

Northern Railway

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

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

Dated :31.10.2019

OFFICE ORDER

Sub:- Duty list of CPD/SD & CPD/BW and SAG Officers of Engineering Department.

**Ref:- (i) Railway Board's letter No.2019/33/CE-III/BR/Duty List dated 26.9.2019.
(ii) Railway Board's letter No.2019/LML-1/25/10 dated 18.9.2019.**

With reference to above, the duty list of CPD/SD, CPD/BW and revised duty list of HODs CE/SD, CE/MRTS, CBE, CWM/BW/LKO, CWM/BW/JRC, CE/RC, CTE, CE/TM, CE/G, CE/P&D, CE/TSP, CE/TMC, CE/TMS and CE/Rail Coordination will be as follows:-

DUTY LIST OF CPD/BW:

(HE WILL BE ASSISTED BY CBE, CE/RC, CWM/BW/LKO & CWM/BW/JRC)

1. He will be responsible for execution, monitoring, coordination and review of all matters related to Bridges, Tunnels, Floods & Breaches, elimination of level crossings, ROB's, RUB's (RSW) being planned/executed/inspected and monitored by officers under his control in Zonal Railway, Field Units and Divisions. He will coordinate with other PHODs, General Manager and Railway Board on these subjects.
2. Exercise cadre control of officers under SAG officers in his control in coordination with PCE who will be the principal cadre controlling officer.

3. Exercise all establishment matters being excised by PCE for officers and staff under his SAG officers.
4. Exercise the power of reporting, review, accepting and disciplinary authority for officers and staff as being exercised by PCE presently for officers and staff of SAG officers under his control.
5. Coordinate with outside bodies like State Govt., NHAI, Municipal Corporation, City Development Authority, etc. for all matters related to SAG officers under his control.
6. Be overall in charge for matters related to cadre control of Bridge maintenance & Engineering (Bridge) Workshop staff including cadre planning, creation of posts, promotions, postings, training, etc.

CHIEF BRIDGE ENGINEER:

(HE WILL BE ASSISTED BY DY.CHIEF ENGINEER/BR(HQ), DY.CHIEF ENGINEER/BD & DY.CHIEF ENGINEER/BL/TKJ)

1. All matters concerning to Bridges & Steel Structures.
2. Floods and Breaches.
 - (i) Damage due to flood, Cyclones & Earthquake.
 - (ii) Flood protection work & Drainage.
 - (iii) Aircraft for Aerial Survey in connection with floods
 - (iv) Emergency stores for flood protection works.
 - (v) Works & Tanks affecting Railway (RAW, RAT)
3. Approval of Designs/Drawings and GADs/TADs for all type of bridges.
4. Control of Design cadre and their training.
5. Bridge Standard Committee, Bridge Codes and Manual.
6. Innovations, Modernization and Technological advancement in Bridges.
7. Manpower planning of Bridge Staff.
8. M&P Programme of Engineering Branch.
9. Emergency stores for flood protection work.
10. All matters pertaining to Bridge Line/TKJ RAW & RAT.
11. All issues of Bridge workshops in Headquarters i.e. Procurement of stores, establishment matters, tender/contract, audit and account reports, training of staff etc.
12. All technical committees concerning bridge, tunnels, embankments & cuttings.
13. Codes & Manuals pertaining to Bridges and tunnels.
14. Inspections pertaining to bridges & tunnels and related matters.
15. Upkeep & Manning of Record Room of Engineering Department.
16. All Committees regarding flood protection, RAW, RATs – State Engineers Committee, State Govt. Manual on RAW.
17. Tramways, Ropeways, Guide ways.
18. Safety and other Engineering devices.
 - (i) Patrolling of track during monsoon.
 - (ii) Ghat lines.
19. Indian Railway Bridge Manual.
20. C.R.S. cases in respect of Railway Bridges.
21. CA-III reference, RTI, Draft Para/Audit Para, Parliament question and other issues related to Parliamentary committees in respect of Railway Bridges.

22. Tunneling and relating matter- All technical matters and proposals under Plan Head 32.
23. Scrutiny of Bridge Registers of divisions as per IRBM.
24. Monitoring of approval of GADs for Bridge Rehabilitation works.
25. All Bridge Strengthening & Rehabilitation works being executed by division.
26. All Bridge Repair & Maintenance works being executed by divisions.
27. Works Programme chargeable to PH-32 Bridge Works.
28. Any other duty assigned by PCE/CPD(BW)

CHIEF ENGINEER/RC:

(HE WILL BE ASSISTED BY DY.CHIEF ENGINEER/ROB/HQ)

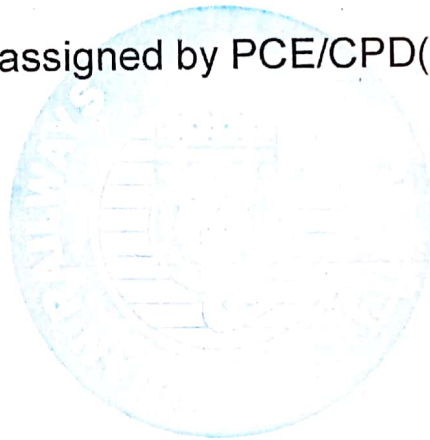
1. Sanction, Monitoring and execution of Construction of Road Over/Under Bridges in lieu of busy level crossing qualifying for replacement by ROB/RUB.
2. Sanction, Monitoring and execution of construction of Foot Over Bridges for General Public, at places not covered under Passenger Amenity Works.
3. Works Programme for Plan Head – 30.
4. Coordination of correction slips related to Level Crossings and ROB/RUBs.
5. CA-III reference, RTI, Draft Para/Audit Para, Parliament Question and other issues related to Parliamentary Committees item in respect of ROB/RUBs/Public ROB.
6. All the Technical issues and related policies with RFO, FOB Washable Aprons and Ballastless Track.
7. Provision of new Level Crossings.
8. Proposal and sanction of New level crossings.
9. Manning of Unmanned Level Crossings.
10. Upgrading of level crossing.
11. Provision of lifting barriers at non-interlocked Level Crossings.
12. Closure of level crossings.
13. Re-opening of level crossings.
14. Technical issues and related policies concerning with Level Crossing.
15. Stop Boards and other road warning boards at level crossings.
16. National Highways in respect to level crossing works (Civil) concerned with PH 29 & 30.
17. Works Programme for PH-29 (Only Engineering Works).
18. All proposals/decisions related to manning of unmanned level crossings.
19. All issues related to infrastructure planning, provision and improvement of level crossing as a result of reclassification, sanctioning & monitoring of all such works.
20. 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.

21. Items pertaining to Level crossings/ROB/RUB in connection with construction of DFC.
22. Coordination with State Governments/NHAI/Local Bodies/Construction Organization etc. for ROB/RUB and limited height subways.
23. All the sanctions of plans/drawings and approval of change in aspect, improvement and reclassification of level crossings.
24. Technical issues and related policies concerning with level crossing.
25. Coordinating SAG in HQ for issues related to Firozpur Division.
26. Any other duties assigned by PCE/CPD(BW)

CWM/BW/LKO :

HE WILL BE ASSISTED BY DY. CE/BW/LKO:

1. Overall Incharge of Bridge Workshop/LKO and responsible for Maintenance, Target and production in Workshop.
2. All items pertaining to Engineering Workshop including Modernization.
3. Monitoring of procurement of Material, fabrication and dispatch of fabricated girders.
4. Manpower planning of workshop and outsourcing.
5. Procurement of M&P and Planning of other workshop works under PH-41 & 42.
6. Foot over Bridges, Platform shelters.
7. Production, Stores and Establishment matters, Tenders/contracts with respect to Bridge Workshop/LKO.
8. Training to bridge staff of Bridge Workshop/LKO.
9. Innovations, Modernisation & Technological advancements in all related fields.
10. Any other works assigned by PCE/CPD(BW)



CWM/BW/JRC :

HE WILL BE ASSISTED BY DY. CE/BW/JRC:

1. Overall Incharge of Bridge Workshop/JRC and responsible for Maintenance, Target and production in Workshop.
2. All items pertaining to Engineering Workshop including Modernization.
3. Monitoring of procurement of Material, fabrication and dispatch of fabricated girders.
4. Manpower planning of workshop and outsourcing.
5. Procurement of M&P and Planning of other workshop works under PH-41 & 42.
6. Foot over Bridges, Platform shelters.
7. Production, Stores and Establishment matters, Tenders/contracts with respect to Bridge Workshop/JRC.
8. Training to bridge staff of Bridge Workshop/JRC.
9. Innovations, Modernisation & Technological advancements in all related fields.
10. Any other works assigned by PCE/CPD(BW)

DUTY LIST OF CPD/SD:

(HE WILL BE ASSISTED BY CHIEF ENGINEER/SD & CHIEF ENGINEER/MRTS)

1. He will be responsible for monitoring, coordination and review of all matters related to Land, Station Development, Railway colonies and other infrastructure maintenance in Zonal Railways being planned/executed/inspected and monitored by SAG level officers under his control in the Zonal Railway. He will coordinate with other PHODs, General Manager and Railway Board on these subjects.
2. The duties of CPD/SD shall be the duties of SAG officers under his control. In addition, he will:-
 - (i) Exercise cadre control of officers under SAG officers in his control in coordination with PCE who will be the principal cadre controlling officer.
 - (ii) Deal with all establishment matters being exercised by PCE for officers and staff under his SAG officers.
 - (iii) Exercise the powers of reporting, review, accepting and disciplinary authority for officers and staff as being exercised by PCE presently for officers and staff of SAG officers under his control.
 - (iv) Coordinate with outside bodies like State Govt. NHAI, Municipal Corporation, City Development Authorities, etc. for all matters related to SAG officers under his control.
 - (v) Overall In charge for matters related to cadre control of works cadre (IOW Cadre) including cadre planning, creation of posts, promotions, postings, training etc.
 - (vi) Deal with issues of Works Standards Committee, Works Manual, Works Study Reports, Quality Control & Quality Audit of Works and Horticulture.
 - (vii) GA plans of PA works like FOB, Station Development, modification/alterations in station are etc.

CHIEF ENGINEER/SD:

(HE WILL BE ASSISTED BY DY.CHIEF ENGINEER/SD)

1. All policy matters and monitoring items related to Maintenance, Water Supply, Drainage, Sanitation, Development works for Stations, MEA, facilities for Divyanjan including Development of stations on Swiss challenge methods.
2. All policy matters and monitoring items related to Maintenance, Water Supply, Drainage, Sanitation, Development works for Colonies and Quarters including corporate welfare plan.
3. Planning/Monitoring of all development works at stations including model, modern Adarsh stations (excluding track and bridge works).
4. Co-ordination with IRSDC and other PDAs for station development.
5. Monitoring of all works pertaining to sewage and water treatment plants (NSG-1 to NSG-4 stations).
6. Overall In charge for matters related to cadre control of works cadre (IOW Cadre) including cadre planning, creation of posts, promotions, postings, training etc.
7. Deal with issues of Works Standards Committee, Works Manual, Works Study Reports, Quality Control & Quality Audit of Works and Horticulture.
8. GA plans of PA works like FOB, Station Development, modification/alterations in station are etc.
9. Innovations, Modernization & Technological Advancements In all related fields.
10. Multifunctional complexes.
11. Tax matters related to service buildings.
12. Other works assigned by CPD(SD)/PCE.

CHIEF ENGINEER/MRTS:

(HE WILL BE ASSISTED BY DY.CHIEF ENGINEER/LAND)

1. Land Boundaries.
2. All matters related to Property Development, Licensing/Leasing of Shops etc.
3. Functions Pertaining To MRTS and DMRC.
4. Right to Information Act.
5. Land matters with other Government Departments.
6. Boundary wall – proper monitoring.
7. Nodal officer for engineering matters related to NGT.
8. All matters and monitoring related to custody and management of Land including-commercial exploitation of land & other Engineering assets viz., leasing, licensing, earnings and encroachments etc.
9. Certified Land plans
10. Way leave facility works.
11. Afforestation.
12. Coordination with RLDA w.r.t. land monetization and colony redevelopment.
13. Coordinating SAG in HQ for issues related to Ambala Division.
14. Any other work assigned by CPD/SD and PCE.

CHIEF TRACK ENGINEER:

HE WILL BE ASSISTED BY DY. CE/TP, 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. All issues related to T&P of track except procurement.
9. Ballast: Procurement, Training out and Ballast Specifications.
10. Issues related to Institution of Permanent Way Engineers (India).
11. CRS Sanction, ODC Movement/Sanction and correspondence with CRS.
12. Policy regarding opening of new lines, doublings etc.
13. Accidents and Accident Enquiry Reports.
14. Safety and Punctuality of Mail/Express Trains.
15. Disaster Management.
16. Monitoring progress of Track Renewal and other Safety Related Works.
17. Track maintenance issues including Drainage, Formation Treatment and Maintenance Policy etc.
18. Uniform of P.Way Staff.
19. Innovations, Modernization & Technological Advancements in all related fields.
20. CTEs conference, Pr.CEs Conference, GMs Conference.
21. Policy and issues relating to operation, maintenance and safety at level crossings including Gate Mitras, Gate edges and Road surface etc.
22. Necessary man power planning and creation of posts related to track including manning of level crossings.
23. Any other duties assigned by PCE.

CHIEF ENGINEER/TRACK MODERNISATION

HE WILL BE ASSISTED BY DY.CE/TM.

1. Coordinating the Studies/Workshops pertaining to Track Modernization, High Speeds etc.
2. Innovations, Modernization & Technological Advancements in all related fields.
3. Maintenance & procurement of Small Track Machines. All issues pertaining to Small Track Machines including processing of indents of Small Track Machines & its cadre.
4. Monitoring performance of materials under trials, innovations and new technologies.
5. 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. and Sr. DEN/C's conference.
6. Monitoring all inspection registers and books related to P.Way.
7. Upkeep of G&SR, Accident Manual, P.Way Manual, LWR Manual and other documents consisting of Rules, Acts, Codes & Manuals related with his duties.
8. Patrolling of track.
9. USFD and related works.
10. Welding & works related to innovations & improvisation in USFD Fields.
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. All Legal Matters and Court Cases of Engineering department.
20. ZRUCC Meeting.
21. Matters pertaining to Accounting Reforms relating to Engineering Department.
22. Matters pertaining to File Tracking System (FTS).
23. Civil Engineering Library.
24. Colony care committees.
25. Maintenance of assets including vehicles.
25. Rajbhasha.
26. All PNM meetings with Unions including divisional items of unions pertaining to HQ.

27. Meetings of PREM, Federations, NROA, NRPOA etc.
28. Matters related to house/quarter allotment including policy.
29. 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.
30. Interaction with Other Authorities – GRP, RMS, P&T Deptt., Associations etc.
31. Policy of Hiring of Vehicles (Division & HQ).
32. Innovations, Modernization & Technological Advancements in all related fields.
33. Any other work assigned by PCE.



CHIEF ENGINEER/PLANNING & DESIGN:

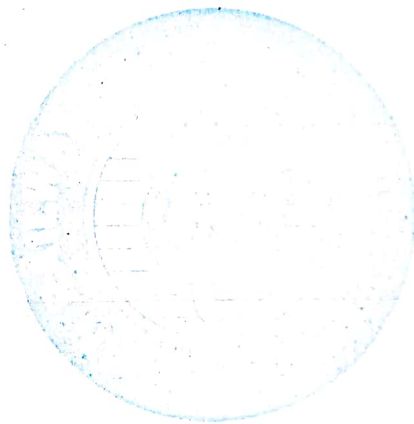
HE WILL BE ASSISTED BY DY. CE/P&D

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. Revenue Budget of Engineering Department.
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. Provision of CUG Phones and office space in Engineering Department.
12. Leasing of private houses, rent and other charges.
13. Matters related to planning and execution of works in railway portion for DFCCIL, RVNL, other Metros, RRTC, MOT etc.
14. Progress and review of Works through IRPSM.
15. Innovations, Modernization & Technological Advancements in all related fields.
16. Approval of ESPs, L sections and other technical drawings for various works.
17. System map, ODC profiles and connected matters related to CRS sanction.
18. Matters related to sanction and execution of projects on JV, PPE, CSR, MPLAD, Environmental funds etc.
19. GA plans of PA works like FOB, Station Development, modification/alterations in station area etc.
20. Matters pertaining to Heritage.
21. IT initiatives in Engg. Deptt (Nodal Officer).
22. Monitoring of key tasks assigned to PHODs for the Dashboard items (being monitored by Hon'ble MR).
23. 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.
3. Inspection of ERC, Metal Liners etc.
4. Innovations, Modernization & Technological Advancements in Track fittings and Sleepers.
5. Monitoring the timely supplies of Track Fittings to match with the physical targets.
6. Coordinating SAG in HQ for issues related to Moradabad Division.
7. 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.
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/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.

CHIEF ENGINEER/RAIL COORDINATION:

1. Develop a plan of supply of rails in required quantity to Ministry of Railways with Make in India concept by utilising existing Manufacturers and prospective Manufacturers having Technical and financial capability.
2. Planning for short term, medium term and long term prospect to meet goals of Railway Modernisation.
3. Compilation of Railway forecast of rails. Based on 10 years requirement grade wise duly taking into account the 1175 grade, R 260 grade and 880 grade.
4. Plan out modernisation & capacity expansion so that rail supply is not affected due to non-availability of high quality rails.
5. Development of domestic rail manufacturing facilities.
6. List out technological upgradation in the field of rail manufacturing, new types of rails in consultation with RDSO/Ministry of Railways and world practices.
7. Facilitation for DMI & SP exemptions if needed by Ministry of Railways.
8. Coordination between Ministry of Railways and Ministry of Steel.
9. Any other work assigned by Ministry of Railways/Ministry of Steel.

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/SD | CE/MRTS |
| CE/P&D | CE/TSP |
| CE/G | CE/TMS |
| CE/TM | |

This issues with the approval of the Competent Authority.


(R.P. Singh)

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. CPD/BW , CPD/SD.
4. CTE, CBE, CE/TSP, CE/P&D, CE/G, CE/MRTS, CE/RC, CE/TMC
CE/TMS, CE/SD, CE/Rail Coordination, & CE/TM.
5. DRMs & Sr.DENs(C), DLI, FZR, LKO, MB & UMB.
6. All Engineering Officers.
7. Emergency Cell, Operating Deptt., Baroda House.
8. CMTS, Baroda House, New Delhi.
9. Chief O.S./Coordn., Works Branch, Baroda House.