

REVISED DUTY LIST OF OFFICERS IN HQ OFFICE

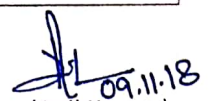
In supersession to all previous orders, the revised duty list of officers (CAO/C/NCR office) shall be as under:-

SN	Description of duties
1.0	Dy CE/Con/HQ & Secy to CAO/C (Assisted by Shri R. K. Singh, SSE/C/HQ & Sh. Sanjay Choudhary, Steno to CAO/C)
1.1	Manpower planning construction cadre, extension/creation of gazetted and non gazetted cadre of HQ and field units
1.2	Disposal of correspondence make to CAO/C office, co-ordination with Construction departments.
1.3	Land acquisition matters, Liaison with State Governments regarding land matters at HQ level and court cases related to land and court cases other than works & establishments
1.4	Inspection notes, Public grievance related matters, (CPGRAMS), Awards & GB Pant Shield
1.5	Parliament/MP/MLA/CA iii (VIP) references & RDMS
1.6	Training of gazetted & non gazette staff
1.7	CAO/C conferences and GM's Annual Narrative/statistical report, IPWE seminar
1.8	Dashboard updating
1.9	Any other works assigned time to time
2.0	PS-I to CAO/Con
2.1	Maintenance of confidential records and APARs
2.2	Maintaining the tour programme of all officers
2.3	Upkeep of CAO/C's chamber and premises
2.4	Maintaining of confidential documents of CAO/Con
2.5	Any other works assigned time to time
3.0	Dy CE/Con/Design (Assisted by AXEN/C/Design, Sh. H. K. Shukla, JE/C/Works, Sh. Amitesh Singh & JE/C/P.Way, Sh. Atul Srivastava)
3.1	He will look after drawing and design cell in HQ/Construction office including all items pertaining to design and drawing, including yard plans
3.2	Co-ordination of all ROB related issues viz Policy, Progress, Design, Estimate, Co-ordination with State Government, NHAI, DFCCIL, RVNL, Local bodies etc.
3.3	Safety and unusual occurrences/special features/caution orders, safety circulars
3.4	Guidelines & specifications for Earthwork, formation including Blanketing, Special Conditions, New Items, New Conditions etc
3.5	Parliament/MP/MLA/CA iii (VIP) references regarding construction of ROB/RUBs
3.6	IRPWM, IRBM i.e. works & bridge manuals related matters, correction slips, SOD, SOP, Technical Library etc.
3.7	All correspondence regarding policy matters with State Governments for works with Railways, Work Progress Report to Vigilance.
3.8	Liaison of CRS papers at HQ & field unit level
3.9	Any other works assigned time to time
4.0	Dy CE/Con/Planning (Assisted by XEN/Con/Planning, SSE, Shri Sujesh Mehta, Shri Jawed Alam, OS/C & OS/C, Shri Arun Kumar)
4.1	Stores, Policy and Procurement of P.Way materials
4.2	Budget allocation and control of construction works
4.3	Works programme related to Construction works, updating monthly IRPSM or any other portals with works
4.4	All policy issues relating to track including track manuals, USFD, FBW, Correction slips etc.
4.5	Hiring of vehicles, computer peripherals
4.6	Stores T & P and consumerable petty items, Indent & Procurement
4.7	General imprest of CAO/C office
4.8	Material management and disposal of scrap
4.9	Opening of tenders of Civil Engineering in construction HQ office
4.11	Any other works assigned time to time

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5.0	Dy CE/Con/Works (Assisted by OS/C, Shri Arun Kumar & Shri Surendra Nath Singh, Store Issuer)
5.1	Policy: Works Contract, Tenders, Standardization of Tender/SOR/Specification
5.2	Schedule of Power, Correction Slip to SOP etc. and related issues
5.3	Estimates, Revised estimates, completion estimates & position, Tender positions and completion Reports, Survey Reports etc.
5.4	Timely compilation of PCDO, Works Review Meeting, Compilation of data/documentations & preparation for POM, CAO/C and GM conference,
5.5	Power Point Presentation, preparation of Booklet during inspection/visit of VIPs for CAO and other officers.
5.6	Court case (Works), CAG reports, Draft Paras, Audit/Accounts inspection and reports (Works).
5.7	RTI cases, arbitration, court cases Works replies etc.
5.8	All correspondence related to Transformation Cell
5.11	W.S. Committee meetings, seminar, conference at IRICEN, Pune and NAIR, Vadodara
5.12	Matter related to "Pragati Project" and "E-Samiksha"
5.13	Any other works assigned time to time
6.0	Dy CPO/Con (Assisted by S&WI, Sh. Vijay Bahadur Verma, Sr. Clerk, Sh. Dilip Badani & Sr, Clerk, Sh. Rajkumar)
6.1	All establishment/personnel matters including policies, filling of vacancies etc.
6.2	Office establishment, staff grievances replies etc., Inspection of field units office establishment on special duty & days
6.3	Engagement & posting of staff against existing vacancies by all means
6.4	Monitoring of court cases of establishment matters, monitoring of contempt cases, replies etc.
6.5	Confidential: D&AR and Vigilance cases of staff etc.
6.6	PREM, PNM and all other union matters, replies of establishment matters inspection, Paras
6.7	Submission of PCDO pertaining to personnel matters
6.8	Transfer and posting of Gazetted staff with liaiosioning of Dy CPO/Gaz
6.9	Transfer and posting of Non Gazetted staff with liaiosioning of respective officers
6.10	Up keeping/Updating of service record, leave accounts & I Cards & PAN cards
6.11	Re-engagement of staff/officers including policy for same
6.12	Appointment of fresh staff/officers including policy for same
6.13	All selections through RRB, RRC & departmental
6.11	Any other works assigned time to time
7.0	Dy COM/Con (Assisted by TI/Con, Shri V. P. Sen & Sh. Praveen Kumar)
7.1	All matter pertaining to Traffic operations
7.2	Traffic Survey reports for new projects
7.3	Inter railway related works, planning correspondence
7.4	Co-ordination with Divisions in connection with pending yard plans, new works
7.5	Co-ordination for attachment and detachment of carriages for movement of Construction officers
7.6	Any other works assigned time to time
8.0	Sr. Raj Bhasha Adhikari/Con
8.1	All the matters pertaining to Raj Bhasha including policies
8.2	Submission of PCDO & periodical reports related to Raj Bhasha
8.3	Hindi Raj Bhasha meetings at HQ level
8.4	Inspection of field units, meeting and communication of Rajbhasha policies, award etc. to field staff
8.5	Any other works assigned time to time

This has the approval of CAO/C.


09.11.18
(Anil Kumar)
Dy CE/C/Plg.

Secy to GM for kind information of GM
CE/C/North, CE/C/Central, CSTE/C, CEE/C & FA&CAO/C
Dy CE/C/Works, Design, HQ & Planning
Dy CE/C/ALD, CNB, AGC-I & II, JHS-I & II, GWL & ALJN