

## **POWERS AND DUTIES OF OFFICERS:**

<b><u>DESIGNATION</u></b>	<b><u>DUTIES OF OFFICERS</u></b>
<b>SR.DEN (CO)</b>	Overall in-charge of Engineering Department of Allahabad Division. Overall Management and Co-ordination of all activities Pertaining to Engineering department, decision making, dealing of DAR cases, engaging contractors for Special & Zone works, Coordination with HQ and other departments in the division.
<b>Sr .DEN/I/PRYJ</b>	Looking after Sub divisions of ADEN/CAR, ADEN/MZP & ADEN/NYN section between DDU- PRYJ (153 Km-Double line), CAR-CPU (100 Km-Single line) & between NYN/COI-MKP (94 Km-Double line) including all P-Way and Works related items. Dealing with DAR & RTI cases pertaining to his jurisdiction.
<b>Sr .DEN/II/PRYJ</b>	Looking after Sub divisions of ADEN/PRYJ & ADEN/FTP section between PRYJ-CNB (185 Km-Double line) including all P-Way and Works related items. Dealing with DAR & RTI cases pertaining to his jurisdiction.
<b>DEN/V</b>	Looking after Sub divisions of ADEN/CNB, ADEN/HQ/CNB & ADEN/II/HQ/CNB section between CNB-RRH (50km), including all P-way & works related items of CNB area. Also dealing with DAR & RTI cases pertaining to his jurisdiction.
<b>Sr .DEN/III/PRYJ</b>	Looking after Sub divisions of ADEN/ETW & ADEN/FZD section between RRH-TDL (180.50 Km-Double line), ETW-MNQ (55 Km-Single line) & SKB-FKD (106 Km-Single line) including all P-Way and Works related items including TDL area. Dealing with DAR & RTI cases pertaining to his jurisdiction.
<b>Sr .DEN/IV/PRYJ</b>	Looking after Sub divisions of ADEN/TDL & ADEN/ALJN section between TDL-GZB (181.5 Km-Double line), BRN-ETAH (58 Km-Single line), HRS-HRF (10 Km-Single line) & ALJN-HGJ (10 Km-Single line) including all P-Way and Works related items. Dealing with DAR & RTI cases pertaining to his jurisdiction.
<b>DEN/Est./PRYJ</b>	Looking after Works related items of PRYJ, NYN, COI and SFG area. Dealing with DAR & RTI cases pertaining to his jurisdiction.
<b>ADEN/T/PRYJ</b>	Looking after material planning, work planning, proposal and other divisional related items pertaining to engineering departments. Also looking after the planning related items, Land matters and General.
<b>ADEN/G/PRYJ</b>	Monitoring of all type of court cases, compile the work progress report, budget, work program, return of IOWs theft cases, plantation, preparation of handouts, preparation of booklets. Also monitoring of rail MADAD, way leaves, IRPSM, deletion of contractual works, general office administration, establishment matter of all clerks, staff of engineering in DRM office.

**Assistant Divisional Engineers: -**

The duties of the Assistant Engineer are detailed in various chapters of the Indian Railways Permanent Way Manual, the Indian Railway Works Manual and the Indian Railway Bridge Manual, the most essential being:

- (1) Inspection and maintenance of track and all structures in a satisfactory and safe condition.
- (2) Preparation of plans and estimates; execution and measurement of works including track works.
- (3) Verification of stores held by stock- holders.
- (4) Submission of proposals for inclusion in the track renewal program, revenue budget and the works program.
- (5) Co-ordination with Officials of other Departments.
- (6) **Staff matters** - The Assistant Engineer will ensure, that : (1) strict discipline is maintained within the frame work of the rules (2) service and leave records are maintained correctly and up-to-date; (3) appeals and representations are dealt with promptly; (4) selection for the various posts like Mates and Keymen are made in time and the posts promptly filled up; (5) all the Inspectors and other staff working under him receive proper training in maintenance practices, safety and protection rules at the appropriate stage.