

DUTY LIST OF S&T OFFICERS AT HEAD QUARTER'S OFFICE

<p>CSTE (Chief Signal and Telecom Engineer)</p>	<p>He is the over all in charge of S & T Department including S & T Workshop/MFT/SC.</p>
<p>CSE (Chief Signal Engineer)</p>	<ol style="list-style-type: none"> 1. Signalling system of the Railway 2. Signal failures, punctuality meeting including position of Telecom failures Accidents, Safety. 3. Establishment matters pertaining to Signaling staff of all categories including posting of Signal Inspectors, DA&AR cases, Court cases, deputation of staff, Complaints etc. 4. Man power planning (Signalling cadre). 5. Procurement of stores for signaling items including stock items. Member of tender Committee of SAG level for signaling Stores & Works Tenders. 6. Signal standards committee meeting, CSTE's conference, specification of signaling materials and prototype trials. 7. Co-ordination with Construction Organization including Railway 8. Electrification, RVNL etc. regarding taking over maintenance of Signalling Works, Compliance of inspection notes of Board Members/Advisors GM, CRS, CSTE & Other PHODs. 9. Co-ordination in respect of PCDO to ML, GM, Performance Review, Annual narrative reports, efficiency shield, Railway Week Awards. 10. Training Manager (Non-Gazetted signaling staff) including Headquarters control of STTC. 11. Energy conservation. 12. Tender Committee Meeting for Signalling Works as Convener Civil Engineering Open Line Tenders as 3rd member.
<p>CCE (Chief Communication Engineer)</p>	<ol style="list-style-type: none"> 1. Communication systems of the Railway. 2. Telecom failures, detailed reports/analysis regarding Telecom failures for punctuality Meeting. Attending Punctuality Meeting in the absence of CSE. 3. Establishment matters pertaining to Telecom staff of all categories including posting of Telecom Inspectors. 4. Man power planning (Telecom cadre and Workshop). 5. Procurement of Store for Telecom Items including stock items. 6. Accounts, Audit Inspection notes, special reports stock sheets. 7. Telecom standards Committee Meeting specifications of Telecom materials & prototype trials. 8. Headquarters level of control for all matters pertaining to S & T Workshop. 9. Repairs of Vehicles. 10. Training of all Non-Gazetted Telecom staff.

<p>CSTE/Plg (Chief Signal Telecom Engineer/ Planning)</p>	<ol style="list-style-type: none"> 1. Proposal for Works Programme and Co-ordination with other departments for Works Programme. 2. M&P Programme of Workshop & Divisions. 3. Processing Lumpsum works. 4. Mattrrs pertaining to Gazetted cadre, creation & extension (Open line). 5. Budget and Expenditure control (Open line works) 6. Over all supervision and establishment matters relating to Drg. Office cadre staff. 7. Monitoring execution and completion of Lumpsum works & Safety works. 8. Approval of P.way Plans, Signalling Plans & Circuit diagrams pertaining to Open line works. Progress meeting with AGM/COM on plans. 9. Siding proposals received from Traffic Branch. 10. Information Officer (RTI Act Matters) 11. Works Study Reports 12. Co-ordination and attend to matters/meetings of 13. PREM 14. ZRUCC 15. Hindi 16. Passenger Amenity 17. Public Grievances 18. MP's References (To be assisted by Dy.CSTE/Sig/HQ) 19. GM's Conference (To be assisted by Dy.CSTE/Sig/HQ) 20. MFT Workshop 21. Any other items assigned by CSTE.
<p>CSTE/Works & CSTE/Projects</p>	<ol style="list-style-type: none"> 1. Telecom works excuted by Dy.CSTE/Projects/Tele/SC under CSTE/Works shall remain under the administrative control of CSTE/Works. 2. Signalling works executed by Dy.CSTE/Projects/Tele/SC under CSTE/Works remain under the under the administrative control of CSTE/Works. 3. Signalling and Telecommunication works executed by Dy.CSTE/Projects/BZA shall remain the under the administrative control of CSTE/Projects. 4. In absence of CSTE/Works, CSTE/Projects will look after his duties and vice-versa. 5. The existing set up dealing with personnel, planning, design, estimate, budget etc. will provide support to STE/Projects but will function under the administrative control of CSTE/Works.

Dy.CSTE/RVNL	<ol style="list-style-type: none"> 1. Dy.CSTE/RVNL were looked after by Dy.CSTE/P/HQ since he was on sick. 2. Scrutinizing of JSCs 3. Applications of CRS approvals for RVNL and other correspondence regarding RVNL.
Dy.CSTE/HQ	<ol style="list-style-type: none"> 1. Dy.CSTE/Tele/HQ will be re-designated as Dy.CSTE/HQ. He will be 2. responsible for PCDO/MCDO related activities (Placed as Annexure) which were hitherto looked after by dy.CSTE/Sig/HQ. This will be in addition to his present duties. This will be w.e.f. 1/9/10. 3. The stores related functions being discharged till date by 4. Dy.CSTE/Tele/HQ will now be looked after by Dy.CSTE/Sig/HQ (present incumbent Sri K. Laxman) ADSTE/Tele will report to Dy.CSTE/Sig/HQ for stores related functions. This will be w.e.f. 1/9/10. 5. Dy.CSTE/MFT (Present incumbent Shri Hanuantha Rao) will look after the JA grade duties of STTC/MLY with immediate effect till regular arrangement.
Dy.CSTE/Signall/HQ	<ol style="list-style-type: none"> 1. He will report to CSE 2. He will be assisted by SSTE/S 3. Monitoring of all Inspection Notes and their compliance. 4. Monitoring of signal failures, punctuality of trains. 5. All stores matters of the Signalling maintenance organization. He will be Tender Committee Member for JA level stores cases pertaining to maintenance. 6. PCDOs and MCDOs including Annual Narrative Reports. 7. Maintaining Statistical data of S & T department. 8. Monitoring of Policy matters related to Signaling, Signaling Manuals, G&SRs, Codes, SSC Meetings. 9. Creation of Revenue posts, recruitment, posting and conducting selections of SI's. 10. Matters related to S&T Training School 11. Any other work assigned by CSTE/CSE.
SSTE/P&P	<ol style="list-style-type: none"> 1. He will report to CSTE/Plg. He will be in charge of drawing office and is assisted by ASTE/Sig & SSE/Plg. 2. Preparation of Signalling Plans, Circuit Diagrams and other Drawings. 3. Typical drawings 4. Approval of P.way plans. 5. Preparation of proposals for Works programme and Co-ordination with other departments for works programme.

	<ol style="list-style-type: none"> 6. Works programme policy including Lumpsum Works. 7. M&P Programme. 8. Revenue and Lump sum works budget and expenditure control. 9. Dealing with CSTE's sanction in lieu of CRS for the works to be executed by division. 10. All matters relating to track renewal works at Headquarters for the S&T portion of works. 11. He shall co-ordinate with Secy/PG for Right to information act. 12. Scrutiny of Tenders received from divisions for HQ approval. 13. Maintenance of drawing office equipments e.g. plotter, drawing office server etc. of maintenance organization. 14. Over all supervision and establishment matters relating to Drg. Office Cadre. 15. Any other work assigned by CSTE/CSTE (Plg).
SSTE/Works/HQ	<ol style="list-style-type: none"> 1. He will report to CCE . He is assisted by SSE/Tele, CIWT. 2. All matters related to Telecommunication, cipher cell. 3. DOT Phones, Railway Phones. 4. PCDO to Railway Board (Telecom position) 5. Creation of work charge and Revenue posts, Recruitment, posting, promotions of Non-gazetted cadre of Telecom. 6. Specification of Telecom items. 7. PTCC, RTCC, TSC. 8. Procurement of Stores (up to Senior Scale Level cases and direct purchase of telecom items). 9. Disposal of stock sheets, Audit paras, MP/MLA's references, Parliamentary questions. 10. He shall be liasioning officer for Public Grievances. 11. Matter relating to General Administration, Establishment CSTE's office, office Stores, Maintenance of office equipments. 12. Up keep of CSTE's office. 13. Any other work assigned by CSTE/CCE.
SSTE/Sig/HQ	<ol style="list-style-type: none"> 1. He will report to CSE. He is assisted by ASTE/Signals, SSE/Sig. (Failures and HQRs). 2. Signal failures, Punctuality of trains 3. Periodical reports to Railway Board on Signalling matters. 4. Policy Matters related to signaling and their implementation. 5. PCDO to Railway Board (Signalling portion) 6. Signalling Engineer Manual, G&SRs Codes, SSC, MSG Meetings, CSTE's and GM's Conference. 7. Annual narrative reports, efficiency shield, Railway Week Awards. 8. Creation of Revenue posts, recruitment, posting and conducting selections of SI's.

	<ol style="list-style-type: none"> 9. Matters related to S&T Training School. 10. He will act as Secretary to CSTE. 11. Preparation of briefs to CSTE for various meetings. 12. Inspection notes of Railway Board Officers, HODs, GM. 13. Creation and extension of W.C. and Revenue posts (Gazetted and Non-gazetted). 14. Procurement of Stores (Upto Senior Scale Level and direct purchase of signaling items) All stores matters pertaining to Signalling maintenance organization. He will seek guidance of CSE for procurement of Signalling items. 15. Any other work assigned by CSTE/CSE.
ASTE/P&P/HQ	<ol style="list-style-type: none"> 1. He will report to SSTE/P&P 2. He will be in-charge of scrutiny of RDSO drawing, specification like B.S. IRS & IS etc. and put up to CSE through SSTE/Sig. 3. He will assist SSTE/P&P in preparation of Signalling/Engineering Plans Circuit Diagrams, locking tables, pertaining to maintenance. 4. Dealing with CSTE's sanction in lieu of CRS for the works to be executed by division. 5. He will also assist SSTE/Sig. in matters other than plans and circuit diagram etc. 6. Establishment matters of drawing office staff. 7. Maintenance of drawing office equipments e.g. Plotter, Drawing office server etc. of maintenance organization. 8. He will be in charge of Library in the CSTE's office. 9. Any other work assigned by CSTE/CSE/CSTE/Plg.
PS/I/Gazetted	<ol style="list-style-type: none"> 1. She will work under CSTE. 2. Looking after CRs for Gaz. & Non-Gaz. Staff. 3. Any other works interested by CSTE.

Dy.CSTE/P/HQ	<ol style="list-style-type: none"> 1. He is responsible for assisting CSTE/Projects, CSTE/Works for all planning, Estimation & Designing works of all works under CSTE/P & CSTE/W including RVNL works. 2. Scrutiny of CSTE's sanctions and CRS sanctions. 3. Monitoring the duties of all SSTEs/ASTEs.
SSTE/P-I/HQ	<ol style="list-style-type: none"> 1. To assist CRS/SC for clearing CRS sanctions. 2. Finalization of SOR as a member of 3 member committee. 3. Gazetted & Non-gazetted sanctions, BSNL Phones /CUG connections, matters related to RTI/PNM/Stock sheets/Write offs and Parliament questions. 4. Any other work as assigned by CSTE/P, CSTE/W and Dy.CSTE/P/HQ.
SSTE/P-II/HQ	<ol style="list-style-type: none"> 1. Office set up and organization. 2. (a) Budget (b) Progress/PCDO (c) Estimates (d) Stores (e) Establishment (f)Works matters (g)Audit (h)Inspection notes (i)Completion Reports and Planning and Coordination matters. 3. Any other work as assigned by CSTE/P, CSTE/W and Dy.CSTE/P/HQ.
SSTE/Tele/HQ	<ol style="list-style-type: none"> 1. All matters pertaining to Drawing office. 2. Second level check of Circuits, SIPs & TOCs. 3. Any other work as assigned by CSTE/P, CSTE/W and Dy.CSTE/P/HQ.
ASTE/P-I/HQ	<ol style="list-style-type: none"> 1. First level checks of Circuits, SIPs & TOC s pertaining to BZA, GNT & GTL divisions including RVNL. 2. Checking of Engg. Plans pertaining to BZA, GNT & GTL divisions including RVNL. 3. Scrutinisation of dispensations for CRS condonations, Coordination regarding CRS/CSTE sanctions- pertaining to Projects works. 4. Any other work as assigned by CSTE/P, CSTE/W and Dy.CSTE/P/HQ.
ASTE/P-II/HQ	<ol style="list-style-type: none"> 1. First level checks of Circuits, SIPs & TOC s pertaining to SC, HYB & NED divns.. 2. Checking of Engg. Plans pertaining to SC, HYB & NED divns.. 3. Assisting SSTE/P-II in Estimates, Stores & Inspection Matters. 4. Any other work as assigned by CSTE/P, CSTE/W and Dy.CSTE/P/HQ.

