

# **Duty List of DEE/OPs & ADEE/OPs**

It will be the personal responsibility of the concerned shed officer to ensure smooth functioning of the installations under his jurisdiction. Their other duties are as below-

- All establishment related matters of the installations.
- All store, Work Contracts, Tenders & quotation related matters are being looked after by DEE/OPs.
- Correspondences of general/routine nature which otherwise require personal attention, and signatures of Sr. DEE/OP/ALD will be taken care by DEE/OPs.
- Matters which require attention at higher level (Sr.DEE/OP) will be forwarded following proper channel of hierarchy.
- All matters pertaining to Combined Running Rooms under their jurisdiction.
- All D&AR Cases of their Shed will be routed through ADEE/OPs except those cases which are beyond their designated powers (establishment).
- Any dispute regarding jurisdiction / difference of opinion should be promptly brought into knowledge of undersigned.