

## OFFICE ORDER

In reference to this office order dated 17.11.2021, with immediate effect the following order is hereby issued for implementation :-

S. No.	Name of dealing staff (Sh./Smt.)	Responsibility
<b>Ministerial Staff</b>		
1.	Ranjit Kumar, COS	<p>He is entrusted with the general supervision of Elect (G) office &amp; maintaining of attendance register. He will be consignee &amp; overall incharge of Dead Stock &amp; stationary items. He will look after the work of court &amp; arbitration cases, monthly meeting, checking &amp; marking of daily Headquarters/misc dak and also other works assigned by the Branch Officers.</p> <p>In addition to above, he will look after the work of Rita Nirmal Kumar, COS in her absence.</p>
2.	Rita Nirmal Kumar, COS	<p>She will look after wages of re-engaged employees, up to date their record and other correspondence, D&amp;AR cases, and Rajbhasha, TA Bill, OT, preparation of debit/credit summary, periodical budget (Revenue), related correspondence, e-Pass and also other works assigned by the Branch Officers.</p> <p>In addition to above, she will also look after the work of Ranjit Kumar, COS in his absence.</p>
3.	R.K. Sinha ,OS	<p>He will look after the work of POM, DOM, ART, theft cases, fire cases, annual narrative and administrative report and technical correspondence with supervisors and other regarding power supply plants (DG Set and pump) and stationary AC plant etc. Temporary electrical and special connection for AC at residence, PCDO and all type of statistical data and technical correspondence related to power supply plant (DG Set &amp; Pump) and stationary AC plant. He will also dealing with the AT supply. FOIS &amp; CLS punctuality of trains joint circulars/policy, hiring of Geysers, staff accident cases &amp; cash imprest and also other works assigned by the Branch Officers.</p> <p>In addition to above, he will also look after the work of Sh. Jitendra Kumar Soni, OS in his absence.</p>
4.	Jitendra Kumar Soni, OS	<p>He will look after the work for disposal of correspondence regarding energy consumption, energy bill tariff, solar energy bill, ESSL bill, finalization of agreement with UPPCL regarding service connection, unauthorized electric connection drives Electric bills of staff quarters and outsiders, arranging payment thereof to UPPCL and Work Study Report (Bench Marking), all type of temporary electric connection. He will also be responsible for early reply in the matter of audit, accounts report along with RTI cases related with energy bills and also other works assigned by the Branch Officers.</p> <p>In addition to above, he will also look after the work of Sri Rajesh Kumar Sinha, OS in his absence.</p>

5.	Manish Kumar/OS	<p>He will look after the work of the establishment matters of gazetted and non gazetted class III &amp; IV staff including posting/Transfer of staff. Creation and sanction of posts maintaining record of sanction strength, staff on roll &amp; vacancy position creation and operation of work charge post, maintaining record, training of staff, staff complaints, work of Audit Cases/Stock Sheet, Accounts Inspection, Parliament question references, MP/MLA, ZRUCC/DRUCC, Nivaran cases, handing over notes of officers, absentee cases of staff except Divn. Office, allied correspondences and also other works assigned by the Branch Officers.</p> <p>In addition to above, he will also look after the work of Mohd. Majid, OS in his absence.</p>
6.	Balram Yadav, OS	<p>He will look after the correspondence of RTI cases, Union cases, Monday meeting, PNM &amp; PREM meeting and also other works assigned by the Branch Officers.</p> <p>In addition to above, he will also deal with the dak receipt &amp; despatch in absence of receipt/despatch dealing clerk Sh. Manish Kumar, OS.</p>
7.	Mohd. Majid, OS	<p>He will look after the work of daily DAK, staff leaves, installation of telephone &amp; payment of telephonic bills, allotment of railway quarters &amp; correspondence with unauthorised occupation of quarters, inspection reports, all drive reports, colony care committee, station meeting, hospital visiting committee, Duty Card Pass, Medical Pass along with attending office telephone and also other works assigned by the Branch Officers.</p> <p>In addition to above, he will also look after the work of Sh. Balram Yadav in his absence.</p>
8.	Girija Singh, COS W-I	<p>She will deal with the estimate of works as previous orders and assist to SSE/W-I, II &amp; III. In addition to this, upkeep registers and implementation of orders issued by the Branch Officers from time to time.</p> <p>In addition to above, she will also look after the work of Sh. Vijay Yadav, OS in his absence.</p>
9.	Vijay Yadav, OS/W-II	<p>He will be dealt with the Estimated Works pertaining to PH 29, 33, 36, 42, 52 &amp; 53 and all other Revenue proposals, tender opening and tender documents billing works. In addition to this, uploading of proposals on IREPS Web Portal, uploading of NIT and tender documents on tenders.gov.in web portal along with the implementation of time to time orders of Branch Officers. He will also assist to SSE/W-I, II &amp; III as and when required and up keep of registers regularly.</p> <p>In addition to above, he will also look after the work of Smt. Girija Singh, COS W-I in her absence.</p>

10.	Saurabh Kumar, JE/Store	<p>He will look after the work of Indent related to Estimate &amp; work process, M&amp;P items with related to correspondence of condemnation, local purchase &amp; repair cases and correspondence, Stock Imprest and correspondence with GSD/CNB, maintaining records related to Dead Stock, stationary items under supervision of COS, Fixed Assets correspondence and also other works assigned by the Branch Officers from time to time.</p> <p>In addition to above, he will also look after the work of Sh. SK Maurya, Tech-I in his absence.</p>
11.	S.K. Maurya, Tech-I	<p>He will look after the work of NS Indent of Revenue with related correspondence, Stock Imprest Proposals, correspondence with HQ Stores Deptt./ Sr. DMM Office &amp; DSD correspondence, Escalator &amp; Lift, HSD Oil, DG Sets correspondences, Store Meeting and also other works assigned by the Branch Officers from time to time.</p> <p>In addition to above, he will also look after the work of Sh. Saurabh Kumar, JE/Store in his absence.</p>
12.	Vikas Mohan Srivastava, CA	<p>He is responsible for all confidential work of Sr. DEE/G, confidential reports and correspondence from Vig. Deptt. &amp; dealing with Vig. D&amp;ARs of officers and staff related to Elect (G) and other work.</p>
<b>Technical Staff</b>		
1.	Mukesh Choubey, SSE/HQ - I	<p>He is overall responsible for supervision of PS/PL/AC organisations, all other technical works like policy implementation, feedback on technical compliance of meetings, inspections etc. And also other works assigned by the Branch Officers from time to time.</p> <p>In addition to above, he will also look after the work of Sh Harikesh Kumar Patel, JE/HQ in his absence.</p>
2.	Yogesh Singh, SSE/HQ - II	<p>He is responsible for PCDO, all drives of HQs/ Divisions compliance, EIG approval, Inspection Note of HQs/ Divisions compliance, other works deputed by SSE/HQ and also other works assigned by the Branch Officers from time to time.</p> <p>In addition to above, he will also look after the work of Sh Ravindra Singh, SSE/HQ and Miss Neha, JE/Solar in his/her absence.</p>
3.	Akhilesh Kumar, SSE/W (Spl)	<p>He will deal with the estimate of works pertains to Plan Head 36 &amp; 53 along with NIT, tender opening, tender doc and all post tender work including billing work and CR draw. In addition to this, upkeep registers pertaining to RSP estimates and also other works assigned by the Branch Officers from time to time.</p> <p>In addition to above, he will also look after the work of Sh. Rahul Kumar, SSE/W-II in his absence.</p>

4.	Rahul Kumar, SSE/W-I	He will deal with the estimate of works pertains to Plan Head 33, 42, 51 & 64 along with tender opening, tender doc preparation and all post tender work including billing work and CR draw. In addition to this, upkeep registers pertaining to M & P estimates and also other works assigned by the Branch Officers from time to time.  In addition to above, he will also look after the work of Sh. Akhilesh Kumar, SSE/W (Spl) in his absence.
5.	Surendra Kumar, SSE/PS/ Stn/PRYJ (SSE/W-II)	He will deal with the revenue proposals related with plant, air conditioning and power supply including lifts & escalators along with NIT and other related works and also other works assigned by the Branch Officers from time to time.  In addition to above, he will also look after the work of Sh. Shantanu Kumar, JE/IT in his absence.
6.	Shantanu Kumar, JE/IT	He will deal with the estimate of works pertains to Plan Head 16, 29 & 41 along with tender opening, tender doc preparation and all post tender work including billing work and CR draw. In addition to this, upkeep registers pertaining to said PH and also other works assigned by the Branch Officers from time to time.  In addition to above, he will also look after the work of Sh. Surendra Kumar, SSE/W-II in his absence.
7.	Neha, JE/Solar	She will deal with the Solar Energy correspondence, Proposal for Solar Installations, Running Solar Tender, Estimate and all type of reports & returns related to Solar and also other works assigned by the Branch Officers from time to time.  In addition to above, she will be look after the work of Shri Shantanu Kumar, JE/IT in his absence.
8.	Suresh Kumar, SSE/Drg	SSE/Drg will deal all drawing and to maintain record for the same properly accompanied Sh. Suresh Kumar, SSE/Drg. Way leave charge, Processing of proposals received from various electricity authorities, agency & firms and also other works assigned by the Branch Officers from time to time.

**Note :-**

1. All supervisors and ministerial staff will work on computer independently. No other staff will be given for assistance of office work.
2. In absence of Ch.OS/another appropriate person shall be deputed for key custodian.
3. Comments on RTI cases will be given by concerned dealer to RTI Clerk for preparing reply immediately and record will be maintained by R&D Clerk accordingly.

No. 186-Elect/G/Office Order/PRYJ

Dated : 17.10.2022

**Sr. DEE/G/PRYJ****Copy to :-**

**DEE/G/PRYJ**  
**ADEE/G/PRYJ**  
**All concern**