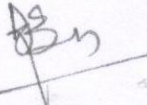


OFFICE ORDER

Revised duty list of SSEs/JEs working in Office of Sr.DME/C&W/PRYJ.

In supersession to all earlier orders on the subject, following orders are issued with immediate effect.

1	Shri Asif Moin	SSE/Planning	He will act as SSE/Co-ordination for proper functioning of Tech. cell in Sr.DME/C&W office. Attendance of supervisors at Divisional office. All works related with PH-16, 21, 42, 53, 64 & works proposal processing under 1% EnHM and other plan heads (except PH-41) on PRYJ Division. He will also advice Budget section for budget cycle of demand No 16 (Plan Head). Loading of work in IRSPM, new proposal, closure of works, monitoring of ongoing works etc. In absence of SSE/M&P, he will look after work of SSE/M&P. Assisting OS/Cadre on C&W cadre review. Any other duty assigned by Sr.DME/C&W/PRYJ.
2	Shri Dinesh Singh	SSE/M&P	All works related with PH-41 at DRM, GM & RB level. Repairing, AMC, condemnation, replacement proposals of existing M&P, heavy/light motor vehicles warranty - claim of M&P etc. Coordinating with SSE/Plg. for procurement of itemized machinery sanctioned in PH works. Follow up with HQ/RB for timely supply of M&Ps. All works related with vehicle hiring. He will advice SSE/Budget for fund requirement and budgetary cycle related to PH 41. In absence of SSE/Planning, he will look after work of SSE/Planning.
3	Shri Shailendra Kumar	SSE/Coaching	All works related with coaching maintenance and operation on PRYJ Division. Planning of IOH, POH, SS-I, SS-II, wheels, bogies etc. for smooth maintenance of coaches. All communication, policy matters, implementation of instructions related to maintenance and cleaning of coaches rakes, technical input on passenger complaints, Launching and monitoring of various safety drives for coaching stock, implementation of quality audit, inspection note items pertaining to coaching wing etc. Monitoring of coaching related performance incidences of PRYJ Division. Monitoring movement of departmental/ contractor's trucks for overhauling of trollies and liasoning with workshop for overhauled trollies etc. Warranty claims of coaching stock. Compliance of JWG, PCME's conference agenda etc. In absence of SSE/Freight, he will look after work of SSE/Freight. Any other duty assigned by Sr.DME/C&W/PRYJ.
4	Mr. Ahmar Ayaz	SSE/Freight	All matters related to freight operation and maintenance on PRYJ Division. Monitoring of freight performance in division. In case of derailments/accidents, he will co-ordinate measurement of C&W items as per involvement. Condemnation of coaches and wagons including ferrous/nonferrous items. All matters related with safety & accident relief trains pertaining to Mech. C&W/PRYJ. Preparation of GM weekly safety meeting position. All warranty claims related to freight stock. In absence of SSE/Coaching, he will look after work of SSE/Coaching. Warranty claims of freight stock and it's parts. Any other duty assigned by Sr.DME/C&W/PRYJ.
5	Shri Prashant Singh	SSE/Material	All matters related to stock & Non stock material procurement, T&P items procurement, furniture procurement sanctioned under Revenue/ Works Programs (Plan Heads)/ Deposits Estimates , RSP sanctioned items procurement, machinery procurement (not covered under M&P) for C&W over PRYJ Division. AAC revision, Procurement, Stocking, Follow-up of all material related cases and correspondence. Linen management. In-charge of Group C & D technical staff attached with Mechanical branch, Prayagraj. All matters related with Cash imprest of Mechanical C&W over PRYJ division. In absence of SSE/Budget, he will look after work of SSE/Budget. Any other duty assigned by Sr.DME/C&W/PRYJ.



	Shri Mayank Dubey	SSE/Budget	All matters related to budgets of works, revenue and plan head for entire C&W wing of PRYJ Division and processing procurement and repair of IT items such as PCs, UPS, Printers, Photocopier, Digital Camera, VHF etc. sanctioned under Revenue/ Works Programs (Plan Heads)/ Deposits Estimates for Mechanical C&W of PRYJ Division. CUG management on PRYJ Division. Concerned ministerial staff shall be attached to SSE/Budget for IT and CUG portion. Accountal of wagon maintenance unit of BLC and other wagon under deposit estimate. Monitoring of fund transfer from Sr. DFM/NDLS to Sr. DFM/PRYJ of WMDA account and all works related to WMDA fund transfer. In absence of SSE/Material, he will look after work of SSE/Material. Any other duty assigned by Sr.DME/C&W/PRYJ.
7	Shri A K Patel	SSE/Tender	All tender works of C&W wing from proposal stage upto vetting and sanction of detailed estimate. All quotation contracts. However, for JAG level TC and direct acceptance tender cases complete work upto issue of LOA/Agreement shall be dealt by him. All works related to deposit estimate of BLC maintenance including work charge post currency extension proposals etc. Identification of new works required to be outsourced etc. Any other work assigned from time to time. In absence of SSE/Contract-I he will look after the duties of SSE/Contract-I.
8	Shri Prashant Mishra	SSE/Contract	All tender works after sanction of detailed estimate till finalization of tender and monitoring of all works during execution and closure. Assisting DME/C&W/PRYJ in TC proceedings. In absence of SSE/Tender he will look after the duties of SSE/Tender. Any other work assigned from time to time.
9	Shri B R Dubey	SSE/Statistics	All works/communication related with cleanliness drive/ Swachh Bharat Abhiyan being launched from time to time pertaining to C&W. Timely reply of all inspection notes including OYTS. All works related to CMM, FMM, COMS, Coach Mitra, Rail-Madad, PCDO, KPI, Mechanical C&W performance correspondence, ISO of trains and depots etc. All works related with Magh/Kumbh Mela. Reply of all parliamentary questions. All works related with innovations etc. Any other work assigned from time to time. In absence of SSE/Technical, he will look after the duties of SSE/Technical.
10	Shri Vinay Singh	SSE/Technical	All correspondence including RTI inputs related to contract wing of C&W. Preparation of tender position of Mech(C&W) of PRYJ Division. He will assist OS/Tender in his work. Assisting Sr.Clerk/Technical Cell with technical input in timely reply of all audit queries of Mechanical C&W.He will assist Sr.DME/C&W on all technical issues, inspection, breakdowns etc and work as TA to Sr.DME/C&W/PRYJ. Any other work assigned from time to time. In absence of SSE/Statistics to Sr.DME/C&W, he will look after the duties of SSE/Statistics.
11	Shri Akram Abdullah	SSE/Control	Overall in-charge of C&W control PRYJ, Monitoring of C&W failure, accidents, repair of road side detachment of coaches and wagons, movement of coaches/wagons, departmental/ contractor's truck etc. He will responsible for correct logging of C&W failure and de-logging proposal on regular basis. He will rush to control in case emergency, main line blockage etc. He will monitor C&W performance parameters, reporting of failure to HQ, other Division, Rly. etc. Any other work related to C&W control and assigned from time to time. Any other duty assigned by Sr.DME/C&W/PRYJ.

O.O.no:E/51-M/PRYJ/2020

Date 01.07.2020

Sr.DME/C&W/PRYJ

Copy to –

- i) DME/C&W/PRYJ and ADME/C&W/PRYJ
- ii) All concerned for compliance.
- iii) CA to Sr.DME/C&W – for proper upkeep and recordkeeping of this order.