

NORTHERN RAILWAY

Headquarters Office,
Baroda House,
New Delhi.

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

Dated :15.09.2022

OFFICE ORDER

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

Ref:- NR HQ. Letter of even no. dated 31-10-2019 & 01.07.2020.

In view of recent creation of Gati Shakti units at Divisions & consequent reduction in posts at HQ, redistribution of work has been done. Following duty list of SAG officers is being issued in supersession to earlier duty list:

1.0 CHIEF BRIDGE ENGINEER:

(HE WILL BE ASSISTED BY Dy.CE/BR(HQ) & Dy.CE/Br. DESIGN)

1. All matters concerning to Bridges & Steel Structures.
2. In-charge of Bridge Line units, for which he will be assisted by Dy.CE/Br.Line/TKJ, Dy.CE/BW/JRC & Dy.CE/BW/LKO. For all matters related to Bridge Line/TKJ and Bridge Line functions of Dy.CE/BW/LKO & Dy.CE/BW/JRC, overall control in technical matters will be exercised by CBE while administrative control in execution matters will be done by respective CWM/BW at LKO & JRC respectively.
3. All Bridge Repair, Maintenance, Strengthening, Rehabilitation & rebuilding works being executed by division & coordination for works being executed by other agencies.
4. All matters related to Tunneling and Related issues and proposals for same.
5. Works Programme chargeable to PH-32 Bridge Works
6. Inspections pertaining to bridges & tunnels and related matters and monitoring of approval of GADs for Bridge/Tunnel Rehabilitation works.
7. Scrutiny of Bridge Registers of all Important & Major bridges and Minor bridges (after scrutiny by coordinating SAG) of divisions as per IRBM
8. Approval of Designs/Drawings and GADs/TADs for all type of bridges from divisions and Construction Organization including Central/State Govt. agencies & public sectors RVNL/DFC etc.
9. All issues of Bridge workshops in HQ i.e. Procurement of stores, establishment matters, tender/contract, audit and account reports, training of staff etc.
10. Bridge & Structures Standard Committee, CBE seminar and All other technical committees concerning bridge, tunnels, embankments & cuttings
11. All issues pertaining to Indian Railway Bridge Manual, IRS Bridge Rules, Substructure codes and other Codes & Manuals regarding Bridges and tunnels.

12. Issues related with Tramways, Ropeways & Guide ways etc.
13. Cadre control of Bridge Organization including manpower planning of Bridge Staff, filling up of vacancies and organizing training. Control of Bridge design cadre.
14. M&P Programme of Engineering Branch.
15. 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)
16. Flood Control measures & Flood protection works
 - (i) Emergency stores for flood protection works
 - (ii) Identification of vulnerable locations
 - (iii) All Committees regarding flood protection, RAW, RATs – State Engineers Committee, State Govt. Manual on RAW.
17. Safety and other Engineering measures
 - (i) Monsoon Patrolling, Monsoon instructions/precautions and deputing of stationary/mobile watchman at identified locations as per IRBM.
 - (ii) Ghat lines and related issues (except track) for infrastructure safety.
18. Coordinating officer for giving clearance for running of Double Stack / Double Stack Dwarf Containers (DSDC) routes except clearance of rolling stock which is done by CTE.
19. Cases of PCE/ CRS sanction in respect of Railway Bridges and launching schemes for construction of overhead structures.
20. Unified Standard Schedule of Rates for Bridge & formation items. (CE/P&D being Nodal officer)
21. Innovations, Modernization and Technological advancement in Bridges & tunnels.
22. Upkeep & Manning of Record Room of Engineering Department.
23. CA-III reference, RTI, Draft Para/Audit Para, Parliament question and other issues related to Parliamentary committees in respect of Railway Bridges.
24. Any other duty assigned by PCE/CPD(BW)

2.0 CHIEF ENGINEER/RC (Road Crossings):

(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 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 and deposit works related with such works.
3. Re-building of ROBs except repairs which shall be done by Division/ Bridge line as per duties specified in IR Bridge Manual.

4. Works Programme for Plan Head – 30 & PH-29 (Only Engineering Works).
5. All the Technical issues and related policies with RFO, ROB, FOB, Washable Aprons and Ballast-less Track.
6. Technical issues and related policies concerning with level crossing.
7. Coordination of correction slips related to Level Crossings and ROB/RUBs.
8. Reply to all Railway Board, CA-III reference, RTI, Draft Para/Audit Para, MP, MLA references and Parliamentary questions pertaining to Public FOB, ROB/ RUB & Level Crossings and other issues related to Parliamentary Committees.
9. Level Crossings:
 - (i) Proposal and sanction of New level crossings.
 - (ii) All proposals/decisions related to manning/up-grading of unmanned level crossings including approval of plans.
 - (iii) Technical issues and related policies concerning with closure of Level Crossing
 - (iv) Stop Boards and other road warning boards at level crossings
 - (v) All issues related to infrastructure planning, provision and improvement of level crossing as a result of reclassification, sanctioning & monitoring of all such works.
 - (vi) All the sanctions of plans/ drawings and approval of change in aspect, improvement and reclassification of level crossings.
10. PCE/ CRS sanction for closure, upgradation and re-opening of level crossings and approval of all related plans of as per extent instructions.
11. Issue and maintenance of standard drawings of ROB/RUBs.
12. Level crossing works (Civil) on National Highways concerned with PH 29 & 30.
13. All issues regarding processing the proposals for construction of ROB/RUB/Subway in lieu of 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. Monitoring the progress.
14. Items pertaining to Level crossings/ROB/RUB in connection with construction of DFCCIL.
15. Coordination with State Governments/NHAI/Local Bodies/Construction Organization etc. for ROB/RUB and limited height subways.
- 16. Coordinating SAG officer for issues related to Firozpur Division.**
17. Any other duties assigned by PCE/CPD(BW)

3.0 CWM/BW/LKO:

(HE WILL BE ASSISTED BY DY. CE/BW/LKO & DY. CE/TPP/LKO)

1. Overall Incharge of Bridge Workshop/LKO and responsible for Maintenance, Target and production in Workshop including modernization.
2. Procurement planning of Material, fabrication and dispatch of fabricated girders.
3. Exercising administrative control of Dy.CE/BW/LKO, who is also working as Dy CE/Bridge line for all bridge maintenance works of LKO division as per IR Bridge

manual. The day to day monitoring of Bridge Line functions will be done under overall planning & technical control of CBE.

4. Manpower planning and outsourcing of works in bridge workshop and Bridge line works under guidance of CBE.
5. Procurement of M&P and Planning of other workshop works under PH-41 & 42.
6. Production, Stores and Establishment matters, Tenders/contracts with respect to Bridge Workshop/LKO.
7. Production planning under overall planning & technical control of CTE, arranging stores and all Establishment matters, Tenders/contracts with respect to Thermit Portion Plant/LKO.
8. Training to staff of Bridge Workshop/LKO and TPP/LKO.
9. Innovations, Modernization & Technological advancements in all related fields.
10. **Coordinating SAG officer for issues related to Lucknow Division.**
11. Any other works assigned by PCE/CPD (BW).

4.0 CWM/BW/JRC:

(HE WILL BE ASSISTED BY DY. CE/BW/JRC)

1. Overall In-charge of Bridge Workshop/JRC and responsible for Maintenance, Target and production in Workshop including modernization.
2. Procurement planning of Material, fabrication and dispatch of fabricated girders.
3. Exercising administrative control of Dy CE/BW/JRC who is also working as Dy CE/Bridge line for all bridge maintenance works of Firozpur division as per IR Bridge manual. The day to day monitoring of Bridge Line functions will be done under overall planning & technical control of CBE.
4. Manpower planning and outsourcing of works in Bridge workshop and Bridge line works under guidance of CBE.
5. Procurement of M&P and Planning of other workshop works under PH-41 & 42.
6. Production, Stores and Establishment matters, Tenders/contracts with respect to Bridge Workshop/JRC.
7. Training to bridge staff of Bridge Workshop/JRC.
8. Innovations, Modernization & Technological advancements in all related fields.
9. **Coordinating SAG officer for issues related to Ambala Division.**
10. Any other works assigned by PCE/CPD(BW).

5.0 CHIEF ENGINEER/SD:

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

1. Nodal officer for Major upgradation of Railway Stations.
2. All policy matters and monitoring items related to Maintenance, Water Supply, Drainage, Sanitation, Development works for Stations, MEA, facilities for Divyangjan.

3. Planning/Monitoring of all development works at stations including model, modern Adarsh stations (excluding track and bridge works).
4. Co-ordination with RLDA and other PDAs for station development.
5. Monitoring of all works pertaining to sewage and water treatment plants at stations (NSG-1 to NSG-4 stations).
6. Over-all incharge for matters related to cadre control of works cadre (IOW Cadre) including cadre planning, creation of posts, promotions, postings, training etc.
7. General arrangement or concept plans of Station Development, Passenger Amenities works like FOB, Platform shelters, modification/alterations in station area etc.
8. Technical scrutiny of all works of passenger amenities of stations in PH-53 before for initiation of proposals for sanction on IRPSM.
9. Innovations, Modernization & Technological Advancements In all related fields.
10. Issues of Works Standards Committee, Works Manual, Quality control and Quality Audit of works.
11. Coordination of Environment related matters at HQ. To disseminate the information on Safety, Quality and Environmental matters to the field officials.
12. All issues related with Horticulture.
13. Correspondence related with monitoring & progress of Gati Shakti Units.
14. Other works assigned by CPD (SD)/PCE.

6.0 CHIEF ENGINEER/MRTS:

(HE WILL BE ASSISTED BY Dy. CE/LAND)

1. All matters related to Land and Certified Land plans.
2. All matters related to Buildings/ staff quarter etc.
3. All matters related to Property Development, Licensing/Leasing of Shops etc.
4. Coordination with RLDA w.r.t. land monetization and colony redevelopment.
5. Functions Pertaining To MRTS, NCRTC & DMRC.
6. Right to Information Act.
7. Land matters with other Government Departments.
8. Construction of land boundary walls – planning and monitoring.
9. Nodal officer for engineering matters related to NGT.
10. 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.
11. Way leave facility works.
12. Afforestation and issues related with forest deptt.
13. Innovations, Modernization & Technological Advancements in all related fields.
14. Tax matters related to service buildings.
15. Interaction with Other Authorities – GRP, RMS, Forest Deptt., P&T Deptt., Associations etc.
16. Multifunctional complex.

17. All Policy matters related to water supply.
18. All policy matters and monitoring items related to Maintenance, Water Supply, Drainage, Sanitation, development works for Colonies and Quarters including corporate welfare plan. Colony care committees.
19. Sanction and maintenance of colonies and buildings, Rent matters of society/Bank and all matters related to Quarter Cell.
20. Leasing of private houses, rent and other charges.
21. Any other work assigned by CPD/SD and PCE.

7.0 CHIEF ENGINEER/TMS:

1. Development & Implementation of e-Governance application projects viz. Track Management System (TMS), Bridge management System (BMS), Land Management System (LAMS), Tunnel Management System, Building & Structures Information management system, IR-WCMS, Track Machine management system 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. Monitoring of all e-Governance application projects viz. TMS/BMS,LAMS etc. data for Northern Railway and ensuring updation of same through concerned HOD at HQ. Monitoring the Rolling out of e-Governance application projects on NR in coordination with concerned HOD.
10. Any other work assigned by CPD/TMS and PCE.

8.0 CHIEF TRACK ENGINEER:

(HE WILL BE ASSISTED BY Dy. CE/TP & Dy. CE/TO)

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 31: 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. (CE/P&D being Nodal officer)
6. Coordination with Operating Department for arranging Locomotives, Rolling Stocks, Traffic block etc.

7. Coordinating officer for giving route clearance for running of CC+8+2 and CC+6+2 trains.
8. Track Standards Committee.
9. All issues related to T&P of track except procurement.
10. Ballast: Procurement, Training out and Ballast Specifications.
11. Issues related to Institution of Permanent Way Engineers (India).
12. CRS/GM Sanction for all rolling stock, doubling and new lines, ODC Movement/Sanction and correspondence with CRS/GM in related matters.
13. Policy regarding opening of new lines, doublings etc.
14. Accidents and Accident Enquiry Reports.
15. Safety and Punctuality of Mail/Express Trains.
16. Attending AGM's Punctuality meetings.
17. Disaster Management.
18. Monitoring progress of Track Renewal and other Safety Related Works.
19. Track maintenance issues including Drainage, Formation Treatment and Maintenance Policy etc.
20. Track monitoring
21. Patrolling of track during winter/ summer as per requirement of IRPWM.
22. Uniform of P.Way Staff.
23. Innovations, Modernization & Technological Advancements in all related fields.
24. CTEs conference, PCEs Conference, GMs Conference.
25. Policy and issues relating to operation, maintenance and safety at level crossings including Gate Mitras, Gate lodges and Road surface etc.
26. Necessary man power planning and creation of posts related to track including manning of level crossings.
27. Any other duties assigned by PCE.

9.0 CHIEF ENGINEER/ TM (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.
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. USFD and related works.
9. Analysis of TRC/OMS results, maintain data base & put up reports to CTE/PCE
10. Welding & works related to innovations & improvisation in welding Fields.
11. All issues related to TPP/Lucknow in HQ under Technical control of CTE.
12. 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 institute's nation, international like IBE, IIBE, ICE, ASCE etc.
13. Maintenance of assets including vehicles.
14. Policy of Hiring of Vehicles (Division & HQ).
15. Utilization of Establishment Provisions in Sanctioned Estimates.
- 16. Coordinating SAG officer for issues related to Moradabad Division.**
17. Any other duties assigned by PCE.

10.0 CHIEF ENGINEER/TSP (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.
3. Concrete Sleeper Plants including functioning of CSP/KSF at Khalispur and all related establishment & other matters.
4. All matters pertaining to Inspection of ERC, Metal Liners & fittings etc.
5. Innovations, Modernization & Technological Advancements in related fields.
6. Monitoring the timely supplies of Track Fittings to match with the physical targets.
7. Any other work assigned by PCE.

11.0 CHIEF ENGINEER/TMC (TRACK MACHINES):

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

1. All issues related to Operation and Maintenance of all types of 'ON' Track Machines (except Mobile Flash Butt Welding & USFD machines).
2. Arranging pre-despatch inspection of new on track machines allotted by Rly. Board.
3. Procurement of spares for "ON' Track machines and procurement of Small Track Machines.
4. Cadre control of Track Machine Staff including creation of additional posts as per requirement, submission of indents to RRC and training of staff at IRTMTC or in-house.
5. All issues related with Seminar of CE/TMCs and follow up.
6. Developing work instructions /procedures for good operation and maintenance of track machines and issue the same for implementation with the approval of PCE.
7. Monitoring of all issues related with Track Machines and operating staff with divisions.

8. Preparing annual deployment plan of Track machines over Northern Railway in consultation with CTE.
9. Planning and monitoring of all scheduled POH/ROH and other preventive & breakdown maintenance of Track machines as per schedules given in IR track machine manual.
10. Outsourcing of machine operating staff or track maintenance activities as per policy instructions issued by Railway Board.
11. To plan for entering into Annual Maintenance Contracts (AMCs) for important parts/ components of track machines & Engines with OEMs as per IR Track machine manual.
12. Monthly joint planning of traffic blocks with CPTM and monitoring the progress of Track Machines as per deployment plan issued.
13. Disposal / Condemnation of overage Track machines as per specified instructions of Railway Board.
14. Developing additional Satellite Depots as per increasing number of machines & to meet their repair demands to improve working availability of track machines.
15. Innovations, Modernization & Technological Advancements in all related fields.
16. Any other work assigned by PCE.

12.0 CHIEF ENGINEER/ P&D (PLANNING & DESIGN) :
(HE WILL BE ASSISTED BY Dy. CE/P&D)

1. Overall in charge of Budget and Works Programme of zonal Railway - Expenditure control of all plan heads except Track renewals, Bridge works (PH-30, 31 & 32).
2. Overall planning and control of Revenue Budget of Engineering Department.
3. E-working in Official Functioning – Availability of Type Plans on Web (Internet).
4. Computerization of Engineering Department.
5. Matters related to Information Technology & MIS.
6. Provision of CUG Phones and office space in Engineering Department.
7. Matters related to planning and execution of works in railway portion for DFCCIL, RVNL, other Metros, RRTC, MOT etc.
8. Progress and review of Works through IRPSM.
9. Approval of ESPs, L sections and other technical drawings for various works of open line and Construction Organization including public sector undertakings such as RVNL/DFCCIL etc..
10. System map, ODC profiles and connected matters related to CRS sanction.
11. Matters pertaining to Heritage Structures.
12. IT initiatives in Engg. Deptt (Nodal Officer).
13. Monitoring of key tasks assigned to PHODs for the Dashboard items (being monitored by Hon'ble MR).
14. Design of Structures - Latest Tools, Software, Methodology, Concepts & Solutions.
15. Standardization of Plans for various utilities & uses.

16. Cadre control of Drawing and Design (D&D) Cadre. Creation of additional posts as per requirement, filling up of vacancies by promotion, submission of indents to RRC and training of staff in-house.
17. Deposit works.
18. Nodal officer for Schedule of rates: DSR, USSOR for other works not included in DSR as per prevalent guidelines for Railway Board.
19. Standard Schedule of Rates for Works & Standard Specifications for Works & Materials.
20. Matters pertaining to File Tracking System (FTS).
21. Monitoring and control of funds for works under MPLAD and CSR funds.
22. Matters related to sanction and execution of projects on JV, PPE, CSR, MPLAD, Environmental funds etc.
23. Issues related to installation of solar power panels
24. Innovations, Modernization & Technological Advancements in all related fields.
25. Any other work assigned by PCE.

13.0 CHIEF ENGINEER/GENERAL:

(HE WILL BE ASSISTED BY Dy. CE/Works & XEN/HQ)

1. All Policy matters related to works.
2. All contract policy, bidding document, standardization of NS items, service contracts etc.
3. Compendium of Instructions on contract matters.
4. Tender and Works Contract & Arbitration- Policies, Implementation & Monitoring, all matters related to Contract Policy and Tender documents.
5. All matters related to sidings, Assisted and Private Siding
6. All matters related to Work Study Reports, Rationalization & redeployment of manpower of Engineering Department.
7. Audit and Account Inspection reports, Draft/Provisional/Audit Para pertaining to Engg. Deptt.
8. Rajbhasha.
9. Matters pertaining to Bio-Metric attendance.
10. Manpower Planning & Human Resource Development including filling up of Vacancies, Indents to RRB/RRC etc.
11. Training manager for Engineering Officials. Up-gradation of skills of Gr. C & D Staff. To monitor Divisional & Zonal Training Institutes for P.Way and Works.
12. Matters related to Schedule of Powers.
13. Establishment Matters of Ministerial Staff.
14. All Legal Matters and Court Cases of Engineering department except those related with land matters.
15. Matters pertaining to Accounting Reforms relating to Engineering Department.
16. Innovations, Modernization & Technological Advancements in all related fields.

17. All PNM meeting with Unions including Divisional items of unions pertaining to HQ. Meeting of PREM, Federations, NROA, NRPOA etc.
18. Interaction with other authorities GRP, RMS, P&T Deptt. Associations etc.
19. Inspection notes of all officers (SAG/PHOD/GM/Rly. Bd. Etc.)
20. Online Public Grievances CPGRAMS, Shikayat Niwaran of Engg. Deptt.
21. ZRUCC Meeting & Coordination for GM Narrative Reports.
22. RRC, Parliamentary and other Committees.
23. Coordination of Reply to all Railway Board, CA-III, MP, MLA references and Parliamentary questions pertaining to matters other than Public FOB, ROB/RUB, Bridges & Level Crossings.
24. Upkeep and maintenance of PCE office (Secy/PCE will assist.)
- 25. Coordinating SAG officer for issues related to Delhi Division.**
26. Any other work assigned by PCE.

Note:

1. **Where there is only one officer assisting the HOD, the duty list of assisting officer will include all the items assigned to the HOD.**
2. **Where there is more than one officer assisting the HOD, the subject matters will be distributed by concerned HOD & duty list will be issued after approval of PCE.**

LOOKING AFTER ARRANGEMENT:

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/TM	CE/TSP
CE/P&D	CE/GENL

This issues with the approval of the Competent Authority.

(Kaushal Kishore Sharma)
Secy. to Pr. Chief Engineer &
Dy. Chief Engineer/SD

Copy forwarded for information and necessary action to:-

1. Secy./GM for kind information.
2. Secy./AGM for kind information.
3. CAO/C-I, II & CAO/USBRL, Kashmere Gate, 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/SD & CE/TM 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., CMTS/HQ & Ch.OS/Cord. HQ Baroda House, New Delhi.