

EAST CENTRAL RAILWAY

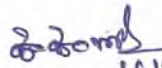
No.: W-4/283/09/Duty List (Gaz)/Pt.-II/ 260

Dated 16.03.2016  
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**Sub:** Revised distribution of duties of SS/JAG Officers.

In supersession to duty lists issued earlier, revised distribution of duties amongst SS/JAG officers of Engineering department as approved by PCE/ECR are enclosed to implement with immediate effect.

**DA/Duty list.**

  
16/3/16  
(K. K. Bhargava)  
Secy. to PCE/HJP

Copy to:-

1. CTE, CBE, CPDE, CGE, CE/TSP, CE/TMC & CE/Works.
2. All Sr. DEN/Co-ords- DHN, MGS, DNR, SEE & SPJ, CWM/PD/MGS & Dy. CE/TMC/PD/MGS.
3. All Dy. CEs at HQ- Dy. CE/G, Dy. CE/Plg., Dy. CE/TP, Dy. CE/Track, Dy. CE/Br./Line, Dy. CE/Br./HQ, Dy. CE/TMC, Dy. CE/TSP, Dy. CE/RSW, Dy. CE/Works, Dy. CE/TO & Dy. CE/TMS
4. All XENs & AENs at HQ/HJP.
5. Chief. OS/Engg., Ch.OS / OS: W-1, W-2, W-3, W-4, W-5, W-6, W-7, W-7A, W-7B, W-8 & W-9

1. Cadre control of P.way staff including creation, recruitment and surrender of posts.
2. Review of Gang strength.
3. Rail/Weld, Glued Joint, SEJ etc. failures, analysis and measures to control the same.
4. Upkeep of G&SR, Block working manual, Accident Manual, Operating Manual, other Codes & Manuals related with his duties.
5. Track patrolling viz summer, monsoon, winter and security patrolling including precautions to be taken during these patrolling/seasons.
6. Technical training of P.way cadre including functioning of Divisional P.way training schools.
7. Monitoring Periodical scheduled Inspection of track by officers.
8. All matters related to track recording like TRC, OMS etc.
9. USFD testing of rails and monitoring progress and performance of USFD machines.
10. Sectional speed raising, removal of PSR, working time table, Engg. recovery time.
11. Approval of LWR/CWR plans (nodal officer).
12. Formation rehabilitation including related soil investigation.
13. Monitoring supply of Thermit portions to the Divisions against works contracts of division.
14. Ballast policy, procurement and monitoring, supply, distribution and training of ballast to the Divisions including movement of hoppers & maintenance/overhauling.
15. Estimates, contracts, Variation statements etc. related with supply of ballast and court cases on ballast supply.
16. Co-ordination with State Govt. / Central Government authorities in connection with forest/ mining clearance etc. for ballast quarries.
17. All matters regarding mining activity near railway track and co-ordination with Coal Mining Adviser/other authorities.
18. Policy matter regarding taking over new assets from Construction Organization.
19. Arrangement of forms and registers etc related with track maintenance.
20. Monitoring reclamation of P.way materials like crossing bodies, Switches etc.
21. Court cases pertaining to track matters.
22. PCDO of his unit.
23. He will report to CTE/PCE.
24. Any other items assigned by CTE/PCE.
25. He will be assisted by AEN or XEN/Track.

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### Dy.CE/TP

1. Track policy & Circulars.
2. SOR and standard specifications for track items.
3. Works Programme, Budget, Estimates of track works chargeable to PH-31.
4. Planning for track works, including planning of Machine deployment & monitoring progress of track renewal & other safety related track renewal works.
5. Sanction of work charged post chargeable to track renewal estimates.
6. Updating of P.way & track diagrams and track statistics.
7. Management of track depot.
8. Working of Flash Butt Welding Plant at Mughalsarai in Coordination with CWM/PD/MGS/FBWP.
9. Performance Indices of track.
10. All matters pertaining to disposal of scrap and obsolete P.way materials and realization of credits thereof.
11. All meeting and seminars on track matters including those pertaining to TSCs and IPWE.
12. POMs, GMs conference, PCEs/CTEs conference and Sr.DENs conference etc.
13. PCDO to ME and items for inclusion in MCDO of GM to CRB.
14. He will report to PCE/CTE.
15. Any other item assigned by PCE/CTE.
16. He will be assisted by AEN or XEN/TP.

### XEN/TMS

1. Track management system.
2. Computerization of Engineering functions pertaining to track.
3. Track modernization, trials/development of track components.
4. Preparation of PCDO pertaining to his unit.
5. He will report to CTE/PCE.
6. Any other item assigned by CTE/PCE.
7. He will be assisted by AEN/TMS.

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## Dy.CE/Track Operation

He will monitor the position of following items from concerned field & HQ units and brief PCE in the morning & whenever required. However, Dy.CE/Track, DyCE/TP, DyCE/TMS, Dy.CE/Br./Line and sectional DENs/ Sr.DENs/Sr.DEN(Co-ords) will be primarily responsible for their sections and it will no way absolve them from their duties and responsibilities pertaining to their jurisdiction.

1. Engg. Control /Emergency control at HQ/Disaster Management.
2. Accidents including work site accidents and all other matters related with safety, punctuality, block bursting etc.
3. Rail/Weld, Glued Joint, SEJ failures.
4. Temporary speed restrictions and relaxation and coordination with HQ Operating deptt. for Engg. blocks, Power & stock etc.
5. Movement of PSC Sleepers, Rails, Welded panels, Ballast (Hoppers), Engg. DMTs/Mechanical rakes etc.
6. He will keep close liasoning with HODs of Engg. Deptt. & CBE/CTE/PCE.
7. Any other item assigned by PCE.

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Dy.CE/Bridge/HQ

1. Obtaining CRS's sanction and compliance of CRS's observation inspection notes. Keeping record of CRS's authorization /inspection pertaining to civil Engg. Deptt. including construction deptt.
2. Sanction for ODC movement.
3. Items connected with running of higher axle load trains.
4. Maintenance of Infringement register (for movement of ODC) and its Updation on quarterly basis.
5. Keeping all Bridge data including drawing in editable/ non editable format management of completion plans and their digitization and there proper storage to make its easy & fast retrieval.
6. Bridge and Structures Standards committee and other technical meetings connected with bridges.
7. Technical correspondence and arranging periodical meeting with State Committee of Engineers and technical Advisory committee of Jharkhand, Bihar and U.P.
8. Arranging sanction of estimates, received from division, private bodies/other Govt. Bodies.
9. Planning and monitoring of ROBs/RUBs including coordination with State Govts. and construction deptt. Keeping watch over fund, allotted under PH -30.
10. Correspondence in connection with manufacture of Steel/PSC girders, PSC slabs, PP shelters, FOBs & other miscellaneous items and at br. workshop/PD/MGS. Procurement of bridge related items for divisions, PD/MGS Attending monthly meeting with COS. Arranging acceptance of TS from different units for the materials received. Submission of periodical report to the Board.
11. Maintenance of Bridge data in the Bridge management system (as subsets of track management system).
12. Making system maps of bridges including showing location of RAW, RAT and updating it quarterly.
13. Court cases, Audit Paras, Parliamentary questions and CA -III reference pertaining to bridges.
14. Computerization of Bridge Data/Drawings, modernization of Bridge cell of HQ. Procurement of new hardware /software relevant to the bridge cell.
15. Preparation of PCDO pertaining to his unit.
16. Man power planning of Bridge staff including creation, recruitments and surrender of posts in HQ.
17. Works Programme, Budget, Estimates and monitoring of progress of Bridge works chargeable to PH-32.
18. Arrangement of forms and registers etc related with bridge maintenance.
19. Technical training of Br. Cadre including control on Bridge Training School at Mughalsarai.
20. All meetings/Technical seminars on Bridges/Road Safety works, IRC, National Road safety committee etc.
21. He will report to CBE/PCE.
22. He will be assisted by XEN/AEN/Br./HQ.
23. Any other item assigned by CBE/PCE.

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### Dy.CE/Bridge/Design

1. Design, preparation and checking of drawings of bridges, ROBs, RUBs, LHSs, steel structures and flood protection works as required by divisions, construction unit and attached office of other department viz, NHAI, BRSDC, BRPNN, MORTH or Jharkhand area.
2. Issue of typical Plan /sections /detailed drawing for various bridge structures for implementing on the E. C. Rly.
3. Approval of QAP, WPSS of ROB/RUB/LHS being constructed by NHAI, BRSDC, BRPNN, MORTH, and other private parties.
4. Arranging & monitoring instrumentation and vibration signature of bridges. Arrange for conducting vibration signature of bridges for assessing health of the bridges.
5. Implementation of NDMS guide lines.
6. Technical approval of track crossing work for utility work viz, water supply, irrigation structure, electric cable, electric over head crossing, optical fibre/communication cables etc. on the ROB, RUBs which are being requested by Rly. or other department.
7. Maintenance of electronic gazette viz computer, printer, Scanner Plotter, Photocopier being used in the Bridge cell.
8. Man power planning for design and drawing staff.
9. Arrange procurement of consumables /non consumables as required for the gadgets being used by Bridge cell.
10. He will report to CBE/PCE.
11. He will discharge his duties in close coordination with CE/RSW & THODs.
12. Any other items assigned by CBE & PCE.
13. He will be assisted by XEN/Br/Design.

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### Dy.CE/Bridge/Line

1. Technical, Financial & Administrative control over the divisional units of XEN or AEN/Bridge/Line and Bridge organization of the division and BRIs of HQ including inspection repair, maintenance, rehabilitation & replacement of super structure of all steel bridges of length 12.2m & above all PSC/RCC/composite girder.
2. All matters pertaining to bridge maintenance, bridge construction/rebuilding, bridge rehabilitation bridge closures.
3. Monitoring annual inspection of bridges, RAWs and RATs by Divisions including scrutiny of bridge/RAW/RAT of Divisions/BRIs.
4. Quality inspection of bridges both of open line/Const. routine/referred.
5. Under water inspection of nominated bridges & River survey.
6. Arranging inspection of fabrication of girders being constructed by the private parties and other organizations as per QAP, WPSS already approved by DyCE/Br/HQ.
7. Inspection /Maintenance of emergency structure viz, service girder, CH girders, Machineries equipments, Plants, instruments, Gadgets, CC Cribs, structural steel etc. in good working condition. Submission of quarterly report regarding above.
8. Preparation of Monsoon booklet & arranging materials commensurate to the provision of the scale in the booklet.
9. All matters pertaining to M&P programme including procurement of Bridge tools/Plants/Machineries and their condemnation.
10. Floods, breaches including restoration and flood protection works and review of river of flood resisters.
11. Arrangement of traffic block, speed restriction, power block for the execution of Road Safety work and bridge works.
12. Procurement and distribution of flood protection materials like service girders, CC crib etc.
13. Procurement of tools and plants for BRIs.
14. All tenders, contracts and variation statements related with bridges.
15. Cadre control of Bridge Staff including creation, recruitments and surrender of posts including man power & skill planning.
16. Disposal of scrap other than P. way materials.
17. Computerization of XEN/Br./BRI units.
18. Preparation of PCDO pertaining to his unit.
19. He will report to CBE / PCE.
20. Any other duty assigned by CBE / PCE.
21. He will be assisted by AEN/Flood & XEN/BRL/HJP at HQ.

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**Dy.CE/Planning & Design**

1. Formulation and co-ordination for preparation of Annual Works Programme other than Track & bridges.
2. Co-ordination for budgetary control over expenditure against Demand-16 (Excluding works under PH-30, 31 & 32) and Revenue-Demand No. 4 & 11.
3. Railways corporate plan including vision statement.
4. Corporate welfare plan for colonies.
5. Policy on PPP.
6. Approval of design of structures other than steel structures, bridges, ROBs/LHS etc
7. Approval of drawings (except for Track, bridges, ROBs/LHS) including private and assisted siding.
8. Approval of L section of new lines, gauge conversion & doubling.
9. Development and finalization of type plans other than Track, bridges, ROBs/LHS.
10. Estimate of all works (other than track, bridge & ROBs/LHS works).
11. Nodal officer for monitoring progress of works including SRSF works(Excluding Track, Bridge & ROB/LHS works)
12. Periodical works review meeting (Excluding Track, Bridge & ROB/LHS works).
13. All matters relating to Passenger Amenities including their progress.
14. Updating of system map & Upkeep of yard diagram, index plan and sections.
15. Updating of station wise details of passenger amenities.
16. Cadre control of Drawing and Design staff including creation, recruitment and surrender of posts.
17. Maintenance of HQ building & assets.
18. Office accommodation to officers and staff of Engg. Deptt. in the HQ.
19. Unsanctioned expenditure.
20. Completion report.
21. Preparation of PCDO pertaining to his unit.
22. He will report to CE(P&D)/PCE.
23. Any other item assigned by CE(P&D)/PCE.
24. He will be assisted by XEN/Planning & AEN/HQ.

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**Dy.CE/General**

1. All matters relating to Land Management including, licensing, encroachment and commercial development of railway land. Asset Register, 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 matter of Railway siding.
4. Land boundaries.
5. Upkeep and maintenance of land plans of all divisions of ECR.
6. Lease agreements for office accommodation, transit accommodation and rest houses.
7. Leasing of private house, rent and other charges.
8. Allotment of quarters including leased accommodation.
9. Provision of accommodation for GRP.
10. Audit & Accounts Inspection Reports, Draft Paras, outstanding stock sheets (Nodal officer).
11. Parliament questions and parliamentary committees.
12. 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
13. Rajbhasha.
14. Court cases of Engg. Department (Nodal officer).
15. Engineering earnings including recovery of outstanding dues from outsiders and other departments.
16. ZRUCC meetings, PREM and PNM meetings including meetings with other associations.
17. Procurement and maintenance of office equipments, computers, stationary items, fuels, furniture's and other general stores.
18. Supply of uniforms to Engg. staff.
19. GM's Annual Narrative Report.
20. Nodal officer for creation of posts, recruitments and surrender including creation of posts for new assets & HQ establishment.
21. Compliance of CRB, ME's, GM and other senior officers' inspection notes.
22. Right to information Act.
23. Cadre control of ministerial staff in the HQ including Stenos/PSs etc.
24. All matters pertain to IT including telephones including computerization of Engg. Office at HQ.
25. Implementation of different system of funding and construction Single Entity, Annuity based, PPP, BOT, NHAI, MPLADS, NREGS, other new policies.
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 CGE /PCE.
34. He will be assisted by AEN or XEN/G.

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Dy.CE/RSW

1. Working as coordinator/monitor/Nodal Officer for all infrastructure works related to Road Safety Works.
2. Policy for manned/unmanned/D class/Canal LCs. Proposal & monitoring of works related to up-gradation, interlocking & maintenance of LCs. Proposals & monitoring of works related with elimination of all type of LCs. i.e. by manning, closure due to less traffic, by diversion & by ROB/RUB/LHS. Creation of additional manpower for manning. He will be over all coordinator for subject of LCs.
3. Policy, sanction and monitoring of construction of ROB/RUB/LHSs, ramped FOBs for General Public at places not covered under passenger Amenity Works. Sanction & monitoring of construction of ROB/RUBs & Sub-Ways/LHSs(PH-30 works) for elimination of manned/unmanned LCs.
4. Policy, sanction and monitoring of works for new level crossings and manning of UM level crossings.
5. Monitoring of works related with maintenance of level crossings like, provision of lifting barriers at non-interlocked level crossing, closure of level crossings-manned/ unmanned by diversion roads, re-opening of level crossings, detention of Road Traffic at level crossings.
6. Planning & execution of ROB/RUBs constructed by Open Line.
7. PCDO for Road safety works.
8. Preliminary/Supplementary Works Programme of PH-29.
9. Sanction of works at Level Crossings (PH-29), Statistics of level crossing, ROB/RUBs, Subways, LHSs & their Analysis.
10. He will report to CE (RSW)/PCE.
11. Any other item assigned by CE (RSW)/PCE.
12. He will be assisted by AEN or XEN/RSW.

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### **Dy.CE/TMC/HQ**

1. Coordination of the Track Machine Organization at HQ and will monitor the functioning of Dy. CE/TMC/MGS.
2. All policy matters regarding Track Machines including small track machines.
3. Cadre control of all the TMC Gr. 'C' & Gr. 'D' staff including cadre under control of Dy.CE/TMC/MGS including creation, recruitment and surrenders of posts.
4. Preparation of PCDO for Track Machines.
5. Procurement of machines and their deployment as per planning of CTE, arranging and maintenance of Track Machines including PQRS and camping coaches.
6. Monitoring progress of Track Machines and their failures.
7. Engineering blocks required for working of track machines including co-ordination with DRMs and COM/CFTM.
8. Policy, Procurement and maintenance of small Track Machines including OMS-200, USFD and Off-Track-Tampers.
9. Procurement of track tools and track instruments.
10. Provision and maintenance of rest rooms for Track Machine staff.
11. All meetings and seminars on Track Machines.
12. Maintaining close liaison with CTE at all times pertaining to track machines.
13. He will report to CE(TMC)/PCE.
14. He will be assisted by AEN or XEN/TMC.
15. Any other item assigned by CE(TMC)/PCE.

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### **Dy.CE/TSP**

1. Procurement of all P. Way materials (except rails) including fittings, steel channel sleepers, SEJs, Glued Joints, fittings required for PSC sleepers, channel sleepers, LC fittings etc.
2. All matters relating to Concrete Sleeper Plants.
3. PCDO Preparing to his unit.
4. Maintaining close liaison with CTE at all times.
5. Performance report to RDSO regarding suppliers of track materials.
6. Court cases pertaining to procurement of P Way fittings, concrete sleepers etc.
7. He will be assisted by AIE & XEN/TSP.
8. Any other item assigned by CE(TSP)/PCE.

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1. Cadre control of works & Horticulture, cadre including creation, recruitments and surrender of posts.
2. Policy in regard to upkeep and maintenance of horticulture and a forestation.
3. Policy in regard to upkeep and maintenance of service buildings, rest houses, station buildings, railway colonies and roads, etc.
4. Policy in regard to upkeep and maintenance of water supply and drainage.
5. Works Study Reports.
6. Policy of Works, Contract, Arbitration and on PMC.
7. SOR and works specifications.
8. Revision/modification of SOP.
9. Approval of contractors and consultants including delisting.
10. Performance review of latest construction / execution techniques and new materials.
11. All Deposit works except Private and assisted sidings.
12. Revision of rents of buildings, quarters, rest houses etc.
13. Sinking, development and cleaning of tube wells maintained by Engineering Department.
14. Technical Training of works cadre.
15. All meetings and seminars on works matters including WSCs.
16. Rain water Harvesting.
17. Energy conservation.
18. Heritage structures.
19. Procurement of survey and other instruments required for the use of supervisors.
20. Procurement of cement, bitumen and other building materials.
21. Engineering Library including procurement of Books, Journals, periodicals etc.
22. Arrangement of forms and registers, other than those required for track and bridge maintenance.
23. Tree plantation & Heritage structures.
24. Quality audit of works.
25. Preparation of PCDO pertaining to his unit.
26. He will report to CE (Works)/PCE.
27. He will be assisted by AEN or XEN/Works.
28. Any other item assigned by CE(Works)/PCE.

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