

## OFFICE ORDER

Sub: Revised Duty list of Ministerial staff of Mechanical Branch.

MECHANICAL C&W		Duties	
SN	Name	Desig.	
1	Sri Rajiv Kishore	COS/Mech.	He is nominated as COS/Mech. He will be overall in-charge of Mechanical ministerial section and will be responsible for smooth functioning of each wing. Apart from overall in-charge he will have following specific duties. a) Attendance and leave record of all ministerial staff in divisional office and Proper functioning of receipt and dispatch section. b) Upkeep of divisional office, disposal of unusable files, items etc from time to time. c) Implementation of policy and other instruction w.r.t. working of ministerial staff in PRYJ Division. d) Any other duties assigned by Sr.DME/C&W from time to time. Any non-assigned work.
2	Mohd. Arif	OS/ Cadre	a) Proper record keeping and implementation of all policy, other instructions related to transfer, posting, promotion of C&W staff & supervisor. All matter related to re-engaged employee. b) Transfer and posting of Group C (except SSE/IE) & D. c) All cases related to MACP, compassionate appointments, ex-gratia payments, settlement dues, retirement cases etc. d) Looking after responsibility of COS/Mech. in absence of COS/Mech. Any other work assigned by Sr.DME/C&W.
3	Sri Prabhakar Kumar	OS/ Statistics	a) All works related to Raj Bhasha, PCDO, KPI, KRAs innovation of Mechanical C&W. Assisting SSE/Statistics in reply of parliamentary questions. b) Looking after responsibilities of Sr. Typist technical Cell & OS/IT in his absence. Any other work assigned by Sr.DME/C&W. c) All matters related with training staffs of Mechanical C&W, Sparing of staffs for all kind of pre-se lection coaching. All matters related to TA and OT of non Gazetted staff of C&W department. d) Complete work related with quarters of Mechanical C&W and uniform for staff and supervisors of Mechanical department. e) All matters like PNM, PREM etc. related with unions (recognized union and unrecognized union) and Compliance of DRUCC & ZRUCC items over PRYJ Division.
4	Smt. Sabha Ali	OS/ Training	d) In absence of OS/Statistics, she will look after the duties of OS/Statistics and in absence of OS/Legal Cell looking after duties pertaining to court cases, labour commission cases etc. Any other work assigned by Sr.DME/C&W.
5	Smt Paromita	OS/ D&AR	a) All matters related with D & AR cases of Mechanical C&W. b) Preparation of absence position and action taken against them. c) Looking after duties of OS/Training in her absence. Any other work assigned by Sr.DME/C&W.
6	Sri Ajit Kumar Singh	OS/Tender	a) All matter related to tender and contracts including processing of bills being dealt by Mech/C&W department of PRYJ Division and taking assistance of SSE/Tender & SSE/Contract in tender related works. b) Planning, Procurement, Repair, Condemnation of M&P items including processing of bills charged to Revenue /WMDA/Phs and matters related with ART/ARME/140 T crane pertaining to Mech. C&W.
7	Sri Sanjay Kumar Singh	OS/M&P	b) Looking after duties of OS/Material in her absence. Any other work assigned by Sr.DME/C&W. a) All matters related with court cases, RTI, labour commission, PF commissioner and any other Legal issues of Mechanical C&W and EnHM wing along with reply of all CPGRAM cases. b) All court cases of C&W and EnHM wing.
8	Sri Shannim & Sri Shubham Mishra	OS/ Legal Cell. Jr.Clerk /Legal cell	c) Cadre review, pin pointing, planning for RRB/RRC indents, chasing of RRB/RRC indents etc. of group C & D. Taking assistance from SSE/Tender in cadre review. Work charge posts creations, currency etc. charge to WMDA and other works. d) Compliance of work study cases & Zero base related to man power Any other duties assigned by Sr.DME/C&W from time to time.

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Sr	Dharmendra	Jr. Clerk /IT	a)	All work related to CUG mobile, Photocopier, VHF sets, Computer, IT related works being looked after by SSE/Budget. Processing, procurement and repair including processing of bills of IT items such as PCs, UPS, Printers, Photocopier, Digital Camera, VHF etc. sanctioned under Revenue/ Works Programs (Plan Heads)/ Deposits Estimates for Mechanical C&W of PRYJ Division.
			b)	All matters related to Duty passes and privilege passes, PTO etc. for Mechanical C&W/PRYJ. Issuing passes to the staffs working in Sr.DME office.
9			c)	To assist OS/Tender in preparation of bills.
10	Sri Abhinmanyu Singh	OS/ Audit	a)	Passenger complaints, OYTS compliance, WEB/SMS based complaints, Swachh rail & Rail Madad morning position and any other passenger/public complaint related with coaching services and assisting SSE/Statistics.
			b)	All audit cases pertaining to Mechanical C&W wing. He will be responsible for compliance in all audit cases duly obtaining requisite input from respective unit/technical cell. All matter related with Freight operation maintenance over PRYJ Division.
			c)	All cases related to condemnation of rolling stock. Theft (Losses) Cases of C&W wing and wagon damages.
			d)	Looking after duties of OS/D&AR in her absence and duties of OS/Legal Cell pertaining to RTI and CPGRAM in his absence. Any other work assigned by Sr.DME/C&W.
11	Smt. Madhvi Chatterjee	COS/ Conf/CA	a)	All functions of CA to Sr. DME(C&W), Sr.DME/O&F/PRYJ and Sr. DenHM/PRYJ and all matters related to Gazetted officers of C&W, O&F wing of PRYJ Division.
			b)	ACR of Group A, B, C & D category staff of PRYJ Division and Vig/Confidential cases related to PRYJ Mechanical Department.
			c)	Maintenance of ACRs of Mech. C&W, O&F, EnHM wing and related correspondence. TA camp of Loco. C&W and EnHM wing. Attending of telephone calls.
			d)	D & AR clearance cases
			e)	Processing transfer and posting of SSE/JE of Mech/C&W.
12	Sri Vinay Kumar Tiwari	OS/ Material	a)	All cases related with procurement and processing of bills of all non-stock items/stock items like T&P items procurement, furniture procurement sanctioned under Revenue/ Works Programs (Plan Heads)/ Deposits Estimates, RSP sanctioned items procurement, machinery procurement (not covered under M&P) for C&W over PRYJ Division and assisting SSE/Material in all works being dealt by him.
			b)	Looking after duties of OS/Cadre in his absence. Any other work assigned by Sr.DME/C&W/PRYJ.
13	Smt. Sushmita Singh Yadav	OS / Budget	a)	All matters related with condemnation of the materials except M&P items over Division AND Complete Dead stock register maintenance of Mechanical branch PRYJ divisional office. In absence OS/M&P look after their duty. Debit and credit of mechanical C&W PRYJ
			b)	Planning and Procurement of All stationery items for mechanical C&W. Processing and follow up of bills of all impresses of Mechanical C&W over PRYJ Division.
			c)	She will assist to SSE/Material and work under him. Look after the duties of the OS M&P in his absence. Any other work assigned by Sr.DME/C&W/PRYJ.

O.O.No:E/51-M/PRYJ/2023  
Date 30.11.23

Sr. DME/C&W/PRYJ

Copy to - Sr.DME/O&F/PRYJ and Sr. DenHM/PRYJ - for information please.  
DME/C&W /PRYJ and ADME/C&W/PRYJ- for information & all concerned for compliance please.  
CA to Sr.DME/C&W - for proper upkeep and recordkeeping of this order.