

Northern Railway

**Headquarters Office,
Baroda House,
New Delhi.**

No. W-1/6/Pt.VIII/Engg.

11.10.18

OFFICE ORDER

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

In supersession of all the previous orders, the duty list of SAG Officers will be as follows:-

CHIEF TRACK ENGINEER

HE WILL BE ASSISTED BY DY. CE/TP, DY.CE/TM, DY CE/TO & DY.CE/TPP/LKO.

1. All track related matters except those specifically allotted to another HOD.
2. Permanent Way Cadre – Creation/Surrender of the posts
3. Budget and Works Programme for plan Head: Track Renewals.
4. Speed Restriction, Engineering Recovery Time, Raising of Speed and Working Time Table.
5. Unified Standard Schedule of Rates for P. Way items.
6. Coordination with Operating Department for arranging Locomotives, Rolling Stocks, Traffic block etc.
7. Track Standards Committee.
8. Upkeep of G&SR, Accident Manual, P.Way Manual, LWR Manual and other documents consisting of Rules, Acts, Codes & Manuals related with his duties.
9. Monitoring all inspection registers and books related to P.Way.
10. All issues related to T&P of track except procurement.

11. Ballast: Procurement, Training out and Ballast Specifications.
12. Patrolling of track.
13. Monitoring performance of materials under trials.
14. Maintenance & procurement of Small Track Machines. All issues pertaining to Small Track Machines including processing of indents of Small Track Machines.
15. Issues related to Institution of Permanent Way Engineers (India).
16. CRS Sanction, ODC Movement/Sanction and correspondence with CRS.
17. Policy regarding opening of new lines, doublings etc.
18. Accidents and Accident Enquiry Reports.
19. Safety and Punctuality of Mail/Express Trains.
20. Disaster Management.
21. Monitoring progress of Track Renewal and other Safety Related Works.
22. Track maintenance issues including Drainage, Formation Treatment and Maintenance Policy etc.
23. Uniform of P.Way Staff.
24. Innovations, Modernization & Technological Advancements in all related fields.
25. Sr.DEN/C/Conference, CTEs conference, Pr. CEs Conference, GMs Conference.
26. POM and all matters related to PCDO i.e. Sr. DEN/C's PCDO, Division's PCDO to GM, Pr.CE's PCDO to ME, GM's PCDO and Assistance required from Board etc.
27. Policy and issues relating to operation, maintenance and safety at level crossings including Gate Mitras, Gate edges and Road surface etc.
28. Necessary man power planning and creation of posts related to track including manning of level crossings.
29. Coordinating the Studies/Workshops pertaining to Track Modernization, High Speeds etc.
30. Any other duties assigned by PCE.

CHIEF BRIDGE ENGINEER

HE WILL BE ASSISTED BY DY.CE/BD, DY. CE/BR./HQ, DY. CE/BL/TKJ, DY.CE/BW/LKO & DY.CE/BW/JRC.

1. All matters concerning to Bridges & Steel Structures.
2. Bridge Cadre.
3. Design of Bridges & Steel Structures- Latest Tools, Methodology, Concepts & Solutions & Design.
4. Budget and Works Programme: Plan Head 32 "Bridge Work".
5. M&P Programme of Engineering Branch.
6. Flood Control and related matters.
7. Railway Affecting Works and related matters.
8. All matters pertaining to Bridge workshops at Jalandhar and Lucknow.
9. All issues of Bridge workshops in Headquarters i.e. Procurement of stores, establishment matters, tenders/contracts, audit and account reports, training of staff etc.
10. All technical committees concerning bridge, tunnels, embankments & cuttings.
11. Approval of plans, design & GAD of ROB/RUB.
12. Codes & Manuals pertaining to Bridges and tunnels.
13. Inspections pertaining to bridges & tunnels and related matters.
14. Upkeep & Manning of Record Room of Engineering Department.
15. Any other duties assigned by PCE.

CHIEF ENGINEER/RC

HE WILL BE ASSISTED BY DY. CE/ROB/HQ.

1. All matters pertaining to ROB/RUB/LHS etc. (other than plan and design).
2. Implementation of Road safety works and control of Plan Head 29 & 30.
3. Proposal and sanction of:
 - a) New level crossings;
 - b) Elimination and manning of unmanned level crossings;
 - c) Closure of level crossings – manned/unmanned by diversion roads, etc.;
 - d) Re-opening of level crossings with all standard arrangements.
4. All proposals/decisions related to manning of unmanned level crossings.
5. All issues related to infrastructure planning, provision and improvement of level crossing as a result of reclassification, sanctioning & monitoring of all such works.
6. Correspondence regarding proposal, construction of ROB/RUB/Subway on level crossings qualifying/expected to qualify for construction of the same for inclusion in Works Programme and nomination of organization for execution of such sanctioned works.
7. Items pertaining to Level crossings/ROB/RUB in connection with construction of DFC.
8. Coordination with State Governments/NHAI/Local Bodies/Construction Organization etc. for ROB/RUB and limited height subways.
9. All the sanctions of plans/drawings and approval of change in aspect, improvement and reclassification of level crossings.
10. Coordinating SAG in HQ for issues related to Ambala Division.
11. Any other duties assigned by PCE.

CHIEF ENGINEER/GENERAL

HE WILL BE ASSISTED BY DY. CE/G & DY.CE/Works

1. Manpower Planning & Human Resource Development including filling up of Vacancies, Indents to RRB/RRC etc.
2. Contract & Arbitration-Policies, Implementation & Monitoring.
3. Utilization of Establishment Provisions in Sanctioned Estimates.
4. Training manager for Engineering Officials.
5. Upgradation of skills of Gr. C&D Staff.
6. Use of IT for upgradation of skills of Gr. C&D staff.
7. Matters related to Schedule of Powers.
8. Compendium of Instructions on contract matters.
9. Establishment Matters of Ministerial Staff.
10. RRC, Parliamentary and other Committees.
11. All matters related to Assisted and Private Siding.
12. Audit and Account Inspection Reports/objections.
13. References from MR, MP, MLA, Railway Board & CA-III references.
14. To prepare and maintain a Quality Assurance Manual for various types of P.Way and Building works.
15. To monitor Divisional & Zonal Training Institutes for P.Way and Works.
16. To disseminate the information on Safety, Quality and Environmental matters to the field officials.
17. To do random Audit of works on sites.
18. Parliament Questions.
19. Maintenance of Colonies and Building.
20. Revenue Budget of Engineering Department.
21. All Legal Matters and Court Cases of Engineering department.
22. ZRUCC Meeting.
23. Matters pertaining to Accounting Reforms relating to Engineering Department.
24. Matters pertaining to File Tracking System (FTS).

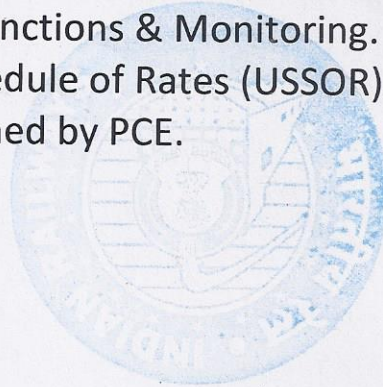
25. Works Cadre of Northern Railway.
26. Works Standards Committee.
26. Matters related to Works Manual.
27. Horticulture.
28. Works Study Reports.
29. Quality Control & Quality Audit of Works.
30. Civil Engineering Library.
31. Maintenance of assets including vehicles.
32. Rajbhasha.
33. All PNM meetings with Unions including divisional items of unions pertaining to HQ.
34. Meetings of PREM, Federations, NROA, NRPOA etc.
35. Matters related to house/quarter allotment including policy.
36. Procurement of T&P, furniture, office equipment & other items for Engineering department, HQ office through COS or otherwise, Stores Procurement through COS, PL No. Updating, Revision and introduction of new items and deletion of obsolete items. Membership of Institutes - National, International like IBE, IIBE, ICE, ASCE etc.
37. Interaction with Other Authorities – GRP, RMS, P&T Deptt., Associations etc.
38. Policy of Hiring of Vehicles (Division & HQ).
39. Innovations, Modernization & Technological Advancements in all related fields.
40. Coordinating SAG in HQ for issues related to Moradabad Division.
41. Any other work assigned by PCE.

CHIEF ENGINEER/PLANNING & DESIGN

HE WILL BE ASSISTED BY DY. CE/P&D, DY. CE/SD (STATION DEVELOPMENT) & SEN/Water Supply

1. Budget and Works Programme Incharge for Zonal Railway.
2. Budget and Works Programme :- Expenditure control of all plan heads except Track renewals, Bridge works and Revenue budget.
3. Design of Structure - Latest Tools, Methodology, Concepts & Solutions.
4. Standardization of Plans for various utilities & uses.
5. Unified Standard Schedule of Rates for Works & Standard Specifications for Works & Materials.
6. Drawing and Design Cadre.
7. World Class Stations.
8. E-working in Official Functioning – Availability of Type Plans on Web (Internet).
9. Computerization of Engineering Department.
10. Matters related to Information Technology & MIS.
11. Passenger Amenities- Model, Modern, Adarsh Stations & Multi-functional Complex.
12. Provision of CUG Phones and office space in Engineering Department.
13. Leasing of private houses, rent and other charges.
14. Development of stations on Swiss Challenge method.
15. Matters related to planning and execution of works in railway portion for DFCCIL, RVNL, IRSDC, DMRC, other Metros, RRTC, MOT etc.
16. Provision of MEA; provision of various facilities for Divyanjan etc.
17. Progress and review of Works through IRPSM.
18. Innovations, Modernization & Technological Advancements in all related fields.

19. Approval of ESPs, L sections and other technical drawings for various works.
20. System map, ODC profiles and connected matters related to CRS sanction.
21. Matters related to sanction and execution of projects on JV, PPE, CSR, MPLAD, Environmental funds etc.
22. GA plans of PA works like FOB, Station Development, modification/alterations in station area etc.
23. Matters pertaining to Heritage.
25. Matters pertaining to Civil Engineering Library.
26. IT initiatives in Engg. Deptt (Nodal Officer).
27. Monitoring of key tasks assigned to PHODs for the Dashboard items (being monitored by Hon'ble MR).
28. Water Supply- Planning, Sanction, Execution & Monitoring Quality. Water Supply & Drainage Plans at all Stations & Colonies.
29. Drainage-Planning, Sanctions & Monitoring.
30. Unified Standard Schedule of Rates (USSOR).
31. Any other work assigned by PCE.



CHIEF ENGINEER/TRACK SUPPLY PLANNING

HE WILL BE ASSISTED BY DY.CE/TS

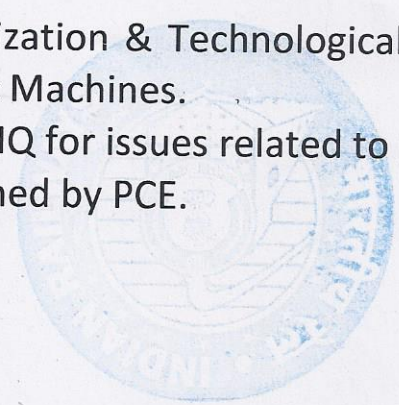
1. All matters related to procurement of P.Way fittings.
2. Procurement of sleepers & All matters related to PRC Sleepers Including Sleeper Plants including functioning of CSP/KSF and related matters.
5. Inspection of ERC, Metal Liners etc.
6. Innovations, Modernization & Technological Advancements in Track fittings and Sleepers.
7. Monitoring the timely supplies of Track Fittings to match with the physical targets.
8. Any other work assigned by PCE.



CHIEF ENGINEER/TRACK MACHINES

HE WILL BE ASSISTED BY DY. CE/TMC/HQ & DY. CE/TMC/LINE

1. Operation and Maintenance of all types of 'ON' Track Machines (except Mobile Flash Butt Welding & USFD machines).
2. Procurement of spares for "ON' Track machines and procurement of Small Track Machines.
3. Administrative control of Track Machine Cadre including creation of posts.
4. Monitoring of all related issues of Track Machines with divisions.
5. Annual deployment of Track machines over Northern Railway in consultation with CTE.
6. Planning of Traffic Blocks, Monitoring the progress of Track Machines.
7. Innovations, Modernization & Technological Advancements in all related fields of Track Machines.
8. Coordinating SAG in HQ for issues related to Delhi Division.
9. Any other work assigned by PCE.



CHIEF ENGINEER/MRTS

HE WILL BE ASSISTED BY DY.CHIEF ENGINEER/LAND

1. All matters related to Land Management including Licensing, Way leave permissions & Encroachments on Railways' Land.
2. Land Boundaries.
3. All matters related to Property Development, Licensing/Leasing of Shops etc.
4. Leasing of Private Houses, Rent and other charges.
5. Functions Pertaining To MRTS and DMRC.
6. Tree Plantation & trimming of trees.
7. Right to Information Act.
8. Land Matters of Private Sidings.
9. Innovations, Modernization & Technological Advancements In all related fields.
10. Multifunctional complexes.
11. Other Sundry Earnings, compilation and monitoring.
12. Land matters with other Government Departments.
13. Boundary wall – proper monitoring.
14. Nodal officer for engineering matters related to NGT.
15. Coordinating SAG in HQ for issues related to Firozpur Division.
16. Any other work assigned by PCE.

CHIEF ENGINEER/TMS

HE WILL BE ASSISTED BY SEN/TMS

1. Development & Implementation of e-Governance application projects viz. Track Management System (TMS), Land Management System (LAMS) etc. on Indian Railways as per direction of Railway Board.
2. Estimate preparation, fund monitoring/controlling for these e-Governance projects' estimates.
3. Preparation & signing of MOU with CRIS as per Railway Board's guidelines.
4. Releasing of funds to CRIS as per demand and MOU signed.
5. Conduct of Workshops for Zonal Railways and at IRICEN/Pune.
6. Monitoring and providing guidance to CRIS for Application development.
7. Laying down Training schedules for Divisions and monitoring the conduct of same by CRIS.
8. Use of IT for up gradation of skills.
9. Coordinating SAG in HQ for issues related to Lucknow Division.
10. Any other work assigned by PCE.

In case a particular letter pertains to more than one officer, the officer whose name appears first shall coordinate, if not specified.

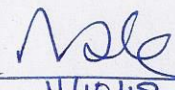
All planned works over the divisions, shall be finalized by the divisions in consultation with their coordinating SAG in HQ. Involvement of coordinating SAG for divisions in HQ, can be enhanced by their participation in meetings on works review, track renewal planning and progress, budget etc. and other important activities, whenever convened by the functional HODs.

Assistance of coordinating SAG for divisions in HQ should be taken to expedite cases of their Divisions.

The mutual arrangement for looking after the day to day urgent work of HODs, in their absence (tour/leave/other contingencies) will be as under:-

| | |
|--------|---------|
| CTE | CE/TMC |
| CBE | CE/RC |
| CE/P&D | CE/MRTS |
| CE/TMC | CE/TSP |
| CE/G | CE/TMS |

This issues with the approval of the Competent Authority.


11/10/18
(Ashish Srivastava)
Secy to Pr. Chief Engineer &
Dy.CE/High Speed

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/RC, CE/TMC & CE/TMS.
4. DRMs & Sr.DENs(C), DLI, FZR, LKO, MB & UMB.
5. All Engineering Officers.
6. Emergency Cell, Operating Deptt., Baroda House.
7. CMTS, Baroda House, New Delhi.