

DUTY LIST OF OFFICERS AND SUPERVISORS

(I) ELECTRIC LOCO WING:

A. Deputy Chief Electrical Engineer/Rolling Stock (Dy. CEE/RS):

Dy. CEE/RS will report to CELE and will assist him for

1. Planning & monitoring of Unit Exchange spares of Electric Locomotives.
2. Monitoring of daily loco outage.
3. All technical aspects on:
 - (i) Reliability & Reliability action Plan
 - (ii) Coordination with RDSO, CLW & Workshops
 - (iii) MSG & ESC
 - (iv) Detailed technical scrutiny of typical failures, modifications and implementation of follow up action
 - (v) Staff training
4. Parliamentary questions, Audit paras- pertaining to Maintenance of Locos.
5. GM conference, PCEE's Conference, CELE Conference.
6. Proposal for procurement for all loco (Stock & Non-stock) Store items Technical member in Stores tenders of JA grade / Sr. Scale / Jr. Scale.
7. Updation of technical specifications pertains to Electric Locomotives.
8. Performance evaluation, development & updation of vendors for Elect. Loco items.
9. Monitoring of budget pertaining to Electric loco section.
10. Planning, monitoring & coordination of all activities related to new shed at SRE and LKO.
11. Implementation of revised costing system in sheds.
12. Inspection of sheds.
13. Computerization of sheds.
14. Creation of work charged/ temporary posts pertaining to Electric Loco Sheds.
15. Co-ordination with POH shops for POH of locos and wheel re-discing.
16. Nodal officer for management of hiring of vehicles for Electrical department.
17. Any other technological advancement & their implementation.
18. Look after the work of Dy. CEE(OP) in his/her absence
19. Any other work assigned by PCEE/CELE.

B. Deputy Chief Electrical Engineer/Operation (Dy. CEE/OP):

Dy. CEE/OP will report to CEE/OP and will assist him for:

1. Operation of Electric Locos and loco availability as per link.
2. Monitoring Energy Consumption, Energy conservation & Energy management in loco operation.
3. Establishment matters of Running Staff and Supervisors and their periodically.
4. Training/refresher courses of loco running staff.
5. Liaisoning with loco rolling stock unit.
6. Time tabling.
7. Maintenance & analysis of Statistics, Line Haul Cost
8. All PCDOs including Action Plan, compliance of inspection notes of loco etc.
9. Computerization of Lobbies, TLC organization and coordination with Dy. CEE/RS regarding Sheds.
10. CRS sanction, speed certificates & all matters related to CRS
11. All statements pertaining to Rly. Board
12. Loco Co-ordination meeting with Sr.DEE/ TRS & RSO
13. Correspondence land Co-ordination with other Railways in operational matters.
14. Punctuality monitoring & analysis and loco failure on line etc.
15. Responsible to co-ordinate with COM for all matters related to crew & loco operation
16. Safety matters including GR, SR and operating manual etc.
17. Creation of works charged/ temporary posts pertaining to Electric Loco operation
18. Implementation of MIS for Electrical deptt.
19. Updating of Technical Diary, other Data pertaining to Electrical Department.
20. Formation of Loco links & implementation.
21. Planning and Budget control for running staff.
22. Coordinating audit paras pertaining to loco operation.
23. Look after the work of Dy CEE (RS) in his/her absence.

C. Sr. Section Engineer/Rolling Stock/Stock-I:

1. All data required to be maintained and to be given on priority for PCEE/CELE/GM conference to SSE/ Tech I as and when required.
2. Keeping a track on letters received /sent on official mail including data handling on "e-locos" for the items related with his duty list and their timely disposal.
3. Coordination for replies of RTI, CPGRAM, PNM, Audit para and pending reference.
4. Monitoring progress of sanctioned Works Programme and M&P.
5. Court Case.
6. Parliament Question.
7. RSP, M&P (Progress, Procurement, Budget and correspondence with Divisions, Zonal Railways and Railway Board).
8. Works under Plan Head -42 of Sheds and Outpits (Augmentation & New Works).
9. Updation of position of RSP, M&P and PH-42 on e-Locos.
10. Any other work assigned by officer day to day.

D. Sr. Section Engineer/Rolling Stock/Stock-II:

1. All related matters regarding procurement of stock items and of conventional and three phase locos and RSP & M&Ps non stock items with Shed.
2. Monthly store meeting with COS office and minutes of meeting.
3. Chasing of critical stock items of conventional and three phase locos with shops and depots.
4. Correspondence on store matters with RDSO, CLW, Rly. Board, Firms shed and workshops.
5. Stocking proposal of three phase and conventional locos.
6. Revision of AAC of items of conventional and three phase locos.
7. Preparation of stock master, revision of description of stock item in stock master.
8. Description vetting of stock items.
9. All data required to be maintained and to be given on priority for PCEE/CELE/GM conference to SSE/Tech-I as and when required.
10. Alteration in drawings, POs and DP extension of stock items and RSP & M&Ps non stock items.
11. Maintaining of critical stock items reported in PCDO and reported time to time.
12. Keeping a track on letters received /sent on official mail including data handling on "e-locos" for the items related with his duty list and their timely disposal.
13. Works contract (revenue as well as RSP) and their administrative approval.
14. All Sheds quotation based Works Contract and their Administrative Approval.
15. Any other work assigned by officers day to day.

E. Sr. Section Engineer/Rolling Stock:

1. To deal with the works related to SLAM, 5S, ISO & other certificates for sheds/ workshops.
2. Monitoring and correspondence of warranty failures with firms, CLW, DLW and DMW.
3. Monitoring of UES of 3-phase and conventional locos.
4. Correspondence with workshops (CB/LKO, DBSI, ASR, KPA, BSL etc).
5. Any other work assigned by SSE/Tech and officers.
6. Performance of 3-Phase & conventional loco equipment to RDSO.
7. Performance of 3-phase loco equipment to CLW.
8. Loco Allotment & Transfer from sheds.

F. Junior Engineer/Rolling Stock:

1. Correspondence on 3 phase locos on technical matter with RDSO, CLW, RB and Firms.
2. Coordination with sheds for MSG meeting.
3. Preparation of papers pertains to POH Co-ordination meeting.
4. Maintaining following action plan and correspondence with sheds and shop
 - 3 phase locos RAP
 - Fire prevention on 3 phase locos
 - Pre monsoon, pre summer, pre winter of 3 phase locos
 - Modification issued by RDSO on 3 phase locos
 - SMIs issued by RDSO on 3 phase locos
 - TC issued by RDSO
 - Technical report issued by RDSO.
 - Preparation of targets for sheds and DBSI Workshop.

G. TLC/Punctuality:

1. Preparation of punctuality folder on daily basis for punctuality loss and failure in NR and FR and operation matters. Monthly punctuality statement to Rly. Board.
2. NR locos attended in FR data to be kept.
3. Circular for all locos on operational failure.
4. All data required to be maintained and to be given on priority for PCEE/CELE/GM conference to SSE/ Tech-I as and when required.
5. Collecting details for loco failure (OB+TB), compilation of investigation report from division on operation matters.
6. Failure meeting agenda and minutes of meetings.
7. Liaisoning with division for failures-detail of failures "De-Logging Notes".
8. Correspondence with FR regarding loco failure/withdrawal operational matters in NR & NR loco failure in FR.
9. Correspondence on safety matters in coordination with divisions.
10. Electric loco Accident / SPAD.
11. Keeping a track on letters received /sent on official mail including data handling on "e-locos" for the items related with his duty list and their timely disposal.
12. Any other work assigned by Officer day to day.

H. CLI/Statistics:

1. Preparation of highlights, GM PCDO, MTR MCDO, Safety action plan and their annexure.
2. Data of MOU, KPI & Executive summary.
3. Reply in context with PCDO. Item marked by HQ officers for compliance report from sheds /RSO and assistance required from HQ.
4. Preparation of Achievement of loco department.
5. Equipment failure to CPTM monthly to be co-ordinate with CLI/Punctuality.
6. Maintenance of Statistics –
 - Staff position.
 - Asset failures.
 - POL, EKMs & GTKMs (Coaching & Freight).
 - Specific energy consumption (SEC).
 - Shed wise holding of electric loco.
 - Electric loco outage (Coaching & Freight).
 - Unscheduled Visit and lifting.
 - Ineffective %age of loco.
 - Maintain of POH out turn loco.
7. Maintaining of A4 statement.
8. Preparation of all shield data from loco branch.
9. Preparation of GM narrative paper from loco branch.
10. IRFA debit and credits of Electric locos.
11. Preparation of GM & PCEE hand out.
12. All data required to be maintained and to be given on priority for PCEE/CELE/GM conference to SSE/Tech as and when required.
13. Monitoring of RSO target issued by HQ to division.
14. Impact of running of CC+6+2T & CC+8+2tT trains.
15. Energy management.
16. Any other work assigned by officers.

I. CLI/Link:

1. Preparation of coaching Electric loco links their rationalization and feeding of loco links thus prepared in ICMS software.
2. Correspondence with concerned railways for interchange of loco links for optimization of loco utilization.
3. Coordinating with Engineering branch while processing cases for obtaining GM/CRS sanctions for following:
 - Provisional running of new locomotive.
 - One time movement of new locomotive.
 - Oscillation and EBD trials of new locomotive.
 - COCR trials for push pull mode of traction over new 130kmph fit electrified sections of NR.
4. Regular operation of new locomotive, accorded first sanction by Railway Board, over electrified routes of NR.

5. Coordinating with Mechanical, S&T, operating and engineering branch for approval of Joint safety certificate by their PHODs.
6. Correspondence with Railway Board and RDSO regarding issues related to item no.3.
7. Coordinating with operating branch for switching over of trains from Diesel traction to electric over newly electrified over Northern Railway.
8. Coordinating with operating branch for proposals of making Diesel free Delhi in terms of maximum possible train operation by electric traction.
9. Monitoring of correspondences received by common official email and via e-office ID and put up same to officers for suitable disposal.
10. Any other work assigned by officer day to day.

J. CLI/Staff:

1. Preparation of Electric running staff position.
2. Training of running staff for WAG-12B locomotives.
3. Operational circulars.
4. Crew Management system.
5. Crew related issues.
6. Safety periodic drive on operation.
7. Any other work assigned by officer day to day.

(II) TRACTION DISTRIBUTION WING:

1. **Deputy Chief Electrical Engineer/Traction Distribution (Dy.CEE/TRD):**
Planning for efficient and safe maintenance and operation of the installations including Open Access, Disaster management.
2. **Sr. Section Engineer/Traction Distribution-I:**
Cases seeking EIGs approval, drawings approval, policy matters, technical correspondence related to over-head equipment.
3. **Sr. Section Engineer/Traction Distribution-II:**
Matters related to Power Supply Installations over Northern Railway including Open Access.
4. **Sr. Section Engineer/Traction Distribution-III:**
Looking after electrification works.
5. **Sr. Section Engineer/Traction Distribution-IV:**
Monitoring of daily maintenance, maintenance statistics, officers Inspections.

(III) GENERAL POWER SUPPLY WING:

A. Deputy Chief Electrical Engineer/Power Supply (Dy. CEE/PS-I):

1. All technical works pertaining to General Power supply, DG sets, Electrical Pumps, Escalators, Lifts, Refrigeration & Air conditioning equipments in the office buildings in Divisions and other power supply installations, in Workshops & Sheds.
2. Co-ordination with RDSO, State Govt. organization such as CPWD, Lift Inspector and Fire department related to Power supply.
3. EIG Works/approval relating to non-traction areas and other Railway units such as DMW, RCF & RDSO etc.
4. Compilation of database regarding maintenance & operation of Power supply.
5. Liaison with SEBs and Tariff regulatory commission regarding electricity tariff for General services.
6. Co-ordination with all other branches for vetting and technical scrutiny of the WP, M & P and out of turn proposal for works pertaining to Power supply.
7. Planning, co-ordination and monitoring progress of construction works pertaining to power supply.
8. Co-ordination with Finance & Personnel branch for creation /extension /sanction of post pertaining to Power supply.
9. Investigation /periodical review of water supply arrangement with Engg. Branch.
10. Proposal for procurement for all Power supply items (Stock & Non-stock). Technical Member in Stores tenders of JA grade/Sr. Scale/Jr. Scale.

11. References from VIP & Public complaint.
12. Energy management and Energy conservation.
13. Hindi Officers for Electrical Department.
14. Review of items, approval for USBRL Projects, UN Projects.
15. Any other work assigned by PCEE/CEGE.

B. Deputy Chief Electrical Engineer/Power Supply (Dy. CEE/PS-II):

1. Coordination with RDSO, State Govt. Organization (such as CPWD), Lift Inspectors and Fire Deptt. Etc.) related to Power Supply.
2. Energy management and Energy Conservation.
3. Review of items, approvals for USBRL Project, UN Project.
4. Project VISTAR.
5. Station Re-development work.
6. All matters pertaining to Solar related works i. e. tendering/monitoring of executions/arbitration etc.
7. 2x25 KV monitoring Cell at Railway Board.
8. All works related to alternate technologies at Railway Board (Dual Locos/adoption of AI & ML in Locos / smart coaches etc.).
9. Attending meetings with NITI Aayog, relating to Hyperloop Technology: as Railway representative.
10. Works transferred from IROAF to Electrical Department/NR.
11. Any other work assigned by CECE, CTO/NR/21/Gen. and PED/EE(Dev.) Railway Board.
12. Any other work assigned by PCEE.

C. Sr. Section Engineer/Power Supply-I:

1. Solar Energy, Renewable Energy & Green energy Initiatives.
2. CPGRAM & web portal complaints.
3. Land based Solar plants along the track & correspondence with REMCL regarding.
4. MNRE on Green energy Initiative, CFA etc.
5. Monitoring of performance & units generation of 2MWp Solar project at Diwana 6.50 MWp/100 MWp solar projects & correspondence with MNRE & ZR/Pus.
7. Monitoring of Progress of Works Programme items.
8. J&K USBRL project
9. Open Access regarding Solar Projects
10. Energy Audit
11. To look after the work of SSE/PS-II in his absence
12. Any other new work assigned by his superiors.

D. Sr. Section Engineer/Power Supply-II:

1. All stock/non-stock items including procurement through GeM
2. PCEE specification of all items pertains to General Power Supply
3. All stock/non-stock critical items given by Divisions/Workshops for perusal of CECE & PCEE.
4. Performance of Electrical General Power Supply items.
5. UNDP project items & monitor the progress of UNDP cases
6. EESL projects for luminaries items, Fans & ACs
7. ESC & MSG meetings
8. Issue of Standing Orders pertain to Electrical General Power Supply items
9. Similar Nature of Works
10. Scrutiny of repairs cases of equipments received from Divisions/Workshops
11. Monitoring of Progress of RSP, M&P items, Correspondence on GST matters
12. To look after the work of SSE/PS-I in his absence
13. Any other work assigned by his superiors.

E. Sr. Section Engineer/Power Supply-III:

1. IE Rules pertains to General Power Supply & Co-ordination with Construction Organization, RE, CONCOR, RVNL, DMRC, PSUs
2. Approval of EIG.
3. Maintenance policy/JPO of ACs, DG sets, Heater & all general power supply items.
4. All type of Shields/Awards, Environmental related issues/matter

5. Online monitoring & Registration of Overhead/Underground Power lines crossing cases and checking/approval of all Electrical (Genl. Power Supply) drawings received in HQ.
6. Arrangement of Audio Conference
7. Failures/Reply/Correspondence on Lifts & Escalators to Rly. Board, Divisions & Construction organisation, Correspondence on Public E-vehicle Charging station
8. All cases received from divisions for enhancement of electric load/revision of existing Power Supply system, separate feeders
9. Put up Daily Morning Position in absence of Sh. Rakesh, App.JE/PS
10. To look after the work of SSE/PS-IV & V in his absence
11. Any other work assigned by his superiors.

F. Sr. Section Engineer/Power Supply-IV:

1. Reply of PNM meeting
2. Inspection notes of Railway Board Officers, GM, PCEE or any other officer, Memorandum/ Representation
3. RAILSAVER, IRGREENRI & MDAS etc.
4. To organize Seminars/Meetings with co-ordination of all supervisors & ministerial staff.
5. Water Supply Review Meeting and Summer, Winter, Monsoon preparedness.
6. Arbitration, Court Cases, RTI cases, Draft Audit Para/Audit objections, Parliament Questions, Reply of Board/VIP References, Reply & Disposal of Public complaints.
7. Work Study, Manpower planning (Outsourcing of contract Staff) and Disaster Management matters
8. Fire Accident Cases, Electric shock/accidents cases
9. Model stations, Adarsh Stations, World class stations etc.
10. Correspondence with SEBs, PAT, Energy Tariff etc.
11. Redevelopment/Modernisation of Railway Stations (IRSDC)
12. To look after the work of SSE/PS-III & V in his absence.
13. Any other work assigned by his superiors.

G. Sr. Section Engineer/Power Supply-V:

1. Divisions/Workshops PCDOs, MTR PCDO, GM PCDO, GM, PCEE conference with back up information and its correspondence.
2. Reliability Action Plan, Annual Action Plan Targets, Preparation of Narrative Report, Electrical Administrative Annual Report, Data for handing over
3. Railway Board/GM's video conferences, GM meetings, Dash Board items
4. Progress/status Monitoring of Lifts & Escalators over NR with Divisions & Const. Orgn, Requirement/Allotment/Distribution of funds for Lifts & Escalators
5. Calculation of specific fuel consumption of DG sets, Vital Statistics & Energy Consumption data, Solar Generation, Rewiring of Quarters, Scale of fittings
6. Holdings, Monitoring, Checklists of all Electrical Assets, correspondence on theft Cases of Electrical assets
7. Best Innovation, Conventional Energy, Performance Indicators and Year Book
8. Failure analysis and FRPCPY of all power supply items (SSE/PS-I and SSE/PS-II would assist for items pertaining to them).
9. Passenger amenities/ Minimum Essential Amenities (MEA) items.
10. To assist SSE-III for compilation of data for various Awards & Shields.
11. To look after the work of SSE/PS-III & IV in his absence
12. Any other work assigned by his superiors.

H. App. Junior Engineer/Power Supply:

1. Daily Morning position/Weekly positions and collecting information from Divisions/ Workshops, supply interruptions, Punctuality loss & complaints, UORs.
2. To put up position daily to PCEE, CECE & Dy.CEE/PS.
3. Daily Downloading of official e-mails of CECE & Dy. CEE/PS and put up regularly.
4. Correspondence regarding Dharna, Strike, Sabotage etc.
5. Record maintenance of Assets Register
6. Kumbh Mela/Swatchh Bharat Mission activities.
7. Any other new work assigned by his superiors.

(IV) **MOBILITY WING:**

A. **Dy Chief Electrical Engineer/Mobility/HQ:**

The duties shall be as under:

1. **Mobility related works:**

- Electrification and other M&P items inside DSL Sheds
- Stocking proposals of material in DSL Sheds
- Monitoring of action plan based upon external/internal audits
- Review of processes and action plan for implementing technical audit report in electric sheds.

2. **Electric Loco Sheds:**

- Commissioning of wheel shop with manpower/maintenance activity for regular out turn-ELS/GZB.
- M&P and procedure review of each shed to bring efficiency at shop floor in all electric loco shed.
- Material stocking arrangements for enhancing floor area utilization in electric loco shed.
- Review of processes and action plan for implementing technical audit report in electric sheds.
- Improving dissemination of information related to daily activities in shed by using SLAM/APP etc. Overall result should be availability of information at shop floor and minimum reacting.

3. **CTO/NR:** He will assist CTO/NR in Day to day working.

4. **EMU/MEMU:**

- He will deal with all store issues/tender cases of EMU/MEMU at JA grade level.
- Any other work assigned by Pr. CEE/NR.

B. **SSE/Maintenance of Electric Locomotives in Diesel Sheds of NR:**

All work pertaining to maintenance of Electric locomotives in DSL Sheds/Northern Railway.

1. **Store:** Material Procurement, RSP, M&P and Works, Stocking, Instructions of Dy.CEE/RS, Correspondence & liaisons with Sheds. Preparation & maintenance of all stock-item list with Sources, Stocking details in soft copy for current status. Maintenance of safety items. Updating of vendor list, Specification by RDSO/CLW/Sheds/ Workshops, Drawing by RDSO/CLW, Maintenance of Must Change items of AOH/MOH/IOH/POH/MTR, Scraps.
2. **Technical:** Correspondence on technical matters with RDSO, CLW, Rly Bd and Firms. Correspondence with Sheds for AOH/IOH/MOH, POH/MTR. Modifications, SMIs, Tech. Circulars issued by RDSO. Performance of Equipment to RDSO. Monitoring of UES and liaisons.
3. **Routine:** Files & Correspondence (Hard & Soft), Office work.
4. Any other work assigned by CEE/Mobility and Dy. CEE/RS.

C. **JE-I/ Maintenance of Electric Locomotives in Diesel Sheds of NR:**

1. UES, PCDO, all Critical items & material assistance, store meeting, POH with current status. Status of loco holding, main loco units, ongoing modifications/Drives etc and status for complete technical requirements.
2. Work assigned by CEE-Mobility and Dy.CEE/RS time to time.

D. **JE-II/ Maintenance of Electric Locomotives in Diesel Sheds of NR:**

1. Complete procurement & status of RSP(Itemized & Bulk), M&P, Works, AMCs & contract cases for Electric loco maintenance in DSL Sheds/NR
2. Work assigned by CEE-Mobility and Dy.CEE/RS time to time.

E. SSE/Power Supply/Open Access:

1. All work pertaining to availing power through Open Access (Long, Medium and Short term Bi-lateral Contracts) in Electrical(G) for Northern Railway (DLI, FZR, LKO, MB, UMB, Workshops) at HQ Level.
2. Any work assigned time to time.

F. SSE/Training:

1. Training of Running as well as Maintenance staff and other issues in concern with Electrical Training Centre, Ghaziabad. Training of Technical and Ministerial staff (Group C) of Electrical Department of NR Hd. Qtrs.
2. Any other work assigned time to time.

(V) PLANNING WING:

A. Assistant Electrical Engineer/Planning:

1. Monitoring of Audit & Court cases.
2. Monitoring of Parliament Question & PAC.
3. Preparation and Compilation of Annual Narrative and Administrative report.
4. Arbitration cases.
5. Monitoring of MP, MLA and VIP references & court cases.
6. Quaterly progress report to SDGM for CVC.
7. GM/VC item.
8. CRB/VC item.
9. Safety meeting of GM/Railway Board.
10. Any other work assigned by CETE.
11. Any paper related to GM/CRB/Railway Board meeting and communicated by CETE to prepare.
12. All PCDO's input to Secy. Branch.
13. Performance of Railway Board.
14. Performance of GM.
15. Annual target of Division.
16. Budget control of Electrical Deptt.
17. Nodal officer for WP, M&P, RSP and coordination with other departments on behalf of electrical deptt.
18. Formulation and revision of Corporation plan & Five-year plans.
19. Man Power Planning including Gazetted cadre coordination with CPO & Accounts.
20. Establishment matters in regard to creation and extension of Gaz/Non Gaz posts.
21. Monitoring of works extremely/desirable/essential and their progress.
22. Monitoring the progress of contract works & coordination for Work Review meeting.
23. Any other work assigned by CETE.

B. SSE/Plg.I:

1. He will look after following works:
 - (i) Annual Narrative & Administrative Report.
 - (ii) All Correspondence with DFCCIL, CORE, RVNL, other Zonal Railways & PSUs and State Govts.
 - (iii) Compliance of MR/MOSR's, MP, MLA, VIP references, Railway Board's & GM's references
 - (iv) Compliance of DO letters of CRB, Members Railway Board, GMs of other Railways/Production Units to GM/NR.
 - (v) Compliance of Audit Para, Draft Para, Provisional Para, Special letters, and audit inspection reports.
 - (vi) Compliance of Parliamentary Committees, Passenger Amenities Committee (PAC), ZRUCC and other special Railway Board Committees etc.
 - (vii) Any other work assigned by CETE, DY.CEE (Plg) , AEE(Plg).
2. He will also look after work of Sh. Neeraj Sharma, SSE-II in his absence.

C. SSE/Plg-II:

1. He will look after following works:
 - (i) All revenue & works budget matters.
 - (ii) Budget and Estimate policy matters.
 - (iii) All matters pertaining to MOU, Action plan targets & progress thereon.
 - (iv) All GM and PCEE conference matters.
 - (v) Preparation of presentation of Electrical Department.
 - (vi) Reply of Assistance required.
 - (vii) Man Power Planning.
 - (viii) Works Programme Vol-I, Vol-II and Vol-V.
 - (ix) Any other work assigned by CETE, AEE(Plg).

2. He will also look after work of Sh. Pinkesh Kumar, SSE-III in his absence.

D. SSE/Plg-III:

1. He will look after following works:
 - (i) All matters pertaining to RSP and M&P Programme.
 - (ii) All matters pertaining to tender policy and definition of similar nature of works.
 - (iii) All matters pertaining to arbitration cases of Electrical Department.
 - (iv) All matters pertaining to court cases of Electrical Department including monitoring of court cases on LIMBS portal.
 - (v) HOD's meeting agenda.
 - (vi) Assets Register compilation
 - (vii) Any other work assigned by CETE, AEE(Plg).
2. He will also look after work of Sh. Avinder, SSE-I, in his absence.

E. JE/Plg-I:

1. He will look after following works:
 - (i) NHRC Correspondence, VC Points.
 - (ii) All matter pertains to Rail Vikas shiver, Technological Mission of Indian Railway.
 - (iii) All Correspondence with DFCCIL, CORE, RVNL, other Zonal Railways & PSUs and State Govts.
 - (iv) All SOP matters, record of SOP matter,
 - (v) MR dashboard, Best innovation from field units.
 - (vi) All miscellaneous letters including land boundary countries.
 - (vii) RTI of planning Section only.
 - (viii) All Railway Electrification related matters.
 - (ix) Planning Section's leave put up.
 - (x) Reply of Memorandum/ Inspection note of CRB/Railway Board Officers/ Officers pertains to Planning Section.
 - (xi) Any other work assigned by CETE, AEE(Plg).
2. He will also look after work of Sh. Manoj Kumar, JE-II, in his absence.

F. JE/Plg-II:

1. He will look after following works:
 - (i) Progress report of ongoing works under different Plan Head of WP
 - (ii) All Store/Tender policy matter.
 - (iii) Monitoring the progress of works & coordination for Work Review meeting.
 - (iv) Updating of Tender work progress at HQ.
 - (v) Suo Motu information updating.
 - (vi) Inspection note of AEE/Plg.
 - (vii) Any other work assigned by CETE, AEE(Plg).
 - (viii) Updation and monitoring of "Sharmik Kalyan Portal".

(VI) **DIESEL LOCO WING:**

A. **Deputy Chief Mechanical Engineer/Oil & Fuel (Dy.CEE/O&F):**
Diesel Shed & Disaster Management, Operation and Fuel.

B. **Assistant Mechanical Engineer/Diesel/HQ (AME/Dsl/HQ):**
Assigned the job of preparation of Diesel Loco Sheds etc.

(VII) **OIL & FUEL WING:**

A. **Deputy Chief Mechanical Engineer/Oil & Fuel (Dy.CEE/O&F):**
Operation and Fuel, Diesel Shed & Disaster Management.

B. **CLI/HQ:**
Assigned the job of preparation of Diesel Loco links, Crew link review, Running staff policy matters, CMS etc.

C. **CPRC/HQ:**
In charge of Power Control organization at HQ office.

D. **CLI/Fuel:**
In charge of fuel section at HQ office: deals with fuel supply indents, Fuel budget etc.

E. **CLI/Staff:**
Deals with Running staff training, Recruitment of ALPs, Running Staff review and Monitoring of running staff position over NR.

F. **CLI/Running Room:**
Deals with facilities in Running Rooms, RTI cases, Memorandums, PNM items etc.

G. **CLI/Safety:**
Accident statics, Agenda reply for Weekly safety meetings, Video conference, Achievements of O&F wing, PCDO & Narrative reports and Safety drives etc.

H. **Sr. Section Engineer/ART:**
Over all supervision of Disaster Management at HQ office.

I. **Sr. Section Engineer/O&F:**
CRS section of Diesel locomotives & Accident on Rolling Stock account, Weighbridges etc.

J. **OS/Fuel:**
Ministerial staff attached with respective supervisors.

K. **OS/RS:**
Ministerial staff attached with respective supervisors.