

N.E.RAILWAY



Office of the
General Manager/S&T
Gorkhpur

Sub: Revised Duty List of S&T Open line SAG officers of NER.

Ref:- This office letter of even no. dated 03.07.2020 & 08.07.2020

As per approval of General Manager, consequent upon redesignation of post of CSE-I (Post Code: 10NE4P002), as CSE (Post Code: 10NE4P002), CSE-II (Post Code: 10NE4P003) as CSTE/Planning (Post Code: 10NE4P003) and CSTE/Project & Planning (Post Code: 10NE4P008 as CSTE/Project (Post Code: 10NE4P008) the revised duty list of HQ SAG officers is enclosed herewith for your information & necessary action please.

Any other order issued earlier on the above, may be treated as superseded.

This issues with the approval of PCSTE.

D/A- as above

Signed by Yashveer Singh

Date: 19-01-2021 16:29:20

Reason: Approved

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Secy. to PCSTE

No. N/568/1/8/ Pt-V

Dated: 19.01.2021

Copy to kind information:

1. Secy. To GM/NER for kind information of GM please.
2. Secy. To AGM/NER for kind information of AGM please.
3. PCE, PCME, PCEE, PCOM, PCMM, PCSO, PCCM, PCPO & PFA, N.E.Railway, Gorakhpur
4. CAO/CON, N.E.Railway, Gorakhpur
5. CSTE/CON, N.E.Railway, Gorakhpur
6. CSE, CCE, CSTE/Project & CSTE/PL, N.E.Railway, Gorakhpur
7. CWM/SWS/GKC.
8. Dy.CSTE/PL/HQ, Dy.CSTE/P&D/HQ.& Dy.CSTE/Tele/HQ
9. Sr.DSTE/N.E.R., IZN, LJN & BSB.
10. DSTE/Tele/GKP & Principal, STTC/GKP.
11. SSTE/P&D/HQ & ASTE/P&D/HQ.

I. Chief Signal Engineer(Post Code: 10NE4P002)

He will look after the following subjects and report to PCSTE.

1. Performance of signalling assets including management of equipment failures, reliability improvement action plan for signalling.
2. All matters related with Punctuality, Accidents & Safety. Attending punctuality & safety meeting of AGM and of GM in absence of PCSTE.
3. Preparing brief/remarks for GM's VC/Conference, PCSTE's Conference and follow up of the decision taken on matters related to signalling.
4. Co-ordination and inspection with Construction, RVNL, IRCON, CORE and other external execution organization regarding execution, commissioning and taking over of maintenance of signalling works.
5. Ensuring reply of CRS observations and accompanying CRS during his inspections.
5. Carrying out SAG level inspection of signalling work sites prior to commissioning.
6. Accidents, Safety Reports & their follow up and compiling follow up reports. Safety Committee Review Meetings & their follow up. Attending Intra and Inter Railway safety audit, monitoring and compliance of safety Audit items.
7. Correspondence regarding Signal Standards Committee & Maintenance Study Group Meetings, dealing with all RDSO references on Signalling matters on NER.
8. Member of Standard Screening Committee on suggestions and innovations.
9. All policy matters of Signalling including works. Issuing, monitoring and implementation of technical circulars, typical circuits, guidelines for maintenance and construction on NER.
10. Training Manager for S&T Department of NER for Gazetted & Non-Gazetted staff.
11. Dealing with staff matters like D&AR cases, grant of advances, issue of NOC, accommodation, posting/ transfers/ deputation, creation, surrender, selection, miscellaneous matters like complaints etc. pertaining to all signalling staff.
12. Processing of procurement of stock & non stock signalling items & their review.
13. Administrative control of PCSTE's office.
14. Any other subject assigned by PCSTE.
15. He will be assisted by Dy.CSTE/Sig/HQ in respective areas.

II. Chief Communication Engineer (Post Code: 10NE4P004)

He will look after the following subjects and report to PCSTE.

1. All policy matters and correspondence on telecommunication, including those for PRS/FOIS/UTS/Internet/Railnet/ VSAT etc. Dealing with RDSO and Railway Board on matters pertaining to Telecom.
2. Performance of all communication circuits including management of telecommunication equipment failures, reliability improvement and action plan for telecom.
3. Co-ordination with Construction Organization, RVNL, IRCON, RE etc. regarding execution, commissioning and taking over the maintenance of telecom works on all divisions.
4. Coordination with RCIL and Railway Board for proper working of Railnet/Internet. Ensuring proper working and up-gradation of Railnet and associated hardware to cater to the existing and future demand of bandwidth and connectivity for smooth working of VC, e-Office, e-DAS, IPAS, IRPSM, IREPS, FOIS, COIS, PRS, UTS and other LAN/WAN/IP services.
5. Coordination with RCIL for proper maintenance & working of OFC. Handing over of OFC to RCIL & ensuring proper maintenance & upkeep of OFC.
6. Preparing brief/remarks for GM's VC/Conference, PCSTE's Conference and follow up of the decision taken on matters related to telecom.
7. Carrying out inspection of telecom work sites prior to commissioning.
8. Liaison with RCIL, BSNL and other telecom service providers. Dealing with PTCC cases, meeting and follow up actions.
9. Setting up of communication facilities as per disaster management plan in case of accidents. Co-ordination for implementation of recommendations of High Level Committee on disaster management. Arrangement for VIP functions.
10. Planning and monitoring of passenger amenities, ISS, CCTV/VSS & other telecom works.
11. Dealing with staff matters like D&AR cases, grant of advances, issue of NOC, postings / transfers / deputation, creation / extension of posts, complaints pertaining to all telecom staff.
12. Co-ordination for telecom infrastructural requirement of HQ including BSNL phones, CUG, Internet etc.
13. Sanction/retention/shifting of Railway & BSNL telephones in GKP Area and implementation of related policies on Railway.
14. Collection & Payment of bills for landline telephones & CUG, rental for BSNL & other circuits, recovery of excess calls/trunk calls etc. including control of budget for Telecom.

15. CCE's Conference & TCSC Meeting including narrative reports and year book for telecom.
16. Processing of procurement of stock & non stock telecom items & their review.
17. Ensuring proper working of telecom equipments including VHF sets on Railway and monitoring timely payment of spectrum charges.
18. Cipher working, wireless & SACFA clearance.
19. CUG new connections, billing & monitoring of performance and coverage.
20. Internet in HQ offices & colonies.
21. Dealing with policy matters of all telecom items and LTE.
22. Dealing with matters pertaining to ZRUCC and PREM.
23. Coordination, preparation of papers in respect of PREM, ZRUCC and other meetings.
24. RTI matters and all related correspondence and information.
25. Any other subject assigned by PCSTE.
26. He will be assisted by Dy.CSTE/Tele/HQ & DSTE/Tele in respective areas.

III. Chief Signal & Telecom Engineer/Planning (Post Code: 10NE4P003)

He will look after the following subjects and report to PCSTE.

1. Planning of S&T works of Railway (PWP/FWP/WP/M&P).
2. Finalization of proposals under PWP, LAW for S&T works on NER in co-ordination with CSE & CCE, monitoring progress of these works.
3. Monitoring progress of works, planning and co-ordination for commissioning of works being done by Open line, Construction, RVNL, IRCON, RE and other external execution organization including deposit works.
4. Works budget & expenditure under all PH and monitoring of both.
5. Updating works progress regularly on IRPSM for all works being done by Open Lines& ensuring timely updation of works progress by Construction & other executing agencies.
6. Examination of S&T Survey reports and implementation of recommendations.
7. Compiling of works progress for all types of works being executed by all agencies on NER.

8. Revenue Budget, Expenditure and all correspondence related with revenue Budget.
9. Administrative control of Drawing office including its entire establishment & other matters e.g.imprest, T&P etc.
10. All matters pertaining to issue/approval of Engineering Scale Plans, Signalling Plans, Selection Tables, Circuit Diagramsetc. for Open Line, Construction, RE, RVNL & IRCON organization and sanction matters with CRS.
11. Creation & extension of work charged posts & revenue posts (Gazetted/ Non-Gazetted) for Signal & Telecom.
12. Co-ordination & preparation of PCDOs to Member/Infra, CRB& CEO, GM and Performance Review etc. Follow up action on PCDOs received from all divisions in consultation with other HODs, including sending of weekly and monthly highlights.
13. Follow up action on inspection notes of CRB& CEO, Board Members, CCRS, CRS, GM, AGM &PCSTE. Compiling of follow up actions of all divisions.
14. Coordination & preparation of papers in respect of PNM, POM, GM's/ PCSTE's/Sr. DSTE's & other conferences and meetings.
15. Signalling & Telecommunication work load, DESU, DETU, ZESU, ZETU & ZISTU calculation, year book, narrative report & statistical data.
16. Dealing with matters pertaining to SEM, G&SR and other manuals.
17. Dealing with Rajbhasha matters & its implementation.
18. Corporate plans and matters related with recommendations of various committee reports.
19. Man Power Planning & productivity of S&T staff. Budget & Estimates including economy and costing of various activities.
20. Audit and accounts Inspections Notes, Stock sheets, work-study reports, contractual matters and Arbitration cases etc. pertaining to Signalling&Telecommunication.
21. Parliament Question, MP and VIP references, Work Study report on all matters.
22. Narrative Reports and Year Book for Signal & Telecomand coordination for their finalizations.
23. All matters related to legal/ court cases.
24. Overseeing and improving the functioning of S&T Training Centre. Management of road vehicles and their repair.
25. Any other subject assigned by PCSTE.
26. He will be assisted by Dy.CSTE/P&D/HQ in respective areas.

IV. Chief Signal & Telecom Engineer/Project (Post Code: 10NE4P008))

He will look after the following subjects and report to PCSTE.

1. Planning, estimate, execution and monitoring progress of all Signalling and Telecom works being executed by Open Line.
2. Incharge of execution of all S&T works under Project Organization.
3. All matters related with works, tenders & contracts, processing of signalling and telecom works and their stores procurement at HQ level.
4. Issue of guidelines and policy matters related to tenders and contracts, eligibility criteria, single similar works in tenders taking approval from competent authority.
5. Monitoring preparation of detailed estimates, revised estimates and completion estimates.
6. Monitoring registration of contractors on Shramik Kalyan Portal.
7. Procurement of all types of Signalling & Telecom Stores (including stock items) for Open Line. He will be member of tender committee for store & works tenders for S&T on NER.
8. He will be assisted by Dy.CSTE/Project/HQ in respective areas in the Headquarter and Dy.CSTE/DSTE/Project in the field.
9. Any other work assigned by PCSTE.

V. Chief Workshop Manager/SWS (Post Code: 10NE4P007)

1. Overall administration and management of Signal Workshop, Gorakhpur.
2. Planning and projection of Annual Production Schedule (APS) to meet the demand of various Railways. Coordination with Accounts for vetting/concurrence of the APS. Coordination with Stores to ensure timely procurement of raw materials and input items to meet the APS targets.
3. Modernisation of SWS/GKC and execution of PH-42 works in connection with modernization of SWS/GKC.
4. Applying, pursuing, obtaining & maintaining various ISO certification for QMS, Environment etc. and other relevant certifications from International/National agencies.
5. Ensuring compliance to various factory laws, rules, codes, manual etc.
6. Ensuring compliance to various labour laws, rules, codes, manual etc.
7. Development of new items for production in SWS/GKC after taking approval from PCSTE.
8. Pursuing with RDSO for speedy Type Approvals for pending items.
9. Implementation of safety at work place and employee welfare schemes.

10. Implementation of Access Control in workshop and adopting innovative methodsfor increasing productivity.
11. Identifying and discontinuing manufacture of obsoleteitems.
12. Ensuring efficient waste disposal systems including liaison with State Pollution Control Board, NGT etc. specially for disposal of hazardousmaterials.
13. Preparation for and attending Workshop Production Schedule meetings of all Signal Workshops onIR.
14. Any other work assigned byPCSTE.
15. He will be assisted by Production Engineer (PE)& AWM ofSWS/GKC.

VI. The looking after duties of HQ SAG officers (HODs) of S&T department in case of an officer on short leave / being out of HQ will be as under: -

SN	Designation of Officer	Designation of Officer who will look after in absence of (i)	Designation of Officer who will look after in absence of (i) &(ii)
	(i)	(ii)	(iii)
1	PCSTE	As decided by GM or indicated in the tour programme otherwise next seniormostofficer.	
2	CSE	CCE	CSTE/Planning
3	CCE	CSTE/Planning	CSE
4	CSTE/Planning	CSTE/Project	CSE
5	CSTE/Project	CSE	CSTE/Planning
6	CWM/SWS/GKC	CSTE/Planning	CCE
	Note: Any extant order issued by PCSTE will supersede the looking after matrix mentioned in SN 2 to 6.		