

Sub:- Duty list of JAG Officers of Engg.Deptt.

The following item which has been inadvertently shown in the duty list of Dy. CE/Br./HQ may now be considered to be included in the duty list of Dy. CE/Br. Design with immediate effect.

- Blocks, speed restrictions and coordination with different Departments for bridge works.



(B.B.S.Tomar)
Secy.to Pr.Chief Engineer

Copy forwarded for information and necessary action to:-

1. CTE, CBE, CE/TSP, CE/P&D, CE/TMC, CE/G, CE/MRTS.
2. Dy. CE/BD & Dy. CE/Br./HQ.

Duty list of JAG officers of Enagg. Deptt.1. Dy. Chief Engineer/TP

- -Management of FBWP/Meerut & TPP/Lucknow.
- Budget and Works Programme - (Plan head: Track renewals), Track renewal estimates and sanction of work charged post chargeable to track renewal estimates.
- Performance and Monitoring Progress of Track Renewal and other Safety related track renewals works.
- Track renewals including quality control.
- Annual review of gang strength.
- Track maintenance policy including uniform of P.Way staff etc.
- Upkeep and maintenance of CE's Circulars regarding P.Way, P-Way Manual, Track Manual etc.
- Monsoon Patrolling
- Track structure/track standards policy, track statistics and track diagram.
- Management of Track Depots (at GZB and in Divisions), disposal of surplus track materials.
- Schedule of Rates for track items.
- Tender matters and financial matters pertaining to TMM Cell including Small track machines and tools.
- Any other work assigned by CTE/PCE:

2. Dy. Chief Engineer/TMM

- Track modernization, trials/ development of track components.
- Track maintenance matters concerning drainage, formation treatment.
- Track management system.
- Monitoring of Inspections of Track.
- Policy matter regarding Small track machines and tools.
- USFD, rail/weld fractures, all matters related to rail welding including Hot & Cold Weather Patrolling.
- All matters related to track recording.
- DSE/Cs Conference, CTE's Conference, PCE's Conference, GM's Conference and Track Standard Committee.
- POM & all matters related to PCDO i.e. divisions PCDO, PCE's PCDO and GM's PCDO, PCDO to ME, assistance required from Board - Innovations.
- Any other work assigned by CTE/PCE.

3. Dy. Chief Engineer/TMC/HQ

- Maintenance, operation and control of all track machines including Track Machines Cadre.
- Budget for TMC Organization, computerization of inventory control, submission of periodic reports to Rly. Board on track machine components.
- Matters related to Stores, Finance and Personnel Department at Hd. Qrs. Level pertaining to TMC Organization, establishment matters and PNMs of TMC Organization at HQ level.

- Any other work assigned by CE/TMC / PCE.

4. Dy. Chief Engineer/TO

- Safety, accidents and accident enquiry reports, Disaster Management.
- Permanent Way Cadre including creation and filling up of posts of safety category staff i.e. gangmen, keymen, mate, and gatemen, PWM, PWI etc.
- Speed restrictions, Engineering restriction time and working Time Table.
- Security Patrolling.
- To assist the divisions in issues pertaining to Operating Department at the Headquarters level, i.e. arranging power, stock and traffic block etc.
- Upkeep of Schedule of Dimensions.
- Upkeep of G&SR, Block working manual, Accident Manual, Operating Manual, other Codes & Manuals related with his duties.
- CR's sanction, ODC movement sanction, increasing speed of Section, Policy regarding opening of new lines and all correspondence connected with CRS.
- Punctuality of mail/express trains – trains lost on Engineering account.
- Ballasting and Ballast specifications, Ballast Policy, Ballast Procurement and training out, Ballast Hoppers, turn round, inventory etc.
- Maintenance of Emergency Control HQ.
- Issues and correspondence related to IPWE(I).
- Any other work assigned by CTE/PCE.

5. Dy.Chief Engineer/Br.Design

- All issues related to bridge design and their planning including capital budget.
- New bridges, rebuilding and other bridge works, planning proposals, design, drawings and estimates and progress of all bridge works (including deposit works) and steel structures, Works Programme, sanction of work charges gazetted bridge establishment.
- All matters concerning Bridges, steel structures Flood control.
- Budget and Works Programme, Planhead 'Bridge Work.'
- Annual bridge inspections and submission of bridge registers, bridge certificates for movement of ODC & sanction.
- Parliament question on bridges, bridge standards committee, PGTR corporate plan, statistical data on bridges, Narrative Report.
- Design work related to Bridge Works.
- Upkeep of codes and manuals pertaining to bridges.
- Any other work assigned by CBE/PCE

6. Dy.Chief Engineer/Br.HQ

- All issues pertaining to bridge administration excluding design, breaches, monsoon patrolling, floods, gauging and river training works.
- Flood Control
- Bridge cadre.
- Road under/over Bridges and foot-over bridges.
- M & P Programme of Engineering Deptt., revenue budget for bridge branch.
- Interest of Bridge Workshops and Bridge Line in HQ, production, stores and establishment matters, tenders/contracts audit and accounts, training of staff.
- Blocks, speed restrictions and coordination with different Departments for bridge works.

- All technical committees concerning CBE.
- Planning and references on ROB's, RUB's and FOB's etc. including parliament questions.
- All matters related to Level crossings other than accident.
- Any other work assigned by CBE/PCE

7. Dy.Chief Engineer/Land

- All matters related to Land Management, Acquisition, relinquishment and exchange, updating and monitoring of land records, certificates, commercial utilization including licensing encroachments of railway land, tree plantation and land boundaries.
- All matters related to property development, licensing / leasing of shops, budget hotels etc.
- Encroachments and their eviction, unauthorized occupation of quarter and eviction.
- Boundary pillars, boundary walls, fencing, afforestation.
- Court cases pertaining to land Section.
- Upkeep of codes and manuals pertaining to him.
- Function pertaining to MRTS and DMRC.
- Inspection notes of SAG Officers and others.
- Any other work assigned by CE(MRTS)/PCE

8. Dy.Chief Engineer/Works

- Service charges/taxes by Municipal bodies.
- Procurement of cement, steel & other general items through Stores Deptt. except track fittings, small track machines, track tools.
- Upkeep of codes & manuals pertaining to him.
- Training manager for training of non-gazetted staff.
- Establishment Matters of Ministerial Staff.
- Coordination of court cases of Engg. Deptt.
- PREM Meeting.
- Manpower Planning.
- NROA & NRPOA Meeting.
- Compendium of instructions and updating of codes & manuals.
- Works cadre.
- Works study.
- RRC, Parliamentary and other committees.
- Contract, Arbitration and Stores matters.
- Schedule of powers.
- Policy and all matters related to assisted and private sidings except estimate and plans (Only policy and audit)
- Coordination for audit and account objections, MR, MP/Board/CA – III reference and Parliamentary questions.
- Sanitation and maintenance of Colony and Buildings.
- All legal matters and Court cases of Engineering Department. (Only contract cases)
- ZRUCC Meeting
- Matters related to water supply.
- Manpower planning
- Any other work assigned by CE(G)/PCE

9. Dy. Chief Engineer/P&D

- Standard specifications, statistics, traffic plans for works (other than track & bridges) and schedule of rates of works
- Drawing and design cadre.
- Budget and Works Programme, revenue budget, coordination for Engg. Deptt.
- Civil Engineering Library.
- Budget and Works Programme : Expenditure control, All plan heads, including Revenue Budget except 'Track renewals' and Bridge Works', Progress of works, their drawings and estimates.
- Passenger Amenities, traffic facilities and other specified works.
- Matters pertaining to Heritage, Horticulture.
- ODC diagrams, yard diagrams, index plans and sections type plans (other than track and bridges)
- Sanction of gazetted posts chargeable to estimates other than track and bridges.
- Upkeep of codes and manuals pertaining to him.
- Matters pertaining to estimates, plan etc. of assisted and private sidings.
- Any other work assigned by CE(P&D)/PCE

10. Dy. Chief Engineer/MIS

- Complete Computerisation of engineering department. (Including MIS)
- Incharge of NORATA Delhi Kishanganj.
- Any other work assigned by CE(P&D)/PCE

11. Dy. Chief Engineer/TS-I

- Incharge for procurement of following track materials:-
 - Switches;
 - Crossings;
 - SEJs;
 - Items required for TPP/LKO
 - All other items excluding those being procured by Dy. CE/TS-II.
- Any other work assigned by CE(TSP)/PCE.

12. Dy. Chief Engineer/TS-II

- Incharge for procurement of following track materials:-
 - Concrete Sleepers;
 - Elastic Rail Clips;
 - GFN & Metal Liners;
 - Rubber Pads;
 - HTS Wires for sleepers for CSP/Khalispur;
 - Turnouts sleeper and related fastenings;
 - All types of fish plates including joggled fish plates; and
 - Inspection of ERCs, metal liners and HTS wire.
- Any other work assigned by CE(TSP)/PCE.

13. Secy.to Pr.C.E.

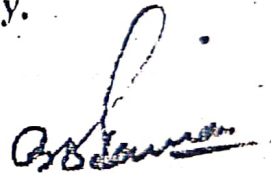
Secretarial assistance to Principal Chief Engineer including

- Cadre control of gazetted officers, planning, training and transfer etc.
- Office management.
- Any other duty assigned by Pr.C.E.

14. -- XEN/G

- Matters related to house/quarter allotment including policy.
- Leasing of private houses, rent and other charges
- PNM Meeting with Unions
- Rajbhasha
- All types of imprest with XEN/G including processing for sanction, handling and recoupment.
- Maintenance of vehicles of CE/P&D and CE/G.
- Any other work assigned by CE(P&D)/PCE
- *All types of meetings except ZRUCe and PREM*

This issues with the approval of the Competent Authority.



(B.B.S.Tomar)
Secy.to Pr.Chief Engineer

Copy forwarded for information and necessary action to:-

1. Secy./GM for kind information.
2. Secy./AGM for kind information.
3. CTE, CBE, CE/TSP, CE/P&D, CE/G, CE/MRTS, CE/TMC.
4. DRMs & DSEs(C), DLI, FZR, LKO, MB & UMB.
5. All Engineering Officers:
6. Emergency Cell, Operating Deptt., Baroda House.
7. CMTS, Baroda House, New Delhi.
8. Chief O.S./Coordn., Works Branch, Baroda House.