

Charter of working for PCE's Office				
Sr. No	Item	Normal Time	Maximum Time	Remarks
1.	MCDO replies regarding assistance required etc.	15 days	Before next MCDO	
2.	MP/MLA/VIP/CA-iii References	As per time schedule issued by Rly. Board		
3.	Railway Board references			
i)	If information is available in HQ	7 days	15 days	
ii)	If information is required from Divisions	20 days	30 days	
4.	Public References			
i)	If information is available in HQ	10 days	30 days	
ii)	If information is required from Division	20 days	45 days	
5.	NOC for construction of private structures	20 days	40 days	Proposal in accordance with the check list.
6.	Disposal of plans related to execution of sanctioned works	7 days	15 days	Proposal in accordance with the check list.
7.	Approval of plans/Drawings of track crossings, Canal crossings, track bridges/FOBs	15 days	30 days	
8.	Approval of Plans/Drawings regarding-ROB/RUB on NH and other important Roads	15 days	30 days	
9.	Execution of agreement of deposit works with Road Authorities	15 days	30 days	
10	Disposal of files related to DPRs	15 days	30 days	
11	Audit Notes			
i)	If information is available in HQ	15 days	30 days	
ii)	If information is required from Division	30 days	60 days	
12	GM/PCE Inspection Notes replies	30 days	45 days	
13	Disposal of proposals on IRPSM related with Works Programme	3 days	7 days	
14	Disposal files related with re-appropriation of funds	3 days	7 days	
15	Reply to Work Study Reports	30 days	60 days	
16	Finalisation of Tenders			
i)	Non T.C	45 days	90 days	
ii)	TC cases	75 days	120 days	