

पश्चिमरेलवे
प्रधान मुख्य संकेत एवं दूरसंचार
इंजीनियर का कार्यालय,
5वीं मंजिल, स्टेशन भवन,
चर्चगेट, मुम्बई - 400020.



Western Railway
Office of the
Principal Chief Signal & Telecom
Engineer,
5th Floor, Station Building,
Churchgate, Mumbai-400 020.

No.180/36/1/1

Date: 31/10/2023

Sub: Duty List of S&T SAG Officers in HQ Office.

Duty list of SAG officers in HQ office was issued vide No.180/36/1/1 dated 17.11.2020, 18.02.2021 & 16.08.21. The duty list has now been revised to suit present day working and few new items have been included. This Duty List supersedes the earlier duty list issued vide eve No. dated 17.11.20220, 18.02.2021 & 27.05.2021 & 16.08.2021

1. CHIEF SIGNAL ENGINEER (CSE-I) (Nodal officer of MMCT & BRC division for Signalling matters) and STTC/SBI.

He will look after the following subjects and report to PCSTE.

- (i) Maintenance of Signalling Gears (MMCT & BRC divisions).
- (ii) Monitoring of punctuality, attending punctuality matters and follow up.
- (iii) Specifications, Manuals pertaining to Signalling, G&SR, Rules and Regulations.
- (iv) RDSO Signalling matters, Signal Standards Committee & Maintenance Study Group matters.
- (v) To act as a Nodal head, in connection with all Policy matters relating to Signalling.
- (vi) Co-Ordination with Const. Organization & PSUs for signalling works including taking over (MMCT & BRC divisions).
- (vii) Technical circulars and other instructions for the maintenance of Signalling assets for guidance to the divisions.
- (viii) Technical circulars and other instructions for the maintenance of Signalling assets for guidance to the divisions.
- (ix) Direct recruitment of signalling staff (MMCT & BRC divisions).

- (x) Establishment matters including selection, posting, DAR etc. of PCSTE's office staff.
- (xi) Nodal officer for Training of Gazetted officers and Non-Gazetted Signalling staff.
- (xii) Accidents & Enquiry Reports (MMCT & BRC divisions).
- (xiii) Implementation of Railway Accident Enquiry Committee's recommendations (MMCT & BRC divisions).
- (xiv) Inspection Note of GM, PCSTE, AGM, CRS and Board Member (MMCT & BRC divisions).
- (xv) Periodical review of Signalling Stores for Quarterly Schedule and Imprest and Uniforms (MMCT & BRC divisions) and Nodal Officers for Signalling Stock items of Western Railway.
- (xvi) Schedule inspections of Signalling installations & safety (MMCT & BRC divisions).
- (xvii) Oversee papers prepared by Dy. CSTE(Co.) for Meetings, Conferences, Inspections etc. including PREM & PNM meetings.
- (xviii) All matters connected with Efficiency Index & Efficiency Shield.
- (xix) Nodal officer for dealing with Signalling matters pertaining to Zonal Railway, RDSO and Railway Board.
- (xx) S&T Training School/SBI, Infrastructure & Establishment matters.
- (xxi) Joint Safety Certificate (JSC).
- (xxii) Technical System Application Approval (TSAA).
- (xxiii) Scrutiny of PCSTE's sanction and NI application for works in MMCT and BRC division.
- (xxiv) MP/MLA reference.
- (xxv) Look after work of CSE-II in his absence.

Any other subject specially assigned by PCSTE. He will be assisted by Dy.CSTE(C0.), Dy.CSTE(Signal) & AESTE(Sig.).

2. CHIEF SIGNAL ENGINEER (CSE-II) (Nodal officer of RTM, ADI, RJT, BVP divisions for Signalling matters).

He will look after the following subjects and report to PCSTE.

- (i) Maintenance of signalling gears (RTM, ADI, RJT, BVP divisions).
- (ii) Monitoring of punctuality, attending punctuality matters and follow-up.
- (iii) Specifications, Manuals pertaining to signalling, G&SR, Rules and Regulations.
- (iv) RDSO signalling matters, Signal Standards Committee & Maintenance Study Group matters
- (v) Co-ordination with Construction Organisation & PSUs for signalling works including taking over (RTM, ADI, RJT, BVP divisions).
- (vi) Technical circulars and other instructions for the maintenance of signalling assets for guidance to the divisions (RTM, ADI, RJT, BVP divisions).
- (vii) Establishment matters including Selection, Posting, DAR etc. of Signal Maintenance staff except Drawing office staff (RTM, ADI, RJT, BVP divisions).
- (viii) Direct recruitment of signalling staff (RTM, ADI, RJT, BVP divisions).
- (ix) Accidents & Enquiry Reports (RTM, ADI, RJT, BVP divisions).
- (x) Implementation of Railway Accident Enquiry Committee's recommendations (RTM, ADI, RJT, BVP divisions).
- (xi) Inspection Note of GM, PCSTE, AGM, CRS and Board's member (RTM, ADI, RJT, BVP divisions).
- (xii) Periodical review of Signalling Stores for quarterly schedule and imprest and uniforms (RTM, ADI, RJT, BVP divisions).
- (xiii) Schedule inspections of safety & Signalling installations (RTM, ADI, RJT, BVP divisions).
- (xiv) Matters pertaining to RTI.
- (xv) Joint Safety Certificate (JSC).
- (xvi) Technical System Application Approval (TSAA).

(xvii) Scrutiny of PCSTE's sanction and NI application for works in RTM, ADI, RJT & BVP division.

(xviii) MP/MLA references.

(xix) Look after work of CSE-I in his absence.

Any other subject specially assigned by PCSTE. HE will be assisted by Dy.CSTE(Co.), Dy.CSTE(Signal) & AESTE(Plg.).

3. CHIEF COMMUNICATION ENGINEER (CCE)

He will look after the following subjects and report to PCSTE.

- (i) All matters connected with Telecommunication. MW and OFC and issue of policy directives.
- (ii) Maintenance of Telecommunication gears including Quad cable, OFC & MW, VHF sets, Satellite Communication.
- (iii) All activities connected with maintenance and work of FOIS, UTS and PRS.
- (iv) All S&T works under the Plan Head – Passenger Amenities, executed by Open Line and all Telecom works under PH-33 and other Plan Heads.
- (v) Co-ordination with Construction Organisation for Telecom works including taking over.
- (vi) Telecom Manual, RDSO Telecom matters and Telecom Standards Committee matters.
- (vii) To act as a Nodal Head, in connection with all policy matters relating to Telecommunication, Microwave links, OFC, Railway's Overhead lines, Telephone Exchanges, Public Address Systems, Electronic Platform Display System, Clock, Television & Railnet.
- (viii) Technical Circulars and other instructions for the maintenance of Telecom assets for guidance to the divisions.
- (ix) Planning of communication network including additions and surrender of MTNL/BSNL channels, provision of CUG/MTNL/BSNL and Railway Telephones.
- (x) CCTV, Wi-Fi at stations.

- (xi) Establishment matters including Selection, Postings, DAR etc. of Telecom & MW staff.
- (xii) Direct recruitment of Telecom staff.
- (xiii) Training of Non-Gazetted Telecom & MW staff.
- (xiv) Cipher working.
- (xv) Telecom Stores and Tender Committee Meeting at SAG level.
- (xvi) Co-ordination with RCIL, Railway Undertakings and all Non Railway External Agencies and attending meeting with RCIL, BSNL & MTNL etc.
- (xvii) Schedule inspections of Telecommunication, FOIS, UTS, PRS MW & OFC installations.
- (xviii) All matters related with Disaster Management.
- (xix) Secret files related to National Emergency and other Secret/ Confidential file.
- (xx) PTCC matters.
- (xxi) CP GRAM, E-Drishti matters.
- (xxii) Rail-Madad matters.
- (xxiii) Look after work of CSTE(Plg.) in his absence.

Any other subject specially assigned by PCSTE. He will be assisted by Dy.CSTE/Tele, Dy.CNM, ESTE/Tele & AESTE/Tele.

4. CHIEF SIGNAL & TELECOMMUNICATION ENGINEER (Planning)

He will look after the following subjects and report to PCSTE.

- (i) Planning of signalling & Telecom works and formulation of PWP proposals for S&T Department including Survey & Joint works, M&P Programme, LAW and Limp Sum work.
- (ii) Budget and Expenditure for S&T Plan Head and Level Crossing Plan head works controlled by Open Line and Revenue Budget.
- (iii) Re-appropriation of funds under S&T and Level Crossing Plan Head.

- (iv) To act as a Nodal head for all Budget related matters & monitoring, works programmes, weekly& monthly progress of works. Also attend meeting regarding these matters in absence of PCSTE except other than Signalling and Telecom.
- (v) Monitoring of sanction of detailed estimates for itemized and lump sum works under S&T and Level Crossing Plan Head of LAW Book works.
- (vi) Signal Workshop SBI and its all Establishment matters.
- (vii) Yard-sticks, Yearly/Monthly compilation of S&T workload & Signal & Telecom units. (DESU/ZISTU) and scrutiny of proposals for additional staff from the division.
- (viii) Reply to Parliament Questions.
- (ix) Dealing with Audit & Accounts Inspection Reports, Stock Verification Sheets and Work Study reports.
- (x) Annual Narrative Reports and Year Book.
- (xi) Suggestions and inventions, Railway Week & other exhibitions, Correspondence on Exhibition of films, Photographs, references from CPRO etc. to deal with Press Cuttings.
- (xii) Time Table, Asset Register, Statistics and Railway updates.
- (xiii) Maintaining & updation of S&T Gears statistics, DPRs.
- (xiv) Cases of frauds, Embezzlement and write-off losses due to theft etc. and Court Cases of all staff.
- (xv) He will be incharge of all S&T LAW Book works and any other works assigned by higher ups .
- (xvi) All DPRs.
- (xvii) All siding agreements.
- (xviii) Look after work of CCE in his absence.

Any other subject specially assigned by PCSTE. He will be assisted by Dy.CSTE(Plg.) & AESTE(Plg.).

5. CHIEF SIGNAL& TELECOMMUNICATION ENGINEER (Works-I), (Nodal officer of RTM, ADI, RJT & BVP divisions for works matter).

He will look after the following subjects and report to PCSTE.

- (i) He will be incharge of all itemized Pink Book Signalling works and Signalling Portion of major projects, PH-16, PH-29 Deposit, Siding works under execution by Open Line and Divisions.
- (ii) He will also be incharge of Kavach (TCAS) work of ADI, RJT & BVP division
- (iii) Preparation and sanction of detailed estimates for Pink Book itemized works.
- (iv) Expenditure control and budget for works controlled by Open Line.
- (v) Monitoring of the completion Reports.
- (vi) Incharge of PCSTE's Drawing office and Nodal officer for Signalling Design, approval of alterations, Signalling Plans, Locking Tables and Circuit Diagrams.
- (vii) All establishment matters pertaining to non-gazetted staff of PCSTE's Drawing Office.
- (viii) Co-ordination with PSUs and Siding/PFTs works of Private parties.
- (ix) Nodal officer for dealing with works matters pertaining to Zonal Railway and Railway Board.
- (x) Look after work of CSTE(Works-II) in his absence.

Any other subject specially assigned by PCSTE. He will be assisted by Dy.CSTE(D&D), Dy.CSTE(Works-II)HQ.

6. CHIEF SIGNAL & TELECOMMUNICATION ENGINEER (Works-II), (Nodal officer of MMCT & BRC divisions pertaining to works matter).

He will look after the following subjects and report to PCSTE.

- (i) He will be incharge of all itemized Pink Book Signalling works and Signalling portion of major projects, PH-16, PH-29 Deposit, Siding works under execution by Open Line and divisions.
- (ii) He will also be incharge of Kavach (TCAS) work of MMCT , BRC and RTM division .

- (iii) Preparation and sanction of Detailed Estimates for Pink Book itemized works.
- (iv) Expenditure control and budget for works controlled by Open Line.
- (v) Monitoring of the Completion Reports.
- (vi) Co-ordination with PSUs and Siding/PFTs works of Private Parties.
- (vii) SOR for S&T
- (viii) All matters pertaining to Procurement of Stores material for execution of works and Projects pertaining to Western Railway including Stores TC and Co-ordination with Stores Department.
- (ix) Look after work of CSTE(Works-I) in his absence.

Any other subject specially assigned by PCSTE. He will be assisted by Dy.CSTE(Works-II)HQ.

(Kailash N Kherotia)
PCSTE

Copy to : CCE / CSE(I) / CSE(II) / CSTE(Plg.) / CSTE(W-I) / CSTE(W-II) / CSTE(C-I) / CSTE(C-II).

Dy. CSTE(Tele), Dy.CSTE(Co.), Dy.CSTE(Sig.), Dy.CSTE(D&D), Dy.CSTE(Plg.), Dy.CSTE(N&S), Dy.CSTE(W-II).

Sr.DSTE(Co.)MMCT, Sr.DSTE(S)MMCT, Sr.DSTE(N)MMCT, Sr.DSTE(W)MMCT.

Sr.DSTE/RTM, Dy.CSTE(Works)RTM.

Sr.DSTE(Co.)ADI, Sr.DSTE(S)ADI.

Sr.DSTE/RJT, Dt.CSTE(W)RJT.Sr.DSTE/BVP.

AESTE/Sig, AESTE/Plg., AESTE/D-I, AESTE/D-II, ESTE/D - CCG.

WM(Signal)SBI, Principal STTC/SBI.

DRMs – MMCT/ BRC / RTM / ADI / RJT / BVP.

AGM, SDGM,PFA, PCCM, PCME, PCEE, PCE, CAO(C).

PCME, PCOM, PCPO, PCSO, PCMM.

Secy. To GM – for kind information of GM.