

Duty List of Officers of General Branch

Dy.GM/G

- Controlling Officer of Estate Officer, SWSO & ADGM.
- Co-ordinating officer with the GM and Principal Heads of Departments (PHODs) for all matters pertaining to General Administration.
- Nodal Officer for all Parliamentary matters related to Railways, including Parliamentary Committee meetings, Parliamentary Questions etc.is the public interface for Northern Railway for all MP/MLA issues, public grievances, staff grievances, passenger amenities etc.
- Co-ordinating officer for Industrial Relations with the Employees' and Officers' Unions as well as for Railway Users' Consultative Committees at the Divisional and Zonal level (DRUCCs and ZRUCC). PREM meeting
- All Policy matters related to Information Technology issues are looked after by him.
- Updating of Schedule of Powers for all officers of this N. Railway.
- Nodal Officer of COVID-19 of N.Rly. HQ's Office.

Dy.GM/Law

- Overall monitoring of legal matters including monitoring of ongoing cases.
- Close supervision of Contempt.
- Implementation & Execution Cases.
- Formation of RA Panels.
- Rendering Legal Opinion.
- Legal vetting & creating legal awareness.
- Any other work as assigned by Administration.
- Assisted by Legal Officers & battery of CLAs and Ministerial staff.
- Besides legal matters work as CPIO NR and monitors the pending RTI and appeals of NR Office HQ Office & is assisted by Dy.Secy. Public Complaints cum APIO/NR BH.
- Supervise the working of Public Prosecutor/Assistant Public Prosecutor and monitors the cases disposal registered under the RPUP Act.

| DS/GM | | |
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| 1. | ZRUCC Meeting held in every 3 months | <ul style="list-style-type: none"> ➤ Preparation of agenda along with action taken remarks thereon. ➤ Preparation of performance of N. Rly. ➤ Preparation of minutes of the meeting. ➤ Preparation of action taken remarks on the minutes of previous meeting. ➤ Maintenance of updated list ZRUCC members. ➤ Other related correspondence. |
| 2. | PREM MEETING- Held in every 3months | <ul style="list-style-type: none"> ➤ Preparation of agenda along with action taken remarks thereon. ➤ Preparation of performance of N. Rly. ➤ Preparation of minutes of the meeting. ➤ Other related correspondence. |
| 3. | ACME & Conference Hall | <ul style="list-style-type: none"> ➤ To look after the establishment work of General Brach including Passes/PTOs, Medical Cards etc. ➤ To look after the maintenance work & others of Conference Hall. |
| 4. | Tools & Plants | <ul style="list-style-type: none"> ➤ Procurement of PCs, Printers, Photocopier, FAX machines and their maintenance. ➤ Procurement/Condemnation of furniture for the officers. |
| 5. | Awards | <ul style="list-style-type: none"> ➤ Compilation of awards sanctioned by GM. ➤ Informing all the concerned departments about such awards. ➤ Monitoring the awards to stay within the limits permitted for GM. |
| 6. | Narrative Report | <ul style="list-style-type: none"> ➤ General Manager's Annual Narrative Report is issued from this office. ➤ compilation of performance & report sent by various departments. ➤ Proof reading of the compiled report. ➤ Finally to arrange printing of books and its circulation. |
| 7. | Receipt & Dispatch | <ul style="list-style-type: none"> ➤ To look after the work of Receipt and Dispatch of all DAK of entire Baroda House, DAK from Railway Board, DAK from Divisions except the DAK of Accounts Branch. |
| 8. | Maintenance & Cleanliness of Baroda House | <ul style="list-style-type: none"> ➤ Housekeeping & cleanliness of Baroda House through outsourcing ➤ All work of beautification and improvement of Baroda House. |
| 9. | Library | <ul style="list-style-type: none"> ➤ Procurement of books related to various subjects. ➤ Maintenance of library. |

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| 10. | Celebration of official functions | ➤ To make arrangements and organize the official functions e.g. Railway Week Function, Sadbhawana Divas, Kaumi Ekta Divas, Armed Forces Flag Day etc. |
| 11. | POM & Various other meetings | ➤ To make arrangements for the meetings. |
| 12. | NRWWO | ➤ To assist activities of NRWWO. |
| 13. | DAK & Files (Other than Confdl. For GM) | ➤ Marking of all Dak (Other than Confdl.) recd. For GM. |
| 14. | Miscellaneous | <ul style="list-style-type: none"> ➤ Compilation of list of Officers for invitation cards in connection with Independence day and Republic day and send it to Railway Board. ➤ Distribution of Invitation cards. ➤ Uniform Policy. ➤ Audit paras ➤ Imprest work. ➤ Any other work assigned by GM, SDGM, Dy.GM/G and Secy. to GM ➤ Vehicle Hiring contract for officers of Northern Railway Headquarters officers-formation of policy and it's execution |
| ESTATE OFFICER | | |
| 1. | Schedule of Power | <ul style="list-style-type: none"> ➤ The updated booklet of SOP is being maintained. ➤ Issue of correction slips related to SOP. ➤ Proposals for correction slips related to SOP. |
| 2. | Eviction | ➤ Looking after the case of unauthorized occupation of officers' flats and Railway land. |
| 3. | Parliament Questions | <ul style="list-style-type: none"> ➤ Compilation of pending MP/MLA cases with various departments. ➤ Holding meeting on pending cases at AGM's level. ➤ Disposal of Parliament questions promptly during Parliament session. ➤ Disposal of Memoranda/Representation received during the visit of GM. |

| SR.WORK STUDY OFFICER | | |
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| 1. | Work Study | <ul style="list-style-type: none"> ➤ Planning and guidance to Work Study Team for start of Work Studies. ➤ Supervision of Work Study Team for monitoring their progress. ➤ Interaction with concerned departments for finalization of draft Work Studies. ➤ Policy matters pertaining to C.P.Cell regarding Budget, audit and Establishment etc. ➤ Attend meetings in Railway Board in connection with Work Studies. ➤ Achieving the Railway Board target for surrender of posts through Work Studies. ➤ Assisted by AWSO. |
| 2. | MDP | <ul style="list-style-type: none"> ➤ Course Co-ordinator for conducting the MDP for Sr.Supervisors of all Department of N.Rly. at different locations viz Shimla, OGS Jharipani, Dharampur, Ludhiana, Lucknow, Shanti Kunj Haridwar etc. |
| 3. | RTI Cases of G Branch | <ul style="list-style-type: none"> ➤ Nodal Officer as CPIO/G for RTI Cases of General Branch. ➤ To attend CIC hearing on behalf of DS/GM |
| 4. | E-Office | <ul style="list-style-type: none"> ➤ Coordinating work for e-office implementation. |
| 5. | Misc.work | <ul style="list-style-type: none"> ➤ Any other duty assigned by Dy.GM/G & SDGM from time to time. |

| ADGM | | |
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| 1. | Accommodation & Allotment of Rest House/Holiday Homes | <ul style="list-style-type: none"> ➤ Allotment of residential accommodation to Officers and Staff. ➤ Retention permission of residential accommodation to Officers and Staff. ➤ Allotment of Officers Space in Baroda House premises. ➤ Allotment of Rest Houses etc. |
| 2. | Parliamentary Committee | <ul style="list-style-type: none"> ➤ Parliament Committee visit during a year. Following works are being done in this connection. ➤ Preparation of statement of salient features. ➤ Preparation of Notable achievement of Northern Railway during the year. ➤ Preparation of agenda as sent by Lok Sabha Secretariat. ➤ Preparation of Minutes action taken remarks thereon. ➤ Other related correspondence. |