

OFFICE PROCEDURE ORDER No. 1/2010

Sub : Role of SAG Officers 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's 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 (TP)CCG
- c) XEN/TM
- d) AEN(TM), AEN(TP), AEN/Tr

B) FUNCTIONS:

- i) Permanent Way Cadre
- ii) Overall Coordination of All Track Related Subjects
- iii) Budget and Works Programme – Plan Head -: Track Renewals
- iv) 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.
- v) 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)
- vi) Unified Standard Schedule of Rates for P.Way
- vii) Track Management System
- viii) Track Standards Committee
- ix) Level Crossings – Inspection, Maintenance, Manning, Upgradation and CRS sanction
- x) G&SR, Accident Manual, P.Way Manual, LWR Manual and Other Rules, Acts, Codes & Manuals Related with his duties.
- xi) Ballasting and Ballast Specifications
- xii) Patrolling of Track

- xiii) Trials and New Developments pertaining to P.Way.
- xiv) Institution of Permanent Way Engineers (India)
- xv) Policy on Opening of New Lines
- xvi) Accidents and Accident Enquiry Reports
- xvii) Safety and Punctuality of Mail/Express Trains
- xviii) Disaster Management (Only as related to P.way matters)
- xix) Monitoring Progress of Track Renewal and other Safety Related Works other than those assigned to other HOD s
- xx) Track Maintenance Issues including Track Drainage mid-section drainage, Formation Treatment ,laying of cannel sleeper etc.
- xxi) Monitoring of Inspections of track and its components.
- xxii) Innovations, Modernization & Technological Advancements in all related Fields.
- xxiii) 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)
- xxiv) Demand and Distribution of P.Way materials including welding portions.
- xxv) Planning of welding of rails at Engg. Workshop/SBI (including priority for dispatch)
- xxvi) Cadre control over Gr.C& D Permanent Way staff, staff of USFD including recruitment and training including review of gang strength.
- xxvii) PCDO to Railway Board and GM, Assistance required in PCDO/MCDO.
- xxviii) GM's Conference and PCE's Conference items and to attend GM's meeting in absence of PCE.
- xxix) Coordinating and monitoring of specific references regarding track matters fro GM, various PHODs, DRMs and their PCDOs.
- xxx) To nominate Officers in Emergency control in case of unusual occurrences.
- xxxi) Track Matters related to SPVs (PRCL,KRCL etc.)
- xxxii) Any other subject as assigned by PCE from time to time.

2. Chief Bridge Engineer

A. ASSISTED BY

- a) Dy.CE(D)CCG
- b) Dy.CE(Br)CCG
- c) Dy.CE(Br)BL
- d) XEN(ROB)CCG

- e) ABEN
- f) AEN(D)

B. FUNCTIONS

- i) Bridge Cadre
- ii) All matters concerning to Bridges and Steel Structures
- iii) Design of Bridges & Steel Structures – Latest Tools, Methodology, Concepts & Solutions
- iv) Budget and Works Programme, Plan Head “Bridge Work”
- v) Flood Control and breaches.
- vi) Railway Affecting Works
- vii) Road Under/Over Bridges : Planning & Monitoring of Execution
- viii) Foot-Over-Bridges :- sub urban section : -Inspection and rectification of defects including recommendation for replacement on condition basis.
- ix) Codes & Manuals pertaining to Bridges
- x) Coordination with State Governments/ NHAI/Local Bodies/Construction Organization etc. for ROB/RUB and limited height subways.
- xi) Innovations, Modernization & Technological advancements in all related fields.
- xii) CRS sanction, ODC Movement/Sanction .
- xiii) Condemnation and disposal of steel girders and other steel structures viz. Towers, turn tables, shed materials, and stock verification of these items.
- xiv) Design Cadre control
- xv) Utilization of Establishment Provisions in Sanctioned Estimates concerning CBE.
- xvi) Specific meetings pertaining to Bridge.
- xvii) Membership of Institutes pertaining to Bridges(National, International etc.)
- xviii) Matters pertaining to Metro Rail (As related to design)
- xix) Approval of Bridge Drawings of construction organization, MRVC,DFCCIL ,SPVs etc. as required.
- xx) Production, Stores and Establishment Matters, Tenders/Contracts pertaining to Bridges.
- xxi) Training to Bridge Staff
- xxii) Disaster Management (As related to Bridge Matters as well as overall coordination).
- xxiii) Any other subject as assigned by PCE from time to time.

3. Chief Engineer/General

A. ASSISTED BY ;

- a) Dy.CE(G)CCG
- b) AEN(G)CCG
- c) LCO/CCG

B. FUNCTIONS :

- i) Manpower Planning & Human Resource Development
- ii) Utilization of Establishment Provisions in Sanctioned Estimates concerning CE/G.
- iii) Training Manager for Engineering Officials
- iv) Upgradation of Skills of Gr.C& D Staff
- v) Meeting of PNM, PREM, Federations etc.
- vi) Assisted and Private Sidings including land matters and dismantling.
- vii) Approved list of consultants for sidings.
- viii) Audit and Account Inspection Reports Draft paras and factual statements including GMs Narrative report.
- ix) Matters related to assessment of rent and House/Quarter Allotment including Policy
- x) All legal matters and Court cases
- xi) Right To Information Act
- xii) Innovations, Modernization & Technological Advancements in all Related Fields.
- xiii) All matters concerning to Land Management, including land boundaries, licensing/leasing of shops, property development, Leasing of land to Metros etc.
- xiv) Land encroachments, periodic review with State Government and Divisions.
- xv) Inspection Notes of GM, CRS, Railway Board Officers and all other officers.
- xvi) Policy for allotment of Garden, Rest House,
- xvii) Matters related with RRB indents.
- xviii) Co-ordination for losses and thefts cases, stock sheets.
- xix) Leasing of private buildings. Rent and other charges.
- xx) Specific meetings pertaining to Land.
- xxi) Provision of CUG Phones

- xxii) Interaction with other Authorities – GRP, RMS, P&T Dept., Associations etc
- xxiii) Training of IRSE Probationers. (To be assisted by secy to PCE)
- xxiv) Establishment matters of ministerial staff.
- xxv) 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).
- xxvi) Maintenance of stores, vehicles, T&P stationary items and upkeep of the PCE's Office.
- xxvii) All types of awards including Rly. Board and Divisional shields
- xxviii) Civil Engineering Library
- xxix) Tree Plantation.
- xxx) Any other subject as assigned by PCE from time to time.

A. Chief Engineer/Planning

B. ASSISTED BY :

- a) Dy.CE(PL)CCG
- b) APEN/CCG
- c) AEN(PL)II/CCG

C. FUNCTIONS

- i) Budget and Works Programme In charge for Zonal Railway
- ii) Standardization of Plans for various utilities and uses including station yard plans.
- iii) Drawing cadre control
- iv) World Class Stations
- v) Expenditure Control and monitoring progress of works.
- vi) Revenue Budget of Engineering Department.
- vii)Matters pertaining to Metro (General and other than design matters as assigned to CBE)
- viii) 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.
- ix) e-Working in Official Functioning – Availability of Type Plans on Web (Internet)
- x) Computerisation of Engineering Department
- xi) Matters related to Information Technology & MIS

- xii) Passenger Amenities – Model, Modern, Adarsh Stations & Multi-functional Complex
- xiii) Innovations, Modernisation & Technological Advancements in all Related Fields
- xiv) M&P Programme of Engineering Branch
- xv) Utilisation of Establishment Provisions in Sanctioned Estimates concerning CE/PL.
- xvi) References from MR, MP, MLA, Railway Board & CA-iii., Pink files.
- xvii) Parliament Questions.
- xviii) Dealing with matters pertaining to Corporate planning, Five Year Plan etc.
- xix) Correspondence on completed surveys, development projects, updating Indian Railway Map and System Map etc.
- xx) Drainage – Planning, Sanctions & Monitoring in station yards
- xxi) ZRUCC, SRUCC Railway Convention Committee and other Parliamentary Committee.
- xxii) Meetings with State Govt. Authorities, MRVC, MUTP, Local Govt. Bodies, Departments and coordination with other HODs of Engg. Department and others.
- xxiii) Revenue Budget of Engineering Department .
- xxiv) Membership of Institutes (National, International Like IBC, ICE, ASCE etc.)
- xxv) Approval of Yard Plans and L-Sections of construction organization,
- xxvi) Heritage structures.
- xxvii) Disaster Management (as related to buildings and structures other than bridges).
- xxviii) Any other subject as assigned by PCE from time to time.

4. Chief Engineer/Works

A. ASSISTED BY :

- a) Dy.CE(W)CCG
- b) AEN(W)CCG

B. FUNCTIONS

- i) Works Cadre
- ii) Unified Standard Schedule of Rates & Standard Specifications for Works & Materials

- iii) Works Standard Committee
- iv) Works Manual
- v) Water Supply – Planning, Sanction, Execution & Monitoring Quality
- vi) Sanitation & Drainage – Planning, Sanctions & Monitoring in other than station yards..
- vii) Foot over bridges-Inspection and rectifications of defects in other than suburban section- including recommendation for replacement on condition basis.
- viii) Horticulture
- ix) Works Study Reports
- x) Schedule of Powers
- xi) Quality Control & Quality Audit of Works
- xii) Compendium of Instructions
- xiii) All matters pertaining to Stores Procurement through COS, Spot purchase committee PL No. Updation & Revision
- xiv) Innovations, Modernisation & Technological Advancements in all Related Fields
- xv) Contract & Arbitration – Policies, Implementation & Monitoring .
- xvi) Maintenance of Colonies , stations and Service Buildings
- xvii) Utilisation of Establishment Provisions in Sanctioned Estimates concerning CE/W
- xviii) 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 contracts, dealing with contractor's claims, updating list of approved contracts.
- xix) Processing for registration of contractors 'A' class level, , details of risk and cost tenders etc.
- xx) Completion reports
- xxi) Any other subject as assigned by PCE from time to time.

5. Chief Engineer/Track Supply

A. ASSISTED BY :

- a) Dy.CE(TS)CCG
- b) XEN(TS)CCG
- c) AEN(TS)CCG
- d) AEN(CS)CCG

B. FUNCTIONS

- i) All matters related to Procurement of Track Fittings including thermit weld portions.
- ii) All matters related to PRC Sleepers including Sleeper Plants.
- iii) All matters related to Inspection of ERC, Metal Liners and P.Wayfittings.
- iv) Arbitration cases related to Track Sypply Contracts.
- v) Innovations, Modernisation& Technological Advancements in all related fields
- vi) Utilisation of Establishment Provisions in Sanctioned Estimates concerning CE/TS.
- vii) Policy matters with procurement of P.Wayfittings at Divisional level.
- viii) Audit Report and Draft Paras pertaining to procurement of P.Way items.
- ix) Scrap Disposal
- x) Disposal of surplus and unserviceable P.Way materials & scrap . Stock verification and stock management.
- xi) Uniform of P.Way staff.
- xii) Any other subject as assigned by PCE from time to time.

6. Chief Engineer/Track Machines

A. ASSISTED BY ;

- a) Dy.CE(TMC)CCG
- b) Dy.CE(TMC)BL
- c) XEN(TMC)
- d) AEN(TMC)

B. FUNCTIONS

- i) Maintenance, Operation and Control of all Types of Track Machines.
- ii) Track Machine Cadre
- iii) Track Machines Manual
- iv) Framing and Initiation of Proposals and carrying out detailed planning through CTE
- v) Innovations, Modernisation& Technological Advancements in all related fields
- vi) Procurement and Maintenance of Small Track Machines
- vii) Utilisation of Establishment Provisions in Sanctioned Estimates concerning CE/TMC
- viii) Co-ordination with CTE for effective utilization of track machines .
- ix) Rajbhasha and Co-ordination for Hindi Meetings.
- x) Any other subject as assigned by PCE from time to time.

7. Chief Engineer/Bridge Workshop

A. ASSISTED BY :

- a) Dy.CE(EW)SBI
- b) WM/SBI

B.FUNCTIONS

- i) Overall Incharge of Bridge Workshops and Responsible for Maintenance, Target and Production in Workshops.
- ii) Innovations, Modernisation&Technological Advancements in all related Fields.
- iii) Bridge Workshops
- iv) Utilisation of Establishment Provisions in Sanctioned Estimates concerning CE/WS.
- v) Repairs and maintenance of plant and machinery of Engg, Department other than vehicles.
- vi) Annual procurement of structural steel, other items for bridge works including co-ordination with COS and HQ Finance etc.
- vii) Flash Butt welding plant, and other issues of developmental works and maintenance of FBW plants.
- viii) Cadre control over Gr. C and D of Engineering Workshop.
- ix) Any other subject as assigned by PCE from time to time.

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) In the event of any of the above mentioned SAG level officers not being available at the Headquarter for any reason what so ever, all the urgent matters arising out of their respective Functions and Duties shall be performed by the nominated SAG level officer listed here in below the specified order.

	Designation	Order
HODs	I	II
		(In absence of I)

CTE	CE(TMC)	CE(TS)
CBE	CE(WS)	CE(W)
CE (PL)	CE(G)	CE(W)
CE(G)	CE(PL)	CE(W)
CE(TS)	CE/TMC	CTE
CE(W)	CE(PL)	CE/G
CE(TMC)	CE(TS)	CE/WS
CE(WS)	CBE	CE(W)

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Date: 19 .10.2010

(V.Srihari)
Principal Chief Engineer

C/- AGM/SDGM/Secy.to GM/FA&CAO/ FA&CAO©/FA&CAO(F&B)

C/- COM/CCM/CMD/CTPM/CEE/CSTE/COS/CPO/CMS/CAO(C)/
CPM-ADI/ CPRO/CSS/CSO/CSTE(C)

C/- CE(G)/CTE/CE(TMC)/ CBE/CE(PL)/CE(W)/CE(TMC)/CE(Workshop)
Dy.CE(BR)DDR/Dy.CE(E/W)SBI/Dy.CE(TMC)BL/Dy.CE(Br)BL/
XEN(Br)BRC

C/- DRMs-BCT/BRC/RTM/ADI /RJT/BVP

C/- Sr.DEN(Co)s- BCT/BRC/RTM/ADI/RJT/BVP

Circulation to Dy.CEs/XENs/AENs/section Heads/PAs-CAs to HODs
Engg.Dept.