTE/ARME etc. related to Power section.
8. Description Vetting, Technical Suitability of all Stock & Non Stock Store cases of Power Supply items of all Categories including technical correspondence, Store Coordination Meetings (Power).
9. Any other work assigned by Electrical officers in HQ.

C. Shri Rajpal Singh, OS/Power (Standby: ~~Shri~~ Ravi Yadav, Sr. Ck/TRD)

1. Maintaining & regular updating of all Files, Marking of FR/BR, E-Dak of Letters/Documents.
2. All Correspondence & Follow up Action related to Non-Technical matters.
3. Monitoring of MP/MLA/CA-III and other VIP References, Passenger Complaints/Grievances including Correspondence and ensuring timely Replies.
4. Swachh Bharat Mission and EnHM Files and its correspondence.
5. Inspection Notes of Officers & their Compliance in coordination with others.
6. Maintaining & regular updating the list of pending letters etc. from field units & follow up.
7. Maintenance of all files pertaining to Power including Power store.
8. Any other work assigned by Electrical officers in HQ.

Rajpal Singh
03/12/19

COACHING SECTION

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A. Shri Rajveer Khurana, SSE/Chg-I (Standby: Sh. Mohan Sharma, SSE/Chg-III)

For all types of TL & AC Coaches, Power Cars & Hotel load, he will be overall Incharge and responsible for :-

1. All Technical & Policy Matters, Specifications, Quality, Modifications, Maintenance Instructions, Innovations/Improvements etc. with their Monitoring & Implementation.
2. All Safety related matters, Safety Action Plan, Quality, Technical/Safety drives, Unit Exchange Spares, including repair, including technical correspondence.
3. All correspondences related to new trains, Special trains, Rake links, Time table etc, Monthly updating of Statistics of PM/SM of trains with compositions etc. ATR/ARME.
4. Manpower planning for Maintenance and Escorting Staff including creation of posts for additional coaches and new trains, Planning and monitoring of Expenditure (PH & Allocation wise) in Divisions & Workshops.
5. Inspection and audit of maintenance practice being followed in Divisions and workshops.
6. Preparation of Monthly & Periodical Reports, Presentations, Handouts/Handing Over Notes etc. and monthly updation. Preparation, Monitoring & Implementation of all Action Plan Items (except Safety action plan).
7. All matters of ESC & MSG Meetings, GM/CEE/CESE's Conferences, POM, PREM, ZRUCC & other Meetings/Seminars/Conferences etc. including technical correspondence.
8. Inspection & Auditing of implementation of Technical & Policy instructions, Check Lists, Pocket diary size Dos & Don'ts, Uniform Maintenance Practices etc. by Divisions & Workshops.
9. Regular interaction with RDSO, RCF, ICF etc. & ensuring updation.
10. Any other work assigned by Electrical officers in HQ.

B. Shri Indraj Meena, SSE/Chg-2 (Standby: Sh. Rajveer Khurana, SSE/Chg-1)

For all types of TL & AC Coaches, Power Cars & Hotel load, he will be responsible for :-

1. Monitoring of Punctuality Performance including Detentions, En-route Failures, Unusual Occurrences etc.
2. Preparation of Highlights, MCDO, PCDO.
3. Failure Analysis & Remedial Measures, Follow up Action, Monthly updation of Statistics including Failure Records-Failure wise & Firm wise.
4. Infrastructure Facilities including availability of T&Ps, Training of Supervisors & Artisans, Programming for IOH/POH, Overdue Coaches, NPOH etc. & related Correspondence.
5. Preparation of Monthly Performance Reports & Annexure of MCDO/PCDO; Monthly updating of Statistics & Compilation of all PCDOs, Compilation of under Warranty & 100 Days Failures etc. including technical correspondence.
6. Assistance required by Divisions, Workshops & others.
7. In charge of Headquarter Electrical Control, Putting up of Daily Position Chart with Analysis, Important pending issues, Follow up Action etc.
8. Performance Report of Equipments, Timely Quality repair/replacement of failed equipments, Maintaining Performance data of Firms, Innovations/Improvements etc. including technical correspondence.
9. Timely & Uniform implementation of AMCs/CMCs, Repair Contracts etc. with Monitoring.
10. Assist SSE/Chg-I. in preparing MCDO/PCDO, Presentations, Handouts, Handing Over Notes etc.
11. Inspection and Auditing of Failed Equipments etc., Maintenance Practices being followed by Divisions & Workshops.
12. Any other work assigned by Electrical officers in HQ.

Indraj Meena
03/12/19

C. Shri Mohan Sharma, SSE/Chg-3 (Standby: Sh. Indraj Meena, SSE/Chg-2)

For all Store matters pertaining to coaching

1. Description Vetting, Tech. Suitability of CMM, Dy.CMM, SMM, AMM level cases of TL, AC Supply items (All Category) including technical correspondence Store Coordination Meetings (TL & AC) including updating position.
2. Examination, Processing of all stocks proposals, NS Demands, Regular Review of AAC and Scrap Disposal of TL & AC items of All Category.
3. Prompt Reply/Clarifications to observations in Store cases. Store Coordination Meetings including updating position of TL & AC items.
4. Regular interaction with RDSO, RCF, ICF etc. and Quality, Innovations/Improvements of TL & AC items.
5. Inspection & Auditing of implementation of Technical & Policy instructions, Check Lists, Pocket diary size Dos & Don'ts, Uniform Stocking in Divisions & Workshops of TL & AC items.
6. All matter related to E-Procurement.
7. Assistance required for TL & AC items by Divisions, Workshops & Shed etc. & Weekly updation.
8. All Works related matter, RSP, Works Programme, M&P etc. pertains to TL and AC items.
9. Any other work assigned by Electrical officers in HQ.

D. Shri K. Chandrakant Singh, Ch.OS/Chg./HQ

For all types of TL & AC Coaches, Power Cars & Hotel load, he will be responsible for :-

1. Maintaining & regular updating of all Files, Marking of FR/BR, E-Dak of Letters/Documents.
2. All Correspondence & Follow up action related to Non-Technical Matters.
3. Monitoring of MP/MLA/CA-III and other VIP References, Passenger Complaints/Grievances including Correspondence and ensuring timely Replies.
4. Examination & regular updating of Policy Circulars including Manuals, Modifications, Maintenance Instructions, Specifications etc. and their circulation.
5. Inspection Notes of Officers & their Compliance in coordination with others.
6. Follow up action on Awaited Replies from the Divisions & Workshops.
7. Maintenance of all files pertaining to coaching including coaching store.
8. Any other work assigned by Electrical officers in HQ.

WORKS SECTION

A. Shri Ram Kr. Meena, SSE/Works (Standby: Sh. Harkesh Meena, JE/Works)

For all types of Track Crossings, Works Prog. etc., he will be Overall In-charge and responsible for:-

1. All activities of Works Programme, M&P, RSP including DFC, RVNL etc., Coordination, Monitoring & Follow up, Utilization of Funds (PH & Allocation wise) etc.
2. Technical scrutiny of all Track Crossing Cases for EIG approval, DPR for private sidings etc. in coordination with SSE/Drg., Quality, Innovations/Improvements etc. including technical Correspondence.
3. All matters related to creation/extension of work charged Gaz./NG posts.
4. All matters of E-Way bills, GST, ESC & MSG Meetings, GM/PCEE/CESE's Conferences, POM, PREM, ZRUCC & other meetings etc. including technical correspondence.
5. All matters related to Works SOP, Tender Policy/Standardization & Arbitration cases.
6. Monitoring & Monthly updation of Works' progress & Fund details on IRPSM.
7. Inspection & Auditing of implementation of Technical & Policy instructions, Check Lists etc. by Divisions & Workshops.
8. Any other work assigned by Electrical officers in HQ.

Ram
03/12/19

B. Shri Harkesh Meena, JE/Works & Gen. Store (Standby: Shri Ram Kr. Meena , SSE/Works)

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1. Maintaining & Regular Updating of Progress of Works & Funds on IRPSM, Statements, Positions, Annexure etc.
2. Description Vetting, Technical Suitability of all cases of General Store items of Electrical HQ Office including technical correspondence.
3. Prompt Reply/Clarifications to observations in General Store cases.
4. Monitoring SOP for General Stores matters, Scrap Disposal of General Office Store items of Electrical HQ Office.
5. Inspection & Auditing of implementation of Technical & Policy instructions.
6. Deal cases related to office vehicles of officers and other related works etc.
7. Periodical Inspection & timely Maintenance of office Assets & T&P items, Vehicles, Asset Register.
8. DS-8 and Upkeep of all office equipment including computers, Printers etc.
9. Preparation of Presentations, Handouts/Handing over Notes etc. and monthly updation related to works and General Store section.
10. Preparing Presentations for Seminars and Meetings etc in coordination with concerned sections of Electrical Department. Processing files for expenditure and purchase of required items during all meetings and seminars
11. Assisting SSE/Works in processing cases of works section including all works and budget related cases.
12. Any other work assigned by Electrical officers in HQ.

C. Shri Narayan Lal, Ch.OS/Works (Standby: Ram Kr. Meena, SSE/Works)

For all types of works related matters, he will be responsible for:-

1. All correspondence related to Budget Allotment & Fund Utilization (PH & Allocation wise), Works Programme, M&P and RSP Programme, Out of turn allotment, Old & New Works including DFC, RVNL etc., SOP of works matters, GST related correspondence, Tender policy & Arbitration cases.
2. Maintaining & regular updating of Files, Marking of FR/BR, E-Dak/E-mail of Letters/Documents of works and TRD section.
3. Processing for Creation/Extension of currency of work charged Gaz./Non Gaz. Posts.
4. Maintaining & Monthly updating of Works' Progress & Funds utilization reports for Demand no. 16 & Revenue.
5. Monitoring of MP/MLA/CA-III and other VIP References related to works matters, Passenger Complaints/Grievances including Correspondence and ensuring timely Replies related to works matters.
6. Maintenance of all files of works along with General Store.
7. Any other work assigned by Electrical officers in HQ.

TECHNICAL SECTION

A. Shri Revati Saran, CLI/HQ (Standby: Shri Ram Singh Meena, CTA/DSL)

1. Accompanying PCEE during Inspections/Meetings/Other visits, Issue of Inspection Notes & ensure compliance.
2. Monthly Updating of Folders, Meeting/Seminar Papers etc., Technical Inputs to PCEE and Preparing/ Maintaining Standard Handouts.
3. Compilation Presentations of Punctuality Meeting, IT meeting, Performance review meeting etc. in coordination with all sections.
4. Upkeep copy of all Technical & Policy Circulars, Compendium, policies, SOP, Check Lists, Pocket diary size Dos & Don'ts and all other technical circulars.
5. Compilation of circulation pad of all section and put up timely.
6. Any other work assigned by PCEE.

Revati Saran
03/12/19

B. Shri Ram Singh Meena, CTA/DSL (Standby: Shri Revati Saran, CLI/HQ)

1. Collection & Compilation of data/ information from Divisions & Workshops for Items being monitored by PCEE.
2. Monitoring the compliance of all important letters/matters/messages of Rly. Board, RDSO etc., tracking important Files/Cases, Urgent Communications on daily basis.
3. Coordination with CTA to PCEE in compiling data for Energy Conservation, Efficiency Shield etc.
4. Organizing of Electrical Safety Week, Energy Conservation week & other Meetings & Seminars. Compilation of data for Electrical Engineering Shield, Running Room Shield etc.
5. Assistance to CLI/DSL in all matters.
6. Any other work assigned by all Officers.

C. Shri Thandi Ram Meena, OS/Gen

1. Framing replies of Inspection Notes of CRB, Board's Members & Additional Members, GMs in coordination with others. Inspection Notes file of PCEE and monitoring compliance.
2. Maintaining of all imprest of Electrical HQ Officers, Local purchase of petty items, Processing indents, Coordination with General Branch.
3. Assistance in organizing of Electrical Safety Week, Energy Conservation week & other Meetings & Seminars.
4. Arranging maintenance of office equipments and other Miscellaneous works of Electrical HQ office.
5. Coordination with SSE/Works and Janitor of HQ office for redressal of any complaints/problems of Elect/HQ related to them.
6. Assistance to CLI/DSL & SSE/Tech in all matters.
7. Any other work assigned by all Officers.

Thandi Ram Meena
21/12/19

A. Shri Vinod Kr. Gupta, Ch.OS/Establishment (Standby: Sh. Bhawani Shankar Sharma, Sr. Ck./E)

For all matters of Establishment, he will be Overall In-charge & responsible for:-

1. Finalizing Replies of MP/MLA/CA-III references. PCEE's Conference, GM's Conference, ESC Meeting, POM, Electrical Officers Meeting, Parliament Question etc. Follow up action, Timely Compliance etc. including General Correspondence.
2. Monitoring 'Public Grievance', RTI Portals and ensure uploading of replies in coordination with the concerned section.
3. Monitoring of E-Office implementation in Electrical HQ Office.
4. All Correspondence on Legal matters, Court Cases, RTI matters etc.
5. Maintaining & monthly updation of RRB/RRC Indent position and follow up.
6. Duty List and Promotion/Deputation of Gazetted Officers as well as Non Gazetted Staff.
7. Creation/Surrender of Posts, Correspondence regarding various Awards, Manpower Planning, Work Study Reports, Training Of Gazetted Officers.
8. Preparation of Presentations, Handouts/Handing Over Notes etc. and monthly updation related to Establishment section.
9. Monitoring & updating of Assistance Required by Divisions & Workshops, Daily movement of Files/Cases, Ensuring Prompt Disposal of Urgent DAK, Papers, Files etc.
10. Monitoring and daily closing of all attendance registers.
11. Any other work assigned by Electrical officers in HQ.

B. Shri Bhawani Shankar Sharma, Sr.Ck/E (Standby: Sh. Vinod Kr. Gupta, ChOS/E)

1. Framing replies of PNMs, PREM & all Representations of Unions & Associations.
2. All correspondence related to Salary & other Bills, DAR/SPE/Vigilance cases, Staff Grievances, Absentee statement of Group C & D staff, Leave Record of Gaz. Officers & Non-Gaz. Staff.
3. All matters related to Audit & Account Inspections.
4. All correspondence related to Non Gaz. Training, Advances, Movable /Immovable property of Non-Gaz. staff. Forwarding application of Staff regarding Establishment matters.
5. All establishment matters regarding Bungalow Khalasi including closing of their muster roll.
6. Issue of Duty Passes & maintaining records.
7. Any other work assigned by Electrical Officers in HQ.

C. Smt. Gopi Anandani, OS /E-I (Standby: Sh. Om Prakash, Sr. Clerk/E-2)

1. All correspondence related to Rajbhasha including MCDO and Quarterly reports, Staff welfare, Mahila Samiti, Telephone & CUG matters.
2. Scanning of letters received from Board and GM and forwarding the same on E-office.
3. Receipt and Prompt Distribution of DAK including Files.
4. Issue of Pay orders & clearance of MAX debits.
5. Regular Updating Library books & Processing of Indents etc.
6. Assisting Ch.OS/Est. in all Establishment matters.
7. Any other work assigned by Electrical Officers in HQ.

D. Shri Om Prakash Sewada, OS/E-2. (Standby: Smt. Gopi Anandani, OS -1)

1. Monitoring the cleanliness of Electrical Deptt. & All matter pertain to 5-S.
2. Duty arrangement of Office Peons including closing of their muster.
3. Preparing indents, receipt, upkeep, distribution & maintaining record of Office Stationary.
4. Dispatch of DAK including Files and Urgent DAK, Papers, Files etc. to be hand-delivered.
5. Dispatch of important DAK through E-Office.
6. Overall Arrangement during all meetings and seminars.
7. Any other work assigned by Electrical Officers in HQ.

Om
53/12/19

DRAWING SECTION

A. Shri Kamlesh Panwar, SSE/Drawing- I (Standby: Sh. Rajeev Barsar, SSE/Drg.- II)

For all matters of Drawing Section, he will be overall In- charge & responsible for:-

1. All matters related TRD/RE Plans/Drawings including scrutiny, early processing etc. in coordination with other sections.
2. All matters related to wiring diagram, sectioning diagram, condonation etc. related to TRD/RE.
3. Monitoring & regular updating of Policy Circulars including Manuals, Modifications, Maintenance Instructions, Specifications, Quality etc. & their circulation to all sections TRD/ TRS/RE etc.
4. Regular interaction with RDSO/CORE /Railway Board etc.,
5. Innovations/Improvements in TRD/TRS/RE etc.
6. Any other work assigned by Electrical officers in HQ.

B. Shri Rajeev Barsar, SSE/Drawing - II (Standby: Sh. Kamlesh Panwar, SSE/Drawing- I)

1. Maintaining & Regular Updating of Policy Circulars including Manuals, Modification, Maintenance Instructions, Specifications, Drawings of General Power Supply, TL & AC etc.
2. All matters related to Plans/Drawings of General Power Supply including scrutiny, early processing etc. in coordination with other sections.
3. Monitoring & regular updating of Policy Circulars of General Power including Manuals, Modifications, Maintenance Instructions, Specifications, Quality etc. & their circulation to all sections.
4. All General Field work related to Electrification, EPC works, PPP works and preparation of Drawings of Miscellaneous works of BKN and JU Divisions etc.
5. Regular interaction with RDSO, ICF, RCF etc., Innovations/Improvements in General Power, TL & AC.
6. Any other work assigned by Electrical officers in HQ.

LOCO SECTION

A .Shri Nehru Acharya, SSE/Loco (Standby: Sh. S.N. Mathur, Sr. Clerk)

1. Maintaining & Regular Updating of Policy Circulars including Manuals, Modification, Maintenance Instructions, Specifications, Drawings of Loco etc.
2. Preparation of Presentations, Handouts/Handing over Notes etc. and monthly updation related to Loco section.
3. All General Field work related to Loco, and preparation of Drawings of Miscellaneous works.
4. All matters related to Stock & Non Stock items Loco Store.
5. Any other work assigned by Electrical officers in HQ.

B .Shri S.N. Mathur, Sr. Clerk (Standby: Sh. Nehru Acharya, SSE/Loco)

1. Maintaining & regular updating of Files, Marking of Loco section, E-Dak/E-mail of Letters/Documents related to Loco etc..
2. Maintain and upkeep of the records/papers pertaining to Loco Section.
3. To assist SSE/Loco in all matters.
4. Maintain all files pertaining to Traction including Loco Store.
5. Any other work assigned by Electrical officers in HQ.

Om
05/12/19

Traction section

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A. Duty list of Sh. Umesh Kumar Sharma, SSE/TR-1 (Standby:- Shri Suresh Kumar, SSE/TR-2)

1. Correspondence for TRD Policy matters, MSG (TRD), EIG approval of TRD installations, Co-ordination meeting with RE project executing agencies, Correspondence for TRD works & Open access at TSS over NWR.
2. Approval of GSD, wiring and sectioning diagram in-coordination with Drg. Section, Condonation of TRD installation in-coordination with Drg. Section, CRS of TRD installation in-coordination with Drg. Section
3. Correspondence / reply of MLA/MP/ZRUCC/CA-III reference & passenger complaints pertaining to Railway Electrification
4. Dealing with MTR, AML, GM's inspection Notes on the items pertains to TRD/TRS in-coordination with General Section, Dealing with CECE/Dy.CEE/TRD inspection note pertaining to TRD/RE.
5. Correspondence with field units & Railway Board related to Electrical accidents. Energy Audit of TRD installations.
6. Dealing with annual reports to Railway Board and other central bodies i.e. CEA etc. for TRD related items and Assist to Works section for RE proposals.
7. Issues related to power supply authorities in regard to supply, tariff and policy matters.
8. Monitoring and special watch on the adequacy and alertness of the divisional organization for dealing with failures and breakdowns, failures affecting train services or involving outage of essential equipments.
9. All matters related to TRD meetings.
10. Any other work assigned by Electrical officers in HQ.

B. Duty list of Sh. Suresh Kumar, SSE/TR-2 (Shri Umesh Sharma, SSE/TR-1)

1. Correspondence with Field units for performance of TRD equipments and reply to RDSO, RE/TRD failures and for assistance required by RE project executing agencies
2. Accompanying CECE during Inspections/Meetings/Other visits, Issue of Inspection Notes & Compliance, Dealing with other HQ/Divisional officer's inspection Note pertains to TRD/RE.
3. Monitoring daily position, progress of MOU, performance of traction services, Investigation of equipment failure, initiating appropriate remedial steps, monitoring the progress of RE works as per Railway Board's target.
4. Dealing with other Rly. Bd. officers' inspection Notes on the items pertains to TRD, Correspondence /reply of Audit Para from Railway Board/HQ.
5. All Correspondence related to Tower wagons and electrification of sidings, all technical matter related to TRS including Loco link.
6. All correspondence regarding PAT, Safety and Punctuality Meetings held in HQ Office.
7. Monitoring energy consumption, power factor and M.D. at various TSS and initiate appropriate measures to ensure efficient utilization of energy and to contain the Energy bill.
8. Monitoring the progress of modifications approved and SMIs and seeking feedback from field units.
9. Monthly progress of RE works to Rly. Bd., TRD related details for monthly PCDO of Rly. Board, Action plan items of TRD and dealing with Divisional TRD PCDOs, Special/Safety Drives for TRD installations.
10. Reply of GM/PCEE/CEDE conference, ESC meeting related to TRD
11. Preparation of Presentations, Handouts/Handing over Notes etc. and monthly updation related to TRD.
12. Description Vetting, Technical Suitability of all Stock & Non Stock Store cases of TRD items of All Categories including technical correspondence, Store Coordination Meetings (TRD).
13. Any other work assigned by Electrical officers in HQ.

C. Duty list of Sh. Deepak Katewa, SSE/SEMC-1 (Shri Prashant Kr. Shrivastav, SSE/SEMC-2)

1. Correspondence with RERC, RVPNL, SLDC for Open Access.
2. Liason with WCR for Open Access in NWR/HQ.
3. Procedure regarding finalization of Power Purchase Agreement.
4. Accompanying CEDE/Dy.CEE/TRD during Inspections/Meetings/Other visits, Issue of Inspection Notes & Compliance, Dealing with other HQ/Divisional officer's inspection.
5. Any other work assigned by Electrical officers in HQ.

Shri
05/12/19

D. Duty list of Sh. Prashant Kr. Shrivastav, SSe/SEMC-2 (Shri Deepak Katewa, SSE/SEMC-1)

1. Correspondence with REMCL and maintenance of statistics.
2. Establishment of SEMC at NWR/HQ.
3. Liason with CR and concerned firm for SEMC at NWR/HQ.
4. Procedure regarding finalization of Power Purchase Agreement.
5. Accompanying CEDE/Dy.CEE/TRD during Inspections/Meetings/Other visits, Issue of Inspection Notes & Compliance, Dealing with other HQ/Divisional officer's inspection.
6. Any other work assigned by Electrical officers in HQ.

E. Shri Ravi Kr. Yadav[&] Clerk/TR (Standby: Shri Rajpal Singh, OS/Power)

6. Maintaining & regular updating of Files, Marking of FR/BR, E-Dak/E-mail of Letters/Documents related to TRD/TRS etc..
7. Maintain and upkeep of the CRS records/papers.
8. To assist SSE/TR-I & II in all matters.
9. Maintain all files pertaining to Traction including TRD Store.
10. Any other work assigned by Electrical officers in HQ.

Om
03/12/19