

Powers and Duties

General Manager

The General Manager is the Chief Executive Officer of the Zonal Railway. His job profile includes taking all policy decisions at the macro level concerning administration, train operations, safety, planning, security, marketing and freight management amongst others. The General Manager is also the vital link between the Railway Board and the cutting edge of the Railway administration. He is the central column around which the zonal railway's functions and operations are organised.

Additional General Manager

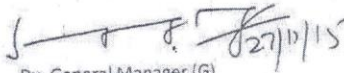
NORTH CENTRAL RAILWAY

DUTY LIST OF AGM:

- 1.0 The Additional General Manager is accorded the status and powers of second in command in the Zonal Railway hierarchy. In the absence of General Manager, the Additional General Manager will preside over meetings, which are normally presided over by the General Manager.
- 2.0 The Additional General Manager normally will take full and final decisions in the functions entrusted but shall keep the General Manager informed of all important matters and receive policy directions from General Manager from time to time. However, there are certain powers which are to be exercised personally by the General Manager as recorded in the SOP, such decision will be put up to GM for a decision personally by him.
- 3.0 Duty list of AGM is laid down grouped by functional interface.
- 3.1 Future of Zone :**
- 3.1.1 All planning including Annual Plans, Five Year Plans, Corporate Plans.
- 3.1.2 All study reports.
- 3.1.3 Traffic Facility Planning.
- 3.1.4 Planning of Rolling Stock maintenance facilities.
- 3.1.5 Planning for Goods Terminals.
- 3.2 Human Resource Interface :**
- 3.2.1 All aspects of manpower planning and Human Resource Development, retraining and redeployment as per guidelines issued by GM, operation of vacancy bank as per delegation given by GM.
- 3.2.2 Grievances of officers and staff.
- 3.2.3 Medical Facilities.
- 3.2.4 Sports and recreation, cultural adventurous activities.
- 3.2.5 Scouts and Guides.
- 3.2.6 St. John's Ambulance Work.
- 3.2.7 Liaisoning with recognized Unions and Associations.
- 3.2.8 Sanction of advances and withdrawals under various heads to staff and officers.
- 3.2.9 Sanction of ex-gratia payments, medical reimbursement, advances for medical treatment.
- 3.2.10 Manpower planning meetings.
- 3.2.11 All establishment cases requiring sanction beyond the powers of PHODs other than those requiring GM's personal sanction.
- 3.3 Customer Interface :**
- 3.3.1 Passenger amenities.
- 3.3.2 Punctuality Meetings.
- 3.3.3 Approval of commercial claim cases, wharfage and demurrage.
- 3.3.4 Approval/ acceptance of earning contracts of all departments beyond the powers of PHODs other than those requiring GM's personal sanction.
- 3.3.5 Waste management & Disposal alongwith station cleanliness.
- 3.4 Public interface:**
- 3.4.1 Public grievances including passenger grievances.
- 3.4.2 Public Relations and Publicity.
- 3.4.3 Interface and letters from Members of Parliament, MLA's and other public representatives, Matters related to CA-III, ZRUCC issues etc.

- 3.5 **Legal Interface:**
- 3.5.1 Arbitration and nomination of arbitrators.
- 3.5.2 Court cases and monitoring.
- 3.5.3 Overseeing DGM/Law's/Sr. L.O. works.
- 3.5.4 Acceptance and sanction of arbitration awards and Court's orders beyond PHODs powers and below GM's Powers other than those requiring GM's personal sanction.
- 3.6 **Stores, Contracts and Vendors interface :**
- 3.6.1 Sanction of estimates.
- 3.6.2 Approval of Tender Cases and Contracts.
- 3.6.3 Scrap disposal.
- 3.6.4 Stores turnover ratio.
- 3.6.5 Vendors grievances and meetings.
- 3.6.6 Monitoring of availability of stores for safety and vital items.
- 3.7 **Financial Controls:**
- 3.7.1 Clearance of Audit Paras.
- 3.7.2 Stock verification report and internal audit notes.
- 3.7.3 Handling and reporting of losses and leakages, write-offs and recoveries.
- 3.8 **Energy and environment conservation :**
- 3.8.1 Energy conservation and management.
- 3.8.2 Environmental protection and pollution control.
- 3.9 **Information Technology, Communication and Electronics:**
- 3.9.1 Information Technology policies and monitoring of implementation IT Centre.
- 3.10 **General Administration :**
- 3.10.1 Expenditure and sanction of expenses on lunches and meetings.
- 3.10.2 Asset registers at HQ.
- 3.11 **Inter Departmental and Inter- Divisional interface:**
- 3.11.1 Proactive intervention in issues where inter- departmental or inter- divisional disagreement is not getting resolved in a reasonable time.
- 3.11.2 Monitoring the resolution by PHOD's about the assistance repaired by various Divisions in a reasonable time.
- 3.12 Any other duties entrusted from time-to-time by the General Manager.

This issues with the approval of General Manager.


Dy. General Manager (G)

Dy.GM(G)/NCR/Duty List/Gaz./Gan.Br./2015

Dated: 27.11.2015

All PHOD/CHOD
All DRM
All CWM

Dy.General Manager (G)

He is the co-ordinating officer with the GM and Principal Heads of Departments (PHODs) for all matters pertaining to General Administration. He is the nodal officer for all Parliamentary matters related to Railways, including Parliamentary Committee meetings, Parliamentary Questions etc. He is the public interface for N.C. Railway for all MP/MLA issues, staff grievances, passenger amenities etc. He is the 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).

He is also the Chief Public Information Officer (CPIO) for N.C. Railway and looks after all RTI related issues. All Arbitration cases related to all Tenders/Contracts over N.C. Railway are also co-ordinated and monitored by him.

He also looks after all administrative matters related to the Territorial Army as well as the Civil Defence Organisation of N.C. Railway. All Policy matters related to Information Technology issues are looked after by him. He is responsible for the framing and updating of Schedule of Powers for all officers of this Railway.

ADGM

He assists to Dy.General Manager (G) for all matters pertaining to General Administration.