

Head Quarter's Office,  
Electrical Branch,  
Prayagraj

No. EL/G/NCR/Duty list (Elect.) Non-Gaz.

Date: 14.09.2021

**Sub:Duty list of TRD Supervisors in HQ.**

**Ref: This office even letter no. dtd.11.3.2020& 05.06.2020.**

Following works are assigned to TRD Supervisors in HQ –

**1. Shri Krishna Verma (SSE/Energy):-**

- i) Annual & other periodical reports to Rly. Bd. related to Traction Energy & others.
- ii) Monitoring and updating of Elect. Energy data for Traction on EEM rail saver.
- iii) Correspondence related to SEBs, CTUs, STUs, SERC & CERC, Electricity acts. Agreement with SEBs, REMCL, PGCIL, MOUs & others agency.
- iv) Traction Energy bills, GTKM, Traction Energy conservation, Traction Energy Audit related matters. Court & Arbitration cases pertaining to Traction Energy.
- v) PAT Traction energy management including BEE related matters.
- vi) Monitoring and updating of Open access in Traction Energy.
- vii) Preparation of GM/MTRS PCDO&performanceAchievements.
- viii) Upkeep of Assets/ Data Bank of TRD.
- ix) Parliamentary Question related to Traction Energy Management.

**2. Shri Meraj Ahmad (SSE/Store):-**

- i) All matter pertaining to Repair, Maintenance & POH of TW wagon & B/D vehicles.
- ii) Monitoring of all Stores procurement cases of Non- Stock and Stock items of TRD.
- iii) Scrutiny, processing and chasing of Indents for stores Procurement.
- iv) Circulation of store Policy matters.
- v) 44 Points Reliability action plan, GM action plan & Internal /Main action plan.
- vi) Upkeep of RDSO, CORE, PCEE approved suppliers and advising field units.
- vii) All matters pertaining to scrap disposal of TRD.
- viii) Monitoring and “On line” submission of all type Inspection notes.

544977/2022/O/o DyCEE/TRD/HQ/NCR Safety/Corporate safety plan, Monsoon/Summer/Winter precaution and monitoring on fortnightly basis.

- x) Parliamentary Question other than Traction Energy Management.

**3. Shri Shailendra Singh (SSE/Drg.):-**

- i) Planning and progress of works including Deposit works under different heads.
- ii) Preparation of Budget statement under WP including Umbrella work and M&P proposals at deferent stages such as BE, RG and final modification.
- iii) Scrutiny of proposals for EIG clearance related to all Traction Installation and CRS sanction.
- iv) Matters related to Tenders & Works contracts- Policy progress etc.
- v) Matters related to M&P.
- vi) Monitoring & feeding on IRPSM portal.

**4. Shri U.K. Kushwaha (SSE/TRD):**

- i) Monitoring and Scrutiny of Engineering Plans and drawings of FOB/ROB, ESP, GAD & OHE layout plans with divisions and other department and it's approval.
- ii) LOPs, SEDs including updating of OHE, PSI, SCADA and other drawings.
- iii) Clearance of ODC Movement Cases including DFCCIL feeder routes.
- iv) Upkeep of ACTM and correction slips, RDSO & IS specifications, Modifications, SMIs, TIs, SODs and advising field units.
- v) Condonation cases of OHE & O/H Power Line Crossing cases of PGCIL & SEBs.
- vi) Safety certificates.
- vii) All technical correspondence with RDSO.
- viii) On Line submission of Vender failure datas in RDSO Portal 10.100.2.19.
- ix) Monitoring of TEMS.

**5. Shri Sushant Pratap Singh (JE/TRD):-**

- i) Monitoring the progress of CORE, RVNL, RITES & Construction related works.
- ii) Monitoring the progress of DFCCIL related works.
- iii) GM & MTR presentations, PPT, Meeting, Video Conference, Agenda & Hand Outs.

544977/2022/O/o DyCEE/TRD/HQ/NCR Monitoring in EEMS portal.

- v) Preparation of GM, PCEE & CEDE conferences.

**6. Shri Pawan Kumar (JE/TRD):-**

- i) Monitoring the progress of 160 KMPH High speed OHE work.
- ii) Monitoring the progress of Pvt. Sidings, Traffic Facility Works.
- iii) Monitoring the progress of Overhead Power Line Crossing cases of PGCIL & SEBs.
- iv) Circulation and upkeep of JPOs & policy matters for implementation with technical matters on TRD.
- v) Monitoring and submission of agenda items pertaining to POM, ESC & MSG meetings.
- x) All General correspondence including RTI, Union matters and PREM.
  - xi) Monitoring of Abhyavedan and grievances of CP GRAM pertaining to TRD.
- xii) Man Power Planning and establishment matters pertaining to TRD & cadre control.
- xiii) Work study/ bench marking & staff creations under new electrifications.

**7. Shri Nand Kishore (SSE/CTPC):-**

(Overall in-Charge of TPC)

- i) Preparation and updating of morning position and reporting to Electrical Officers.
- ii) De-logging of trains due to punctuality loss on TRD and monitoring & updating of 'OPR' on Rly. Bd. portal.
- iii) Relaying of Unusual occurrences, punctuality loss cases to Rly. Bd.
- iv) Monitoring of Drives on weekly basis & Its summary.
- v) Breakdown & Unusual occurrence monitoring.
- vi) Monitoring of TRD maintenance activities on Daily basis and its summary.
- vii) Monitoring of CB Tripping analysis and Grid supply failures data position on Daily basis.
- viii) Submission of Drives pertaining to PCDO on Monthly Basis.
- ix) Monitoring & Submission of TRD Failures including Asset Failures & It's Analysis.

- i) Monitoring of Daily Electrification Work Progress by CORE/RVNL/RITES /Construction & Pvt. Sidings.
- ii) Monitoring of Drives on Daily basis & Its summary.
- iii) Periodical report of Punctuality/UOR/Asset failures to Rly. Bd/ RDSO.
- iv) Monitoring & Submission of data for GM punctuality meeting.
- v) Submission of all cases of OHE breakdowns and equipment failures.
- vi) Preparation & Submission of monthly Selected TRD Failure (Rly.Bd.) in PPT & Action taken by Divisions.
- x) Monitoring & Submission of weekly summary of Power Block, foot patrolling, foot plating, Grid supply failures data & CB tripping position.

\* SN-7 & 8 will be assisted by Sh. Akash Pant/JE/TPC.

\* SN-3 & 4 will be assisted by Sh.Abhishek Pandey.

Any other work assigned by Dy.CEE/HQ, CEDE & PCEE.

**S.C.Tiwari**  
**Dy.CEE/HQ/NCR**

**Copy to:**

- i) CEDE/NCR: For kind information please.
- ii) CEE/EEM:For kind information please.
- iii) Sri Krishna Verma, SSE/HQ.
- iv) Sri Meraj Ahmad, SSE/TRD Store
- v) Shri Shailendra Singh, SSE/Drg./TRD.
- vi) Sri Sushant Pratap Singh, JE/TRD.
- vii) Shri U.K. Kushwaha, SSE/TRD.
- viii) Shri Nand Kishore (SSE/CTPC)
- ix) Shri Rishikesh Yadav (SSE/TPC)
- x) Shri Akash Pant (JE/TPC)