

OFFICE NOTE

Sub: Duties and Responsibilities of Office Staff of STTC-SBI

Shri Amaratlal Prajapati, Ch. OS

He will be in charge of overall working of the office of STTC-SBI and specifically be responsible for:

- i) He will look after the complete establishment matters of STTC-SBI i.e. Fixation of Pay, Increment of Staff, Income Tax, Trainee's Pay Authorities, IPAS, HRMS, IREPS etc.
- ii) To upkeep of Store work of Signal & Telecom - Procurement, Indenting & DS-8ed work.
- iii) To prepare and maintain Budget.
- iv) To reply Audit & Account Inspection in time.
- v) He will ensure to dealt with all RTI Cases.
- vi) To issue and maintain accounts of Privilege, Post Retire and other Passes & PTO to all staff.
- vii) To maintain day to day posting of Tally Book, Work Order, Chasing of Material.
- viii) To Reply of compliance letter of HQ Office / Rly. Bd. on top priority bases.
- ix) To maintain Postal Stamp account.
- x) To Reply of compliance letter of HQ Office / Rly.Bd. on top priority bases.
- xi) Preparation and submitting of Pay sheet of staff, Bonus & D.A. Card to Account Dept. in time.
- xii) To maintain Leave Record, Service Sheet of Staff.
- xiii) Preparing & Posting of Duty Pass of all Staff and Trainees.
- xiv) Issue of Sick Memo to staff and Trainees.
- xv) All the Pay Orders.
- xvi) Preparation of Cash Imprest and submitting to Account Dept.
- xvii) To ensure dispatching of Monthly Training Programme, reliving letters of trainees and other related documents to Divisions & HQ Office in time.
- xviii) Any other instructions given by higher ups.

Date 01.01.2025


Paras Nath Prajapati
PSTTC-SBI
पाचार्य
Principal

शिक्षणार्थ दू.सं.प्रशि. केंद्र साबरमती (प.रे.)
B.T.T.C.-Sabarmati (W.R.)

- v) He will be responsible for maintaining Bio-Data and History of Training Courses of all the Helper/TCM/WTM/JE of all the divisions and keeping this Bio-data up dated liaisons with all the division for getting information regarding bio-data. All the course in charge will assist him for maintaining this record. Also ensure that the result of the trainees is advise to their respective divisions and HQ office with relieving letters.
- vi) He will ensure proper upkeep of Library.
- vii) He will control Telecom Lab. staff. He will mark their attendance and sanction their leave.
- viii) He will ensure that all Telecom Classrooms and Labs. kept clean.
- ix) He will ensure updating of all data regarding training centre on Railnet and also upload Training Programs and allotment of seats to the divisions.
- x) Any other duty specially assigned by PSTTC/SBI.

01. Sri Viplove Kumar, Chief Instructor (Tele)

- i) He will be course in-charge of following Telecom Courses
 - A) Initial Course for App. Technician -Tele
 - B) Initial Course for Promotee JE/Tele
 - C) Equipment Courses
- ii) He will control Gr. 'D' staff and mark attendance and sanction their leaves.
- iii) He will sign the Passes and PTOs issued to the STTC Staff and Trainees.
- iv) He will prepare monthly/Yearly Telecom Training Programme in consultation with PSTTC. Liaisons with all the divisions in connection with timely intimating all the information regarding Training Courses and any other required information regarding training program of Telecom.
- v) He will prepare and check PCDO.
- vi) He will be Treasure of "Hostel, Mess & Sports Recreation Club".
- vii) He will be responsible for proper maintenance and up keep of Electronic Exchange and Network connectivity in training Centre and hostel.
- viii) He will be consignee for the work Complete cleaning of STTC and Hostel.
- ix) He will be in charge for proper maintenance and upkeep of Hostel and he will liaison with Engineering, Electrical and other departmental work and any requirement in proper maintenance of Hostel.
- x) He will control Hostel staff. He will make their attendance and sanction their leave.
- xi) He will ensure that Room kept clean, Linen is replaced regularly, Toilets, Bathrooms are kept clean. He shall ensure hygienic condition in the Hostel.
- xii) Any other duty specially assigned by PSTTC/SBI.

03. Sri Shivendra Singh Dangi, Chief Instructor (Tele)

- i) He will be course in-charge of following Telecom Courses
 - A) Induction Course
 - B) Foundation Courses
 - C) Equipment Courses
- ii) He will ensure that Xerox Machine, Printer & Other Office Equipments are in proper working condition and ensure that its inputs like paper, Ink Cartridge etc. are available and insure proper record of uses.
- iii) He will ensure & regular watching of Stock & Non-Stock items to be procured through COS/STTC-SBI.
- iv) He will be responsible for up keep and proper maintenance of those items, which are on his

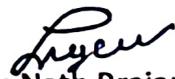
सचिव
 सि.टी.सी. कक्षा, कटवा, बहामनी (प.प.)
S.T.C. - Baharnali (W.R.)

tally books.

- v) He will be responsible for receipt issue and account of all the Telecom material and keep all the relevant records up to date.
- vi) He will ensure that all the Equipments in Telecom Lab. are properly maintained and kept in good working order. He will ensure proper practical done by the trainees and upkeep of Practical Register.
- vii) He will ensure that all the equipments in E-Learning room, Video Conference room and Computer Lab. are properly maintained and kept in clean and in good working order.
- viii) He will be responsible for proper maintenance and up keep of all Projectors, PCs and Clocks provided in training centre and proper functioning of Hooter.
- ix) He will be responsible for proper maintenance and up keep of all Projectors, PCs and Clocks provided in training centre and proper functioning of Hooter.
- x) Any other duty specially assigned by PSTTC/SBI.

NOTE: -

1. All Instructors will prepare computerized Hindi Notes of their subjects for issuing soft copy to the trainees.
2. The lab in-charge will prepare lab sheets on different practical for issuing to the trainees.
3. The Course in charge of the batch is responsible for ensuring the complete course contents (Theory & Practical) is taught to the trainees. He shall also ensure that trainees shall maintain discipline and timing of the training Centre. He shall inspect record regarding practical prepared by Lab. Asst.
4. All Instructors will visit the Hostel and Mess once in a week.
5. Ensure the cleaning of Hostel before 8.15 and office building before 9.15 by concern in-charge.
6. Ensure the cleaning of all class rooms and labs. etc. by concerned in charge, which should be done as per availability of free hrs. at those rooms.
7. Ensure the opening and closing of all offices, class rooms, labs. etc by concerned in charge of that area according to STTC/SBI timings.
8. In case of leave or Training of any C.I., the next in charge will look after their duties of respective area.
9. In case of any C.I. will relieve, the next in charge will take over their duties.
10. All Technical staff must be present before prayer timing and it should be followed strictly.
11. All the Instructors will prepare Question Bank for Signal & Telecom Topic wise and upload it to STTC Notes on Railnet.


Paras Nath Prajapati

PSTTC-SBI

पाचार्य

Principal

विद्यार्थ द. सं. परि. कॉंब साबरमती (प.रे.)
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Date-01.01.2025