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Office Order no. DOE/Estb./2020 dated: 28.08.2020

Duties list of DOE section

In suppression of duty list issued vide letter no DOE/Estt./2018 dated 16.4.2018 and no. DOE/Estb/2019 dated 05.04.2019, this new duty list is issued herewith. Duties assigned to CE/P&D has been distributed among the teams. Some of duties, though not clearly stated under the duty list of CE/P&D but pertaining to DOE section, has also been specified for the sake of clarity.

Few of the works, earlier dealt by CE/P&D and now dealt by CE/Works, have been assigned specifically to a nominated staff for limited duration till new person, posted with CE/Works, gets trained.

DOE section has been divided into teams. Specific duties have been assigned to each member but in his absence other team members have to share the work load. Each team shall be led by a Team Leader. Team Leader have the authority to re-assign the duties in case of absence of his team members.

New members should take all necessary guidance from their respective predecessors and get acquainted with new duties at the earliest.

Team-1 (Design & Drawing & Misc.) Team Leader – Sh. K.P. Dangi

Overall Duty List of Team-1 Shall be:-

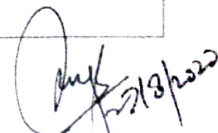
1. Drawing/Design section.
2. System map, ODC profiles and connected matters related to CRS sanction.
3. Standardization of Plans for various utilities & uses.
4. Availability of Type Plans on Web (Internet).
5. Design of Structure – Latest Tools, Methodology, Concepts & Solutions.
6. Innovations, Modernization & Technological Advancements in all related fields.
7. Matters pertaining to Heritage.
8. Computerization of Engineering Department.
9. Matters related to Information Technology & MIS.
10. IT initiatives in Engg. Deptt.
11. Any other work assigned by CE/P&D and Dy.CE/P&D.

Existing member of this team Sh. K P Dangi and Sh. Prem Parkash are going to superannuate in near future. As such it shall be the duty of Sh. K P Dangi and Sh. Prem Parkash to train new team members in respective fields.

Team Members	Designation	Specific Duty List
Sh. K.P. Dangi	SSE/DOE incharge	<p><u>Administrative Matters</u></p> <ol style="list-style-type: none"> 1. Overall in-charge of DOE section including all matters related to administration of DOE section 2. Cadre management matters and administrative matters related to Drawing/ Design section of Engg. HQ. 3. Placing indents to Personnel deptt. 4. Periodic transfers, promotions and DAR matters of Design/ Drawing cadre 5. Imprest matters 6. Calling of quotations, tenders and bills <p><u>Technical Matters</u></p> <ol style="list-style-type: none"> 7. Innovations, Modernization & Technological Advancements in all related fields. 8. All matters related to design and standard plans

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		9. Matters related to issue of CE circular 10. Matters pertaining to Heritage. 11. Office space in Engineering Department. 12. Matters related to Information Technology & MIS, website. 13. IT initiatives in Engg. Deptt. 14. Procurement and training in software such as Autocad, STAAD etc.
Sh. Alok Hatwal	App. JE/drg. later JE/DOE-1	1. He shall be in training under SSE/DOE incharge. 2. Innovations, Modernization & Technological Advancements in all related fields. 3. Matters related to issue of CE circular 4. Matters pertaining to Heritage. 5. Office space in Engineering Department. 6. Matters related to Information Technology & MIS, website. 7. IT initiatives in Engg. Deptt. 8. He shall also assist Sh. Madhukar.
Sh. Madhukar	SSE/Comp.	1. Computerization of Engineering Department. 2. All matters related to Procurement and maintenance of Computers, printers, scanners, routers, pen drive, CD/DVDs, software, peripherals, IT consumables etc. for Engg. HQ and related offices. 3. Calling of quotations, tenders and bills processing – in connection with IT activities 4. Timely procurement of IT related consumables 5. Procurement of software as per users demand 6. Annual maintenance contracts
Sh. Manu Rajbhar	Ferro Typer	1. Operation of Xerox machines, book binding 2. upkeep of stationary 3. Assistance to SSE/Computers (Sh. Madhukar).
Smt. Saloni Verma	Ch. OS	1. Administrative matters of DOE section 2. Imprest matters 3. Matter related to procurement of stationary 4. Misc items 5. To maintain Record of all physical and electronic files of DOE section 6. Assistance to SSE/DOE (incharge) for Administrative Matters
Sh. Manu Sharma	OS	1. Management of DAK, files 2. Misc items 3. Assistance to SSE/DOE incharge & Ch. OS
Smt. Bibha Chandra	SSE/D&D-1	1. All matters related to design and standard plans 2. Design of Structure – Latest Tools, Methodology, Concepts & Solutions. 3. Innovations, Modernization & Technological Advancements in all related fields. 4. Arranging training in latest software for design of structures.
Ms. Deepika Yadav	SSE/D&D-2	1. Preparation of Structural Drawings and type plans. 2. Preparation of Structural drawings 3. Innovations, Modernization & Technological Advancements in all related fields.



		4. Procurement and training in software such as Autocad, STAAD etc. 5. Matters related to planning and execution of works in railway portion for RVNL, other Metros, RRTC, RRTC, MOT etc. 6. Till completion of training of Sh Ravi Kumar App. JE/Drg, all duties allotted to Sh. Ravi Kumar. Same were earlier dealt by her.
Sh. Prem Prakash	SSE/Map	1. All matter related to System map of NR and IR and its periodic updation 2. All matters related ODC profiles and connected matters related to CRS sanction (Form 17). 3. Publication & Distribution of system map
Sh. Akash Deep	App. JE/drg. later JE/map	1. He shall be in training under SSE/map. 2. Matters related to system map, ODC profile Form-17 etc. 3. Publication & Distribution of system map
Mr. Mohd. Sharif	SE/Arch.	He shall be under administrative control of CE/SD and Dy. CE/SD. However he shall also deal following items of CE/P&D:- 1. Standardization of Plans for various utilities & uses. 2. Availability of Type Plans on Web (Internet).

Team-2 (Works Programme) Team Leader – Sh. Jaswant Rai

Overall Duty List of Team-2 Shall be:-

1. Works Program for Zonal Railway.
2. Sanction of estimates under Demand no 16 except Ph-31.
3. Co-ordination for Outlay distribution in new works
4. Nomination and updating of executing agencies
5. Any other duty assigned.

Existing member of this team Sh. Jaswant Rai and Sh. OP Saini are going to superannuate in next 2-3 years. As such it shall be the duty of Sh. Jaswant Rai and Sh. OP Saini to train new team member in all aspects of Works Programme.

Team Members	Designation	Specific Duty List
Sh. Jaswant Rai	SSE/Est-1	1. Co-ordination with team members and all plan head co-ordinators in connection with works programme. 2. Co-ordination with Railway Board and Finance 3. All policy matters & guidelines related to works programme. 4. All matters related to publication of PINK BOOK, LAW BOOK etc. and its distribution. 5. Co-ordination for sanction of estimates – abstract, detailed and revised under Demand no 16 except Ph-31. 6. Administration of IRPSM, maintaining/allotting IDs, co-ordination with CRIS 7. Chasing with finance.
Sh. OP Saini	SSE/Est-2	1. All matters related to shortlisting/ sanction of works in IRPSM – for PH – 11, 15, 16 & 64, allotment of executing agency. 2. Sanction of all estimated under respective Plan Heads.
Suman Saurabh	App. JE/drg.	1. He shall be in training under Sh. Jaswant Rai

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	later JE/Est-1	<ol style="list-style-type: none"> 2. All matters related to shortlisting/ sanction of works in IRPSM – for PH – 17, 29, 30 & 32 and allotment of executing agency. 3. Sanction of all estimated under respective Plan Heads.
Sh. Manoj Singh	App. JE/drg. later JE/Est-2	<ol style="list-style-type: none"> 1. He shall be in training under Sh. OP Saini 2. All matters related to shortlisting/ sanction of works in IRPSM – for PH – 51, 53 & 65 and allotment of executing agency. 3. Sanction of all estimated under respective Plan Heads.
Sh. Rakesh Kumar	App. JE/drg. later JE/Est-3	<ol style="list-style-type: none"> 1. He shall be in training under Sh. Jaswant Rai 2. All matters related to shortlisting/ sanction of works in IRPSM – for PH – 31, 33, 36 and 42 and allotment of executing agency. 3. Sanction of all estimated under respective Plan Heads.

Team-3 (Yard Cell) Team Leader – Sh. Daman Kumar

Overall Duty List of Team-3 Shall be:-

1. Approval of ESPs, L-sections.
2. Innovations in related field
3. Management of all drawings
4. Digitalisation of drawings
5. Any other duty assigned.

Team Members	Designation	Specific Duty List
Sh. Daman Kumar	SSE/Yard-1	<ol style="list-style-type: none"> 1. Allotment of work on E-DAS to his team members sequentially. 2. Timely approval of ESPs. 3. All matters related to position, progress, meetings. 4. Review of observations/remarks raised by his team members. 5. Maintaining and issue/review of guidelines 6. Co-ordination with XEN, Dy.CE/P&D, CE/P&D and other units for speedy approval of ESPs. 7. All matters related to implementation, maintenance of E-DAS, ROADS on NR. 8. Assessing the requirement of hardware and software for his section and co-ordination with concern wing for procurement, installation, implementation, maintenance of hardware/software. 9. Maintaining all drawings in digital format 10. Maintaining the progress register. All team members have to record the daily progress in the register.
Sh. Ravi Kumar	App. JE/drg. later JE/yard-1	<ol style="list-style-type: none"> 1. He shall be in training under Sh. Daman Kumar 2. Approval of ESPs allotted on e-DAS. 3. Approval of ESPs allotted on ROADS – UMB, MB Division 4. Posting daily progress on ESP whatsapp group.

		Division
		3. Posting daily progress on ESP whatsapp group.
Sh. Ashutosh Sati	App. JE/drg. Later JE/Yard-2	1. He shall in training under Sh. S K Singh 2. Approval of ESPs allotted on e-DAS. 3. Approval of ESPs allotted on ROADS – nominated Division 4. Posting daily progress on ESP whatsapp group.
Sh. Gian Singh	SSE/Yard-3	1. All drawings related to L-section 2. Scanning of approved drawings and uploading on ROADS till the time ROADS remain active. 3. Digitalisation of all old approved drawings 4. Management of approved plans 5. Opening/closing of files – electronically, physically.
Sh. R.S. Negi	Ferro-Typer	1. Ferro printing of drawings 2. Upkeep of ferro printer, scanner

Team-4 (Budget & Review) Team Leader – Sh. Shravan Kumar

Overall Duty List of Team-4 shall be:-

1. Budget - Expenditure control of all plan heads except Track Renewals, Bridge Works and Revenue budget.
2. Revenue Budget of Engineering Department.
3. Progress and review of Works through IRPSM.
4. Matters related to planning and execution of works in railway portion for DFCCIL.
5. Reimbursement of laptop.
6. Provision of CUG Phones and Office space in Engineering Department.
7. Monitoring of key tasks assigned to PHODs for Dashboard items (being monitored by Hon'ble MR).
8. E-working in official Functioning under Secy to PCE and CE/P&D.
9. Any other work assigned by CE/P&D and Dy.CE/P&D.

Team Members	Designation	Specific Duty List
Sh. Shravan Kumar	SSE/P&M-1	<ol style="list-style-type: none"> 1. Responsible for periodic review and monitoring the works in IRPSM by executing agencies 2. All matters related to administration of IRPSM. All matters to be dealt under ID of PCE & GM. 3. Co-ordination with Railway Board, PSUs and all plan head co-ordinators. 4. Works related to preparation of booklets, reports State wise, annual report etc. 5. Matters related to periodic review of works executed by railway, DFCCIL etc. Co-ordinating all matters related to review meetings, minutes etc. 6. Administration of files - electronic & physical related to his team. 7. Overall responsibility of timely disposal of DAK, files etc. pertaining to his team. 8. Co-ordination of all matters related to re-appropriation of funds under all Plan Head & revenue. 9. Maintaining contact list (name, phone no, email) of PH co-ordinators in HQ, Division, PSUs etc. 10. Compilation of projection of funds and planning.
Sh. L.M. Lohani	Consultant	<ol style="list-style-type: none"> 1. Training the team members and pass on the knowledge.

		<ol style="list-style-type: none"> Monitoring expenditure under Demand no 16 and related works such as co-ordination with accounts, re-appropriation etc. All matters related to PCDO pertaining to DOE section. Matters related to re-appropriation of funds to PH- 11 and 15
Sh. Anoop Kumar	App. JE/drg. Later JE/Budget-2	<ol style="list-style-type: none"> He shall look after the workload of Sh. Lohani and will be in training under Sh. Shravan Kumar. Monitoring expenditure under Demand no 16 and related works such as co-ordination with accounts, re-appropriation etc. All matters related to PCDO pertaining to DOE section. Matters related to re-appropriation of funds to PH- 11 and 15
Sh. Gurpreet Singh	JE/Budget-1	<ol style="list-style-type: none"> Periodic review and monitoring the works in IRPSM – for PH – 11, 15, 16, 51, 53, 64 and 65. Matters related to re-appropriation of funds to PH- 16, 51, 53, 64 and 65.
Sh. Pawan Kashyap	SSE/P&M-2	<ol style="list-style-type: none"> E-office matters for engg deptt under Secy to PCE and CE/P&D such as entry of new/transferred official of engg. HQ, training of coffice, co-ordination with coffice team, VPN etc. Updating progress of works related to DFCCIL and other PSUs. Works related to preparation of booklets, reports State wise, annual report etc. Matters related to periodic review of works executed by railway, DFCCIL etc. Co-ordinating all matters related to review meetings, minutes etc. All matters related to PCDO pertaining to DOE section in absence of other team member. All matters related to reimbursement of laptop of officers of Engg HQ. Provision of CUG Phones and matters related to its billing. Co-ordination with S&T for related matters. Monitoring of key tasks assigned to PHODs for Dashboard items (being monitored by Hon'ble MR). <p><i>Items pertaining to CE/Works till training of JE/Drg posted under CE/Works:-</i></p> <ol style="list-style-type: none"> Matters related to USSOR and approval of new products.
Sh. Praveen Kumar	SSE/D&D	<ol style="list-style-type: none"> Periodic review and monitoring the works in IRPSM – for PH – 17, 29, 30, 31, 32, 33, 36, 42. Matters related to re-appropriation of funds to PH- 17, 29, 30, 31, 32, 33, 36, 42 Monitoring expenditure under Revenue budget pertaining to Engg. and related works such as co-ordination with accounts, re-appropriation etc Chasing with finance for cases related to his team.
Sh. Deepak Malik	App. JE/drg. later JE/Budget-2	<ol style="list-style-type: none"> He shall look after the workload of Sh. Parveen Kumar and be in training under him. Periodic review and monitoring the works in IRPSM –


27/8/2020
XEN/P&D

Copy to:-

1. CE/works:- In ref. to duty list of Sh. Pawan Kashayap.
2. CE/SD:- In ref. to duty list of Mr. Sharif.
3. CE/P&D:- for information
4. Secy to PCE :- In ref. to duty list of Sh. Pawan Kashayap. To provide details of transfer, joining etc. of officers/staff in HQ for timely updating/ maintenance/ accountal of e-office, LAPTOP, SIM, Computers, printers.
5. DyCE/P&D:- for information
6. All staff of DOE section including JE/Trgs.