

**Suo-Moto Disclosure of Information of Safety Department HQ of North Central Railway on NCR Website under (Section 4(1)b of RTI Act-2005)**

Item No.4 (1)(b)	Disclosure	Comments of Railway
1	Organisation Chart	<pre> graph TD     A[Shri M.K.Gupta (PCSO)] --&gt; B[Miss Maneesha Goel (DyCSO/Mech.)]     A --&gt; C[Shri B.K.Mishra (Dy.CSO/Elect.)]     A --&gt; D[Vacant (Dy. CSO/Traffic)]     B --&gt; E[Shri R.K.Saxena (Dy.CSO/Engg.)]     C --&gt; F[Shri Narendra Singh (Dy.CSO/S&amp;T)]     D --&gt; E     D --&gt; F     </pre>
2	Objective	To make railways more reliable and a safer mode for transportation of men and material by reducing train accidents.
3	Function	Monitoring implementation of all directives issued by Rly. Board & HQs in matters pertaining to safety.
4	Vision Mission and Key Objectives	Safety Organisation shall provide safe, efficient, affordable, customer-focussed and environmentally sustainable integrated transportation solutions. It shall be a modern vehicle of inclusive growth, connecting regions, communities, ports and centres of industry, commerce, tourism and pilgrimage across the country.

5	Powers and Duties	Power and duties as given in the Item number 7 & 8		
6	Pay Scale and Staff Strength	<p><u>Pay Scale</u></p> <p><b>A. Ministerial Staff</b></p> <p>i) 9300-34800</p> <p>ii) 5200-20200</p> <p><b>B. Safety Counsellor</b></p> <p>i) 9300-34800</p> <p><b>C. Group 'D' Staff</b></p>	<p><u>Designation</u></p> <p>i) Chief Office Suptd. ii) Office Superintendent iii) Chief Trains Clerk iv) Private Secretary-II v) Private Secretary-II vi) Typist –II vii) Clerk</p> <p>Safety counsellor- Elect.</p> <p>Safety counsellor-S&amp;T.</p> <p>Safety counsellor - Traff. Safety counsellor- Mech. Safety counsellor-Engg.</p> <p>Office Khalasi - 3</p>	<p><u>No./Grade Pay</u></p> <p>1GP-4800/- 1 GP-4600/- 1 GP-4600/- 1 GP-4800/- 1 GP-4600/- 1 GP-2400/- 1 GP-1900/-</p> <p>2GP- 4600/-</p> <p>2 GP- 4600/-</p> <p>2GP - 4600/- 1 GP -4600/- 1 GP- 4600/-</p> <p>1 GP-1800/- 2GP- 1900/</p>
7	Duty List of Officers	<p><b><u>1.Dy.CSO/Mech.</u></b></p> <p>i) Organizing/monitoring of /internal/External Safety Audit, issue of audit inspection notes and their compliance.</p> <p>ii) Issue and monitoring of Safety drives/Alerts.</p> <p>iii) Monitoring of D&amp;AR cases of accidents.</p> <p>iv) Correspondence and co-ordination with NDRF/NDMA and matter related to mock drills.</p> <p>v) Matter related to fire &amp; prevention.</p> <p>vi) Correspondence with regard to ART/ARME, SPART &amp; monitoring of ART, SPART, ARMV etc. to ensure that they are kept in good condition, monitoring of their movement as per the 'Accident Manual'.</p> <p>vii) Correspondence related to Rajbhasa.</p> <p>viii) Vehicle Hiring and vehicle hiring imprest.</p> <p>ix) All matters related to Stores and maintenance of tools and plant register in safety organization.</p> <p>x) Correspondence related to budget issues, general imprest, hospitality imprest.</p> <p>xi) Analysis of followings unusual:- Hot Axle, B/Binding, flat tyre, Hanging Part, Train parting, overloading, WILD &amp; fire/smock cases.</p> <p>xii) Inspection of Mechanical department, institution, Training Centres including STC/JHS.</p> <p>xiii) Updating of Mechanical Manuals in Safety Branch as well as in</p>		

Disaster Management Room and co-ordinating with Mech. Department with respect to updating of technical directives issued by Railway Board/ RDSO.

**1. Dy.CSO/S&T**

- i) MCDO for GM/NCRLy.and Railway Board.
- ii) Inspections compliance of Railway Board Officer,GM and other PHODs/HODs-(Nodal officer)
- iii) Updation of SIMS deficiency.
- iv) Updating of Monthly Divisional Safety Action Plan, Safety appreciation report.
- v) Uploading and monitoring of inspection of CSO on SIM & other module related to SIMS & e-nirikshan.
- vi) All AMC and procurement of Fax,Photocopier, Computers, Printers and all telecom equipment including cable TV in HQ Safety office.
- vii) Creation of work charged posts.
- viii) Updation of station yard diagram in Disaster Management Room.
- ix) Correspondence on issues like CUG, Walkie-Talkie,VHF sets etc.
- x) Correspondence related to automatic/semi automatic signaling.
- xi) All matters related to 'Safety App, and data base.
- xii) Interlocking of LCs and its action plan.
- xiii) Inspection of Signalling trainin institutes/centres.
- xiv) Update signaling Index Plan,GR/SR.
- xv) Letter pertaining to signaling with respect to GR/SR.
- xvi) Updating of Signalling Manuals and co-ordinating with Signalling Department in respect to updating of technical directives issued by Railway Board/RDSO.
- xvii) Monitoring/Formulating replies on subjects like Data logger, IPS,SSI/PI,SWR.Analysis of S&T failures and exception reports.
- xviii) Monitoring proper functioning of S&T equipment and updation of manual in Disaster Management Room.
- xix) Record keeping and analysis of following unusual: Sudden Raising of signal,signal going blank, boom breakage, other failures recorded in data logger.

		<p><b><u>3. Dy.CSO/Elect.</u></b></p> <ul style="list-style-type: none"> <li>i) Preparation of Handout and Presentations etc.for Safety Department.</li> <li>ii) Nodal officer for updation of accident data base.(All the Dy.CSOs will assist him in theor own field)</li> <li>iii) Minutes of Weekly Safety Meeting held by General Manager and Railway Board’s Safety Meeting(CRB&amp;PED/Safety).</li> <li>iv) Updating and analysis of Accident Statistics. Ensuring that all accident data is entered in SIMS.</li> <li>v) Updation of ‘Near Miss’ accidents and their analysis.</li> <li>vi) Matter related to Safety Meetings at CRS level. (Agenda &amp; Minutes&amp;ATR)</li> <li>vii) Analysis of followings unusual:- Jerk, object hitting,SPAD,OHE Failure,abnormalities reported by LP/ALP</li> <li>viii) All matter related to accidents enquiries&amp; Recommendations(except D&amp;AR).</li> <li>ix) Analysis of yard derailments.</li> <li>x) Reporting of accidents to Railway Board.</li> <li>xi) All establishment related matter of officers &amp; ministerial staff.</li> <li>xii) Filing and record keeping.</li> <li>xiii) Matter related to CRS &amp; CRS enquiries.</li> <li>xiv) All matters for upkeep &amp; procurement of general safety books &amp; magazines.</li> <li>xv) Correspondence related to Audit Report/(PDA),CAG Reports and work as nodal officer.</li> <li>xvi) Correspondence related to SOPGEN and SOPEST.</li> <li>xvii) Correspondence related to tail lamps/Hand Signal/Flashing light.</li> <li>xviii) Correspondence related on Policy of Drunkenness,Grading of Driver, HOE/vacancy issue.</li> <li>xix) Correspondence related on fog safe device, counseling of running staff and ambush check.</li> <li>xx) Coordination and procurement/maintenance of AC and other electrical equipments in safety organization and Disaster Management.</li> <li>xxi) Updating of Electrical Manuals and co-ordinating with Electrical Department in respect to updating of technical directives issued by Railway Board/RDSO.</li> <li>xxii) Inspection of Electrical Department training institutes and centers including ETC/CNB.</li> </ul> <p><b><u>4.Dy.CSO/Traffic</u></b></p> <ul style="list-style-type: none"> <li>i) Agenda for weekly Safety Meeting held by General Manager and Railway Board’s Safety Meeting (CRB &amp; PED/Safety level).</li> <li>ii) All correspondence related to Disaster Management and shall function as nodal officer and Updating of Traffic Manuals / Codes in Safety Branch as well as Disaster Management Room and Coordinating with traffic department in respect to updation of instructions issued by HQ &amp; Railway Board.</li> </ul>
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		<p>xi) Monitoring and Compliance of work site precautions.</p> <p>xii) Updating of Engineering Manuals and co-coordinating with Engineering Department in respect to updating of technical directives issued by Railway Board/RDSO.</p> <p>xiii) Letter pertaining to engineering department issues with respect to GR &amp; SR.</p> <p>xiv) Monitoring proper functioning of Engineering equipment and updation of manual in Disaster Management Room.</p> <p>xv) Record keeping &amp; Analysis of following items: R/F &amp; W/F, Line Bitten Rails, overdue GMT, overdue packing, overdue de-stressing, petrolman/ gateman missing.</p>						
8	Duty List of Staff	<table border="1"> <thead> <tr> <th>Name of staff</th> <th>Work allotted</th> </tr> </thead> <tbody> <tr> <td>(i) Sri S. K. Bodra, Ch.O.S</td> <td> <ul style="list-style-type: none"> <li>• Establishment matters, CSO &amp; GM Conferences, PREM, POM, PNM, ZRUCC meeting.</li> <li>• RTI Act.</li> <li>• Correspondence related to Rajbhasa.</li> <li>• Creation of work charged posts.</li> <li>• Correspondence related to PQ, VIP, Movement etc</li> <li>• Correspondence related to Audit Report/(PDA), CAG report.</li> <li>• Correspondence regarding SOPEST &amp; SOPGEN .</li> </ul> </td> </tr> <tr> <td>(ii) Sri Amit Kumar mukerji, O.S.</td> <td> <ul style="list-style-type: none"> <li>• Safety MCDO, General Imprest, Budget.</li> <li>• Vehicle Hiring and vehicle hiring Imprest.</li> <li>• All matter related to Stores and maintainance of tools and plant register in safety organization.</li> <li>• Correspondence related to budget issue.</li> <li>• All AMC and procurement of Fax, Photocopier, Computers, Printers and all telecom equipment including cable TV in HQ Safety office.</li> <li>• Media campaign/Safety</li> </ul> </td> </tr> </tbody> </table>	Name of staff	Work allotted	(i) Sri S. K. Bodra, Ch.O.S	<ul style="list-style-type: none"> <li>• Establishment matters, CSO &amp; GM Conferences, PREM, POM, PNM, ZRUCC meeting.</li> <li>• RTI Act.</li> <li>• Correspondence related to Rajbhasa.</li> <li>• Creation of work charged posts.</li> <li>• Correspondence related to PQ, VIP, Movement etc</li> <li>• Correspondence related to Audit Report/(PDA), CAG report.</li> <li>• Correspondence regarding SOPEST &amp; SOPGEN .</li> </ul>	(ii) Sri Amit Kumar mukerji, O.S.	<ul style="list-style-type: none"> <li>• Safety MCDO, General Imprest, Budget.</li> <li>• Vehicle Hiring and vehicle hiring Imprest.</li> <li>• All matter related to Stores and maintainance of tools and plant register in safety organization.</li> <li>• Correspondence related to budget issue.</li> <li>• All AMC and procurement of Fax, Photocopier, Computers, Printers and all telecom equipment including cable TV in HQ Safety office.</li> <li>• Media campaign/Safety</li> </ul>
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			<p>advertisement and issues related to Award Distribution etc.</p> <ul style="list-style-type: none"> <li>• Correspondence related to Implementation of HLC recommendations, RSRC, Corporate Safety Plan and shall function as nodal officer.</li> <li>• Up keeping of Model Room, organizing meeting/seminar etc.</li> </ul>
		(iii) Sri Gaurav Srivastava, TI	<ul style="list-style-type: none"> <li>• Agenda for RB Video conference and other meetings.</li> <li>• Agenda- Weekly Safety Meeting with General Manager.</li> <li>• Presentations of Safety Department.</li> <li>• Updating GR &amp; SR and correspondence regarding Tail Lamps/Hand Signals Flasher light etc.</li> </ul>
		(iv) Sri Ramesh Kumar, TI	<ul style="list-style-type: none"> <li>• Maintaining the Accident Statistics of all type of accident cases and ensuring their timely Updation in SIMS.</li> <li>• Assistance in publication of Safety Bulletin.</li> <li>• Updation of Operating Manuals.</li> <li>• Matter related to General Safety Circulars &amp; letters issued from Railway Board.</li> </ul>
		(v) Sri Syed Aftab Ahmad, Safety counsellor (Mech.)	<ul style="list-style-type: none"> <li>• Maintaining the statistics of all type of Critical unusual cases, Non SIMS cases &amp; Near miss cases along with their D&amp;AR.</li> <li>• Maintaining the Statistics of recommendations of enquiry report of all type of accident cases.</li> <li>• Disaster Management including Disaster Management Plan, ART &amp; ARMEs.</li> <li>• Correspondence and co-ordination with NDRF/NDMA and matter related to mok drills.</li> <li>• Matter related to fire &amp; prevention.</li> <li>• Correspondence with regard to ART/ARME and SPART.</li> <li>• Updating of Mechanical Manuals, Co-ordination with Mech, Deptt. With respect to Technical Directives of issued by Railway Board/RDSO.</li> <li>• Matters related with different JPOs.</li> </ul>
		(vi) Sri Bachchoo Lal, SC/Elect.	<ul style="list-style-type: none"> <li>• Maintaining the Statistics of D&amp;AR position of all type of accident cases.</li> <li>• General items, Safety drives, Safety</li> </ul>

			<p>alerts and other matters relating to Electrical department.</p> <ul style="list-style-type: none"> <li>• Updation of Electrical Manuals, Co-ordination with Elect.Department.</li> </ul>
		(vii) Sri Vikas Kumar Chandra, SC/Elect.	<ul style="list-style-type: none"> <li>• Preparation of night foot plate duty schedule of HQ officers.</li> <li>• Maintaining the Statistics of jerk,dashing and object hitting cases.</li> <li>• Maintenance of accident analysis data.</li> </ul>
		(viii) Sri D.R.Bhartiya,SC/S&T	<ul style="list-style-type: none"> <li>• Correspondence relating to Safety Audit and inspection notes and uploading in SIMS.</li> <li>• Updation of Monthly Safety Action Plan,CRS Enquiries.</li> <li>• Updating of Signalling Manuals,Co-ordination with S&amp;T Deptt. With respect to Technical Directives of issued by Railway Board/RDSO.</li> <li>• Monitoring/Formulating replied on subjects like Data logger,IPS,SSI/PI.SWR Analysis of S&amp;T failures.</li> <li>• Correspondence related to CRS enquiry and maintenance of Enquiry Report.</li> <li>• Updation of station yard diagram in Disaster Management room.</li> </ul>
		(ix) Sri Abhay Shanker, SC/S&T	<ul style="list-style-type: none"> <li>• Uploading and monitoring of inspection of CSO on SIMS &amp; other module related to SIMS.</li> <li>• Compliance of GM inspection and other PHODs/HODs.</li> <li>• Updation of SIMS deficiency.</li> <li>• Cprrespondence on issue like CUG,Walkie-Talkie,VHF sets etc.</li> <li>• Correspondence related to automatic/semi automatic signaling.</li> </ul>
		(x) Sri Sunil Kumar, SC/Engg.	<ul style="list-style-type: none"> <li>• GM Safety Award,RB Statistics(quarterly,Six monthly&amp; Annually).</li> <li>• Matter related with LCs.</li> <li>• Winter,Sumer &amp; Mansoon precaution etc.</li> <li>• Correspondence relating to yard audit.</li> <li>• Liasining and monitoring of the Safety works of DFCCIL.RVNL and other such Agencies.</li> <li>• Crrespondence,monitoring and precautions of vulnerable section and bridges etc.</li> </ul>



			<ul style="list-style-type: none"> <li>• Upkeeping of record regarding analysis of following items:RF&amp; WF. Liner Bitten Rails,overdueGMT,overdue packing,overdue de-sttrssing,petrolman/gangman missing.etc.</li> <li>• Updating of Engineering Manuals,Co-odination with Engg.deptt.with respect to Technical directives of issued by Railway Board/RDSO.</li> </ul>
		(xi)Sri Sanjay Kumar Srivastava, CTNC	<ul style="list-style-type: none"> <li>• Receive and dispatch.</li> <li>• Filling and record keeping.</li> <li>• Uploading the files and letters as per system of e-dak.</li> <li>• Diasposal of all the letters,receiving day to day basis.</li> <li>• Keeping the record of all the letters received from Railway Board.</li> <li>• Keeping the record of all the letters issued by CSO.</li> </ul>
		(xii) Sri RajKishore Srivastava, PS – II	<ul style="list-style-type: none"> <li>• Attached with CSO,APAR of Staff &amp; Safety Biletline.</li> </ul>
		(xiii) Sri Vinod Kumar Srivastava,PS-II	<ul style="list-style-type: none"> <li>• Attached with Dy.CSO/T &amp; Mech. Inspection of Officers.</li> </ul>
		(xiv) Sri Deerendra Sigh,Steno-II	<ul style="list-style-type: none"> <li>• Attached with Dy.CSO/Elect. &amp; S&amp;T.</li> </ul>
9	Cadre-Gazetted, Non Gazetted	Multi diciplinary cadre (Civil,Electrical,S&T,Mech &and Operating)	
10	Seniority of officers and Staff	Seniority list available with the parental cadre.	
11	CG Appointment Cases Status	-	
12	Retiring Room Details	-	
13	Train Time Table	-	
14	Empanelled Hospitals	-	
15	Empannelled Doctors	-	
16	All Project Status	-	

17	Training Programmes	As per Training institutes training callender
18	Tenders	-
19	List of Grievance Cases pending/ Finalised	Nil