

**East Central Railway**

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

Office of the  
GM/Engg./HJP  
Dated 01.02.2023

**Sub:** Duty list of Secy. to PCE/ECR/HJP.

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Secy. to PCE is technical associate to PCE and he is assigned with following duties:-

1. In-charge of PCE's Confidential Cell. Assist PCE in discharge of confidential works viz. promotion of Gaz. officers & other related works. Confidential cell deals with APAR of class-III staff also.
2. Organise PCE's inspection programme, meetings & conferences, Preparation of relevant information for PCE for meetings & conferences.
3. Apprise PCE regarding any unusual incidence with full details.
4. Assist PCE in Gazetted cadre planning of Engineering department. Process for sanction of work charged gazetted posts of Open line.
5. Training of Engineering officers at IRICEN/Pune, NAIR/Vadodara and other places as organised from time to time.
6. PCE's approval/Sanction of Tour/Leave etc. of officers under direct control of PCE.
7. Coordination with divisions and HODs for submission of compliances to Railway Board and other authorities.
8. Monitoring of different types of information/data submitted by HODs and submission of the same after compilation to concern authority.
9. Examination of all proposals requiring PCEs sanction (earlier CRS sanction) related to Bridges, ROB, RUB, FOB, etc.
10. Additional works assigned by PCE from time to time.

This has approval of PCE.

*5/2/23*  
*01/02/23*  
(Mukesh Kumar)  
Secy. to PCE

**Copy to:-**

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