

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)] --> B[Miss Maneesha Goel (DyCSO/Mech.)] A --> C[Vacant (Dy.CSO/Elect.)] A --> D[Vacant (Dy. CSO/Traffic)] B --> E[Shri Ashish Srivastava (Dy.CSO/Engg.)] C --> E D --> F[Shri Narendra Singh (Dy.CSO/S&T)] </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>A. Ministerial Staff</p> <p>i) 9300-34800</p> <p>ii) 5200-20200</p> <p>B. Safety Counsellor</p> <p>i) 9300-34800</p> <p>C. Group 'D' Staff</p>	<p><u>Designation</u></p> <p>i) Chief Trains Clerk ii) Private Secretary-II iii) Private Secretary-II iv) Steno v) Sr. Clerk v) Jr. Clerk</p> <p>Safety counsellor- Elect. Safety counsellor-S&T. Safety counsellor - Traff. Safety counsellor- Mech. Safety counsellor-Engg.</p> <p>Office Khalasi - 3</p>	<p><u>No./Grade Pay</u></p> <p>1 GP-4600/- 1 GP-4800/- 1 GP-4600/- 1 GP-2800/- 1 GP-2800/- 1 GP-1900</p> <p>2GP- 4600/- 2 GP- 4600/- 2GP - 4600/- 1 GP -4600/- 1 GP- 4600/-</p> <p>1 GP-1800/- 2 GP- 1900/</p>
7	Duty List of Officers	<p><u>1. Dy. CSO/Mech.</u></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&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 & prevention.</p> <p>vi) Correspondence with regard to ART/ARME, SPART & 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 & fire/smoke 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 signalling.
- xi) All matters related to 'Safety App, and data base.
- xii) Interlocking of LCs and its action plan.
- xiii) Inspection of signalling training institutes/centres.
- xiv) Update signalling Index Plan, GR/SR.
- xv) Letter pertaining to signalling 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.

3. Dy.CSO/Elect.

		<ul style="list-style-type: none"> i) Preparation of Hand out and Presentations etc. for Safety Department. ii) Nodal officer for updation of accident data base.(All the Dy.CSOs will assist him in the own field) ii) Minutes of Weekly Safety Meeting held by General Manager and Railway Board's Safety Meeting (CRB&PED/Safety). iii) Updating and analysis of Accident Statistics. Ensuring that all accident data is entered in SIMS. iv) Updation of 'Near Miss' accidents and their analysis. v) Matter related to Safety Meetings at CRS level. (Agenda & Minutes & ATR) vi) Analysis of followings unusual:- Jerk, object hitting, SPAD,OHE Failure, abnormalities reported by LP/ALP vii) All matter related to accidents enquiries& Recommendations (except D&AR). viii) Analysis of yard derailments. ix) Reporting of accidents to Railway Board. x) All establishment related matter of officers & ministerial staff. xi) Filing and record keeping. xii) Matter related to CRS & CRS enquiries. xiii) All matters for upkeep & procurement of general safety books & magazines. xiv) Correspondence related to Audit Report/ (PDA),CAG Reports and work as nodal officer. xv) Correspondence related to SOPGEN and SOPEST. xvi) Correspondence related to tail lamps/Hand Signal/Flashing light. xvii) Correspondence related on Policy of Drunkenness, Grading of Driver, HOE/vacancy issue. xviii) Correspondence related on fog safe device, counselling of running staff and ambush check. xix) Coordination and procurement/maintenance of AC and other electrical equipments in safety organization and Disaster Management. xx) Updating of Electrical Manuals and co-ordinating with Electrical Department in respect to updating of technical directives issued by Railway Board/RDSO. xxi) Inspection of Electrical Department training institutes and centres including ETC/CNB. <p><u>4.Dy.CSO/Traffic</u></p> <ul style="list-style-type: none"> i) Agenda for weekly Safety Meeting held by General Manager and Railway Board's Safety Meeting (CRB & PED/Safety level). 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 & Railway Board. iii) Printing of Safety Bulletins, Stickers etc (nodal officer).
--	--	---

		<ul style="list-style-type: none"> iv) Correspondance related to media campaign/Safety advertisement/SMS etc. and Award related issues. v) Monthly Safety Action Plan of Safety Department. vi) All correspondence related to Implementation of HLC recommendations, RSRC, Corporate Safety Plan and shall function as nodal officer. vii) Upkeep/monitoring of functioning of Disaster Management Room(nodal officer). viii) Organizing meeting. Conference and seminar. ix) Analysis of following items : door open ,door hitting case, ASM not setting point in reverse, non-exchange of all-right signal. x) Matter related to General Safety Circulars & letters issued from Railway Board. xi) PNM, PREM meetings. xii) Correspondence related on training issue of officers/supervisors of all departments in coordination with other Dy.CSOs. xiii) Correspondence related to Psycho test of Drivers and ASMs. xiv) Correspondence related to personal equipments of Drivers and Guards. xv) Matter related to Kumbh Mela, VIP movements, GM annual inspection. xvi) NRUCC & ZRUCC Meeting and VIP/MP/MLA reference, PQ pertaining to schedule/assigned work. xvii) Nodal officer for JPOs. xviii) All matters related to Safety award. xix) Nodal Officer for Review and updation of GR & SR, accident manuals etc. xx) Inspection of Operating training institutes including ZRTI/ Chandausi <p><u>5.Dy.CSO/Engg.</u></p> <ul style="list-style-type: none"> i) Matter related to RTI Act. ii) All matters concerning to yard audit. iii) Correspondence and monitoring progress of Manned/ Unmanned, level crossing. iv) Liasoning and monitoring of the safety in works of DFCCIL, RVNL & other such agencies. v) Speed certificate, opening of new lines, CRS sanction etc. vi) Correspondence and monitoring progress related to Limited/normal Height subway/RUBs & ROBs. vii) Winter, Summer & Monsoon precaution, flood plan etc. viii) Correspondence and monitoring precautions of vulnerable Sections and bridge. ix) Correspondence on safety precautions/ training issues on track maintenance machines. x) Inspection of Engineering Training Institute/ Centres including CETA/CNB
--	--	--

		<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 & SR.</p> <p>xiv) Monitoring proper functioning of Engineering equipment and updation of manual in Disaster Management Room.</p> <p>xv) Record keeping & Analysis of following items: R/F & 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 Vinod Srivastav ps-2</td> <td> <ul style="list-style-type: none"> • Establishment matters, CSO & GM Conferences, PREM, POM, PNM, ZRUCC meeting. • RTI Act. • Correspondence related to Rajbhasa. • Creation of work charged posts. • Correspondence related to PQ, VIP, Mmovement etc • Correspondence related to Audit Report/(PDA), CAG report. • Correspondence regarding SOPEST & SOPGEN . </td> </tr> <tr> <td>(ii) Sri Ajazus Salam, Sr.clerk. & Raj Kumar tripathi Jr.clerk</td> <td> <ul style="list-style-type: none"> • Safety MCDO, General Imprest, Budget. • Vehicle Hiring and vehicle hiring Imprest. • All matter related to Stores and maintainance of tools and plant register in safety organization. • Correspondence related to budget issue. • All AMC and procurement of Fax, Photocopier, Computers, Printers and </td> </tr> </tbody> </table>	Name of staff	Work allotted	(i) Sri Vinod Srivastav ps-2	<ul style="list-style-type: none"> • Establishment matters, CSO & GM Conferences, PREM, POM, PNM, ZRUCC meeting. • RTI Act. • Correspondence related to Rajbhasa. • Creation of work charged posts. • Correspondence related to PQ, VIP, Mmovement etc • Correspondence related to Audit Report/(PDA), CAG report. • Correspondence regarding SOPEST & SOPGEN . 	(ii) Sri Ajazus Salam, Sr.clerk. & Raj Kumar tripathi Jr.clerk	<ul style="list-style-type: none"> • Safety MCDO, General Imprest, Budget. • Vehicle Hiring and vehicle hiring Imprest. • All matter related to Stores and maintainance of tools and plant register in safety organization. • Correspondence related to budget issue. • All AMC and procurement of Fax, Photocopier, Computers, Printers and
Name of staff	Work allotted							
(i) Sri Vinod Srivastav ps-2	<ul style="list-style-type: none"> • Establishment matters, CSO & GM Conferences, PREM, POM, PNM, ZRUCC meeting. • RTI Act. • Correspondence related to Rajbhasa. • Creation of work charged posts. • Correspondence related to PQ, VIP, Mmovement etc • Correspondence related to Audit Report/(PDA), CAG report. • Correspondence regarding SOPEST & SOPGEN . 							
(ii) Sri Ajazus Salam, Sr.clerk. & Raj Kumar tripathi Jr.clerk	<ul style="list-style-type: none"> • Safety MCDO, General Imprest, Budget. • Vehicle Hiring and vehicle hiring Imprest. • All matter related to Stores and maintainance of tools and plant register in safety organization. • Correspondence related to budget issue. • All AMC and procurement of Fax, Photocopier, Computers, Printers and 							

			<p>all telecom equipment including cable TV in HQ Safety office.</p> <ul style="list-style-type: none"> • Media campaign/Safety advertisement and issues related to Award Distribution etc. • Correspondence related to Implementation of HLC recommendations, RSRC, Corporate Safety Plan and shall function as nodal officer. • Up keeping of Model Room, organizing meeting/seminar etc.
		(iii) Sri Gaurav Srivastava, TI	<ul style="list-style-type: none"> • Agenda for RB Video conference and other meetings. • Agenda- Weekly Safety Meeting with General Manager. • Presentations of Safety Department. • Updating GR & SR and correspondence regarding Tail Lamps/Hand Signals Flasher light etc.
		(iv) Sri Ramesh Kumar, TI	<ul style="list-style-type: none"> • Maintaining the Accident Statistics of all type of accident cases and ensuring their timely Updation in SIMS. • Assistance in publication of Safety Bulletine. • Updation of Operating Manuals. • Matter related to General Safety Circulars & letters issued from Railway Board.
		(v) SriSyed Aftab Ahmad, Safety counsellor (Mech.)	<ul style="list-style-type: none"> • Maintaining the statistics of all type of Critical unusual cases, Non SIMS cases & Near miss cases along with their D&AR. • Maintaining the Statistics of recommendations of enquiry report of all type of accident cases. • Disaster Management including Disaster Management Plan, ART & ARMEs.

			<ul style="list-style-type: none"> • Correspondence and co-ordination with NDRF/NDMA and matter related to mok drills. • Matter related to fire & prevention. • Correspondence with regard to ART/ARME and SPART. • Updating of Mechancal Manuals, Co-ordination with Mech,Deptt. With respect to Technical Directives of issued by Railway Board/RDSO. • Matters related with different JPOs.
		(vi) Sri Bachchoo Lal, SC/Elect.	<ul style="list-style-type: none"> • Maintaining the Statistics of D&AR position of all type of accident cases. • General items, Safety drives, Safety alerts and other matters relating to Electrical department. • Updation of Electrical Manuals, Co-ordination with Elect.Department.
		(vii) Sri Vikas Kumar Chandra, SC/Elect.	<ul style="list-style-type: none"> • Preparation of night foot plate duty schedule of HQ officers. • Maintaining the Statistics of jerk, dashing and object hitting cases. • Maintenance of accident analysis data.
		(viii) Sri D.R. Bhartiya, SC/S&T	<ul style="list-style-type: none"> • Correspondence relating to Safety Audit and inspection notes and updoading in SIMS. • Updation of Monthly Safety Action Plan, CRS Enquiries. • Updating of Signalling Manuals, Co-ordnation with S&T Deptt. With respect to Technical Directives of issued by Railway Board/RDSO. • Monitoring/Formulating replied on subjects like Data logger, IPS, SSI/PI. SWR Analysis of S&T failures. • Correspondence related to CRS enquiry and maintenance of Enquiry

			<p>Report.</p> <ul style="list-style-type: none"> • Updation of station yard diagram in Disaster Management room.
		(ix) Sri Abhay Shanker, SC/S&T	<ul style="list-style-type: none"> • Uploading and monitoring of inspection of CSO on SIMS & other module related to SIMS. • Compliance of GM inspection and other PHODs/HODs. • Updation of SIMS deficiency. • Correspondence on issue like CUG, Walkie-Talkie, VHF sets etc. • Correspondence related to automatic/semi automatic signaling.
		(x) Sri Sunil Kumar, SC/Engg.	<ul style="list-style-type: none"> • GM Safety Award, RB Statistics (quarterly, Six monthly & Annualy). • Matter related with LCs. • Winter, Sumer & Mansoon precaution etc. • Correspondence relating to yard audit. • Liasining and monitoring of the Safety works of DFCCIL.RVNL and other such Agencies. • Correspondence, monitoring and precautions of vulnerable section and bridges etc. • Upkeeping of record regarding analysis of following items: RF & WF. Liner Bitten Rails, overdue GMT, overdue packing, overdue de-stressing, petrolman/gangman missing. etc. • Updating of Engineering Manuals, Co-odination with Engg. deptt. with respect to Technical directives of issued by Railway Board/RDSO.
		(xi) Sri Sanjay Kumar Srivastava, CTNC	<ul style="list-style-type: none"> • Receive and dispatch. • Filling and record keeping. • Uploading the files and

			<p>letters as per system of e-dak.</p> <ul style="list-style-type: none"> • Diasposal of all the letters, receiving day to day basis. • Keeping the record of all the letters received from Railway Board. • Keeping the record of all the letters issued by CSO.
		(xii) Sri RajKishore Srivastava, PS - II	<ul style="list-style-type: none"> • Attached with CSO, APAR of Staff & Safety Biletine.
		(xiii) Sri Vinod Kumar Srivastava, PS-II	<ul style="list-style-type: none"> • Attached with Dy.CSO/T & Mech. Inspection of Officers.
		(xiv) Sri Deerendra Sigh, Steno-II	<ul style="list-style-type: none"> • Attached with Dy.CSO/Elect. & S&T.
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	-N/A	
12	Retiring Room Details	-N/A	
13	Train Time Table	-N/A	
14	Empanelled Hospitals	-N/A	
15	Empannelled Doctors	-N/A	
16	All Project Status	-N/A	
17	Training Programmes	As per Training institutes training callender	
18	Tenders	-N/A	
19	List of Grievance Cases pending/ Finalised	Nil	