



Head Quarters Office,
Baroda House,
New Delhi

No. LCS/Staff/Class-III/Land

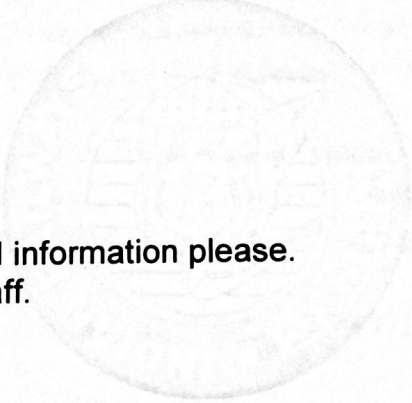
Dated 21.01.2021

OFFICE ORDER

Sub: Revised duty list of staff working in Land/MRTS cell/ Engg. Branch Baroda House.

Revised duty list of staff working in Land/MRTS cell/ Engg. Branch Baroda House is here by attached for information and necessary action please.

DA/as above



(Pratyus Sinha) 21/01/2021
Dy. Chief Engineer/Land

Copy to: (i) CE/MRTS for kind information please.
(ii) All concerned staff.

REVISED DUTY LIST OF STAFF WORKING IN LAND/MRTS CELL/ENGG/BH 33

Each group has a team leader. In absence of any member of the team, other members will look after the charge.

Team Leader: Shri Raj Kumar Arora, SSE/Drg./Land

Team Members:- Shri Raj Kumar Arora, SSE/Drg, Shri Shivraj Meena, JE/ Drg. Shri Mansukh, SSE/Drg.,

Team Duties:-

1. All matters related to Licensing/Leasing of shops etc.
2. All matters related to Property Development
3. Land Matters with other Government Deptt.
4. Sundry Earning
5. Land Boundaries
6. Certified land plans
7. All matters and monitoring related to custody & management of land
8. Encroachments
9. Way leave facility works

1. Shri Raj Kumar Arora, SSE/Drg./Land (Mob:- 9717638227):-

He is responsible for:-

- Licensing/leasing cases of all divisions with calculation/checking of Railway land area involved.
- All cases related to crossing, leasing, licensing & exchange of railway land to Govt./Central Govt. and related policies.
- The replies of parliament question/CA-III cases on the matter dealt by him
- Way leave cases/crossings and its policies including ITPO Tunnel case at Pragati Maidan.
- All Matter related to Property Development, Licensing/Leasing of Shops etc.
- Any other work assigned.

2. Shri Shivraj Meena, JE/Drg.& Estimating (Mob:- 9783091742)

He is responsible for:-

- All encroachment, PPE Act cases and policy matters.
- Cases related to Acquisition/relinquishment of land and Authentication of land plans of all divisions.
- Demarcation of Railway land boundary of all divisions & NOC for building construction adjacent to Railway land boundary.
- Misc. work related to revenue matters.
- Parliament questions CA-III cases dealt by him.
- Correspondence related to R&R, DUSIB and their policies.
- Any other work assigned.

3. Shri Mansukh, SSE/Drg./Land (Mob:- 9717685098):- (BHAGWAN SAHAJ)

He is responsible for:-

- Maintenance, supply & checking of all type of land plans and Micro filming records.
- Verification of land boundary registers/certificate and encroachment registers/plans.
- Updation of all relevant data on TMS portal.
- Land holding record and its updating/preparation of GM Narrative report.
- Earning from land resources (Land & NFR).
- ~~Slide preparation for all conferences.~~
- GIS/assets mapping

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- Parliament questions CA-III cases dealt by him.
- Any other work assigned.

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Team Leader: Shri Dinesh Kumar, SSE/MRTS

Team Members:- Shri Dinesh Kumar, SSE/MRTS, Shri Sonu

Team Duties:-

1. Functions pertaining to NCRTC, DMRC, LMRC, VMRC, SMRC, MRTS, ETC.
 2. Commercial exploitation of land & other Engineering assets
 3. Co-ordination with RLDA wrt land monetization and colony redevelopment
 4. Boundary wall
 5. Afforestation
 6. Preparation of PCDO
- 4. Shri Dinesh Kumar, SSE/MRTS (Mob:- 9717638576):-**
He is responsible for:-
- All cases related to Railway Building, crossing, leasing, licensing & exchange of railway land to PSUs e.g. NCRTC, DMRC, LMRC, VMRC, SMRC, MRTS, ETC. and related policies.
 - Coordination with RLDA w.r.t. land monetization and colony redevelopment.
 - Entrustment of land to RLDA/IRSDC..
 - Parliament question/CA-III cases dealt by him.
 - Imprest of land cell
 - Any other work assigned.
- 5. Shri Sonu, (Staff on MRTS Account) (Mob:- 9582626740)**
He is responsible for:-
- Cases pertaining to GMF
 - Preparation of PCDO
 - Cases and policies pertaining to Afforestation, Tree Plantation and Wild life, Boundary wall.
 - All IT items/slides.
 - Development/Beautification/maintenance of parks situated on railway land.
 - Construction of Railway boundary wall.
 - Arrangement of stationery, folder, photocopier papers required in Land/MRTS Cell.
 - The Maintenance of photo copier Machine.
 - Any other work of assigned.

Team Leader: Shri Bidu Das, OS/Land

Team Members:- Shri Bidu Das, OS/Land, Smt. Roopali, Sh. Manoj Sharma OS/RTI

Team Duties:-

1. Right to information act
 2. Engineering matters related to NGT
 3. Multifunctional complexes
 4. Innovations, Modernization & Technological Advancements in all related fields
 5. Tax matters related to service buildings.
- 6. Shri Bidu Das, OS/Land (Mob:- 9717639202):-**
He is responsible for:-
- Court Cases pertaining to Land pending in the lower court, Hon'ble High Court and Hon'ble Supreme Court and NGT cases of all divisions.

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- Replying of all MP, MLA, PNM, ZRUCC & VIP references etc. pertaining to Land/MRTS Cell.
- Multifunctional complexes.
- Replies of Parliament question, CA-III cases dealt by him.
- Innovations, Modernization & Technological Advancements in all related fields.
- All establishment matters of MRTS officers/Staff and maintenance of attendance register.
- Any other work assigned .
- Sh. Siddharth kumar (Staff on MRTS Account) will help Sh. Bidu Das in connection with maintaining the hard files.

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7. **Smt. Roopali, (Staff on MRTS Account) (Mob:- 7217654077)**

She will look after :-

- Entry of all letters/Files received in MRTS/Land section and its further distribution.
 - Receipt/dispatch of all correspondences through DAK, email, eoffice.
 - Uploading of all Papers in E-office & put up in file of the same in hard copy of concerned cases.
 - Any other work assigned.
8. **Sh. Manoj Sharma, OS/RTI (Mob:- 9717638204)**
- Replies of matters under RTI Act of Land Cell.
 - Any other work of assigned.
- **Special team for drafting Audit reply, Parliament question pertaining to Land/MRTS Cell:-**
 - Sh. Dinesh Kumar Arora, SSE/MRTS.
 - Sh. Raj Kumar Arora, SSE/Drg./Land.
 - Sh. Mansukh, SSE/Drg./Land.
 - **Special team for drafting Weekly Position, Tree Cutting Position for GM Monday meeting:-**
 - Sh. Mansukh, SSE/Drg./Land.
 - Sh. Bidu Dass, OS/Land
 - Sh. Sonu (Staff on MRTS Account)
 - **Special team for Verification of land boundary registers/certificate and encroachment registers/plans.**
 - Sh. Dinesh Kumar Arora, SSE/MRTS.
 - Sh. Raj Kumar Arora, SSE/Drg./Land.
 - Sh. Mansukh, SSE/Drg./Land.
 - Sh. Shivraj Meena, JE/Design/Drg. & Estimate

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