

DUTY LIST OF HODs

DUTY LIST OF CHIEF ELECTRICAL TRACTION ENGINEER (CETE)

A. For matters related to EMU/MEMU:

1. All technical & executive works related to efficient utilization of EMU/MEMU and the perspective planning.
2. All executive & technical works pertaining to repair and maintenance of EMU/MEMUs and proper functioning of Car Sheds at Ghaziabad & Saharanpur.
3. Coordination with other branches for vetting and technical scrutiny of the WP, M&P and out-of-turn proposals for works pertaining to EMU/MEMU. Monitoring and providing necessary support for sanctioned EMU/MEMU works being executed by Division/Construction organisation.
4. Coordination with Stores for procurement of quality spares and other items for EMU/MEMUs.
5. Coordination with Finance & Personnel branches for creation/extension/sanction of posts pertaining to EMU/MEMUs.
6. Coordination with RDSO & RCF for approved sources and aspects related to EMU/MEMUs.
7. Major repairs & POH of Tower wagons of Northern Railway and other nominated Railways.
8. All RTI matters pertaining to EMU/MEMU branch.
9. Any other work assigned by PCEE.

B. For matters related to Planning in PCEE office:

1. Coordination with divisions/workshops and other department and in matter relating to survey planning & estimation of work.
2. Budget officer for Electrical Department.
3. Nodal officer for WP, M&P, RSP and for coordination with other departments on behalf of Electrical department.
4. Formation and revision of corporate plan & five-year plans.

5. Nodal officer for Man Power Planning including Gazetted cadre coordination with PCPO & Accounts.
6. Nodal officer for Audit and Court cases.
7. Nodal officer for Parliament Questions & PAC.
8. Nodal officer for preparation and completion of Annual Narrative and Administrative Report.
9. Nodal officer for arbitration cases.
10. Nodal officer for MP, MLA & VIP references.
11. Appellate Authority of RTI for Electrical Department.
12. Nodal officer for Establishment matters in regard to creation and extension of Gazetted/Non Gazetted posts.
13. Nodal officer for Quarterly Progress Report to SDGM for CVC.
14. Nodal officer for Awards at Railway Board, GM & PCEE's level.
15. Nodal officer for Schedule of Powers issues.
16. Liaison with Construction organisation and Divisions for monitoring progress of various works.
17. Any other work assigned by PCEE.

DUTY LIST OF CHIEF ELECTRICAL LOCO ENGINEER (CELE)

The duties of CELE will include the following:

1. Nodal Officer for all types of electric locos. He will be assisted by Dy. CEE/RS in HQ.
2. He will supervise the work of Sr. DEE/TRS, Dy. CEE/DBSI and Sr. DME/Diesel at HQ level for all types of electric loco and their equipments. This also includes POH of electric locos at CB/LKO.
3. All technical and executing works related to electric loco maintenance and planning.
4. Nodal Officer for monitoring of all issue (including safety) related to NR based electric locos and meeting of performance review of loco maintenance.
5. Coordination for creation/extension/sanction of post pertaining to loco maintenance.
6. Maintenance & analysis of Statistics related to NR electric locos.
7. Responsible for Co-ordinating with Railway Board, RDSO, PUs, CRS and other ZRs for all matters related to electric loco maintenance as required.
8. Preparation and implementation of Electric Loco Reliability Action Plan.
9. Preparation of NR electric loco coaching links.
10. Planning and Budget control for electric loco maintenance.
11. Coordination with Stores branch for procurement of quality spares.
12. Performance evaluation and updation of vendors for electric loco items.
13. Computerization of Sheds like implementation SLAM etc.
14. All RTI and CPGRAM matters pertaining to TRS wing.
15. Any other work assigned by PCEE.

DUTY LIST OF CHIEF ELECTRICAL ENGINEER/OPERATION (CEE/OP)

The duties of CEE/OP will include the following:

1. He will supervise work of Sr. DEE/OP or Sr. DEE/RSO at HQ level. He will be assisted by Dy. CEE/OP in HQ.
2. Nodal Officer for loco running staff, crew lobbies, running rooms and trip sheds.
3. Nodal Officer for punctuality, safety issues and meeting of performance review of loco operation.
4. Coordination for creation/extension/sanction/crew review of posts pertaining to loco operations.
5. Nodal Officer for speed certification for any kind of rolling stock and matters related to CRS sanctions.
6. He will look after training needs (including Simulators) of all running staff.
7. He will be the nodal officer for all Training Schools (i.e. DTC and ETC) where training of LPs/ALPs is done in NR.
8. Monitoring of Energy consumption, Energy conservation & Energy management in loco operations.
9. Nodal officer for HSD fuel at HQ level.
10. Maintenance & analysis of Statistics including Line Haul Cost related to electric traction.
11. Responsible for Coordinating with PCOM office and other ZRs for all matters related to crew & loco operations.
12. Safety matters including GR, SR and Operating Manual issued etc.
13. Planning and Budget control for running staff.
14. All RTI and CPGRAM matters pertaining to Loco Operation wing.
15. Training Manager of electrical department & Training needs.
16. Any other work assigned by PCEE.

DUTY LIST OF CHIEF ELECTRICAL DISTRIBUTION ENGINEER (CEDE):

CEDE will look after the following works:

1. All executive & technical works pertaining to maintenance and operation of 25 KV Traction overhead equipments & Traction supply installations.
2. Coordination with RE, RDSO and SEBs regarding TRD works.
3. Coordination with other branches for vetting and technical scrutiny of the WP, M&P and out of turn proposals for works pertaining to TRD.
4. Monitoring of works and providing necessary support for sanctioned TRD.
5. Coordination with Finance and Personnel Branches for creation/extension/sanction of posts pertaining to TRD.
6. Coordination with RDSO, RE and Electric supply utilities, CERCs & SERCs and other Zonal Railways for any matters pertaining to TRD.
7. Liaison with Traffic department for power block maintenance as well as TRD construction activities.
8. All RTI matters pertaining to TRD wing.
9. Operation, planning & day to day maintenance of Tower wagons.
10. Nodal officer for liaison with Tariff Regulatory Commission for issues regarding electricity tariff including traction.
11. Nodal Officer for all Railway Electrification works by CORE/ALD/Construction/Division.
12. Nodal Officer for issues related to private sidings.
13. Nodal Officer for EIG sanctions & approval for TRD works.
14. Any other work assigned by PCEE.

DUTY LIST OF CHIEF ELECTRICAL GENERAL ENGINEER (CEGE)

CEGE will look after the following works:

1. All executive and technical works pertaining to General Power Supply, Stationary installations, DG sets, Electrical pumps, Refrigeration & Air-conditioning equipment in the office buildings in Divisions and in Workshops/Sheds.
2. Coordinating with other branches for vetting and technical scrutiny of the WP, M&P and out of turn proposals for works progress of construction works pertaining to Power supply.
3. Coordination with Store branches for procurement of quality Power supply items.
4. Compilation of database regarding maintenance & operation of Power supply.
5. Coordination with Finance & Personnel Branches for creation/extension/sanction of posts pertaining to Power Supply branch.
6. Coordination with RDSO, State Government, organization such as CPWD, Lift inspectors and fire department related to Power Supply maintenance.
7. Investigation/periodical review of water supply arrangement with Engineering Branch.
8. EIG works/approvals pertaining to non-traction areas and other Railway Units such as DMW, RCF & RDSO etc.
9. All RTI matters pertaining to General Services wing.
10. Nodal Officer for Computerization & MIS work.
11. Nodal Officer for VIP references & Public complaints.
12. Nodal Officer for all Women Welfare Organization works.
13. Nodal Officer for Energy conservation & Energy management items.
14. Nodal Officer for liaison with SEBs and Tariff Regulatory Commissions regarding electricity tariff for General Services.
15. Nodal Officer for Fire Safety works in stationary installations.
16. Any other work assigned by PCEE.

DUTY LIST OF CHIEF MECHANICAL ENGINEER/DSL & DM (CME/DSL&DM)

CME/DSL&DM will look after the following works:

1. Diesel Traction Wing & Disaster Management.