

Northern Railway

Headquarters Office,
Baroda House,
New Delhi.

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

Dated :17.12.2019

OFFICE ORDER

Sub:- Duty list of SAG Officers of Engineering Department.

Ref:- This office letter of even no. dated 31.10.2019.

In partial modification to the SAG duty list issued on 31.10.2019, the duty list/revised duty list of CE/W, CE/HQ, CE/TP, CE/TM, SD, CTE, CBE, CE/MRTS, CE/P&D, CE/TMC & CE/G will be as follows:-

CHIEF ENGINEER/W:

HE WILL BE ASSISTED BY XEN/WORKS

1. All policy matters and monitoring items related to Maintenance, Water Supply, Drainage, Sanitation, Development works for Colonies and Quarters including corporate welfare plan.
2. Overall In charge for matters related to cadre control of works cadre (IOW Cadre) including cadre planning, creation of posts, promotions, postings, training etc.
3. Deal with issues of Works Standards Committee, Works Manual, Works Study Reports and Horticulture.
4. Unified Standard Schedule of Rates for Works & Standard Specifications for Works & Materials.
5. Policy related to works and stations.
6. All contract policy, bidding document, standardization of NS items, service contracts etc.
7. Schedule of Rates, Standard specifications and related matters.

8. Monitoring and control of funds for works under MPLAD and CSR funds.
9. Matters related to sanction and execution of projects on JV, PPE, CSR, MPLAD, Environmental funds etc.
10. Innovations, Modernization & Technological Advancements in all related fields.
11. Matters related to house/quarter/rest houses and their allotment including policy.
12. Colony care committees.
13. Sanction and maintenance of colonies and buildings, Rent matters of society/Bank and all matters related to Quarter Cell.
14. Leasing of private houses, rent and other charges.
15. Any other work assigned by PCE.

CHIEF ENGINEER/HQ

HE WILL BE ASSIGNED BY Dy.CE/HQ (Dy. CE/Works re-designated as Dy.CE/HQ)

1. Coordination of Reply to all Railway Board, CA-III, MP, MLA references and Parliamentary questions pertaining to above.
2. Quality control and Quality Audit of works.
3. To prepare and maintain a Quality Assurance Manual for various types of P.Way and Building works.
4. Audit and Account Inspection reports, Draft/Provisional/Audit Paras pertaining to Engg. Deptt.
5. To do random Audit of site works on above.
6. Maintenance of assets including vehicles and policy including hiring of vehicle for Division and HQ.
7. Rajbhasha.
8. Procurement of T&P, furniture office equipments and other items for Engineering Department, HQ office through COS or otherwise, Stores procurement through COS, PL No. updating and revision and introduction of new items and deletion of

obsolete items. Membership of institutes nation, international like IBE, IIBE, ICE, ASCE etc.

9. Matters pertaining to File Tracking System(FTS).
10. Matters pertaining to Bio-Metric attendance.
11. Innovations, Modernization & Technological Advancements in all related fields.
12. Parliament Questions.
13. Horticulture.
14. Any other work assigned by PCE.

CHIEF ENGINEER/TP

HE WILL BE ASSISTED BY DY.CE/TP & Dy.CE/TO (Administrative control of DyCE/TO only)

1. Unified Standard Schedule of Rates for P. Way items.
2. CRS Sanction, ODC Movement/Sanction and correspondence with CRS (Track Certificates through CTE).
3. Policy regarding opening of new lines, doublings etc.
4. Disaster Management.
5. Accidents and Accident Enquiry Reports.
6. Schedule of Rates for track items.
7. Issues and correspondence related to IPWE (I).
8. Any other work assigned by PCE.

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. Planning/Monitoring of all development works at stations including model, modern Adarsh stations (excluding track and bridge works).
3. Co-ordination with IRSDC and other PDAs for station development.

4. Monitoring of all works pertaining to sewage and water treatment plants (NSG-1 to NSG-4 stations).
5. GA plans of PA works, Station Development, modification/alterations in station are etc.
6. Innovations, Modernization & Technological Advancements In all related fields.
7. Innovations, Modernization & Technological Advancements in all related fields.
8. Any Other work 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. Multifunctional complexes.
15. Innovations, Modernization & Technological Advancements in all related fields.
14. Coordinating SAG in HQ for issues related to Ambala Division.
15. Tax matters related to service buildings.
16. Any other work assigned by CPD/SD and PCE.

CHIEF TRACK ENGINEER:

HE WILL BE ASSISTED BY DY. CE/TP, Dy. CE/TM, DY CE/TO & DY.CE/TPP/LKO, Administrative control of Dy.CE/TP only.

1. All track related matters except those specifically allotted to another HOD.
2. Speed Restriction, Engineering Recovery Time, Raising of Speed and Working Time Table.
3. All issues related to T&P of track except procurement.
4. Ballast: Procurement, Training out and Ballast Specifications.
5. Upkeep and maintenance of CE's circulars regarding P.Way, P.Way Manual, Track Manual etc.
6. Track structure/track standards policy, track statistics and track diagram.
7. Management of Track Depots (at Gzb and in Divisions), disposal of surplus track materials.
8. Budget and Works Programme for plan Head: Track Renewals.
9. Coordination with Operating Department for arranging Locomotives, Rolling Stocks, Traffic block etc.
10. Track Standards Committee.
11. Issues related to Institution of Permanent Way Engineers (India).
12. Safety and Punctuality of Mail/Express Trains.
13. Monitoring progress of Track Renewal and other Safety Related Works.
14. Track maintenance issues including Drainage, Formation Treatment and Maintenance Policy etc.
15. Uniform of P.Way Staff.
16. Innovations, Modernization & Technological Advancements in all related fields.
17. CTEs conference, Pr.CEs Conference, GMs Conference.
18. Policy and issues relating to operation, maintenance and safety at level crossings including Gate Mitras, Gate edges and Road surface etc.
19. Man power planning and creation of posts related to track including manning of level crossings.
20. Patrolling of track.

21. USFD and related works.
22. Welding & works related to innovations & improvisation in USFD Fields.
23. Innovations, Modernization & Technological Advancements in all related fields.
24. 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. 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 to be routed through CTE.
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. Vehicular USFD and placing of contract of new machines (system).
9. Any other duties 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. Procurement of Small Track Machines.
9. Coordinating SAG in HQ for issues related to Delhi Division.
10. Any other work assigned by PCE.

CHIEF ENGINEER/GENERAL:

HE WILL BE ASSISTED BY DY. CE/G.

1. Manpower Planning & Human Resource Development including filling up of Vacancies, Indents to RRB/RRC etc.
2. Tender and Works Contract & Arbitration-Policies, Implementation & Monitoring, all matters related to Contract Policy and Tender documents.
3. Utilization of Establishment Provisions in Sanctioned Estimates.
4. Training manager for Engineering Officials.
5. Upgradation of skills of Gr. C&D Staff.
6. Matters related to Schedule of Powers.
7. Compendium of Instructions on contract matters.
8. Establishment Matters of Ministerial Staff.
9. RRC, Parliamentary and other Committees.
10. All matters related to Assisted and Private Siding.
11. To monitor Divisional & Zonal Training Institutes for P.Way and Works.
12. To disseminate the information on Safety, Quality and Environmental matters to the field officials.
13. All Legal Matters and Court Cases of Engineering department.

14. ZRUCC Meeting & GM Narrative Reports.
15. Matters pertaining to Accounting Reforms relating to Engineering Department.
16. Civil Engineering Library.
17. Online Public Grievances CPGRAMS.
18. Shikayat Niwaran of Engg. Deptt/NR.
19. Interaction with Other Authorities – GRP, RMS, P&T Deptt., Associations etc.
20. Policy of Hiring of Vehicles (Division & HQ).
21. Innovations, Modernization & Technological Advancements in all related fields.
22. All PNM meeting with Unions including Divisional items of unions pertaining to HQ.
23. Meeting of PREM, Federations, NROA, NRPOA etc. and interaction with other authorities GRP, RMS, P&T Deptt. Associations etc.
24. Deposit works.
25. Inspection note of all officers (SAG/PHOD/GM/Rly. Bd. Etc.)
26. 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. Revenue Budget of Engineering Department.
4. E-working in Official Functioning – Availability of Type Plans on Web (Internet).
5. Computerization of Engineering Department.
6. Matters related to Information Technology & MIS.
7. Provision of CUG Phones and office space in Engineering Department.

8. Matters related to planning and execution of works in railway portion for DFCCIL, RVNL, other Metros, RRTC, MOT etc.
9. Progress and review of Works through IRPSM.
10. Innovations, Modernization & Technological Advancements in all related fields.
11. Approval of ESPs, L sections and other technical drawings for various works.
12. System map, ODC profiles and connected matters related to CRS sanction.
13. Matters pertaining to Heritage.
14. IT initiatives in Engg. Deptt (Nodal Officer).
15. Monitoring of key tasks assigned to PHODs for the Dashboard items (being monitored by Hon'ble MR).
17. Design of Structure - Latest Tools, Methodology, Concepts & Solutions.
18. Standardization of Plans for various utilities & uses.
19. Drawing and Design Cadre.
20. Drawing/Design section.
21. Any other work assigned by PCE.

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. GA Plan of FOB.
29. Any other duty assigned by PCE/CPD(BW)

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	CE/TP
CE/W	CE/HQ

This issues with the approval of the Competent Authority.



(R.P.Singh)

**Secy. to Pr. Chief Engineer &
Dy. Chief Engineer/HS**

Copy forwarded for information and necessary action to:-

1. Secy./GM for kind information.
2. Secy./AGM for kind information.
3. CAO/C, KG, Delhi.
4. CPD/BW, CPD/TMS, CPD/SD.
5. CTE, CBE, CE/TSP, CE/P&D, CE/G, CE/MRTS, CE/TMC, CE/TMS, CE/RC, CE/W, CE/TP, CE/TM & CE/HQ/ HQ office, Baroda House, New Delhi.
6. DRMs & Sr.DEN/C/ FZR, UMB, DLI, LKO & MB
7. All Dy. CEs, SS & JS officers, HQ office, Baroda House, New Delhi.
8. Emergency Cell, Operating Deptt., HQ office, Baroda House, New Delhi.
9. CMTS, HQ office, Baroda House, New Delhi.
10. Chief OS/Coordn., Works Branch, Baroda House, New Delhi.