

WESTERN RAILWAY

Sub: Re-distribution of work functions and duties of Engineering officers of S&C organization.

Re-distribution of duties of engineering officers of S&C Organization are as under:

A. SAG Officers: -

1) CE(C)I- CCG

Procurement of P. Way materials, Dy. CE(C) P. Way shall report to him.

All Matters pertaining to tenders and contracts including EPC tenders like policy formulation, budget, reply to audit and accounts inspection reports etc. Dy. CE(C)Works shall report to him. General stores, Hiring of Vehicles etc. All Survey, Safety & Punctuality matters, General matters, e-office etc. Dy. General & Survey and Dy. COM/S&C shall report to him.

2) CE(C)III-CCG

Establishment matters connected with transfer and posting of Group “C” staff etc. Disposal of CPGRAM cases, Rajbhasha, PNM etc. **APO/C** shall report to him. Dealing of RTI appeals as an Appellate Authority, GC /PMS contract matters. Design office working, E-das, all policy matters related to design etc. will be dealt by him. Dy. CE(C)Design shall report to him.

3) CE(C)IV-CCG

All planning, Monitoring, Generation and Submission of periodical reports including PCDO, Parliamentary Questions, PPT, Preparing minutes of meeting, VC etc. Dy. CE(C) Planning shall report to him. Punctuality meeting conducted by GM/AGM shall be put up by him

B. JAG Officers - HQ UNIT

I) Secy. To CAO(C)-CCG

1. Day to day duties as per instruction of CAO(C)CCG.
2. General up keep of office & office equipment including procurement of items i.e. furniture etc.
3. Deputation of officers for training to IRICEN & other training Institutes.
4. General up keep of vehicles in headquarters. Hiring of vehicles for SAG officers.
5. Arrangement of meeting and conference, seminars etc.
6. Attendance & leave of Group C & D staff.
7. Matter related to IPWE.
8. Training of Gaz. Officers at Rly. Institutes at NAIR/Gati Shakti Mahavidhyalaya, BRC & IRICEN/PUNE. Training

- of NG Technical staff at UDZ.
9. Booking of Construction ORH at Marine Lines & Pali Hill Bandra.
 10. E-office working related to S&C.
 11. Any other work assigned by CAO(C)CCG.

II) Dy. CE(C) Plg. /CCG

1. Planning of works and monitoring progress of all works under CAO(C). preparation of monthly/periodical progress report of all projects and works.
2. Monitoring replies minutes to Railway in connection with projects & works.
3. Approval of yard plans, L-Section, ESP etc. at HQ.
4. Preparation of presentation/briefs for Railway Board's Review Meeting, GM's Conference, CAO(C)'s conference etc. Monitoring replies, minutes of CAO(C), GM & Railway Board regarding works.
5. Preparation of MI's PCDO.
6. Processing detailed estimate. Material modification, revised estimate and completion estimate, report etc.
7. Updating IRPSM.
8. Updating various e-portals as asked by RB from time to time.
9. Any other work assigned by CE(C)/CAO(C) CCG.

III) Dy. CE(C) Works-CCG

- a)
1. To deal with all contract matter such as vetting of Headquarters finance, Legal vetting etc. Pre and Post tender activities for all tenders at Headquarter level. All matter related to EPC.
 2. Tender schedule quantities checking as per approved and standard drawings.
 3. Updating of USSOR 2019 based on feedback, Standardization of NS items etc.
 4. All correspondence regarding contract policy, Contract matter & agreements Complaints, Arbitration, Public Interest Litigation (PIL), legal matter related with contracts etc.
 5. Reply to Draft para/Audit para/Audit/A/c's inspection note and other related works.
 6. Budget including appropriation, re-appropriation, raising of debit and credit etc.
 7. Quarterly progress report to Railway Board.
 8. D&G charges and booking of HQ staff expenditure.
 9. Posting of tender finalization, updating IRWCMS etc.
 10. Any other work assigned by CE(C)/CAO(C) CCG.

b) Dy. CE(C) P. Way-CCG

1. P. Way material (including small track machine) planning including procurement, indents and correspondence with open line and Railway Board.
2. Distribution of P. Way material.
3. All correspondence regarding stock-sheets, M.A.S. Account etc.
4. Scrap and its CRRM. Monitoring & correspondence for requirement & arrangement of track machines.
5. Any other work assigned by CAO(C) CCG.

IV) Dy. CE(C) Design-CCG

1. Design and preparation of detailed drawing of all structures e.g., bridges, ROBs, RUBs, Sheds etc.

2. Dealing with Policy matter concerning design with RDSO, Railway Board, HQ, Field units etc.
3. Any other work assigned by CE(C)/CAO(C) CCG.

V) Dy. CE(C) Survey & General – CCG

1. Railway survey bring conducted by out sourced agencies and survey for private sidings.
2. CRS booklet, CRS sanction, CRs inspection notes and their compliance etc.
3. Arranging reply of parliamentary questions and updating of state wise activities.
Monitoring replies to MPs/MLAs.
4. Dealing with preliminary works programme, FWP.
5. Maintenance of correction slips to Codes, Manuals and Circulars and circulating to all concerned.
6. Inspection notes of all officers including GM & Railway Board, Preparing of minute of meetings (Other than works review meeting). Reply to Railway Board letters & attending meeting with GM office.
7. Matter related to land acquisition and proposal from Division/PCE, regarding granting of NOC in regard to land acquisition, general correspondence.
8. Any other work assigned by CE(C)/CAO(C) CCG.

VI) APO(C)-CCG

1. Promotion, reversion, transfer to Gaz. & Non-Gaz. Creation of posts.
2. Preparation of monthly pay sheet's Pay & allowances, Advances of Gaz. & NG staff.
3. Maintenance of Leave A/cs.
4. Issue of passes, PTO's Privilege & complementary card passes, Metal Tokens etc.
5. Dealing in DAR-NG staff maintenance of confidential report of NG staff and other confidential matter.
6. Correspondence with Rly. Bd. regarding establishment matter, Co-ordination with CPO's office in connection with replies to MR/MP/MLAs for establishment matters including CPGRAM, Hindi (Rajbhasha), Zolic Meeting, PNM etc.
7. Retirement/Settlement Post retirement, dues.
8. Compassionate appointment Co-ordination with HQ office of welfare matters.
9. Court cases/related for establishment matters.
10. All matters related to personnel Departments.
11. Right to Information Act. 2005 (RTI).
12. Any other work assigned by CE(C)/CAO(C) CCG.

VII) Dy. COM (S&C) CCG

Functions related to operating and commercial department pertaining to construction projects i.e.

1. Project surveys.
2. Co-Ordination with Divisions and HQ office operating branch.
3. Block working.
4. Movement of materials for projects, rails, sleepers & other P. Way material.
5. To Arrange TWO and Co-ordination with divisions during TWO/NL.
6. Preparation of SWRs and processing for CRS's sanction/attending CRS inspection as per instruction of CRS given from time to time.
7. Punctuality and safety.
8. Any other duties assigned by CAO(C) CCG.