

OFFICE PROCEDURE ORDER No.1/2024

Sub: Role of SAG Officer's of Engineering Department on Open Line Organization of Western Railway.

Ref: Rly.Board's letter No. 2010/EDCE(G)/Misc.8 dt. 14.09.2010

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In terms of Board a letter under reference, the role of territorial HOD for the SAG officers of Engineering department is dispensed with and they will be assigned only functional duties. The duties assigned to SAG officers of the Department, therefore needs revision. The modified list of duties of SAG officers of Engineering Department is as given below. This is in supersession of all existing instructions in this regard, will come into force with immediate effect.

1. Chief Track Engineer

A) ASSISTED BY:

a) Dy.CE(TM)CCG b) Dy.CE (TO & TP)CCG

B) FUNCTIONS:

- 1) Permanent Way Cadre.
- 2) Overall Coordination of All Track Related Subjects.
- 3) Budget and Works Programme - Plan Head -: Track Renewals.
- 4) Speed Restrictions, Engineering Restriction Time and Working Time Table Power Plan and traffic blocks for Engineering works- assisting the divisions in this regard. Interaction with Operating Department for arranging line blocks, Locomotives, Rolling stock etc. including central control.
- 5) Processing proposals for increase in speed of sections and on loop lines and issue of track certificate for various CRS applications. (CRS applications will be coordinated by CBE).
- 6) Unified Standard Schedule of Rates for P. Way.
- 7) Track Management System.
- 8) Track Standards Committee.
- 9) Level Crossings- Inspection, Maintenance, Manning, Up gradation and CRS sanction.
- 10) G&SR, Accident Manual, P. Way Manual, LWR Manual and Other Rules, Acts, Codes & Manuals Related with his duties.
- 11) Ballasting and Ballast Specifications.
- 12) Patrolling of Track.
- 13) Trials and New Developments pertaining to P.Way.
- 14) Uniform of P.Way staff.
- 15) Institution of Permanent Way Engineers (India).
- 16) Policy on Opening of New Lines.
- 17) Accidents and Accident Enquiry Reports.
- 18) Safety and Punctuality of Mail/Express Trains.

- 19) Disaster Management (Only as related to P. way matters).
- 20) Monitoring Progress of Track Renewal and other Safety Related Works other than those assigned to other HODs.
- 21) Track Maintenance Issues including Track Drainage, mid-section drainage, Formation Treatment laying of cannel sleeper etc.
- 22) Monitoring of Inspections of track and its components.
- 23) Innovations, Modernization & Technological Advancements in all related Fields.
- 24) Utilization of Establishment Provisions in Sanctioned Estimate concerning CTE. Creation of work charged posts of Gazetted staff and assist PCE in Gazette Cadre control (to be assisted by Secy to PCE).
- 25) Demand and Distribution of P. Way materials including welding portions.
- 26) Planning of welding of rails at Engg. Workshop/SBI (including priority for dispatch).
- 27) Cadre control over Gr.C && D Permanent Way staff, staff of USFD including recruitment and training including review of gang strength.
- 28) PCDO to Railway Board and GM, Assistance required in PCDO/MCDO.
- 29) GM's Conference and PCE's Conference items and to attend GM's meeting in absence of PCE.
- 30) Coordinating and monitoring of specific references regarding track matters from GM, various PHODS, DRMs and their PCDOs.
- 31) To nominate Officers in Emergency control in case of unusual occurrences.
- 32) Track Matters related to SPVs (PRCL, KRCL etc.).
- 33) Inspection, maintenance, operation, safety at Level Crossings and training of Gateman (including Ex-serviceman deployed as Gateman).
- 34) The proposals of CTRT to OTRT (will be initiated by CE/RSW thorough CTE).
- 35) MOU, Railway Board Shield Details, Video Conference, PCE Seminar & Training of IRSE officers.
- 36) CRS sanction for Raising sectional speed.
- 37) Any other subject as assigned by PCE from time to time.

2. Chief Bridge Engineer

A. ASSISTED BY

(a) Dy.CE(Design)CCG (b) Dy.CE(Br)HQ-CCG

Field Dy.CEs (a) Dy.CE(Br)DDR (MMCT division) (b) Dy.CE(Br)BRC (BRC & RTM division)

(c) Dy.CE(Br)ADI (ADI, RJT & BVP division)

B. FUNCTIONS

- 1) Bridge Cadre control. Posting & training of App. JE/SSE-Bridges and monitoring vacancy of JE/SSE-Bridges
- 2) All matters concerning to Bridges and Steel Structures.
- 3) Design of Bridges & Steel Structures- Latest Tools, Methodology, Concepts & Solutions
- 4) Budget and Works Programme, Plan Head "Bridge Work"
- 5) Flood Control and Breaches.
- 6) Railway Affecting Works
- 7) Road Under/Over Bridges Planning, Monitoring and execution.
- 8) Foot-Over-Bridges: Suburban section:- Inspection and rectification defects including recommendation for replacement on condition basis.
- 9) Codes & Manuals pertaining to bridges.
- 10) Coordination with State Governments/NHAI/Local Bodies/Construction Organization etc. for ROB/RUB and limited height subways.
- 11) Co-ordination with State Government for Suburban FOB/ROB.
- 12) Innovations, Modernization & Technological advancements in all related fields.
- 13) CRS sanction, ODC Movement/Sanction & CRS sanction for Rolling Stock/New Sections.
- 14) Condemnation and disposal of steel girders and other steel structures viz. Towers, turn tables, shed materials, and stock verification of these items.
- 15) Design Cadre control.
- 16) Utilization of Establishment Provisions in Sanctioned Estimates, concerning CBE.
- 17) Specific meetings pertaining to Bridge.
- 18) Membership of Institutes pertaining to Bridges (National, International etc.).
- 19) Design related matters pertaining to Metro Rail, DFCCIL, CORE, etc.
- 20) Approval of Bridge Drawings of construction organization, MRVC, DFCCIL, SPVs etc. as required.
- 21) Production, Stores and Tenders/ Contacts pertaining to Bridges.
- 22) Establishment Matters including training to Bridge Staff.
- 23) Disaster Management (As related to Bridge Matters as well as overall coordination).
- 24) The approval of GAD/TAD/Detailed design and Drawings of ROB/RUB/LHS and related works including inspection, maintenance and safety.
- 25) Any other subject as assigned by PCE front time to time.

3. Chief Engineer/General

A. ASSISTED BY: Dy.CE(G)CCG

2. FUNCTIONS:

- 1) Manpower Planning & Human Resource Development.
- 2) Utilization of Establishment Provisions in concerning CE/G.
- 3) Training Manager for Engineering Officials.
- 4) Training of Staff including Bridge and Track.
- 5) Upgradation of Skills of Gr.C & D Staff.
- 6) Meeting of PNM, PREM, Federations etc.
- 7) Audit and Account Inspection Reports Draft paras and factual statements including GMs Narrative report.
- 8) Matters related to assessment of rent and House/Quarter Allotment including Policy.
- 9) All legal matters and Court cases.
- 10) Right to Information Act.
- 11) Innovations, Modernization & Technological Advancements in all Related Fields.
- 12) All matters concerning to Land Management, including land boundaries, licensing/leasing of shops, property development, Leasing of land to Metros etc.
- 13) Land encroachments, periodic review with State Government & Divisions.
- 14) Inspection Notes of GM, CRS, Railway Board Officers and all other officers.
- 15) Policy for allotment of Garden, Rest House.
- 16) Matters related with RRB indents.
- 17) Co-ordination for losses and thefts cases, stock sheets.
- 18) Leasing of private buildings. Rent and other charges.
- 19) Specific meetings pertaining to Land.
- 20) Provision of CUG Phones.
- 21) Interaction with other Authorities - GRP, RMS, P&T Dept., Association etc.
- 22) Training of IRSE Probationers. (To be assisted by Secy. to PCE).
- 23) Establishment matters of ministerial staff.
- 24) Cadre control over Gr.C & Gr.D of PCE's Office Staff (to be assisted by Secy. to PCE) excluding technical staff placed under control of CTE, CE(TMC), CBE and CE(PL).
- 25) Maintenance of stores, vehicles, T&P stationary items and upkeep of the PCE's Office.
- 26) Civil Engineering Library.
- 27) All types of awards including Rly. Board and Divisional shields.
- 28) Tree Plantation.
- 29) All assisted siding and Land matters including dismantling.
- 30) All matters related to Private Sidings and maintenance of approved list of Consultants for sidings.
- 31) All policy matters and monitoring items related to Maintenance, Water supply, Drainage, Sanitation, development works for Colonies and Quarters including corporate welfare plan & colony care committees etc.
- 32) All matters and monitoring related to custody and management of Land including-commercial exploitation of land & other Engg assets viz., leasing. Licensing, earnings and encroachments etc.
- 33) Certified Land plans

- 34) Way leave facility works
- 35) Afforestation
- 36) Coordination with RLDA w.r.t. land monetization and colony redevelopment.
- 37) Items related to Rail-Tel & RLDA.
- 38) PFTs/Private Sidings, Metros companies and Municipal Corporation.
- 39) Maharashtra state government as State coordinator and MCGM Items.
- 40) Scrutiny of Minor Bridge Register of nominated Division (Mentor HOD).
- 41) Any other subject as assigned by PCE from time to time.

4. Chief Engineer/Planning

A. ASSISTED BY: Dy.CE(PL)CCG

B. FUNCTIONS

- 1) Budget and Works Programme In charge for Zonal Railway.
- 2) Standardization of Plans for various utilities and uses including station yard plans.
- 3) Drawing cadre control. Posting & training of App. JE/SSE-Drg and monitoring vacancy of JE/SSE-Drg
- 4) World Class Stations.
- 5) Expenditure Control and monitoring progress of works.
- 6) Revenue Budget of Engineering Department.
- 7) Matters pertaining to Metro (General and other than design matters as assigned to CBE).
- 8) Foot over bridges- Planning and monitoring of execution including replacement proposals on condition basis based on recommendation of CBE and CE/W and the recommendation of CCM based on No. of passengers.
- 9) e-Working in Official Functioning- Availability of Type Plans on Web (Internet)
- 10) Computerization of Engineering Department.
- 11) Matters related to Information Technology & MIS.
- 12) Passenger Amenities Model, Modern, Adarsh Stations & Multi- functional Complex.
- 13) Innovations, Modernization & Technological Advancements in all Related Fields.
- 14) M&P Programme of Engineering Branch.
- 15) Utilization of Establishment Provisions in Sanctioned Estimates concerning CE/PL.
- 16) References from MR, MP, MLA, Railway Board & CA-iii., Pink files.
- 17) Parliament Questions.
- 18) Dealing with matters pertaining to Corporate planning, Five Year Plan etc.
- 19) Correspondence on, completed surveys, development projects, updating Indian Railway Map and System Map etc.
- 20) Drainage - Planning, Sanctions & Monitoring in station yards.
- 21) ZRUCC, SRUCC, Railway Convention Committee and other Parliamentary Committee.
- 22) Meetings with State Govt. Authorities:- MRVC, MUTT, Departments and coordination with other HODs of Engg. Dept. and others.
- 23) Revenue Budget of Engineering Department.
- 24) Membership of Institutes (National, International like IBC, ICE, ACCE etc.)
- 25) Approval of Yard Plans and L-Sections of construction organization.
- 26) Heritage structures.
- 27) Disaster Management (as related to buildings and structures other than bridges).

- 28) E-Das implementation, Rail Madad, Paper Clipping, MRVC, NHSRCL, MUTP, PFTs.
- 29) Monitoring progress of FOB's being constructed by All agencies in Mumbai Suburban.
- 30) **Gujarat** state government as State coordinator & Gujarat State Items.
- 31) Scrutiny of Minor Bridge Register of nominated Division (Mentor HOD).
- 32) Any other subject as assigned by PCE from time to time.

5. Chief Engineer/Works & SD

A. ASSISTED BY: Dy.CE(W & SD)CCG

B.FUNCTIONS

Works

- 1) Works Cadre.
- 2) Unified Standard Schedule of Rates & Standard Specifications for Works & Materials.
- 3) Works Standard Committee.
- 4) Works Manual.
- 5) Water Supply - Planning, Sanction, Execution & Monitoring Quality. Including overhead tanks.
- 6) Sanitation & Drainage - Planning, Sanctions & Monitoring in other than station yards.
- 7) Foot over bridges- Inspection and rectifications of defects in other than suburban section- including recommendation for replacement or condition basis.
- 8) Horticulture.
- 9) Works Study Reports.
- 10) Schedule of Powers.
- 11) Quality Control & Quality Audit of Works.
- 12) Compendium of Instructions.
- 13) All matters pertaining to Stores Procurement through COS, Spot purchase committee PL Number Updation & Revision.
- 14) Innovations, Modernization & Technological Advancements in all Related Fields.
- 15) Contract & Arbitration - Policies, Implementation & Monitoring.
- 16) Nodal officer for Arbitration of Engineering Department.
- 17) Maintenance of Colonies, stations and Service Buildings.
- 18) Utilisation of Establishment Provisions in Sanctioned concerning CE/W.
- 19) 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 contract's dealing with contractor's claims. Updating list of approved contracts.
- 20) Processing for registration of contractors 'A' class level, details of risk and cost tenders etc.
- 21) Completion reports.
- 22) Works Programme
- 23) Policy related to works and stations
- 24) All contract policy, bidding document, standardization of NS items, service contracts etc.
- 25) Schedule of Rates, Standard specifications and related matters.
- 26) Monitoring and control of funds for works under MPLAD and CSR funds.
- 27) Monitoring of works of GLO and Station building, Churchgate.

- 28) All matters related to RVNL, BDRCL and Issues pertaining to RVNL, IRCON, RITES.
- 29) USSOR of Works, Bridges & Track
- 30) Matters pertaining to G-Ride.
- 31) E-working in official Functioning, IT, MIS and Implementation of E-office.
- 32) Any other subject as assigned by PCE from time to time.
- 33) Scrutiny of Minor Bridge Register of nominated Division (Mentor HOD).

Station Development:

- 1) All policy matters and monitoring items related to Maintenance, Water supply, Drainage, Sanitation, development works for Stations.
- 2) Drainage Planning, Sanction and Monitoring in Station Yards.
- 3) Execution of all planned developmental works at stations (excluding track and bridge works)
- 4) Co-ordination with IRSDC and other PDAs for Station development.
- 5) Station Development including IRSDC.
- 6) Matters related to IRSDC, IRCTC
- 7) All works pertaining to sewage & water treatment plants (NSG-1 to NSG-4 stations).
- 8) All Works related to Development of world-class station, Station Development & Redevelopment of stations including (a) SITCO -Surat (b) GARUD-Gandhinagar.
- 9) Matter related to Coordination, planning and Monitoring of 15 stations of Mumbai Sub-urban to be developed by MRVC (08 nos) and IRSDC (07 nos).
- 10) Major Renovation/Remodeling of Station Building.
- 11) Monitoring and Coordination of Passenger Amenities on stations with CCM office and Division including Model/Modern/Adarsh Stations, Divyangjan facility at Stations and PCDO to Railway Board.
- 12) Monitoring the Progress of FOBs being constructed by various agencies in Non-suburban.
- 13) Monitoring the maintenance issues of FOBs in Non Suburban sections of WR.
- 14) Matter related to Coordination and planning pertaining to Multifunctional complex.
- 15) Matter related to Coordination, planning and execution of works in railway portion related to NHSRCL & G-RIDE etc.
- 16) Matters pertaining to Heritage Structures.
- 17) All matters related to KRCL
- 18) IT Initiative in Engineering department (Nodal Officer).
- 19) Scrutiny of Minor Bridge Register of nominated Division (Mentor HOD).
- 20) Any other subject as assigned by PCE from time to time.

6. Chief Engineer/Track Supply

B. FUNCTIONS

- 1) All matters related to Procurement of Track Fittings including Thermit weld portions.
- 2) All matters related to PRC Sleepers including Sleeper Plants.
- 3) All matters related to Inspection of ERC, Metal Liners and P. Way fittings.
- 4) Arbitration cases related to Track Supply Contracts.
- 5) Innovations, Modernization & Technological Advancements in all related fields.
- 6) Utilization of Establishment Provisions in Sanctioned Estimates concerning CE/TS.
- 7) Policy matters with procurement of P. Way fittings at Divisional level.
- 8) Audit Report and Draft Paras pertaining to procurement of P. Way items.
- 9) Scrap Disposal.
- 10) Disposal of surplus and unserviceable P.Way materials & scrap. Stock verification and stock management.
- 11) The work of Computerization of Engineering Department.
- 12) Scrutiny of Minor Bridge Register of nominated Division (Mentor HOD).
- 13) Any other subject as assigned by PCE from time to time.

7. Chief Engineer/Track Machines

A. ASSISTED BY:

- (a) Dy.CE(TMC)CCG (b) Dy.CE(TMC)VTA

B. FUNCTIONS

- 1) Maintenance, Operation and Control of all Types of Track Machines.
- 2) Track Machine Cadre control including that of CPOH.
- 3) Manpower planning for track machines including CPOH.
- 4) Track Machines Manual.
- 5) Framing and Initiation of Proposals and carrying out detailed planning through CTE.
- 6) Innovations, Modernization & Technological Advancements in all related fields.
- 7) Procurement and Maintenance of Small Track Machines.
- 8) Utilization of Establishment Provisions in Sanctioned Estimates concerning CE/TMC.
- 9) Co-ordination with CTE for effective utilization of track machines.
- 10) Rajbhasha and Co-ordination for Hindi Meetings.
- 11) **Madhya Pradesh** state government as State coordinator & Madhya Pradesh State Items.
- 12) Scrutiny of Minor Bridge Register of nominated Division (Mentor HOD).
- 13) Any other subject as assigned by PCE from time to time.

8. Chief Engineer/RSW

A. ASSISTED BY: Dy.CE/RSW

B.FUNCTIONS

- 1) Planning and monitoring works of ROB, RUBs under Plan Head-30, including deposit works, NHAI works etc, works of subways for elimination of LCs.
- 2) All issues pertaining to LCs, interlocking and their elimination (except inspection, maintenance, operation, safety at level crossings and training of gateman (including ex-servicemen deployed as gateman which will be with CTE).
- 3) Works Programme of Plan Head-29.
- 4) CTRT to OTRT: This will be with CE/RSW but to be dealt through CTE.
- 5) Sanction, Monitoring and Execution of Construction of Road Over/Under Bridges in lieu of busy level crossing qualifying for replacement by ROB/RUB.
- 6) Sanction, Monitoring and execution of Construction of Foot Over Bridges for General Public, all places not covered under Passenger Amenity Works.
- 7) Works Program for Plan Head-30.
- 8) Coordination of correction slips related to LCs, ROB/RUBs.
- 9) All matters related to PRCL, MRIDCL.
- 10) Coordination with State Govt./NHAI/Local Bodies/Construction organization for ROB/RUB/LHS.
- 11) Draft and Audit Paras.
- 12) Any other item assigned by PCE.
- 13) Scrutiny of Minor Bridge Register of nominated Division (Mentor HOD).

9. Chief Engineer(CPOH & Engineering Workshop)ADI
Engineering Workshop

A. ASSISTED BY: Dy.CE(EWS)SBI

B. FUNCTIONS

- 1) Overall In-charge of Bridge Workshops and Responsible for Maintenance, Target and Production in Workshops.
- 2) Innovations, Modernization & Technological Advancements in all related Fields.
- 3) Utilisation of Establishment Provisions in Sanctioned Estimates concerning to EWS.
- 4) Repairs and maintenance of plant and machinery of Engg. Department other than vehicles.
- 5) Annual procurement of structural steel, other items for bridge works including co-ordination with etc.
- 6) Flash Butt welding plant, and other issues of maintenance of FBW plants.
- 7) Cadre control over Gr. C & D of Engg. Workshops
- 8) Scrutiny of Minor Bridge Register of nominated Division (Mentor HOD).
- 9) Any other subject as assigned by PCE from time to time.

Track Machine CPOH

A. ASSISTED BY: Dy.CE(CPOH)VTA

B. FUNCTIONS

- 1) Overall In-charge of Central Periodic Overhauling (CPOH) Workshop.
- 2) Responsible for Upkeep of P&M in the CPOH for overhauling of track machines.
- 3) The overhauling of track machines nominated by WR, CR, WCR & NWR.
- 4) AMC, RC, procurement of spares from OEM and local suppliers for spares and assemblies required for POH of track machines.
- 5) Manpower planning at CPOH for carrying out POH of track machines.
- 6) Liasoning with CE/TMC- WR, CR, WCR & NWR for POH of track machines.

Note:

- a) In case of any ambiguity or overlap in any item in the above list, that item will be handled by the HOD as nominated by the Principal Chief Engineer.
- b) Above mentioned SAG level officers shall conduct the Safety inspection / Night inspection as & when nominated.
- c) In case any subject may be dealt by section other than under control of respective HOD, section concerned through the Dy.HOD of the section to put up file to the HOD assigned the subject.

(No. PCE/Duty list/2024 date: 04.07.2024)


 4.7.24
Principal Chief Engineer