

East Central Railway

Office of the
GM/Engg./HJP

Dated 26.06.2020

No.: W-4/283/09/Duty List (Gaz)/Pt.-II/

Sub: Revised Duty list of CE/Gen., CE/RSW, Dy. CE/P&D, Dy. CE/Works & Dy. CE/Gen.

Ref: This office letter No. W/ECR/ENG/W-4/283/09/Duty List (GAZ)/Pt-I dated 21.02.2014, No. W-4/283/09/Duty List (GAZ)/Pt-II/151 dated 16.03.2016 & 11.03.2020.

In supersession of the duty list issued for CE/Genl., CE/RSW, Dy. CE/P&D, Dy. CE/Works & Dy. CE/Gen. vide letters under reference; revised duty list approved by PCE/ECR is enclosed herewith for implementation with immediate effect.

Annexure: As above in 5 pages.

**Digitally signed by RAJEEV
KUMAR GUPTA
Date:Fri Jun 26 14:14:52 IST
2020
Reason: Approved**

(R. K. Gupta)
Secy. to PCE

Copy to:-

1. Secy. to GM for kind information of GM.
2. AGM
3. All PHODs/CHODs
4. CPD/BW/HJP.
5. CTE, CBE, CGE, CE/P&D, CE/TMC, CE/TSP/HJP & CE/Works.
6. DRM/DHN, DNR, DDU, SEE & SPJ.
7. CWM/BW/PD/DDU.
8. Dy. CE/RSW (IC)/HJP & Dy. CE/TMC/DDU
9. Sr. DEN/Co-ord./DHN, DNR, DDU, SEE & SPJ.
10. All Dy. CEs/HQ/HJP.
11. All XENS/HQ/HJP.
12. All AENS/HQ/HJP.
13. Engg. Control/HJP.
14. Ch.OS/Engg./HJP.

Duty list of CE/General

1. All matters relating to Land Management including, licensing, encroachment and commercial development of railway land. Quarter management system.
2. Deposit works of Private & assisted siding. Fixation and review of interest and maintenance charges of assisted siding and inspection charges of private siding.
3. Land boundaries.
4. Rajbhasha.
5. Land matter of Railway siding.
6. Court cases of Engg. Department (Nodal officer).
7. Audit & Accounts Inspection Reports, Draft Paras, outstanding stock sheets (Nodal officer).
8. Parliament questions and parliamentary committees.
9. Nodal officer for compliance of references from MPs and MLAs including representation received by MR and CA-III references on all issues including LC gates
10. Computerization of Engineering Department (Nodal officer).
11. Upkeep and maintenance of land plans.
12. Provision of accommodation for GRP.
13. Engineering earnings including recovery of outstanding dues from outsiders and other departments.
14. ZRUCC meetings, PREM and PNM meetings including meetings with other associations.
15. Procurement and maintenance of office equipments, computers, stationary items, fuels, furniture's and other general stores.
16. Supply of uniforms to Engg. staff.
17. GM's Annual Narrative Report.
18. Nodal officer for creation of posts, recruitments and surrender including creation of posts for new assets & HQ establishment.
19. Work study reports etc.
20. Compliance of CRB, ME's, GM and other senior officers' inspection notes.
21. Right to information Act.
22. Cadre control of ministerial staff in the HQ including Stenos/PSs etc.
23. All matters pertaining to IT including telephones.
24. Implementation of different systems of funding and construction Single Entity, Annuity based, PPP, BOT, NHAI, MPLADS, NREGS, other new policies.
25. Sinking, development and cleaning of tube wells maintained by Engineering Department.
26. Nodal officer for training schools and training of officers & staff.
27. Procurement, hiring and repair of vehicles
28. Newspaper cuttings.
29. Theft & losses.
30. Write off statements.
31. Territorial Chief Engineer of Dhanbad Division- As a Territorial Chief Engineer of Dhanbad Division he will carry out duties assigned vide No.W-4/283/9/Duty List/Gaz. Dated 19.04.2007 and all tenders, contracts and variation statements (other than related with bridges and supply of ballast) pertaining to Dhanbad Division.
32. He will be assessed by Dy. CE (G) and AEN (G).
33. Any other item assigned by higher authority.

Duty list of Dy. CE/General

1. All matters relating to Land Management including, licensing, encroachment and commercial development of railway land. Quarter management system.
2. Deposit works of Private & assisted siding. Fixation and review of interest and maintenance charges of assisted siding and inspection charges of private siding.
3. Land boundaries.
4. Rajbhasha.
5. Land matter of Railway siding.
6. Court cases of Engg. Department (Nodal officer).
7. Audit & Accounts Inspection Reports, Draft Paras, outstanding stock sheets (Nodal officer).
8. Parliament questions and parliamentary committees.
9. Nodal officer for compliance of references from MPs and MLAs including representation received by MR and CA-III references on all issues including LC gates
10. Computerization of Engineering Department (Nodal officer).
11. Upkeep and maintenance of land plans.
12. Provision of accommodation for GRP.
13. Engineering earnings including recovery of outstanding dues from outsiders and other departments.
14. ZRUCC meetings, PREM and PNM meetings including meetings with other associations.
15. Procurement and maintenance of office equipments, computers, stationary items, fuels, furniture's and other general stores.
16. Supply of uniforms to Engg. staff.
17. GM's Annual Narrative Report.
18. Nodal officer for creation of posts, recruitments and surrender including creation of posts for new assets & HQ establishment.
19. Work study reports etc.
20. Compliance of CRB, ME's, GM and other senior officers' inspection notes.
21. Right to information Act.
22. Cadre control of ministerial staff in the HQ including Stenos/PSs etc.
23. All matters pertaining to IT including telephones.
24. Implementation of different system of funding and construction Single Entity, Annuity based, PPP, BOT, NHAI, MPLADS, NREGS, other new policies.
25. Sinking, development and cleaning of tube wells maintained by Engineering Department.
26. Nodal officer for training schools and training of officers & staff.
27. Procurement, hiring and repair of vehicles
28. Newspaper cuttings.
29. Theft & losses.
30. Write off statements.
31. Preparation of PCDO pertaining to his unit.
32. He will report to CGE/PCE.
33. Any other item assigned by higher authorities.
34. He will be assisted by AEN or XEN/G.

Duty list of CE/RSW/HJP

Road Over Bridge/Road Under Bridge (ROB/RUB) etc.:

1. Sanction and monitoring of construction of Road Over/Under Bridges in lieu of busy level crossing qualifying for replacement by ROB/RUB.
2. Sanction, Monitoring of construction of Foot Over Bridges for General Public at places not covered under Passenger Amenity Works.
3. Works Programme for Plan Head-30.
4. Co-ordination of correction slips related to Level Crossings and ROB/RUBs.
5. CA-III reference, RTI, Draft Para/Audit Para, Parliament question and other issues related to Parliamentary committees item in respect of ROB/RUBs.

Level Crossing:

6. Provision of new level crossing.
7. Policy and monitoring progress of special works pertaining to level crossings like provision of new level crossing, elimination/manning of unmanned level crossing, up-gradation of level crossings and its infrastructure.
8. Preliminary /Supplementary Works Programme of Plan Head-29.
9. Manning of unmanned level crossing.
10. Upgrading of level crossing.
11. Provision of lifting barriers at non-interlocked level crossings.
12. Closure of level crossing, Re-opening of level crossings.
13. Technical issues and related policies concerning with level crossing.
14. Monitoring of works on National Highways in respect to level crossing works (Civil) concerned with PH- 29 & 30.
15. Works Programme for Plan Head- 29 (Only Engg. Works)
16. CA-III reference, RTI, Draft Para/Audit Para, Parliament question and other issues related to Parliamentary committees item in respect of Level Crossings.
17. Territorial Chief Engineer of Sonpur Division- As a Territorial Chief Engineer of Sonpur Division he will carry out duties assigned vide No.W-4/283/9/Duty List/Gaz. Dated 19.04.2007 and all tenders, contracts and variation statements (other than related with bridges and supply of ballast) pertaining to Sonpur Division.
18. He will be assisted by Dy. CE/RSW, XEN/AXEN/RSW.
19. He will report to CPD/BW.
20. Any other duties assigned by PCE/CPD (BW) from time to time.

Duty List of Dy. CE/P&D

1. Formulation and co-ordination for preparation of Annual Works Programme on IRPSM other than Track & bridges.

2. Co-ordination for budgetary control over expenditure against Demand-16 and Revenue.
3. Monitoring and control of funds of works under MPLAD and CSR funds.
4. Preparation and Approval of ESPs, L-sections of new lines, gauge conversion & doubling and all drawings (Except for bridges & FOB design) including private and assisted siding.
5. Nodal officer for monitoring progress of works including SRSF works.
6. Coordinator for periodical works review meeting.
7. Plan head coordinator of works appearing on IRPSM for Plan Head - 51 & 64.
8. All matters relating to Passenger Amenities like Model, Modern and Adarsh Stations, Multi-functional Complex etc. including their progress.
9. Development, Standardization and finalization of type plans for various utilities and uses other than bridges, ROB, & LHS. Design approval will rest with CBE.
10. Updating of system map, yard diagram, index plan and sections, ODC profiles.
11. Updating of station wise details of passenger amenities.
12. Unsanctioned expenditure.
13. Cadre control of Drawing and Design staff including creation, recruitment and surrender of posts.
14. Policy related to stations including station development by IRSDC and RVNL.
15. Foot over bridges - Planning and monitoring of execution including replacement proposals on condition basis based on recommendation of CBE and the recommendation of CCM based on No. of passengers.
16. Disaster Management (As related to buildings and structures other than bridges).
17. Matters related to information Technology & MIS.
18. E-working in official functioning – Availability of Type Plans on Web (Internet).
19. Matters related to planning and execution of works in Railway portion for DFCCIL, RVNL, other Metros, RRTC, MOT etc.
20. Preparation of PCDO pertaining to his unit.
21. He will report to CE/P&D.
22. He will be assisted by XEN/AXEN Planning.
23. Any other item assigned by higher authority.

Duty list of Dy. CE/Works

1. Design of building structures other than steel structures, FOB & bridges.
2. Use of latest tools, methodologies, concepts and solutions in design and construction of structures.
3. Estimates of all works (Other than track and bridge works).
4. Corporate welfare plan for colonies.
5. Policy of Works, Contract, Arbitration and on PMC.
6. Railway's corporate plans including vision statements and Five year plan.
7. Completion reports.
8. Updating assets register.

9. Liaisoning with division for maintenance of Zonal HQ buildings.
10. Office accommodation to officers and staff of Engg. Deptt. in the HQ.
11. All contract policy, bidding document, standardization of NS items, service contracts etc.
12. All policy matters and monitoring items related to maintenance, Water supply, Drainage, Sanitation, development works for Colonies.
13. Quality Control and Quality audit of civil works.
14. Unified Standard Schedule of Rates & Standard Specifications of Works & Materials and related matters.
15. All issues related Works Standard Committee and Works Manual.
16. Water Supply-Planning, execution and monitoring quality. Sanction under respective Plan head be co-ordinated by CE/P&D.
17. Sanitation and drainage- Planning and monitoring in other than station yards. Sanction under respective Plan head be co-ordinated by CE/P&D.
18. All issues related to horticulture and tree plantation.
19. Compendium of Instructions.
20. Contract & Arbitration - Policies, Implementation & Monitoring.
21. Maintenance of colonies and service buildings.
22. Utilization of Establishment provision in Sanctioned Estimates concerning CE/W.
23. Matters relating to Tenders, Contracts and Arbitration (Other than track supply), Invitation of Tenders at HQ level, processing and finalization of contract agreement, correspondence regarding progress of contracts dealing with contractor's claims, updating list of approved contracts.
24. Processing for registration of contracts 'A' class level, details of risk and cost tenders etc.
25. Innovations, Modernizations and Technological Advancements in all related fields.
26. Leasing of private house, rent and other charges.
27. Allotment of quarters including leased accommodation.
28. Lease agreements for office accommodation, transit accommodation and rest houses.
29. Preparation of PCDO pertaining to his unit.
30. He will report to CE/Works.
31. He will be assisted by XEN/AXEN/Works.
32. Any other subject as assigned by higher authority.
