

## DUTY LIST OF OFFICERS IN HQ OFFICE

In modification of this office letter of even no. dated 31.08.2022, revised duty list of officers (CAO/C/NCR office) will be as under:-

SN		Description of duties
1.0		<b>Shri Tushar Bansal, Dy CE/C/Design &amp; Dy CE/C/HQ</b> (Assisted by Shri Ramesh Singh AXEN/Con/Planning, Shri R. K. Singh, SSE/C/P.Way/HQ Shri Azad Sharma, SSE/C/Drawing Shri Dharmendra Tiwari, JE/C/Drawing Shri Atul Shrivastava, JE/C/P.Way)
	1.1	He will look after drawing and design cell in HQ/Construction office including all items pertaining to design and drawing, including yard plans
	1.2	Co-ordination of all ROB related issues viz Policy, Progress, Design, Estimate,
	1.3	Co-ordination with State Government, NHAI, DFCCIL, RVNL, Local bodies etc.
	1.4	Safety and unusual occurrences/special features/caution orders, safety circulars
	1.5	Guidelines & specifications for Earthwork, formation including Blanketing, Special Conditions, New Items, New Conditions etc
	1.6	Monthly circulation of updated codes and manuals (soft copies) pertaining to engineering to all concern and handing all matters & correspondence thereof.
	1.7	Liaison of CRS papers at HQ & field unit level
	1.8	All correspondence related to Transformation Cell and "Pragati Project" "E-Samiksha" and "E-Nirikshan" reply and monitoring.
	1.9	Dashboard updating.
	1.10	Manpower planning including maintaining updated position of construction cadre, extension/creation of gazetted and non gazetted cadre of HQ and field units based on yearly BG.
	1.11	IPWE(I) Matters
	1.12	Parliament/MP/MLA/CA iii (VIP) references & GM Tracking Items
	1.13	Monitoring updation of position & progress on NIP, PMG, OCMS portals
	1.14	Land acquisition matters including monitoring related court cases and disposal of Audit & Accounts reports.
	1.15	<b>Policy:</b> Works Contract, Tenders, Standardization of Tender/SOR/ Specification
	1.16	Monitoring of finalization of EPC and PMS/PSSA tenders
	1.17	Audit & Accounts report, monitoring of works matters and updating position of ongoing projects.
	1.18	Schedule of Power, Correction Slip to SOP etc. and related issues
	1.19	Arbitration & Court Cases
	1.20	Monitoring finalization of tenders and circulate weekly position of tenders
	1.21	Circulating monthly position of contracts with exception report
	1.22	Any other works assigned time to time.

<b>2.0</b>		<b>Shri Praveen Kumar Pathak, Dy CE/Con/Planning (Assisted by AXEN/C/TP/HQ, Shri M. K. Jain)</b>
	2.1	Material management:- Stores, Policy and Procurement of P.Way materials and disposal of scrap
	2.2	Stores T & P and consumerable petty items, Indent & Procurement
	2.3	Opening of tenders of Civil Engineering in construction HQ office.
	2.4	Works programme related to Construction works.
	2.5	Updating monthly IRPSM position & monitoring progress of works.
	2.6	Budget allocation and control of construction works
	2.7	Estimates, Revised estimates, completion estimates & position and completion Reports etc.
	2.8	CAG reports, Draft Paras, RTI cases, pertaining to estimates & CTE/CVC report
	2.9	Hiring of Vehicles
	2.10	Computer peripherals, Indent placement, procurement & coordination with Stores Deptt.
	2.11	Computerization & IT management including updating construction position & progress on web pages.
	2.12	General imprest of CAO/C office
	2.13	GB Pant Shield & Running Shield
	2.14	Finalization & execution of General Consultancy (GC) Tender
	2.15	UDM and IMMS portal for store procurement & its monitoring
	2.16	Any other works assigned time to time.
<b>3.0</b>		<b>Shri S. K. Singh, Dy CPO/C (Assisted by S&amp;WI, Shri Ram Lal Meena)</b>
	3.1	All establishment/personnel matters including policies, filling of vacancies etc.
	3.2	Office establishment, staff grievances replies etc., Inspection of field units office establishment on special duty & days
	3.3	Engagement & posting of staff against existing vacancies by all means
	3.4	Monitoring of court cases of establishment matters, monitoring of contempt cases, replies etc. Updation of related railway portal of legal matter.
	3.5	Rail Week Award (GM & MR Award)
	3.6	Training of gazetted & non gazetted staff
	3.7	Confidential: D&AR and Vigilance cases of staff etc.
	3.8	PNM and all other union matters, replies of establishment matters inspection, Paras
	3.9	Submission of PCDO pertaining to personnel matters
	3.10	Transfer and posting of Gazetted staff with liaiosioning of Dy CPO/Gaz
	3.11	Transfer and posting of Non Gazetted staff with liaiosioning of respective officers
	3.12	Up keeping/Updating of service record, leave accounts & I Cards & UMID cards
	3.13	Re-engagement of staff/officers including policy for same
	3.14	Appointment of fresh staff/officers including policy for same
	3.15	All selections through RRB, RRC & departmental
	3.16	Implementation of e-office project
	3.17	Any other works assigned time to time

No.: 136-W/CAO/C/Duty List dated 18.07.2023

*Manu*  
18/07/23  
 (Manjul Mathur)  
 CAO(C)/NCR

All HODs and Dy. HODs of construction.