

DUTY LIST OF SAFETY OFFICERS

Sr. No.	Dy.CSO/S&T assisted by Safety Counsellor S&T
1	Safety Drives and Safety Audit by Sr. DSOs
2	CUG & Railnet & Maintenance & Testing of Disaster Management Equipments.
3	Signal Sighting Committee.
4	Daily Safety position
5	issues pertaining to S&T Deptt.
6	Scrutinization of inspection notes (SAG Officers of S&T & Accounts deptts) and highlight major irregularities.
7	Co-ordination with Sr.DSO/BCT for misc. issues and safety items.
8	Any other duty assigned by CSO.

Sr. No.	Dy.CSO/Elect. Assisted by CLI-Safety
1	Monthly Inspection Programme of SAG, JAG & Dy.CSOs.
2	CMS, Running Room & Crew Lobbies
3	Parliament Question
4	Monitoring inspections schedule of Safety Officers
5	All Inspections Notes & compliance (Rly. Bd's, GM's, CRS, CSO, Other SAG Officers & Divns. etc).
6	Issues pertaining to Elect. Deptt.
7	Scrutinization of inspection notes (SAG Officers of Elect & Personal Deptts.) and highlight major irregularities.
8	Co-ordination with Sr.DSO/BRC & Sr.DSO/BVP for misc. issues & safety items.
9	Snacks and Lunch for Safety Meetings.
10	Any other duty assigned by CSO.

Sr. No.	Dy.CSO/Traffic assisted by Traffic Inspection- Safety
1	Accidents & Accident Statistics.
2	Safety Shield(MR & Div), JPO's.
3	RTI
4	GM's weekly meetings.
5	Safety & Punctuality Meetings convened by AGM
6	Issues pertaining to Optg. and Commercial Deptt.
7	Scrutinization of inspection notes (SAG Officers of Traffic & Commercial Deptts) and highlight major irregularities.
8	Co-ordination with Sr.DSO/RJT for misc. issues & safety items.
9	Any other duty assigned by CSO.

Sr. No.	Dy.CSO/ Engg. Assisted by Safety Counsellor- Engg
1	Analysis of TMC.
2	Safety related issues Action Plan for improvement of Safety, Safety Poster, Sanraksha Sandesh, Diary & Calendar, Safety Check List,. Daily Safety activity position of Railway Board.
3	All Safety Awards, GM Narrative Report, Corporate Safety Plan.
4	ISO Certification.
5	All types of Meetings & its compliance., CRB & Sr.DSO Video Conference.
6	Staff complaint, Public complaint & CPGRAM,
7	Issues pertaining to Engg. Deptt..
8	Scrutinization of inspection notes (SAG Officers of Engg. & Store Deptts.) and highlight major irregularities.
9	Co-ordination with Sr.DSO/RTM for misc. issues & safety items.
10	Manning of LC elimination of level crossing, all issues of level crossings
11	Any other duty assigned by CSO.

Sr. No.	Dy.CSO/Mech. Assisted by Safety Counsellor- Mech
1	MCDO & Annexures.
2	Safety Audit of SAG
3	Establishment matters of all Officers & Staff of Safety deptt. & Rajbhasha.
4	Cash imprest, Fuel Imprest, Misc. Stores Items.
5	Office Equipment, Office Furniture & all AMC.
6	Account & Audit objection, Court cases, Writ Petition & Officers Training
7	All Dispatch & Receipt of DAK
8	Union Dealing, ZRUCC Meeting.
9	Mock drill & video transmission of ART/ARME in division with NDRF
10	Disaster Management.
11	Issues pertaining to Mech. Deptt.
12	Scrutinization of inspection notes (SAG Officers of Mech.& Medical Deptts.) and highlight major irregularities.
13	Co-ordination with Sr.DSO/ADI for misc. issues & safety items.
14	Any other duty assigned by CSO.