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NOTE

SG.155/1/3,Vol-V

Dt: 30.06.2014

Sub: Duty List of Officers.

Duty list of CCE, CSTE/Plg & CSE is enclosed herewith.

Encl: As above.

ms
CSTE 30/6/2014

CCE

CSTE/Plg.

CSE

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CHIEF SIGNAL ENGINEER

CSE will look after the following subjects and report to CSTE. He will be assisted by Dy.CSTE/Sig/HQ & ASTE/Signal/HQ:

1. In-charge of Signaling installations over SCR. He will coordinate with other Territorial HODs. Issue of policy matters on signaling.
2. Performance of Signaling assets including management of equipment failures, reliability improvement action plan for signaling over SCR.
3. All matters related with Punctuality, Accidents & Safety. Attending punctuality meeting with AGM.
4. Establishment matters pertaining to Signaling staff of all categories including posting of Signal Inspectors, D&AR cases, Court cases, deputation of staff, Complaints etc – Man Power Planning – Signaling cadre.
5. Preparation of signaling part of PCDOs to ML, CRB, GM and Performance Review etc. Follow up action of Signaling items received in Divisional PCDOs.
6. Accidents, Safety Reports and their follow up.
7. Correspondence regarding Signal Standards Committee & Maintenance Study Group Meetings, dealing with all RDSO references on Signal matter etc.
8. In-charge of field trial of new signaling equipment.
9. Safety Committee Review Meeting & follow up.
10. Administrative control of CSTE's office.
11. Training Manager for S & T Department and in-charge of STTC/MLY.
12. Follow up action on inspection notes of CRB, Board Members, CCRS, CRS, GM, AGM & CSTE.
13. Procurement of stores for signaling items including stock items. Member of tender Committee at SAG level for signaling Stores.
14. Co-ordination with Construction Organisation including Railway Electrification, RVNL etc. regarding taking over maintenance of Signaling works.
15. Coordination for GM's Safety meeting and follow up of issues.
16. Any other subject assigned by CSTE.

M. S. Mahaboob Ali

(M. S. Mahaboob Ali)
C S T E

CHIEF COMMUNICATION ENGINEER

CCE will look after the following subjects and report to CSTE. He will be assisted by Dy.CSTE/HQ & SSTE/Tele/HQ:

1. In-charge of Telecommunications installations over SCR. Issue of all policy matters and correspondence on telecommunication, including those for PRS/FOIS/UTS/Internet, computer.
2. Performance of all communication circuits including management of telecommunication equipment failures, reliability improvement, action plan for telecom.
3. Procurement and distribution of Telecomm Material (including stock items). Member of Tender Committee for Stores & Works Tenders pertaining to telecom.
4. Co-ordination with Projects / Works / Construction Organization in Telecom matters.
5. Liaison with RAILTEL, BSNL and MTNL, RTCC meeting and follow up actions.
6. Setting up of communication facilities as per disaster management plan in case of accidents, co-ordination for implementation of recommendations of High Level Committee on disaster management. Arrangement for VIP functions.
7. Establishment matters pertaining to Telecom staff of all category including posting of Telecom Inspectors, D&AR cases, Court cases, deputation of staff, complaints etc. – Manpower Planning – Telecom cadre – Telecom staff training.
8. Preparation of Telecom part of PCDOs to ML, CRB, GM and Performance Review. Follow up action of Telecom items received in the divisional PCDOs.
9. Co-ordination and to attend the following meetings:
 - a. PREM
 - b. ZRUCC
 - c. Hindi
 - d. Public Grievances
 - e. MP's References.
 - f. PNM with recognized Unions.
 - g. Passenger amenities.
10. Nodal officer for Right to Information Act at headquarter level.
11. Accounts Audit inspection Notes and Stock sheets.
12. Repairs of vehicle and computers.
13. Parliament questions.
14. Any other item assigned by CSTE.

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(M. S. Mahaboob Ali)
CSTE

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CHIEF SIGNAL & TELECOM ENGINEER/ PLANNING

CSTE/Plg will look after the following duties and report to CSTE. Dy.CSTE/Plg & RVNL, SSTE/P&P/I, SSTE/P&P/II, ASTE/Plg, ASTE/Drawing will assist CSTE/Plg.

1. In-charge of Budget (PH-33 & 29) pertaining to Open Line works and Expenditure control.
2. In-charge of Revenue Budget.
3. In-charge of Works, M&P programmes and co-ordination with other departments.
4. In-charge of Lumpsum Works programme and monitoring of progress.
5. Cadre controlling officer for Drawing staff over SCR.
6. Approval of P. Way plans pertaining to Open Line and related correspondence.
7. Issue of Signalling Plans, TOC's and Circuit diagrams for Open Line works.
8. In-charge of deposit works carried out by Open Line – Issue of Plans, TOC's and Circuit diagrams – Co-ordination with other departments.
9. Issue of Policy matters of Drawing office.
10. Work-study reports.
11. Co-ordinating officer for RVNL & RE works over SCR.
12. In-charge of MFT workshop
13. Creation of Work-charged Gazetted posts.
14. Narrative reports and Year Book for Signal & Telecom and Coordination for their finalization.
15. Examination of S & T Survey reports and implementation of recommendations.
16. Any other item assigned by CSTE.

M. S. Mahaboob Ali

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