

DUTY LIST OF S&T OFFICERS AT HEAD QUARTER'S OFFICE	
CSTE (Chief Signal and Telecom Engineer)	He is the over all in charge of S & T Department including S & T Workshop/MFT/SC.
CSE (Chief Signal Engineer)	<ol style="list-style-type: none"> 1. In-charge of Signaling installations over SCR and works as Territorial HOD for Vijayawada & Hyderabad divisions. 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.

<p>CCE (Chief Communication Engineer)</p>	<ol style="list-style-type: none"> 1. In-charge of Telecommunications installations over SCR and works as a Territorial HOD for Nanded division. 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: <ol style="list-style-type: none"> 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 of Information Act at headquarter level. 11. Accounts Audit inspection and Stock sheets. 12. Repairs of vehicle and computers. 13. Parliament questions. 14. Any other item assigned by CSTE.
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CSTE/Plg (Chief Signal Telecom Engineer/ Planning)	<ol style="list-style-type: none">1. 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 workshop13. 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.
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CSTE/Works & CSTE/Projects	<ol style="list-style-type: none"> 1. Telecom works executed 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. 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/Tele /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. 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/Proj/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.

