

उत्तर रेलवे/Northern Railway

प्रधान कार्यालय/Headquarters Office,
बड़ौदा हाऊस/Baroda House,
नई दिल्ली/New Delhi.

सं./No. W-1/6/Pt.VII/Engg.

दिनांक/Date: 11.09.14

OFFICE ORDER

Duty list of Sr.DEN/Cs is not defined in the Engineering codes/manual. In order to have uniformity and clarity in the functioning of all Sr.DEN/Cs, the following duty list is prescribed with immediate effect:-

DUTIES OF SR DEN (CO-ORD)

1. Sr.DEN/C is the interface of Engineering department of the Division. Sectional Sr.DENs/DENs are executing officers required to work independently in matters pertaining to their jurisdiction in liaison with the other Divisional Officers, state Govt., local bodies etc. Respective Sectional Sr.DEN/DENs are required to submit relevant information to Sr.DEN/C for compilation and further submission on all matters periodically or as required from time to time.
2. Budget and Expenditure control. Monitoring timely submission of proposals for works programme among various heads in coordination with other branch officers of division.
3. Planning and monitoring of execution of works under Revenue as well as Demand No.-16.
4. Standardization of contract documents, terms & conditions and records of LAR for similar works in all sections of the Division.
5. To keep a watch and co-ordination with other departments and keep DRM apprised, for arranging powers, traffic blocks, movement of engineering materials, etc. in case sectional Sr.DENs/DENs find difficulties in such works.

6. In case of accidents / unusual, coordination for restoration through control office for movement of men and material from different sections or adjacent divisions. Sectional Sr.DEN/DEN should normally attend the site whenever required.
7. Ensuring by setting a system that all policy matters, PCE's circulars etc. are distributed on to all concerned and implemented on the Division.
8. Placing consolidated demands/indents for engineering materials and other consumables to HQ office, chasing of materials as per Purchase Order issued including distribution to the various subordinates.
9. Monitoring and review of Bridge works/rebuilding works by periodical meetings with sectional Sr.DENs/DENs for planning and progress.
10. Finalisation of Track Machine deployment plan in consultation with CE/TMC/HQ and monitoring pre-working machine activities with sectional Sr.DEN/DEN.
11. Overall planning of procurement and training out of ballast for entire division based on requirement and other details submitted by sectional Sr.DENs/DENs.
12. Monitoring of replies to references received from Railway Board, HQ Office, CA-III, RTI etc.
13. Monitoring and controlling Centralized track depots/P-way stores.
14. Overall planning and monitoring of USFD testing (as per schedule) in the division.
- 15.. Monitoring of land matters: Way Leave cases, Land Plans, Encroachment etc.
16. Coordination with other executing agencies, such as Construction, RVNL, NHAI, RLDA, RE, Metro etc.

- 17.. Implementation of various monitoring tools such as TMS, IRPSM, LIMBS, PAMS etc in association with sectional Sr DEN/ DEN.
18. To carry out inspections in representative sections of division to have general idea of field conditions. He shall conduct detailed Inspection of each sub-division at least once in a year.
19. He shall not be normally required to accompany DRM/ADRM or other officers of HQ in routine inspections. Sectional Sr.DENs/ DENs shall accompany.
20. Cadre control of Group 'C' & Group 'D' staff of Engineering dept. of the division.
21. Monitoring of training, refresher courses, PME etc. of Group 'C' & Group 'D' Engineering Staff of the division.
22. He will hold ADENs meeting at least once in two months.
23. He will hold quarterly meeting of SSE/P.Way and SSE/Works (Incharges).

This has the approval of Competent Authority.

2/2/14
11.09.14
(S. M. PANDEY)

Secy to Pr. Chief Engineer

Copy forwarded for information and necessary action to:-

1. Secy to GM for kind information of GM please.
2. Secy to AGM for kind information of AGM please.
3. CTE, CBE, CE/G, CE/P&D, CE/TSP, CE/MRTS, CE/HQ, CE/TMC, CE/RC & CE/TMS.
4. All Engineering Officers/Open Line.
5. Secy to CAO/C & Secy to CAO/C-II, N.Rly, Kashmere Gate, Delhi.
6. DRMs, N.Rly, DLI, FZR, LKO, MB & UMB.
7. Sr.DEN/C, N.Rly, DLI, FZR, LKO, MB & UMB.
8. Chief O.S./Coordn., Engg. Branch, Baroda House, New Delhi.