

OFFICE ORDER

Sub : Revised duty list of SSEs/JEs working in Office of Sr.DME/C&W/PRYJ

In supersession to all earlier orders on the subject, following orders are issued with immediate effect.

1	Shri Hemant Verma	SSE/ Planning	He will act as SSE/Co-ordination for proper functioning of Tech cell in Sr.DME/C&W office. All works related with PH-16, 21, 42, 53, 64 & works proposal processing under 1% EnHM and other plan heads (except PH-41) on PRYJ Division. He will also advice Budget section for budget cycle of demand No 16 (Plan Head). Loading of work in IRSPM, new proposal, closure of works, monitoring of ongoing works etc. In absence of SSE/M&P, he will look after work of SSE/M&P. Any other duty assigned by Sr.DME/C&W/PRYJ.
2	Shri Dinesh Singh	SSE/ M&P	All works related with PH-41 at DRM, GM & RB level. Repairing, AMC, condemnation, replacement proposals of existing M&P, heavy/light motor vehicles planning, warranty - claim of M&P etc. Coordinating with SSE/Plg. for procurement of itemized machinery sanctioned in PH works. Follow up with HQ/RB for timely supply of M&Ps. All works related with vehicle hiring. He will advise SSE/Budget for fund requirement and budgetary cycle related to PH 41. In absence of SSE/Planning, he will look after work of SSE/Planning.
3	Shri Shailendra Kumar	SSE/ Coaching	All works related with coaching maintenance and operation on PRYJ Division. Planning of IOH, POH, SS-I, SS-II, wheels, bogies etc. for smooth maintenance of coaches. All communication, policy matters, implementation of instructions related to maintenance and cleaning of coaches, rakes, technical input on passenger complaints, implementation of quality audit, inspection note items pertaining to coaching wing etc. Monitoring of coaching related performance incidences of PRYJ Division. Monitoring movement of departmental/ contractor's trucks for overhauling of trollies and liaison with workshop for overhauled trollies etc. All works related to CMM/UDM. He will accompany Sr.DME or any divisional officer at the derailment site involving coaching stocks. Condemnation of coaches. Warranty claims of coaching stock. Compliance of JWG, PCME's conference agenda etc. In absence of SSE/Freight, he will look after work of SSE/Freight. Any other duty assigned by Sr.DME/C&W/PRYJ. Attendance of supervisors at Divisional office. he will co-ordinate with on-site supervisor for measurement of Coaching stock involved
4	Shri Ahmar Ayaz	SSE/ Freight	All matters related to freight operation, maintenance and condemnation of PRYJ Division. Monitoring of freight performance in division. In case of derailments/accidents, he will co-ordinate with on-site supervisor for measurement of freight stock involved. Preparation of GM weekly safety meeting position. In absence of SSE/Coaching & SSE/Safety, he will look after work of SSE/Coaching. All works related to FMM & FOIS. He will accompany Sr.DME or any divisional officer at the derailment site involving freight stocks. Monitoring of Road side machines installed over PRYJ Division & will co-ordinate with SSE/M&P regarding their AMC & Repair work. Any other duty assigned by Sr.DME/C&W/PRYJ.

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5	Shri Prashant Singh	SSE/ Material	All matters related to stock & Non stock material procurement, 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. AAC revision, Procurement, Stocking, Follow-up of all material related cases and correspondence. Linen management. In-charge of Group C & D technical staff attached with Mechanical branch, Prayagraj. All matters related with Cash imprest of Mechanical C&W over PRYJ division. In absence of SSE/Budget, he will look after work of SSE/Budget. Any other duty assigned by Sr.DME/C&W/PRYJ.
6	Shri Shivshankar Vishwakarma	SSE/ Budget	All matters related to budgets of works, revenue and plan head for entire C&W wing of PRYJ Division and processing procurement and repair 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. CUG management on PRYJ Division. Concerned ministerial staff shall be attached to SSE/Budget for IT and CUG portion. Accountal of wagon maintenance unit of BLC and other wagon under deposit estimate. Monitoring of fund transfer from Sr. DFM/NDLS to Sr. DFM/PRYJ of WMDA account and all works related to WMDA fund transfer. In absence of SSE/Material, he will look after work of SSE/Material. Any other duty assigned by Sr.DME/C&W/PRYJ.
7	Shri Sanjay Singh	SSE/ Tender	All tender works of C&W wing from proposal stage up to vetting and sanction of detailed estimate. All quotation contracts. JAG level TC tender cases complete work up to issue of LOA/Agreement shall be dealt by him. All works related to deposit estimate of BLC maintenance including work charge post currency extension proposals etc. Identification of new works required to be outsourced etc. Assisting OS/Cadre on C&W cadre review, pin pointing, zero base & work study. Any other work assigned from time to time. In absence of SSE/Contract he will look after the duties of SSE/Contract.
8	Shri Prashant Mishra	SSE/ Contract	All tender works after sanction of detailed estimate till finalization of tender and monitoring of all works during execution and closure. Assisting DME/C&W/PRYJ in TC proceedings. ISO of trains and depots. Direct acceptance tender cases complete work up to issue of LOA/Agreement shall be dealt by him. In absence of SSE/Tender he will look after the duties of SSE/Tender. Any other work assigned from time to time.
9	Shri B R Dubey	SSE/ Statistics	All works/communication related with cleanliness drive/ Swachh Bharat Abhiyan pertaining to C&W. Timely reply of all inspection notes. Launching, monitoring and record keeping of all safety drives. Rail-Madad & other complaint portals, PCDO, KPI, Mechanical C&W performance correspondence, all works related with Magh/Kumbh Mela. Reply of all parliamentary questions. All works related with innovations etc. Any other work assigned from time to time. In absence of SSE/Technical, he will look after the duties of SSE/Technical.
10	Shri Vinay Singh	SSE/ Technical	All correspondence including RTI inputs related to contract wing of C&W. Preparation of tender positions of Mech. (C&W) of PRYJ Division. He will assist OS/Tender in his work. Assisting OS/Technical Cell with technical input in timely reply of all audit queries of Mechanical C&W. He will assist Sr.DME/C&W on all technical issues, inspection, breakdowns etc. and work as TA to Sr.DME/C&W/PRYJ. Any other work assigned from time to time. In absence of SSE/Statistics to Sr.DME/C&W, he will look after the duties of SSE/Statistics.

11	Shri R K Maurya	SSE/ Control	Over all in-charge of C&W control PRYJ, Monitoring of C&W failure, accidents, repair of road side detachment of coaches and wagons, movement of coaches/wagons, departmental/ contractor's truck etc. He will responsible for correct logging of C&W failure and de-logging proposal on regular basis. He will rush to control in case emergency, main line blockage etc. He will monitor C&W performance parameters, reporting of failure to HQ, other Division, Rly. etc. Any other work related to C&W control and assigned from time to time. Any other duty assigned by Sr.DME/C&W/PRYJ.
12	Shri Prashant Kushwaha	SSE/ Safety	All matters related with safety & accident relief trains pertaining to Mech. C&W/PRYJ. Condemnation of wagons including ferrous/ nonferrous items. Monthly PCDO of Freight. One page report of all detention on C&W account. All warranty claims related to freight stock and its parts in FMM & UDM. Any other duty assigned by Sr.DME/C&W/PRYJ. he will look after the duties of SSE/Freight.

O.O. No. E/51-M/PRYJ/2020
Date: 22.02.2024

① 22/2/24
Sr.DME/C&W/PRYJ

Copy to –

- DME/C&W/PRYJ and ADME/C&W/PRYJ
- All concerned for compliance.
- CA to Sr.DME/C&W — for proper upkeep and recordkeeping of this order.