



उत्तर मध्य रेलवे
NORTH CENTRAL RAILWAY

प्रधान कार्यालय(सिग्नल एवं दूरसंचार विभाग)
गंगा परिसर, सूबेदारगंज, प्रयागराज - 211015

Headquarter's Office (S&T Deptt.)
Ganga Complex, Subedarganj
Prayagraj - 211 015

संख्या: NCR/S&T/6005/Est./Officers Duty List/Part-1

दिनांक: 23/10/2020

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

Revised duty list of HQ SAG officers shall be as follows-

A. Chief Signal Engineer

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

1. Performance of signaling assets including management of equipment failures, reliability improvement action plan for signaling.
2. All matters related with Punctuality, Accidents & Safety. Attending punctuality meeting of AGM and of GM in absence of PCSTE.
3. Accidents, Safety Reports & their follow up and compiling follow up reports. Safety Committee Review Meeting & follow up for NCR.
4. Co-ordination & preparation of PCDOs to MInfra, CRB, GM and Performance Review etc. Follow up action on PCDOs received from all Divisions particularly Assistance Required in consultation with other HODs, including sending of weekly and monthly highlights.
5. Coordination & preparation of papers in respect of POM, GM's/ PCSTE's/ Sr. DSTE's & other conferences and meetings.
6. Correspondence regarding Signal Standards Committee & Maintenance Study Group Meetings, dealing with all RDSO references on Signaling matters on NCR.
7. Training Manager for S&T Department for Gazetted & Non-Gazetted staff.
8. Member of Standard Screening Committee on suggestions and innovations.
9. Follow up action on inspection notes of CRB, Board Members, CCRS, CRS, GM, AGM, & PHODs. Compiling of follow up actions of all divisions.
10. Co-ordination and inspection with NCR-PU, Construction, RVNL, CORE, DFCCIL and other external execution organization regarding execution, commissioning and taking over of maintenance of signaling works.
11. All policy matters of Signalling including works. Issuing of technical circulars, typical circuits, guidelines for maintenance and construction on NCR.
12. Corporate plans and matters related with recommendations of various committee reports.
13. He will look after work of CCE in his absence.
14. Any other subject assigned by PCSTE.

B. Chief Communication Engineer

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

1. All policy matters and correspondence on telecommunication, including those for MTRC/PRS/FOIS/UTS/internet/Railnet, computer.
2. Performance of all communication circuits including management of telecommunication equipment failures, reliability improvement and action plan for telecom.
3. Co-ordination with NCR-PU/ Construction Organization and Railway Electrification regarding execution, commissioning and taking over the maintenance of telecom works on all divisions.
4. Liaison with RCIL, BSNL/MTNL, PTCC cases, meeting and follow up actions.
5. 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.
6. Co-ordination for telecom infrastructural requirement of HQ including BSNL phones, CUG, Internet, Biometric Attendance System etc.
7. Sanction/retention/shifting of Railway & BSNL telephones in ALD Area and implementation of related policies there of over N.C. Railway.
8. Collection & Payment of bills for BSNL & other telephones, rental for BSNL, RCIL & other circuits, recovery of excess calls/trunk calls etc. including control of budget for Telecom.
9. Processing of procurement of stock & non stock S&T items & their review.
10. He will be technical member of tender committee for store procurement of S&T items of Open line.
11. CCE's Conference & TCSC Meeting including narrative reports and year book for telecom.
12. Cipher working, wireless & SACFA clearance.
13. CUG new connections, billing & monitoring of performance and coverage.
14. Internet in HQ offices & colonies.
15. He will look after work of CSE in his absence.
16. Any other subject assigned by PCSTE.

D. Chief Signal & Telecom Engineer/Works

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

1. Planning of S&T works of Railway (PWP/FWP/WP/M&P) including sanction of detailed estimate.
2. Finalization of proposals under LAW for S&T works on NCR in co-ordination with CSE & CCE, monitoring progress of these works.
3. Planning, estimate, execution and monitoring progress of all Signalling and Telecom works, including passenger amenities, executed by Open Line.


4. Creation & extension of work Charge posts.
5. Revenue Budget, Expenditure and all correspondence related with revenue Budget.
6. Works budget & expenditure under all PH and monitoring of both.
7. Monitoring progress of works, planning and co-ordination for commissioning of works being done by Open line, NCR-PU, Construction, RVNL, CORE, DFCCIL and other external execution organization including deposit works.
8. Updating works progress on IRPSM for all works being done by Open Lines and all PH 33 works.
9. Compiling of works progress for all types of works being executed by all agencies on NCR.
10. Deletion of Completed works.
11. Dealing with staff matters like D&AR cases, grant of advances, issue of NOC, accommodation, posting/ transfers/ deputation, miscellaneous matters like complaints pertaining to all S&T staff.
12. Administrative control of PCSTE's office.
13. Dealing with matters pertaining PNM, ZRUCC and PREM.
14. RTI matters and all related correspondence and information.
15. Dealing with Rajbhasha matters & its implementation.
16. Man Power Planning & productivity of S&T staff. Budget & Estimates including economy and costing of various activities.
17. Audit and accounts Inspections Notes, Stock sheets, work-study reports, contractual matters and Arbitration cases etc. pertaining to Signalling, Telecommunication, MW unit.
18. Parliament Question, MP and VIP references, Work Study report on all matters.
19. Narrative Reports and Year Book for Signal & Telecom. and coordination for their finalizations.
20. All matters related to legal/ court cases.
21. Look after work of CSTE/Planning in his absence.
22. Any other subject assigned by PCSTE.

E. Chief Signal & Telecom Engineer/Planning

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

1. All matters pertaining to issue/approval of Engg. Scale Plans, Signalling Plans, Circuit Diagrams, and Locking Tables etc. for Open Line, Construction, RE, DFCCIL& RVNL organization and sanction matters with CRS.
2. Examination of S&T Survey reports and implementation of recommendations.

3. Administrative control of Drawing office including its establishment & other related matters.
4. He will be third member of tender committee for works tenders of S&T open line and other department on NCR as per nomination of tender committee.
5. Signalling & Telecommunication work load, DESU, DETU, ZESU, ZETU & ZISTU calculation, year book, narrative report & statistical data.
6. Dealing with matters pertaining to SEM, G&SR and other manuals.
7. He will look after work of CSTE/Works in his absence.
8. Any other subject assigned by PCSTE.


 (अरुण कुमार) 23/1/2020

प्र.मुख्य सिगनल एवं दूरसंचार इंजीनियर
 उत्तर मध्य रेलवे, सूबेदारगंज, प्रयागराज

प्रतिलिपि:-

1. सचिव / महाप्रबंधक / उमरे - महाप्रबंधक महोदय के सादर सूचनार्थ ।
2. सभी प्रमुख विभागाध्यक्ष / विभागाध्यक्ष / उमरे
3. मंडल रेल प्रबंधक / प्रयागराज, झांसी एवं आगरा
4. सभी वरि.मं. सि.एवं दू.सं.इंजीनियर्स / समन्वय / उमरे
5. उप मु.सि.एवं दू.सं.इंजी. / सिग. / मुख्या. / उमरे
- उप मु.सि.एवं दू.सं.इंजी. / पी.एण्ड डी. / उमरे
- उप मु.सि.एवं दू.सं.इंजी. / पी.एण्ड डी.-। / उमरे
- उप मु.सि.एवं दू.सं.इंजी. / मुख्यायल / उमरे
- उप मु.सि.एवं दू.सं.इंजी. / टेली / उमरे

} कृपया सूचनार्थ ।



उत्तर मध्य रेलवे
NORTH CENTRAL RAILWAY

प्रधान कार्यालय(सिग्नल एवं दूरसंचार विभाग)
गंगा परिसर, सूबेदारगंज, इलाहाबाद - 211 015
Headquarter Office (S&T Deptt.)
Ganga Complex, Subedarganj
Allahabad - 211 015

No. NCR/S&T/6005/EST/Officers Duty List/Part-1

Date 11.02.2021
15

**Sub: Duty list of JAG/SS officers in HQ Drawing & Design office
(S&T Dept), Prayagraj.**

Dy. CSTE(D&D)/HQ (Present Incumbent Shri Neeraj Puri Goswami):-

He will look after the following works:-

1. All matter pertaining to issue/approval of Signalling plans, selection table, circuits, diagrams for Open line works. He will carry out 3rd level check of these works and their approval on behalf of PCSTE.
2. All matter pertaining to issue/approval of Engineering Scale plans.
3. All matter pertaining to CRS sanction/PCSTE sanction, speed trials of trains (ISC) file.
4. All matter pertaining to Pre NI, TSAA approval..
5. He will be under administrative control of CSTE/Planning and assisted by SSTE/D&D.
6. He will look after the duties of Dy. CSTE/D&D/Project in his absence.
7. Any other works assigned by PCSTE and other SAG officers

Dy. CSTE/D&D/Project (Present Incumbent Shri Shiv Mangal Ram):-

He will look after the following works:-

1. All policy matter on Signalling Drawings.
2. Administrative control of Design office including its entire establishment.
3. All matter pertaining to issue/approval of Signaling plans, locking table, selection table, circuit diagram of Project Unit/RVNL/Construction work etc. He will carry out 3rd level check of above mentioned works and their approval on behalf of PCSTE.
4. Dealing with matters pertaining to SEM, G&SR and other manuals.
5. He will be under administrative control of CSTE/Planning and assisted by SSTE/D&D/Project.
6. He will look after the duties of Dy. CSTE(D&D)/HQ in its absence.
7. Any other works assigned by PCSTE and other SAG officers.

SSTE/D&D (Present Incumbent Shri A. Srivastava):-

He will look after the following works:-

1. All matter pertaining to issue/Approval of Drawing of Sr. Scale level for the work executed by open line.
2. Co-ordination with Optg/Engg./Elect/Mech./Safety on all matters pertaining to Drawing, & Design documents.
3. To do second level check for the drawing and design documents which are under the duty of SSTE/D&D/Project.
4. He will look after the work of SSTE/D&D/Project in his absence.
5. He will report to Dy. CSTE/D&D/HQ.
6. Any other works assigned by PCSTE and other SAG officers.

SSTE/D&D/Project (Present Incumbent Shri S.K. Agarwal):-

He will look after the following works:-

1. All policy matter on signaling drawing for project /RVNL/DFCCIL/Construction work.
2. All matter pertaining to issue/Approval of signaling plan, locking table/selection table, circuit diagrams of project unit, RVNL third line work & DFCCIL work.
3. He will look after the work of SSTE/D&D in his absence.
4. He will report to Dy. CSTE/D&D/Project.
5. Any other works assigned by PCSTE and other SAG officers

Jitendra Singh
15/02/2021
(Jitendra Singh)
Dy.CSTE/HQ
For PCSTE/NCR

Copy to:

1. Secy. to GM for kind information of GM.
2. All PHODs/CHODs for information please.
3. DRM/ALD, DRM/JHS & DRM/AGC for information please.
4. All Dy. CSTEs/NCR & all Sr. DSTEs/NCR.
5. All SS/JS officers of NCR/HQ
6. All dealers of CSTE office.