

South Central Railway
Engineering Department

Duty list of Officers

Chief Track Engineer	CTE is under administrative control of PCE & is assisted by Dy.CE, Tr-1, Dy.CE/Tr-2, XEN/Tr.Std., other concerned Junior officers and the staff in Head Quarters. Following will be the duties / functions pertaining to CTE:-	
	Sl.No.	Duty
	1	All policy matters connected with the Track including maintenance, Upgradation, modernization, mechanization & computerisation of track activities.
	1.01	All Track maintenance issues.
	1.02	Identification and declaration of track lengths for adoption of different systems of Track Testing / Relaying / Maintenance.
	1.03	Maintenance of statistical data on matters pertaining to Track.
	1.04	Winter, summer and monsoon patrolling of track including security patrolling.
	1.05	All matters connected with DTM.
	1.06	Monitoring of inspection schedules of divisions.
	2	Track Standards, TSC meetings, IRPWM, G&SR & SOD etc.
	3	Track Renewal
	3.01	Planning of Track Renewals, works programme for track
	3.02	Making out detailed / revised estimates and sanctioning of track renewal works
	3.03	Preparing track renewal execution programme & monitoring progress & quality
	3.04	Monitoring the availability of materials at different work sites.
	4	PSC SLEEPERS
	4.01	Requirement of PSC turn out sleepers and special PSC sleepers along with estimate provision.
	4.02	PSC line sleepers-Production, distribution and dispatch of PSC sleepers from various factories, including PSC sleeper for turn outs.
	4.03	Distribution of PSC spl sleepers & turnout sleeper division wise / month wise.
	4.04	All matters pertaining to Programme, Planning, distribution, movement, laying of PSC sleeper turnouts, and Progress at site.
	5	Channel sleeper and Execution policy including monitoring progress in the field
	6	Composite sleepers
	7	Co-ordination with CE/TM regarding Track Machine & their deployment.
	7.01	Co-ordination with CE/TP regarding requirement & distributions of track material
	8	Ballast
	8.01	Procurement of Ballast -both Depots and Cess Collection.
	8.02	Ballast specifications
	8.03	Establishing mechanised ballast depots on the collection and loading of hoppers
	8.04	Planning and allotment of Hoppers
	9	Track Budget for DRF / SRSF.
	10	Engg. Control including preparation of power plan
	10.01	Time-Tabling, Increase of speeds, Engg. Time Allowance, Speed Restrictions,
	10.02	Interaction with Divs. & Central control for Traffic blocks and Punctuality, Speed restrictions, Fractures & unusuals, Daily Progress etc.
	10.03	Movement of Rail rakes.
	10.03	Movement of Sleepers & ballast rakes.
	11	Accidents
	11.01	Accidents & analysis of causes with remedial measures
	11.02	References on Safety items from CSO, CRS etc.
	12	Monitoring Rail / Weld failures-data collection, computerisation & analysis along with remedial measures
	13	Rail Welding - All policy matters related to Rail Welding.
	13.01	AT welding including quality control of insitu welds.

Sl.No.	Duty
13.02	Establishment and monitoring working of re-conditioning depots and other track components including procurement of electrodes and equipments for the depot and other field units.
13.03	Co-ordination with CE/WS&F regarding Flash Butt Welding Plant
13.04	Co-ordination with divisions for ensuring rag picking in mid section and monitoring its implementation.
14	USFD
14.01	USFD-Implementation of policy directives including correspondence with Rly Bd & RDSO.
14.02	USFD-Outsourcing, creation of posts, posting of PWIs for USFD work including training & quality checks
14.03	All matters connected with making arrangements for Running Rail Examination Cars (Spurt Cars), obtaining meaningful interpretation of the results and distribution of the same to the Divisions and THODs.
15	Formation
15.01	Geo-technical & formation treatment studies including co-ordination with RDSO
15.02	Formation rehabilitation-proposal, sanction of works & progress reports
16	Track Recording
16.01	Track recording by TRRC, TRC & OMS-2000 etc. including analysis of results & correspondence with divisions.
16.02	Matters related to Track Recording, TGI & CTR values & liaison with RDSO.
17	Establishment
17.01	Gang Strength including correspondence with Railway Board.
17.02	P.Way Casual Labour & De-casualisation of P.Way Casual Labour.
17.03	Cadre planning of PWIs of all grades & PWS- monitoring of vacancies, promotions, transfers, creation of posts, placement of indents with RRB & training including refresher courses.
18	Quality control-Matters relating to inspection of major relaying works, welding works, monitoring the quality, counseling and guiding the staff for improving the quality of re-laid track, Organising workshops / training programmes.
19	Dealing of all arbitration cases governed under IRS conditions pertaining to their functional area including comments / acceptance within the power of HOD
20	General
20.01	Compilation of PCDO, Mission Items & action on MCDOs from DRMs.
20.02	Annual Reports connected with functional subjects/duties entrusted
20.03	All matters connected with CTE's conference
20.04	Co-ordination with the Railway Board, outside bodies like Highways, RDSO, other Technical Institutions and Research Centres on all technical matters related to Track & Formation.
20.05	Processing the indents for procurement of general items through COS concerning track maintenance & liaison with COS on procurement of items for track maintenance (assisted by XEN/Genl).
20.06	Track materials under Trial.
20.07	PREM & PNM items connected with functional subjects/duties entrusted.
20.08	All Audit notes and paras connected with functional subjects/duties entrusted
20.09	Parliament questions connected with functional subjects/duties entrusted
20.1	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
20.11	S.V.Reports and Stock Sheets of PWIs.
20.12	Dealing with the proposals, which require approval / processing by Headquarters as per powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc.
20.13	Correspondence and co-ordination in respect of compliance of inspections of CRB, Railway Board Member, CCRS and CRS.
21	Items pertaining to FBWP/MLY, assisted by AXEN/FBWP/MLY
21.01	Controlling the working of Flash Butt Welding Plant/MLY.
21.02	Accountal of rails received in the plant & despatches from plant including movement of mechanised rakes and unloading of rails.

Chief Track Engineer

	Sl.No.	Duty
Chief Track Engineer	21.03	Maintenance of plant and equipment, Premises etc in FBWP/MLY.
	21.04	Maintenance of tools and plant register of FBWP/MLY
	21.05	JAG level tenders for the works related to FBWP/MLY, shall be dealt by Dy.CE/Tr-II and accepted by CTE.
	21.06	Maintenance of 10 Rail Panels rakes & related T&P, viz, Rollers, Chains, Hooks etc.
	21.07	S.V.Reports and Stock Sheets of SSE/SE/JE in-charge of FBWP/MLY.
	21.08	The matters pertaining to running / operations along with all contractual matters including receipt / welding / depatch, transportation of 10/20 RPs and handling of imprest rails etc.
	22	Effect of Rail Grinding Machine on Rail.
	23	All tender matters for ballast beyond the powers delegated to divns, procurement of sleepers and trail items for P.way, will be dealt by CTE irrespective of any division.
	24	All tender matters related to Flash Butt Welding Plant (FBWP).
	25	For all the works beyond the powers delegated to division and management of contracts needing decision at Hqrs from respective divisions will be dealt by nominated main SAG officer as indicated: SC Divn.-CE/TP, BZA Divn.-CGE, GTL Divn.- CE/TM, GNT Divn.-CE/W, HYB Divn.-CE/WS&F, NED Divn.-CE/P&D
26	Any other work assigned by PCE.	
Chief Bridge Engineer	CBE is under administrative control of PCE & is assisted by Dy.CE/Br.D., Dy.CE/Br.L., other concerned Junior officers & staff in Head Quarters. Following will be the duties / functions pertaining to CBE:-	
	Sl.No.	Duty
	1	All Policy matters related to design, construction and maintenance of track bridges / tunnels and canal crossings.
	2	Bridge Rehabilitation
	2.01	Processing of track bridge works in PWP comprising Justification / Abstract Estimate / Sketches.
	2.02	Approval of GADs, detailed drawings and sanctioning of estimates of track bridges.
	3	Steel Works-Structural design and drawings for steel structures viz., Workshop sheds, FOBs, Weigh bridges, PF Shelters, Water tank staging's etc.
	4	Working of Geo-technical, Soil and Concrete testing laboratory.
	5	Deposit Works-Approval of GADs, detailed drawings and sanctioning of estimates concerning Canal crossings / Pipeline crossings including recovery of various charges from the sponsoring agency.
	6	Movement of ODC, Checking and Certifying bridges for running of new type of locomotives / Rolling stock and Statutory sanctions of CRS.
	7	Agenda items for Bridge Standard Committee meetings and CBEs' Seminar and the follow up action.
	8	Maintenance of Technical Codes / Rules / Standards related to track bridges.
	9	Co-ordination with Railway Board, RDSO, Technical Institutions and Research Centres on all technical matters related to bridges.
	10	All Policy matters related to design, construction and maintenance of ROBs / RUBs /Limited Use Subways.
	11	Cost Sharing Works
11.01	Processing of ROB / RUB works in PWP comprising Justification / Abstract Estimate / Sketches.	
11.02	Approval of GADs, detailed drawings and sanctioning of estimates concerning ROBs / RUBs / Limited Use Subways.	
12	Deposit Works-Approval of GADs, detailed drawings and sanctioning of estimates concerning ROBs / RUBs including recovery of various charges from the sponsoring agency.	
13	Co-ordination with Railway Board, RDSO, outside bodies' viz., State Government, other Highway authorities, NHAI, Technical Institutions and Research Centres on all technical matters related to ROBs / RUBs / Limited Use Subways.	

Sl.No.	Duty
14	Maintenance of Technical Codes / Rules / Standards related to ROBs / RUBs.
15	Bridge maintenance.
15.01	Technical supervision of all major regirdering works.
15.02	Scrutiny of BRI's technical bridge inspection register
15.03	Monitoring movement of ADENs Bridge Inspection Registers for scrutiny by THODs.
16	All matters relating to Rebuilding/Strengthening/Re-girdering of bridges including monitoring execution of sanctioned works.
17	Processing indents for machinery, equipment, T&P and other BRI's store along with liaison with COS office
18	Machine and plant programme of Engineering department including procurement of vehicles.
19	Cadre control of Bridge maintenance staff including Cadre Planning, Creation of posts, promotions, postings and training.
20	Collection and disposal of unserviceable and released girders including turn-tables.
21	Miscellaneous issues.
21.01	SV Reports and Stock sheets of BRIs
21.02	Parliament questions connected with functional subjects/duties entrusted
21.03	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
21.04	Annual Reports connected with functional subjects/duties entrusted
21.05	All Audit notes and paras connected with functional subjects/duties entrusted
21.06	PREM & PNM items connected with functional subjects/duties entrusted.
21.07	Dealing with the proposals, which require approval / processing by Headquarters as per powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc.
22	Transfer of Bridge Works, ROB/RUBs, Canal Crossings to CAO/C/SC or division for execution
23	Monitoring the progress of ROBs/RUBs and Limited Height Subways.
24	Planning and monitoring the instrumentation of bridges.
25	Planning and health monitoring of bridges.
26	Planning, Works Programme & Budgeting for Road Safety works of LHS/ROBs / RUBs.
27	In respect of Plan Head 30,only the decision to eliminate LC with LHS/RUB/ROB shall be under the purview of CE/WS&F and consequent upon deciding to eliminate LC with LHS/RUB/ROB, the matter shall be transferred to CBE, who will further deal the matter.
28	Matters related to all Bridge Conferences, Seminars and other meetings etc.
29	Development of Bridge Management Information System.
30	Monitoring the Bridge maintenance work carried out by BRIs.
31	Technical supervision of all major regirdering works.
32	Planning and Monitoring of Under Water Inspection of Bridges
33	Planning, Works Programme and Budgeting for Bridge Works.
34	Dealing with the cases of granting permission to State Govt./NHAI/ other dept./ Local bodies for execution of LHS/ROB/RUB/ Canal crossing works with Railway area under Railways supervision. Execution & monitoring of works under Plan Head 30
35	The data for ROB/RUB/LHS for compilation of PCDO will be provided to CE/WS&F by CBE,(Please refer item No. 23 of duty list of CE/WS&F)
36	All tender matters related to Bridges beyond the powers delegated to division.
37	For all the works beyond the powers delegated to division and management of contracts needing decision at Hqrs from respective divisions will be dealt by nominated main SAG officer as indicated: SC Divn-CE/TP, BZA Divn-CGE, GTL Divn- CE/TM, GNT Divn-CE/W, HYB Divn.-CE/WS&F, NED Divn-CE/P&D
38	Any other work assigned by PCE.

Chief Bridge Engineer

Sl.No.	Duty
CE/TP is under administrative control of PCE & is assisted by Dy.CE/TP, other concerned Junior officers & staff in Head Quarters. Following will be the duties / functions pertaining to CE/TP:-	
Sl.No.	Duty
1	Duties approved by PCE vide this office letter No.W.G.II/2/Dutylist/HQ Vol.III dt.21/2/11 and modified time to time.
2	Management of Track materials other than rails & sleepers
2.01	Assessment of requirement of P.Way material both for track as well S&T works with estimated provision furnished by CTE & CSTE to CE/TP for procurement.
2.02	Preparation & approval of indents for track materials other than rails & sleepers on receiving the requirement.
2.03	Procurement of track fittings inclusive of ERC, GRSP & Metal Liners, including calling for tenders and their finalization, placement of purchase orders and keeping watch on their receipt.
2.04	Inspection of track materials as required for procurement.
2.05	Distribution of new & released P.Way material & fittings in consultation with CTE.
2.06	Maintenance of updated list of RDSO approved suppliers for various P.Way materials
2.07	Specifications & RDSO drgs. for P.Way materials other than rails & sleepers
3	Control over working of P.Way depots, distribution and dispatch of P.Way materials.
4	Disposal of scrap & surplus/obsolete P.Way material.
5	Computerisation and MIS
6	Dealing of all arbitration cases governed under IRS conditions pertaining to their functional area including comments / acceptance within the power of HOD
7	Miscellaneous issues.
7.01	Implementation of MMS in respect of P.Way stores for PWIs.
7.02	Parliament questions connected with functional subjects/duties entrusted
7.03	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
7.04	Annual Reports connected with functional subjects/duties entrusted
7.05	All Audit notes and paras connected with functional subjects/duties entrusted
7.06	PREM & PNM items connected with functional subjects/duties entrusted.
8	All tender matters related to procurement of P.Way materials including fitting but excluding Rail and Sleepers.
9	For all the works beyond the powers delegated to division and management of contracts needing decision at Hqrs from respective divisions will be dealt by nominated main SAG officer as indicated: SC Divn-CE/TP, BZA Divn-CGE, GTL Divn- CE/TM, GNT Divn-CE/W, HYB Divn.-CE/WS&F, NED Divn-CE/P&D
10	Any other work assigned by PCE.
Chief Engineer/TP	
CE/TM is under administrative control of PCE & is assisted by Dy.CE/TM other concerned Junior officers & staff in Head Quarters. Following will be the duties / functions pertaining to CE/TM:-	
Sl.No.	Duty
1	Duties approved by PCE vide this office letter No.W.G.II/2/Dutylist/HQ Vol.III dt.21/2/11 and modified time to time.
2	All policy matters connected with Track Machines, procurement, maintenance & operation.
3	Track Machine organisation including cadre planning of machine staff, creation of posts and filling vacancies, posting & promotion etc.
4	Monitoring of traffic blocks for operation of track machines
5	Procurement of small track machines and tools like off track tampers, traversing jacks, rail cutting machines, welding generators etc. as well as measuring equipments.
6	Repair of track machines & tools/ equipments including procurement of spare parts.
7	Implementation of Track Management System for Track Machine Organization.
8	Miscellaneous issues.
Chief Engineer/TM	

	Sl.No.	Duty
	8.01	Parliament questions connected with functional subjects/duties entrusted
Chief Engineer/TM	8.02	MP/MLA and Board's references pertaining to functional subjects/duties entrusted.
	8.03	Annual Reports connected with functional subjects/duties entrusted
	8.04	All Audit notes and paras connected with functional subjects/duties entrusted
	8.05	PREM & PNM items connected with functional subjects/duties entrusted.
	8.06	S.V.Reports and Stock Sheets of SSE/SE/JE in-charge of TM organisation.
	9	Functioning of Rail Grinding Machine.
	9.01	Monitoring of Rail Grinding Machine.
	9.02	Repairs of Rail Grinding Machine.
	9.03	Maintenance of Rail Grinding Machine etc.
	10	All tender matters related to Track Machines.
	11	For all the works beyond the powers delegated to division and management of contracts needing decision at Hqrs from respective divisions will be dealt by nominated main SAG officer as indicated: SC Divn-CE/TP, BZA Divn-CGE, GTL Divn- CE/TM, GNT Divn-CE/W, HYB Divn.-CE/WS&F, NED Divn-CE/P&D.
	12	Any other work assigned by PCE.
CGE is under administrative control of PCE & is assisted by Dy.CE/Genl, Dy.CE/LM, XEN/Genl & other concerned Junior officers and staff in Head Quarters. Following will be the duties / functions pertaining to CGE:-		
	Sl.No.	Duty
Chief General Engineer	1	Duties approved by PCE vide this office letter No.W.G.II/2/Dutylist/HQ Vol.III dt.21/2/11 and modified time to time
	2	All policy matters relating to land - encroachments, afforestation and commercial exploitation.
	2.01	Encroachment.
	2.02	Certified land plans.
	2.03	Afforestation & Horticulture.
	2.04	Earning from land & engg. Resources.
	2.05	Licensing & leasing of land plots.
	2.06	Commercial exploitation of land.
	3	Establishment
	3.01	Cadre control of Works Cadre including Cadre Planning, Creation of Posts, Promotions, Postings & Training etc.
	3.02	Cadre control of Ministerial staff of Engg. Department
	3.03	Man-power planning and related subjects.
	3.04	Casual Labour-including policy matters connected with Decasualisation, other than Track related casual labour.
	4	HQ Office Management
	4.01	All personal matters, sanctions, advances to staff of Hqrs (Works Branch).
	4.02	Surprise checks in regard to maintenance & cleanliness in HQ offices
	4.03	Maintenance of vehicles in HQ through SECY/PCE
	4.04	Management of telephone bills
	4.05	Procurement of stores, stationery & T&P and other dead stock items for HQ office through SECY/PCE
	4.06	All correspondence including monitoring etc in connection with all deposit works other than ROB/RUB, e.g. siding etc. He will be assisted by P&D section in checking & approval/sanction of related plans & estimates.
	4.07	All matters connected with Civil Engg Training Schools including ZCETC / KCG.
	4.08	Maintenance of asset register and all correspondence with this work.
	4.09	All matters pertaining to Work Study Reports.
	5	Miscellaneous issues.
	5.01	Railway Convention Committees, Parliamentary Committees and any other Committees unless specified otherwise.

Sl.No.	Duty
5.02	Monitoring & cordination of MP/MLA, RAILWAY BOARD references pertaining to Civil Engg.
5.03	MP/MLA and Board's references pertaining to functional subjects/duties entrusted.
5.04	Monitoring & cordination of Parliament questions pertaining to Civil Engg
5.05	Parliament questions connected with functional subjects/duties entrusted
5.06	Monitoring & cordination of Audit reports, Draft Paras, Accounts Inspection reports, Factual statements pertaining to Civil Engg.
5.07	All Audit notes and paras connected with functional subjects/duties entrusted
5.08	Monitoring & cordination for all matters related to PREM and PNM of Railway Board, Head Quarters and divisions & other matters referred by the recognised unions and Public grievances.
5.09	PREM & PNM items connected with functional subjects/duties entrusted.
5.1	Annual Reports connected with functional subjects/duties entrusted
5.11	SV Reports and Stock sheets of IOWs.
5.12	Items pertaining to SCROA & SCRPOA meetings, agenda items and compliances.
5.13	Items pertaining to ZRUCC and other railway user's committee, agenda items and compliance.
5.14	Co-ordination with respective HODs in connection with S.V.Reports and Stock Sheets for other cadres.
5.15	All matters pertaining to currency extension of work charged non-gazetted posts of Headquarters.
5.16	Fire Safety Aspect of Rail Nilayam Building
6	All matters related to Commercial Exploitation, beyond the powers delegated to divisions.
7	For all the works beyond the powers delegated to division and management of contracts needing decision at Hqrs from respective divisions will be dealt by nominated main SAG officer as indicated: SC Divn-CE/TP, BZA Divn-CGE, GTL Divn- CE/TM, GNT Divn-CE/W, HYB Divn.-CE/WS&F, NED Divn-CE/P&D.
8	Any other work assigned by PCE.
Chief General Engineer	
CE/WS&F is under administrative control of PCE & is assisted by Dy.CE/LC&F other concerned Junior officers & staff in Head Quarters. Following will be the duties / functions pertaining to CE/WS&F:-	
Sl.No.	Duty
1	Duties approved by PCE vide this office letter No.W.G.II/2/Dutylist/HQ Vol.III dt.21/2/11 and modified time to time
2	Controlling the working of Engg. Workshop at LGD.
3	Maintenance of plant, equipment, premises etc. in EWS/LGD
4	Liaison with COS for procurement of steel & other stores concerning EWS/LGD.
5	Disposal of scrap from EWS/LGD
6	Maintenance of tools and plant register of EWS/LGD.
7	Cadre control of EWS staff
8	Review of waterways of bridges as required and scrutiny of GADs of sanctioned bridge rehabilitation / rebuilding works for adequacy of waterway.
9	All matters relating to Co-ordination in cases of breaches and floods including remedial measures thereof
10	Collection of data & Investigation of damages caused by floods & cyclones etc.& reporting to Rly Bd.
11	Planning, sanction & monitoring execution of protection works to check washaways & breaches.
12	Maintenance of rainfall records of railway rain gauge stations.
13	Maintenance of list of vulnerable bridges and locations & updating annually.
14	Issue of circulars and guidelines connected with floods control measures and monsoon precautions.
15	Railway affecting tanks & works - Committees of Engineers connected thereto. Monitoring of annual inspection reports and follow up for repairs.
CE/WS&F	

Sl.No.	Duty
16	Gauging of streams & liaison with RDSO
17	Procurement of Flood Hydrographs, Stage Discharge Curves & other relevant details required by RDSO
18	Procurement of equipment, T&P & other stores for flood section
19	Co-ordination with the Railway Board, outside bodies like Irrigation and Floods Departments of the States and Centre, RDSO, other Technical Institutions and Research Centres on all technical matters related to Flood, Breaches & Rly affecting tanks/works.
20	JAG level tenders for the works related to EWS/LGD
21	Miscellaneous issues.
21.01	Parliament questions connected with functional subjects/duties entrusted
21.02	MP/MLA and Board's references pertaining to functional subjects/duties entrusted.
21.03	Annual Reports connected with functional subjects/duties entrusted
21.04	All Audit notes and paras connected with functional subjects/duties entrusted
21.05	PREM & PNM items connected with functional subjects/duties entrusted.
21.06	All items related to policy matters and planning of 'Disaster management' and its implementation.
21.07	Updating and compilation of HQ monitoring items, Divisional monitoring items and Railway Board monitoring items and putting up to PCE (assisted by Secretary to PCE).
21.08	Assistance required by divisions through monthly PCDO, including co-ordination with respective HODs for remarks, compilation and putting up to PCE (assisted by XEN/Tr.Std.)
21.09	S.V.Reports and Stock Sheets of SSE/SE/JE in-charge of EWS/LGD.
22	Level Crossings
22.01	All Policy matters relating to maintenance Manning & Upgrading of level crossings.
22.02	Planning, Works Programme & Budgeting for Road Safety works connected with level crossings - Upgradation & Manning of Level Crossings including closure and creation of posts of gatemen
22.03	Execution of works connected with Level Crossings under Plan Head 29 including approval of plans, sanction of estimates and monitoring/controlling its progress etc.
22.04	All deposit works connected with LCs.
22.05	Co-ordinating with Railway Board, as a single window agency, for all matters pertaining to level crossings and their elimination, under Plan Head 29 and 30. In respect of Plan Head 30, only the decision to eliminate LC with LHS/RUB/ROB shall be under the purpose.
23	Sending PCDO to Rly.Board for matters connected with level crossing & ROB/RUB/LHS. The data for ROB/RUB/LHS will be provided by CBE to CE/WS&F (please refer item No.35.00 of duty list of CBE)
24	All tender matters related to Engineering Work Shop (EWS).
25	For all the works beyond the powers delegated to division and management of contracts needing decision at Hqrs from respective divisions will be dealt by nominated main SAG officer as indicated: SC Divn-CE/TP, BZA Divn-CGE, GTL Divn- CE/TM, GNT Divn-CE/W, HYB Divn.-CE/WS&F, NED Divn-CE/P&D.
26	Any other work assigned by PCE.
CE/Works is under administrative control of PCE & is assisted by Dy.CE/Works, AXEN/Works, AXEN/Works-I & staff in Head Quarters. Following will be the duties / functions pertaining to CE/Works:-	
Sl.No.	Duty
1	Duties approved by PCE vide this office letter No.W.G.II/2/Dutylist/HQ Vol.III dt.21/2/11 and modified time to time
2	All policy matters relating to Tenders & Contracts
3	All policy matters relating to Arbitration & dealing with arbitration cases
4	Policy and procurement of general stores, critical stores, cement, steel, office equipment and repairs.
5	Policy & matters concerning maintenance of colonies & service buildings including corporate welfare plan & colony care committees etc.

	Sl.No.	Duty
CE/Works	6	All policy matters and monitoring items related to Water supply, sanitation of quarters, service building, drainage, roads and maintenance of works.
	7	Revision of Schedule of Rates, Standard specifications and related matters.
	8	Schedule of Powers,
	9	Works Standard Committee.
	10	Licensing and Hiring of buildings.
	11	Fixing of water charges, rent, lawn charges
	12	Leasing of private residential accommodation.
	13	Dealing of all arbitration cases governed under General conditions including comments / acceptance within the power of Non-coordinating HOD.
	14	All policy matters and monitoring items related to Quality Control and Inspections of works.
	15	Miscellaneous issues.
	15.01	Right of information act.
	15.02	Cases under Section 80 CPC.
	15.03	All policy matters and monitoring items connected with non-conventional energy, source of energy, environment & heritage and other new technology / innovations relevant to Railways.
	15.04	Parliament questions connected with functional subjects/duties entrusted
	15.05	MP/MLA and Board's references pertaining to functional subjects/duties entrusted.
	15.06	Annual Reports connected with functional subjects/duties entrusted
	15.07	All Audit notes and paras connected with functional subjects/duties entrusted
	15.08	PREM & PNM items connected with functional subjects/duties entrusted.
	15.09	Rain water harvesting.
	15.1	Cleanliness of Stations and its approaches, Administrative Buildings and Railway colonies as assigned to Engineering department.
15.11	Repairs to approach roads to stations & colonies	
15.12	Repairs & Replacement of Drainage/Water supply pipe lines.	
16	For all the works beyond the powers delegated to division and management of contracts needing decision at Hqrs from respective divisions will be dealt by nominated main SAG officer as indicated: SC Divn-CE/TP, BZA Divn-CGE, GTL Divn- CE/TM, GNT Divn-CE/W, HYB Divn.-CE/WS&F, NED Divn-CE/P&D.	
17	Any other work assigned by PCE.	
CE/P&D	CE/P&D is under administrative control of PCE & is assisted by Dy.CE/P&D, XEN/Plg. & staff in Head Quarters. Following will be the duties / functions pertaining to CE/P&D:-	
	Sl.No.	Duty
	1	Duties approved by PCE vide this office letter No.W.G.II/2/Dutylist/HQ Vol.III dt.21/2/11 and modified time to time
	2	All policy matters relating to Planning, Works Programme, out-of-turn proposals for works other than Track & Bridges. To co-ordinate for PWP, FWP, LAW Book, SRSF and finalisation of same.
	3	Progress of sanctioned works.
	3.01	Monitoring progress of works handled by Openline including line capacity, passenger and staff amenity works.
	3.02	Preparation and approval of yard plans and proposals connected with works handled by Openline.
	3.03	Sanction of estimates
	4	All policy matters relating to Design and construction of works.
	5	Preparation and finalisation of Standard Drawings
	6	All policy matters relating to Building Cost Index, Type plans for Staff Quarters, Service Buildings.
	7	Co-ordinating Revenue Budget and Works Budget (other than Track).
	8	Cadre control of Drawing staff including cadre planning, creation, postings, promotions etc.
	9	Miscellaneous issues.
	9.01	Monitoring & cordination of Annual statements pertaining to Civil Engg. Dept.

	Sl.No.	Duty
CE/P&D	9.02	Co-ordination with outside departments like Posts and Telegraphs, Civil Defence, Government Railway Police and other Government Departments.
	9.03	Correspondence on completed surveys, developmental projects, updating of Indian Railway Map, System Map etc.
	9.04	Parliament questions connected with functional subjects/duties entrusted
	9.05	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
	9.06	Annual Reports connected with functional subjects/duties entrusted
	9.07	All Audit notes and paras connected with functional subjects/duties entrusted
	9.08	PREM & PNM items connected with functional subjects/duties entrusted.
	10	All correspondence and liaisoning with RVNL.
	11	Updating of System Map and Jurisdiction Maps. However, necessary assistance for this item will be provided by CTE.
	12	All matters relating to Library.
	13	All matters pertaining to Indian Railway Year Book.
	14	Laying/Providing approach roads to stations & in Colonies.
	15	Provision of Water Supply & Drainage arrangements including Bore wells in Station & colonies.
	16	For all the works beyond the powers delegated to division and management of contracts needing decision at Hqrs from respective divisions will be dealt by nominated main SAG officer as indicated: SC Divn-CE/TP, BZA Divn-CGE, GTL Divn- CE/TM, GNT Divn-CE/W, HYB Divn.-CE/WS&F, NED Divn-CE/P&D
17	Any other work assigned by PCE.	
Secretary to PCE is under administrative control of PCE & is assisted by staff in Headquarters. Following will be the duties / functions pertaining to Secretary to PCE.		
Secy. to PCE	Sl.No.	Duty
	1	Secretary to PCE is under administrative control of PCE & is assisted by staff in Headquarters.
	2	Assisting Principal Chief Engineer.
	3	Correspondence and co-ordination in respect of inspections by PCE and GM.
	4	General Administration including administrative control of Group 'D' staff of Engineering department in Headquarters.
	5	All matters relating to Confidential Reports of Contractors, Officers & Sub-ordinate staff.
	6	Maintenance and controlling of Road Vehicles of Engineering department in Headquarters.
	7	All matters relating to Gazetted establishment including cadre planning, creation of posts, work charged sanction etc
	8	Monitoring reply to representations regarding seniority and promotion to Group 'A' & 'B' referred to CPO.
	9	Periodical updating HQ_PURSUE & DIV_MONITOR databases for PCE.
	10	Monitor assistance sought by divisions from HQ.
	11	Updating and compilation of HQ monitoring items, Divisional monitoring items and Railway Board monitoring items and putting up to PCE through CE/WS&F.
12	Any other work assigned by PCE.	

Sl.No.	Duty
Dy.CE/LM is under administrative control of CGE & is assisted by staff in HeadQuarters. Following will be the duties / functions pertaining to Dy.CE/LM:-	
Sl.No.	Duty
1	All policy matters relating to land-encroachments, afforestation and commercial exploitation.
1.01	Encroachment.
1.02	Certified land plans.
1.03	Afforestation & Horticulture.
1.04	Earning from land & engg. Resources.
1.05	Licensing & leasing of land plots.
1.06	Commercial exploitation of land.
1.07	All correspondence including monitoring etc in connection with all deposit works other than ROB/RUB, e.g. siding etc. He will be assisted by P&D section in checking & approval/sanction of related plans & estimates.
1.08	All matters connected with Civil Engg Training Schools including ZCETC / KCG.
1.09	Maintenance of asset register and all correspondence with this work.
2	Miscellaneous issues.
2.01	Railway Convention Committees, Parliamentary Committees and any other Committees unless specified otherwise.
2.02	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
2.03	Monitoring & coordination of Parliament questions pertaining to Civil Engg
2.04	Parliament questions connected with functional subjects/duties entrusted
2.05	All Audit notes and paras connected with functional subjects/duties entrusted
2.06	PREM & PNM items connected with functional subjects/duties entrusted.
2.07	Annual Reports connected with functional subjects/duties entrusted
2.08	Dealing with the proposals, which require approval / processing by Headquarters as per powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc. in respect of his functional duties assigned.
3	Any other work assigned by CGE.
Dy.CE/Bridge Design is under administrative control of CBE & is assisted by AXEN/Br.D.and AXEN/ROB & staff in Head Quarters. Following will be the duties / functions pertaining to	
Sl.No.	Duty
1	All Policy matters related to design, construction and maintenance of track bridges/tunnels.
2	Bridge Rehabilitation
2.01	Processing of track bridge works in PWP comprising Justification/Abstract Estimate/Sketches.
2.02	Approval of GADs, detailed drawings and sanctioning of estimates of track bridges.
3	Steel Works-Structural design and drawings for steel structures viz., Workshop sheds, FOBs, Weigh bridges, PF Shelters, Water tank stagings etc.
4	Working of Geo-technical, Soil and Concrete testing laboratory.
5	Deposit Works-Approval of GADs, detailed drawings and sanctioning of estimates concerning Canal crossings / Pipeline crossings including recovery of various charges from the sponsoring agency.
6	Movement of ODC, Checking and Certifying bridges for running of new type of locomotives / Rolling stock and Statutory sanctions of CRS.
7	Agenda items for Bridge Standard Committee meetings and CBEs' Seminar and the follow up action.
8	Maintenance of Technical Codes / Rules / Standards related to track bridges.
9	Co-ordination with Railway Board, RDSO, Technical Institutions and Research Centres on all technical matters related to bridges.
10	All Policy matters related to design, construction and maintenance of ROBs / RUBs /Limited Use Subways.
11	Cost Sharing Works

	Sl.No.	Duty
Dy.CE/Br.D	11.01	Processing of ROB / RUB works in PWP comprising Justification / Abstract Estimate / Sketches.
	11.02	Approval of GADs, detailed drawings and sanctioning of estimates concerning ROBs / RUBs / Limited Use Subways.
	12	Deposit Works-Approval of GADs, detailed drawings and sanctioning of estimates concerning ROBs / RUBs including recovery of various charges from the sponsoring agency.
	13	Co-ordination with Railway Board, RDSO, outside bodies' viz., Highway authorities, NHAI, Technical Institutions and Research Centres on all technical matters related to ROBs / RUBs / Limited Use Subways.
	14	Maintenance of Technical Codes / Rules / Standards related to ROBs / RUBs.
	15	Dealing with the proposals, which require approval / processing by Headquarters as per powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc. in respect of his functional duties assigned.
	16	Monitoring the progress of ROB/RUBs and Limited Height Subways.
	17	Transfer of ROB/RUBs, Canal Crossings to CAO/C/SC or divisions for execution
	18	Planning, Works Programme & Budgeting for Road Safety works of ROBs / RUBs.
	19	Permission to State Govt./NHAI/ other dept./ Local bodies for execution of ROB/RUB/ Canal crossing works with Railway area under Railways supervision.
	20	Co-ordination for matters connected with ROB, RUB, Limited Hight Subway, Level Crossings for sending PCDO to Board. The data of level crossings related items will be provided to CBE by CE/WS&F & Dy.CE/LC&F.
21	Any other work assigned by PCE and CBE.	

Dy.CE/P&D is under administrative control of CE/P&D & is assisted by XEN/Plg. and staff in Head Quarters. Following will be the duties / functions pertaining to Dy.CE/P&D:-		
	Sl.No.	Duty
Dy.CE/P&D	1	All policy matters relating to Planning, Works Programme, out-of-turn proposals for works other than Track & Bridges. To co-ordinate for PWP, FWP, LAW Book, SRSF and finalisation of same
	2	Progress of sanctioned works.
	2.01	Monitoring progress of works handled by Openline including line capacity, passenger and staff amenity works.
	2.02	Preparation and approval of yard plans and proposals connected with works handled by Openline.
	2.03	Sanction of estimates
	3	All policy matters relating to Design and construction.
	4	Preparation and finalisation of Standard Drawings
	5	All policy matters relating to Building Cost Index, Type plans for Staff Quarters, Service Buildings.
	6	Co-ordinating Revenue Budget and Works Budget (other than Track).
	7	Cadre control of Drawing staff including cadre planning, creation, postings, promotions etc.
	8	Miscellaneous issues.
	8.01	Monitoring & cordination of Annual statements pertaining to Civil Engg. Dept.
	8.02	Co-ordination with outside departments like Posts and Telegraphs, Civil Defence, Government Railway Police and other Government Departments.
	8.03	Correspondence on completed surveys, developmental projects, updating of Indian Railway Map, System Map etc.
	8.04	Parliament questions connected with functional subjects/duties entrusted
	8.05	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
	8.06	Annual Reports connected with functional subjects/duties entrusted
	8.07	All Audit notes and paras connected with functional subjects/duties entrusted
	8.08	PREM & PNM items connected with functional subjects/duties entrusted.
	9	All correspondence and liaisoning with RVNL.

	Sl.No.	Duty
Dy.CE/P&D	9.01	Dealing with the proposals, which require approval / processing by Headquarters as per powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc. in respect of his functional duties assigned.
	10	Updating of System Map and Jurisdiction Maps. However, necessary assistance for this item will be provided by CTE.
	11	All matters relating to Library.
	12	All matters pertaining to Indian Railway Year Book.
	13	Any other work assigned by CE/P&D.
Dy.CE/TM is under administrative control of CE/TM & is assisted by XEN/TM & staff in Head Quarters. Following will be the duties / functions pertaining to Dy.CE/TM:-		
Dy.CE/TM	Sl.No.	Duty
	1	All policy matters connected with Track Machines, procurement, maintenance & operation.
	2	Track Machine organisation including cadre planning of machine staff, creation of posts and filling vacancies, posting & promotion etc.
	3	Monitoring of traffic blocks for operation of track machines
	4	Procurement of small track machines and tools like off track tampers, traversing jacks, rail cutting machines, welding generators etc. as well as measuring equipments
	5	Repair of track machines & tools/ equipments including procurement of spare parts.
	6	Implementation of Track Management System for Track Machine Organization.
	7	Miscellaneous issues.
	7.01	Parliament questions connected with functional subjects/duties entrusted
	7.02	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
	7.03	Annual Reports connected with functional subjects/duties entrusted
	7.04	All Audit notes and paras connected with functional subjects/duties entrusted
	7.05	PREM & PNM items connected with functional subjects/duties entrusted.
	7.06	Dealing with the proposals, which require approval / processing by Headquarters as per powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc. in respect of his functional duties assigned.
	7.07	S.V.Reports and Stock Sheets of SSE/SE/JE in-charge of TM organisation.
	8	Functioning of Rail Grinding Machine.
	8.01	Monitoring of Rail Grinding Machine.
	8.02	Repairs of Rail Grinding Machine.
	8.03	Maintenance of Rail Grinding Machine etc.
	9	Any other work assigned by CE/TM.
Dy.CE/Track-2 is under administrative control of CTE & is assisted by AXEN/Track-2, AIE/SC, AIE/BZA & AIE/GTL and the staff in Head Quarters. Following will be the duties / functions		
Dy.CE/Tr-II	Sl.No.	Duty
	1	All policy matters connected with the Track including maintenance, Upgradation, modernisation, mechanisation & computerisation of track activities.
	1.01	All Track maintenance issues.
	1.02	Identification and declaration of track lengths for adoption of different systems of Track Testing / Relaying / Maintenance.
	1.03	Maintenance of statistical data on matters pertaining to Track.
	1.04	Winter, summer and monsoon patrolling of track including security patrolling
	1.05	All matters connected with DTM.
	1.06	Monitoring of inspection schedules of divisions.
	2	PSC SLEEPERS
	2.01	Requirement of PSC turn out sleepers and special PSC sleepers along with estimate provision
	2.03	Distribution of PSC spl sleepers & turnout sleeper division wise / month wise.

Sl.No.	Duty	
2.04	All matters pertaining to Programme, Planning, distribution, movement, laying of PSC sleeper turnouts, and Progress at site.	
Dy.CE/Tr-II	3	Channel sleeper and Execution policy including monitoring progress in the field
	4	Composite sleepers
	5	Movement of Sleepers & ballast rakes.
	6	Rail Welding - All policy matters related to Rail Welding.
	6.01	AT welding including quality control of insitu welds.
	6.02	Establishment and monitoring working of re-conditioning depots and other track components including procurement of electrodes and equipments for the depot and other field units.
	6.03	Co-ordination with divisions for ensuring rag picking in mid section and monitoring its implementation.
	7	USFD
	7.01	USFD-Implementation of policy directives including correspondence with Rly Bd & RDSO
	7.02	USFD-Outsourcing, creation of posts, posting of PWIs for USFD work including training & quality checks
	7.03	All matters connected with making arrangements for Running Rail Examination Cars (Spurt Cars), obtaining meaningful interpretation of the results and distribution of the same to the Divisions and THODs.
	8	Formation
	8.01	Geo-technical & formation treatment studies including co-ordination with RDSO
	8.02	Formation rehabilitation-proposal, sanction of works & progress reports
	9	General
	9.01	Track materials under Trial.
	9.02	PREM & PNM items connected with functional subjects/duties entrusted.
	9.03	All Audit notes and paras connected with functional subjects/duties entrusted
	9.04	Parliament questions connected with functional subjects/duties entrusted
	9.05	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
	9.06	Dealing with the proposals, which require approval / processing by Headquarters as per powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc. in respect of his functional duties assigned.
10	JAG level tenders for the works related to FBWP/MLY, shall be dealt by Dy.CE/Tr-II and accepted by CTE	
11	Any other work assigned by CTE.	
Dy.CE/TP	Dy.CE/TP is under administrative control of CE/TP & is assisted by XEN/TP & AXEN/TP and staff in Head Quarters. Following will be the duties / functions pertaining to Dy.CE/TP:-	
	Sl.No.	Duty
	1	Management of Track materials other than rails & sleepers
	1.01	Assessment of requirement of P.Way material both for track as well S&T works with estimated provision furnished by CTE & CSTE to CE/TP for procurement.
	1.02	Preparation & approval of indents for track materials other than rails & sleepers on receiving the requirement.
	1.03	Procurement of track fittings inclusive of ERC,GRSP & Metal Liners, including calling for tenders and their finalisation, placement of purchase orders and keeping watch on their receipt.
	1.04	Inspection of track materials as required for procurement.
	1.05	Distribution of new & released P.Way material & fittings in consultation with CTE.
	1.06	Maintenance of updated list of RDSO approved suppliers for various P.Way materials
	1.07	Specifications & RDSO drgs. for P.Way materials other than rails & sleepers
	2	Control over working of P.Way depots, distribution and dispatch of P.Way materials.
	3	Disposal of scrap & surplus/obsolete P.Way material.
	4	Computerisation and MIS

	Sl.No.	Duty
Dy.CE/TP	5	Miscellaneous issues.
	5.01	Implementation of MMS in respect of P.Way stores for PWIs.
	5.02	Parliament questions connected with functional subjects/duties entrusted
	5.03	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
	5.04	Annual Reports connected with functional subjects/duties entrusted
	5.05	All Audit notes and paras connected with functional subjects/duties entrusted
	5.06	PREM & PNM items connected with functional subjects/duties entrusted.
	5.07	Dealing with the proposals, which require approval / processing by Headquarters as per powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc. in respect of his functional duties assigned.
6	Any other work assigned by CE/TP.	
Dy.CE/Tr-I/HQ is under administrative control of CTE & is assisted by AXEN/Tr-I/HQ & the staff in Head Quarters. Following will be the duties / functions pertaining to Dy.CE/Tr-I/HQ:-		
Dy.CE/Tr-I	Sl.No.	Duty
	1	Implementation of track management system in SC Railway
	1.01	Implementation of TMS in all six divisions of SC Railway, and all related activities eg co-ordination with Railway Board, CRIS and other Railways, provision of hardware and training of all field officials.
	1.02	Monitoring implementation of TMS and the field level, identifying any problem affecting the smooth implementation of TMS and sorting it out at the divisional/headquarters/ Railway Board level.
	2	Effect of Rail Grinding Machine on Rail.
	3	Track Standards, TSC meetings, IRPWM, G&SR & SOD etc.
	4	Track Renewal
	4.01	Planning of Track Renewals, works programme for track
	4.02	Making out detailed / revised estimates and sanctioning of track renewal works
	4.03	Preparing track renewal execution programme & monitoring progress & quality
	4.04	Monitoring the availability of materials at different work sites.
	5	Co-ordination with CE/TM regarding Track Machine & their deployment.
	5.01	Co-ordination with CE/TP regarding requirement & distributions of track material
	6	Track Budget for DRF / SRSF.
	7	Engg Control including preparation of power plan
	7.01	Time-Tabling, Increase of speeds, Engg. Time Allowance, Speed Restrictions,
	7.02	Interaction with Divs. & Central control for Traffic blocks and Punctuality, Speed restrictions, Fractures & unusualls, Daily Progress etc.
	8	Monitoring Rail / Weld failures-data collection, computerisation & analysis along with remedial measures
	9	Quality control-Matters relating to inspection of major relaying works, welding works, monitoring the quality, counseling and guiding the staff for improving the quality of relaid track, Organising workshops / training programmes.
	10	General
	10.01	Co-ordination with the Railway Board, outside bodies like Highways, RDSO, other Technical Institutions and Research Centres on all technical matters related to Track & Formation.
	10.02	S.V.Reports and Stock Sheets of PWIs.
	10.03	Dealing with the proposals, which require approval / processing by Headquarters as per powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc. in respect of his functional duties assigned.
	11	Planning and allotment of Hoppers
12	Movement of Rail rakes.	
13	Co-ordination with CE/WS&F regarding Flash Butt Welding Plant	
14	Any other work assigned by CTE	

Sl.No.	Duty
Dy.CE/Bridge Lines is under administrative control of CBE & is assisted by AXEN/Br.L. & staff in Head Quarters. Following will be the duties / functions pertaining to Dy.CE/Br.L.:-	
Sl.No.	Duty
1	Bridge maintenance.
1.01	Technical supervision of all major regirdering works.
1.02	Scrutiny of BRI's technical bridge inspection register
1.03	Monitoring movement of ADENs Bridge Inspection Registers for scrutiny by THODs.
2.01	Planning, Works Programme and Budgeting for Bridge Works.
2	All matters relating to Rebuilding/Strengthening/Re-girdering of bridges including monitoring execution of sanctioned works.
3	Checking & approval of detailed design / drawings of ROB/RUB works.
4	Processing indents for machinery, equipment, T&P and other BRI's store along with liaison with COS office
5	Machine and plant programme of Engineering department including procurement of vehicles.
6	Cadre control of Bridge maintenance staff including Cadre Planning, Creation of posts, promotions, postings and training.
7	Collection and disposal of unserviceable and released girders including turn-tables.
8	Miscellaneous issues.
8.01	SV Reports and Stock sheets of BRIs
8.02	Parliament questions connected with functional subjects/duties entrusted
8.03	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
8.04	Annual Reports connected with functional subjects/duties entrusted
8.05	All Audit notes and paras connected with functional subjects/duties entrusted
8.06	PREM & PNM items connected with functional subjects/duties entrusted.
8.07	Dealing with the proposals, which require approval / processing by Headquarters as per powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc. in respect of his functional duties assigned.
9	Transfer of Bridge Works to CAO/C/SC or divisions for execution
10	Planning and monitoring the instrumentation of bridges.
11	Planning and health monitoring of bridges.
12	Matters related to all Bridge Conferences, Seminars and other meetings etc.
13	Development of Bridge Management Information System.
14	Monitoring the Bridge maintenance work carried out by BRIs.
15	Technical supervision of all major regirdering works.
16	Planning and Monitoring of Under Water Inspection of Bridges
17	Planning, Works Programme and Budgeting for Bridge Works.
18	Any other work assigned by PCE &CBE
Dy.CE/Works is under administrative control of CE/Works & is assisted by AXEN/Works, AXEN/Works-I & staff in Head Quarters. Following will be the duties / functions pertaining to Dy.CE/Works:-	
Sl.No.	Duty
1	All policy matters relating to Tenders & Contracts
2	All policy matters relating to Arbitration & dealing with arbitration cases
3	Policy and procurement of general stores, critical stores, cement, steel, office equipment and repairs.
4	Policy & matters concerning maintenance of colonies & service buildings including corporate welfare plan & colony care committees etc.
5	All policy matters and monitoring items related to Water supply, sanitation of quarters, service building, drainage, roads and maintenance of works.
6	Revision of Schedule of Rates, Standard specifications and related matters.
7	Schedule of Powers,
8	Works Standard Committee.
9	Licensing and Hiring of buildings.

	Sl.No.	Duty
Dy.CE/Works	10	Fixing of water charges, rent, lawn charges
	11	Leasing of private residential accommodation.
	12	All policy matters and monitoring items related to Quality Control and Inspections of works.
	13	Miscellaneous issues.
	13.01	Right of information act.
	13.02	Cases under Section 80 CPC.
	13.03	All policy matters and monitoring items connected with non-conventional energy, source of energy, environment & heritage and other new technology / innovations relevant to Railways.
	13.04	Parliament questions connected with functional subjects/duties entrusted
	13.05	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
	13.06	Annual Reports connected with functional subjects/duties entrusted
	13.07	All Audit notes and paras connected with functional subjects/duties entrusted
	13.08	PREM & PNM items connected with functional subjects/duties entrusted.
	13.09	Rain water harvesting.
	13.1	Dealing with the proposals, which require approval / processing by Headquarters as per powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc. in respect of his functional duties assigned.
14	Any other work assigned by PCE & CE/Works.	

Dy.CE/LC&F is under administrative control of CE/WS&F & is assisted by AXEN/Floods and the staff in Head Quarters. Following will be the duties / functions pertaining to Dy.CE/LC&F:-		
	Sl.No.	Duty
Dy.CE/LC&F	1	Review of waterways of bridges as required and scrutiny of GADs of sanctioned bridge rehabilitation / rebuilding works for adequacy of waterway.
	2	All matters relating to Co-ordination in cases of breaches and floods including remedial measures thereof
	3	Collection of data & Investigation of damages caused by floods & cyclones etc.& reporting to Rly Bd.
	4	Planning, sanction & monitoring execution of protection works to check washaways & breaches
	5	Maintenance of rainfall records of railway rain gauge stations.
	6	Maintenance of list of vulnerable bridges and locations & updating annually.
	7	Issue of circulars and guidelines connected with floods control measures and monsoon precautions.
	8	Railway affecting tanks & works - Committees of Engineers connected thereto. Monitoring of annual inspection reports and follow up for repairs.
	9	Gauging of streams & liaison with RDSO
	10	Procurement of Flood Hydrographs, Stage Discharge Curves & other relevant details required by RDSO
	11	Procurement of equipment, T&P & other stores for flood section
	12	Co-ordination with the Railway Board, outside bodies like Irrigation and Floods Departments of the States and Centre, RDSO, other Technical Institutions and Research Centres on all technical matters related to Flood, Breaches & Rly affecting tanks/works.
	13	Miscellaneous issues.
	13.01	Parliament questions connected with functional subjects/duties entrusted
	13.02	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
	13.03	Annual Reports connected with functional subjects/duties entrusted
	13.04	All Audit notes and paras connected with functional subjects/duties entrusted
	13.05	PREM & PNM items connected with functional subjects/duties entrusted.
	13.06	All items related to policy matters and planning of 'Disaster management' and it's implementation.
	13.07	Updating and compilation of HQ monitoring items, Divisional monitoring items and Railway Board monitoring items and putting up to PCE (assisted by Secretary to PCE).

	Sl.No.	Duty
Dy.CE/LC&F	13.08	Assistance required by divisions through monthly PCDO, including co-ordination with respective HODs for remarks, compilation and putting up to PCE (assisted by XEN/Tr.Std.)
	14	Level Crossings
	14.01	All Policy matters relating to maintenance Manning & Upgrading of level crossings
	14.02	Planning, Works Programme & Budgeting for Road Safety works connected with level crossings - Upgradation & Manning of Level Crossings including closure and creation of posts of gatemen
	14.03	Execution of works connected with Level Crossings including approval of plans, sanction of estimates and progress etc.
	14.04	All deposit works connected with LCs.
	15	The data of level crossings related items for compilation of PCDO etc, will be provided to CBE by CE/WS&F & Dy.CE/LC&F. (please refer item Nos.34.00, 20.00 & 10.00 of duty list of CBE, Dy.CE/Br.D & AXEN/ROB respectively)
	16	Any other work assigned by PCE & CE/WS&F
Dy.CE/Genl	Dy.CE/Genl/HQ is under administrative control of CGE & is assisted by XEN/Genl, AXEN/Genl & staff in Head Quarters. Following will be the duties / functions pertaining to Dy.CE/Genl/HQ:-	
	Sl.No.	Duty
	1	Establishment
	1.01	Cadre control of Works Cadre including Cadre Planning, Creation of Posts, Promotions, Postings & Training etc.
	1.02	Cadre control of Ministerial staff of Engg. Department
	1.03	Man-power planning and related subjects.
	1.04	Casual Labour-including policy matters connected with Decasualisation, other than Track related casual labour.
	2	HQ Office Management
	2.01	All personal matters, sanctions, advances to staff of Hqrs (Works Branch).
	2.02	Surprise checks in regard to maintenance & cleanliness in HQ offices
	2.03	Management of telephone bills
	2.04	Procurement of stores, stationery & T&P and other dead stock items for HQ office
	2.05	All matters pertaining to Work Study Reports.
	3	Miscellaneous issues.
	3.01	Monitoring & cordination of MP/MLA, RAILWAY BOARD references pertaining to Civil Engg.
	3.02	Monitoring & cordination of Audit reports, Draft Paras, Accounts Inspection reports, Factual statements pertaining to Civil Engg.
	3.03	Monitoring & cordination for all matters related to PREM and PNM of Railway Board, Head Quarters and divisions & other matters referred by the recognised unions and Public grievances.
	3.04	SV Reports and Stock sheets of IOWs.
	3.05	Items pertaining to SCROA & SCRPOA meetings, agenda items and compliances.
	3.06	Items pertaining to ZRUCC and other railway user's committee, agenda items and compliance.
	3.07	Co-ordination with respective HODs in connection with S.V.Reports and Stock Sheets for other cadres.
	3.08	Dealing with the proposals, which are administrative in nature and require approval / processing by Headquarters owing to powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc. in respect of their functional duties.
	3.09	Processing the indents for procurement of general items through COS concerning track maintenance & liaison with COS on procurement of items for track maintenance (under the control of CTE).
3.1	All matters pertaining to currency extension of work charged non-gazetted posts of Headquarters.	

Sl.No.	Duty
4	Any other work assigned by PCE.
Dy.CE/EWS/LGD is under administrative control of CE/WS&F & is assisted by AXEN/FBWP/MLY & AXEE/EWS/LGD & staff. Following will be the duties / functions pertaining to XEN/EWS/LGD:-	
Sl.No.	Duty
1	Controlling the working of Flash Butt Welding Plant/MLY & Engg. Workshop at LGD.
2	Accountal of rails received in the plant & despatches from plant including movement of mechanised rakes and unloading of rails.
3	Maintenance of plant, equipment, premises etc. in FBWP/MLY & EWS/LGD
4	Liaison with COS for procurement of steel & other stores concerning FBWP/MLY & EWS/LGD.
5	Disposal of scrap from FBWP/MLY & EWS/LGD
6	Maintenance of tools and plant register of FBWP/MLY & EWS/LGD.
7	Cadre control of FBWP/MLY & EWS staff
8	Maintenance of 10 Rail Panels rakes & related T&P, viz, Rollers, Chains, Hooks etc.
9	Miscellaneous issues.
9.01	Parliament questions connected with functional subjects/duties entrusted
9.02	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
9.03	Annual Reports connected with functional subjects/duties entrusted
9.04	All Audit notes and paras connected with functional subjects/duties entrusted
9.05	PREM & PNM items connected with functional subjects/duties entrusted.
9.06	S.V.Reports and Stock Sheets of SSE/SE/JE in-charge of FBWP and EWS/LGD.
10	Any other work assigned by CE/WS&F.
XEN/Planning is under administrative control of Dy.CE/P&D & is assisted by staff in Head Quarters. Following will be the duties / functions pertaining to XEN/Planning:-	
Sl.No.	Duty
A	He will be assisting Dy.CE/P&D in dealing with the following matters.
1	All policy matters relating to Planning, Works Programme, out-of-turn proposals for works other than Track & Bridges. To co-ordinate for PWP, FWP, LAW Book, SRSF and finalisation of same
2	Progress of sanctioned works.
2.01	Monitoring progress of works handled by Openline including line capacity, passenger and staff amenity works.
2.02	Preparation and approval of yard plans and proposals connected with works handled by Openline.
2.03	Sanction of estimates
3	All policy matters relating to Design and construction.
4	Preparation and finalisation of Standard Drawings
5	All policy matters relating to Building Cost Index, Type plans for Staff Quarters, Service Buildings.
6	Co-ordinating Revenue Budget and Works Budget (other than Track).
7	Cadre control of Drawing staff including cadre planning, creation, postings, promotions etc.
8	Miscellaneous issues.
8.01	Monitoring & cordination of Annual statements pertaining to Civil Engg. Dept.
8.02	Co-ordination with outside departments like Posts and Telegraphs, Civil Defence, Government Railway Police and other Government Departments.
8.03	Correspondence on completed surveys, developmental projects, updating of Indian Railway Map, System Map etc.
8.04	Parliament questions connected with functional subjects/duties entrusted
8.05	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
8.06	Annual Reports connected with functional subjects/duties entrusted
8.07	All Audit notes and paras connected with functional subjects/duties entrusted
8.08	PREM & PNM items connected with functional subjects/duties entrusted.
9	All correspondence and liaisioning with RVNL.

	Sl.No.	Duty
XEN/Pig	9.01	Dealing with the proposals, which require approval / processing by Headquarters as per powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc. in respect of his functional duties assigned.
	10	Updating of System Map and Jurisdiction Maps. However, necessary assistance for this item will be provided by CTE.
	11	All matters relating to Library.
	12	All matters pertaining to Indian Railway Year Book.
	B	Any other work assigned by CE/P&D or Dy.CE/P&D.
XEN/TM is under administrative control of Dy.CE/TM & is assisted by staff in Head Quarters. Following will be the duties / functions pertaining to XEN/TM:-		
	Sl.No.	Duty
XEN/TM	A	He will be assisting Dy.CE/TM in dealing with the following matters.
	1	All policy matters connected with Track Machines, procurement, maintenance & operation.
	2	Track Machine organisation including cadre planning of machine staff, creation of posts and filling vacancies, posting & promotion etc.
	3	Monitoring of traffic blocks for operation of track machines
	4	Procurement of small track machines and tools like off track tampers, traversing jacks, rail cutting machines, welding generators etc. as well as measuring equipments
	5	Repair of track machines & tools/ equipments including procurement of spare parts.
	6	Implementation of track management system on the Railway, training of staff including policies connected with forming semi-mechanised gangs in the divisions.
	7	Miscellaneous issues.
	7.01	Parliament questions connected with functional subjects/duties entrusted
	7.02	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
	7.03	Annual Reports connected with functional subjects/duties entrusted
	7.04	All Audit notes and paras connected with functional subjects/duties entrusted
	7.05	PREM & PNM items connected with functional subjects/duties entrusted.
	7.06	Dealing with the proposals, which require approval / processing by Headquarters as per powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc. in respect of his functional duties assigned.
	7.07	S.V.Reports and Stock Sheets of SSE/SE/JE in-charge of TM organisation.
	8	Functioning of Rail Grinding Machine.
	9.01	Monitoring of Rail Grinding Machine.
	8.02	Repairs of Rail Grinding Machine.
	8.03	Maintenance of Rail Grinding Machine etc.
	B	Any other work assigned by CE/TM or Dy.CE/TM.
XEN/Tr.Std/HQ is under administrative control of CTE & is assisted by staff in Head Quarters. Following will be the duties / functions pertaining to XEN/Tr.Std./HQ:-		
	Sl.No.	Duty
XEN/Tr.Std	1	Accidents
	1.01	Accidents & analysis of causes with remedial measures
	1.02	References on Safety items from CSO, CRS etc.
	2	Track Recording
	2.01	Track recording by TRRC, TRC & OMS-2000 etc. including analysis of results & correspondence with divisions
	2.02	Matters related to Track Recording, TGI & CTR values & liaison with RDSO.
	3	Establishment
	3.01	Gang Strength including correspondence with Railway Board.
	3.02	P.Way Casual Labour & De-casualisation of P.Way Casual Labour.
	3.03	Cadre planning of PWIs of all grades & PWS- monitoring of vacancies, promotions, transfers, creation of posts, placement of indents with RRB & training including refresher courses

	Sl.No.	Duty
XEN/Tr.Std	4	General
	4.01	Compilation of PCDO, Mission Items & action on MCDOs from DRMs.
	4.02	Annual Reports connected with functional subjects/duties entrusted
	4.03	All matters connected with CTE's conference
	4.04	Assistance required by divisions through monthly PCDO, including co-ordination with respective HODs for remarks, compilation and putting up to PCE through CE/WS&F.
	4.05	Dealing with the proposals, which require approval / processing by Headquarters as per powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc. in respect of his functional duties assigned.
	4.06	Correspondence and co-ordination in respect of compliance of inspections of CRB, Railway Board Members, CCRS and CRS.
	5	Ballast
	5.01	Procurement of Ballast -both Depots and Cess Collection.
	5.02	Ballast specifications
	5.03	Establishing mechanised ballast depots on the collection and loading of hoppers
	6	Any other work assigned by CTE.
XEN/TP	XEN/TP is under administrative control of Dy.CE/TP & is assisted by AXEN/TP and staff in Head Quarters. Following will be the duties / functions pertaining to XEN/TP:-	
	Sl.No.	Duty
	A	He will be assisting Dy.CE/TP in dealing with following matters.
	1	Management of Track materials other than rails & sleepers
	1.01	Assessment of requirement of P.Way material both for track as well S&T works with estimated provision furnished by CTE & CSTE to CE/TP for procurement.
	1.02	Preparation & approval of indents for track materials other than rails & sleepers on receiving the requirement.
	1.03	Procurement of track fittings inclusive of ERC,GRSP & Metal Liners, including calling for tenders and their finalisation, placement of purchase orders and keeping watch on their receipt.
	1.04	Inspection of track materials as required for procurement as distributed by CE/TP & Dy.CE/TP.
	1.05	Distribution of new & released P.Way material & fittings in consultation with CTE.
	1.06	Maintenance of updated list of RDSO approved suppliers for various P.Way materials
	1.07	Specifications & RDSO drgs. for P.Way materials other than rails & sleepers
	2	Control over working of P.Way depots, distribution and dispatch of P.Way materials.
	3	Computerisation and MIS
	4	Miscellaneous issues.
	4.01	Implementation of MMS in respect of P.Way stores for PWIs.
	4.02	Parliament questions connected with functional subjects/duties entrusted
	4.03	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
	4.04	Annual Reports connected with functional subjects/duties entrusted
	4.05	All Audit notes and paras connected with functional subjects/duties entrusted
	4.06	PREM & PNM items connected with functional subjects/duties entrusted.
	4.07	Dealing with the proposals, which require approval / processing by Headquarters as per powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc. in respect of his functional duties assigned.
	B	Any other work assigned by CE/TP or Dy.CE/TP.
	XEN/Genl	XEN/Genl is under administrative control of CGE & is assisted by AXEN/Genl & staff in Head Quarters. Following will be the duties / functions pertaining to XEN/Genl:-
Sl.No.		Duty
1		Establishment
1.01	Cadre control of Works Cadre including Cadre Planning, Creation of Posts, Promotions, Postings & Training etc.	

	Sl.No.	Duty
XEN/Genl	1.02	Cadre control of Ministerial staff of Engg. Department
	1.03	Man-power planning and related subjects.
	1.04	Casual Labour-including policy matters connected with Decasualisation, other than Track related casual labour.
	2	HQ Office Management
	2.01	All personal matters, sanctions, advances to staff of Hqrs (Works Branch).
	2.02	Surprise checks in regard to maintenance & cleanliness in HQ offices
	2.03	Management of telephone bills
	2.04	Procurement of stores, stationery & T&P and other dead stock items for HQ office
	2.05	All matters pertaining to Work Study Reports.
	3	Miscellaneous issues.
	3.01	Monitoring & cordination of MP/MLA, RAILWAY BOARD references pertaining to Civil Engg.
	3.02	Monitoring & cordination of Audit reports, Draft Paras, Accounts Inspection reports, Factual statements pertaining to Civil Engg.
	3.03	Monitoring & cordination for all matters related to PREM and PNM of Railway Board, Head Quarters and divisions & other matters referred by the recognised unions and Public grievances.
	3.04	SV Reports and Stock sheets of IOWs.
	3.05	Items pertaining to SCROA & SCRPOA meetings, agenda items and compliances.
	3.06	Items pertaining to ZRUCC and other railway user's committee, agenda items and compliance.
	3.07	Co-ordination with respective HODs in connection with S.V.Reports and Stock Sheets for other cadres.
	3.08	Dealing with the proposals, which are administrative in nature and require approval / processing by Headquarters owing to powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc. in respect of their functional duties.
	3.09	Processing the indents for procurement of general items through COS concerning track maintenance & liaison with COS on procurement of items for track maintenance (under the control of CTE).
	3.1	All matters pertaining to currency extension of work charged non-gazetted posts of Headquarters.
4	Any other work assigned by PCE, CGE & Dy.CE/Genl	
XEN/LM	XEN/LM is under administrative control of CTE & is assisted by the staff in Head Quarters. Following will be the duties / functions pertaining to XEN/LM:-	
	Sl.No.	Duty
	1	Track Standards, TSC meetings, IRPWM, G&SR & SOD etc..
	2	Track Renewal
	2.01	Planning of Track Renewals, works programme for track
	2.02	Making out detailed / revised estimates and sanctioning of track renewal works
	2.03	Preparing track renewal execution programme & monitoring progress & quality
	2.04	Monitoring the availability of materials at different work sites.
	3	Co-ordination with CE/TM regarding Track Machine & their deployment.
	3.01	Co-ordination with CE/TP regarding requirement & distributions of track material
	4	Ballast
	4.01	Procurement of Ballast -both Depots and Cess Collection.
	4.02	Ballast specifications
	4.03	Establishing mechanised ballast depots on the collection and loading of hoppers
	5	Track Budget for DRF / SRSF.
	6	Engg Control including preparation of power plan
	6.01	Time-Tabling, Increase of speeds, Engg. Time Allowance, Speed Restrictions,
	6.02	Interaction with Divs. & Central control for Traffic blocks and Punctuality, Speed restrictions, Fractures & unusualls, Daily Progress etc.

	Sl.No.	Duty
	7	Monitoring Rail / Weld failures-data collection, computerisation & analysis along with remedial measures
XEN/LM	8	Quality control-Matters relating to inspection of major relaying works, welding works, monitoring the quality, counseling and guiding the staff for improving the quality of relaid track, Organising workshops / training programmes.
	9	General
	9.01	Co-ordination with the Railway Board, outside bodies like Highways, RDSO, other Technical Institutions and Research Centres on all technical matters related to Track & Formation.
	9.02	S.V.Reports and Stock Sheets of PWIs.
	9.03	Dealing with the proposals, which require approval / processing by Headquarters as per powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc. in respect of his functional duties assigned.
	9.04	Tenders needing processing at JAG level will be put up to Dy.CE/Tr-II to act as convener.
	10	Any other work assigned by CTE
AXEN/Works-I	AXEN/Works-1 is under administrative control of Dy.CE/Works & is assisted by staff in Head Quarters. Following will be the duties / functions pertaining to AXEN/Works-1:-	
	Sl.No.	Duty
	A	He will be assisting Dy.CE/Works in dealing with the following matters.
	1	Revision of Schedule of Rates, Standard specifications and related matters.
	2	Schedule of Powers,
	3	Works Standard Committee.
	4	Fixing of water charges, rent, lawn charges
	5	All policy matters and monitoring items related to Quality Control and Inspections of works.
	6	Miscellaneous issues.
	6.01	All policy matters and monitoring items connected with non-conventional energy, source of energy, environment & heritage and other new technology / innovations relevant to Railways.
	6.02	Parliament questions connected with functional subjects/duties entrusted
	6.03	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
	6.04	Annual Reports connected with functional subjects/duties entrusted
	6.05	All Audit notes and paras connected with functional subjects/duties entrusted
	6.06	PREM & PNM items connected with functional subjects/duties entrusted.
	B	Any other work assigned by CE/Works or Dy.CE/works.
	AXEN/Br.D	AXEN/Bridge Design is under administrative control of Dy.CE/Br.D. & is assisted by staff in Head Quarters. Following will be the duties / functions pertaining to AXEN/Br.D.:-
Sl.No.		Duty
A		He will be assisting Dy.CE/Br.D. in dealing with the following matters.
1		All Policy matters related to design, construction and maintenance of track bridges / tunnels.
2		Bridge Rehabilitation
2.01		Processing of track bridge works in PWP comprising Justification / Abstract Estimate / Sketches.
2.02		Approval of GADs, detailed drawings and sanctioning of estimates of track bridges.
3		Steel Works-Structural design and drawings for steel structures viz., Workshop sheds, FOBs, Weigh bridges, PF Shelters, Water tank stagings etc.
4		Working of Geo-technical, Soil and Concrete testing laboratory.
5		Deposit Works-Approval of GADs, detailed drawings and sanctioning of estimates concerning Canal crossings / Pipeline crossings including recovery of various charges from the sponsoring agency.
6		Movement of ODC, Checking and Certifying bridges for running of new type of locomotives / Rolling stock and Statutory sanctions of CRS.
7		Agenda items for Bridge Standard Committee meetings and CBEs' Seminar and the follow up action.
8		Maintenance of Technical Codes / Rules / Standards related to track bridges.

Sl.No.	Duty
9	Co-ordination with Railway Board, RDSO, Technical Institutions and Research Centres on all technical matters related to bridges.
B	Any other work assigned by PCE, CBE and Dy.CE/Br.D.

AXEN/Bridge Lines is under administrative control of Dy.CE/Br.L. & is assisted by staff in Head Quarters. Following will be the duties / functions pertaining to AXEN/Br.L.:-

Sl.No.	Duty
A	He will be assisting Dy.CE/Br.L. in dealing with the following matters.
1	Bridge maintenance.
1.01	Technical supervision of all major regirdering works.
1.02	Scrutiny of BRI's technical bridge inspection register
1.03	Monitoring movement of ADENs Bridge Inspection Registers for scrutiny by THODs.
2	All matters relating to Rebuilding/Strengthening/Re-girdering of bridges including monitoring execution of sanctioned works.
3	Processing indents for machinery, equipment, T&P and other BRI's store along with liaison with COS office
4	Machine and plant programme of Engineering department including procurement of vehicles.
5	Cadre control of Bridge maintenance staff including Cadre Planning, Creation of posts, promotions, postings and training.
6	Collection and disposal of unserviceable and released girders including turn-tables.
7	Miscellaneous issues.
7.01	SV Reports and Stock sheets of BRIs
7.02	Parliament questions connected with functional subjects/duties entrusted
7.03	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
7.04	Annual Reports connected with functional subjects/duties entrusted
7.05	All Audit notes and paras connected with functional subjects/duties entrusted
7.06	PREM & PNM items connected with functional subjects/duties entrusted.
8	Transfer of Bridge Works to CAO/C/SC or divisions for execution
9	Planning and monitoring the instrumentation of bridges.
10	Planning and health monitoring of bridges.
11	Matters related to all Bridge Conferences, Seminars and other meetings etc.
12	Development of Bridge Management Information System.
13	Monitoring the Bridge maintenance work carried out by BRIs.
14	Technical supervision of all major regirdering works.
15	Planning and Monitoring of Under Water Inspection of Bridges
16	Planning, Works Programme and Budgeting for Bridge Works.
17	Level Crossings
17.01	All Policy matters relating to maintenance Manning & Upgrading of level crossings
17.02	Planning, Works Programme & Budgeting for Road Safety works connected with level crossings - Upgradation & Manning of Level Crossings including closure and creation of posts of gatemen
17.03	Execution of works connected with Level Crossings including approval of plans, sanction of estimates and progress etc.
17.04	All deposit works connected with LCs.
18	The data of level crossings related items for compilation of PCDO etc, will be provided to CBE by CE/WS&F, Dy.CE/LC&F & AXEN/Br.L (please refer item Nos.34.00, 20.00 & 10.00 of duty list of CBE, Dy.CE/Br.D & AXEN/ROB respectively)
B	Any other work assigned by CBE or CE/WS&F or Dy.CE/Br.L or Dy.CE/LC&F.

AXEN/Br.L

AXEN/Genl is under administrative control of XEN/Genl & is assisted by staff in Head Quarters. Following will be the duties / functions pertaining to AXEN/Genl:-

Sl.No.	Duty
A	He will be assisting XEN/Genl in dealing with the following matters.
1	Establishment

AXEN/Genl

	Sl.No.	Duty
	1.01	Cadre control of Works Cadre including Cadre Planning, Creation of Posts, Promotions, Postings & Training etc.
	1.02	Cadre control of Ministerial staff of Engg. Department
	1.03	Man-power planning and related subjects.
AXEN/Genl	1.04	Casual Labour-including policy matters connected with Decasualisation, other than Track related casual labour.
	2	HQ Office Management
	2.01	All personal matters, sanctions, advances to staff of Hqrs (Works Branch).
	2.02	Surprise checks in regard to maintenance & cleanliness in HQ offices
	2.03	Management of telephone bills
	2.04	Procurement of stores, stationery & T&P and other dead stock items for HQ office
	2.05	All matters pertaining to Work Study Reports.
	3	Miscellaneous issues.
	3.01	Monitoring & cordination of MP/MLA, RAILWAY BOARD references pertaining to Civil Engg.
	3.02	Monitoring & cordination of Audit reports, Draft Paras, Accounts Inspection reports, Factual statements pertaining to Civil Engg.
	3.03	Monitoring & cordination for all matters related to PREM and PNM of Railway Board, Head Quarters and divisions & other matters referred by the recognised unions and Public grievances.
	3.04	SV Reports and Stock sheets of IOWs.
	3.05	Items pertaining to SCROA & SCRPOA meetings, agenda items and compliances.
	3.06	Items pertaining to ZRUCC and other railway user's committee, agenda items and compliance.
	3.07	Co-ordination with respective HODs in connection with S.V.Reports and Stock Sheets for other cadres.
	B	Any other work assigned by PCE, CGE, Dy.CE/Genl & XEN/Genl
	AXEN/Floods	AXEN/Floods is under administrative control of Dy.CE/Floods & is assisted by staff in Head Quarters. Following will be the duties / functions pertaining to AXEN/Floods:-
Sl.No.		Duty
A		He will be assisting Dy.CE/Floods in dealing with the following matters.
1		Review of waterways of bridges as required and scrutiny of GADs of sanctioned bridge rehabilitation / rebuilding works for adequacy of waterway.
2		All matters relating to Co-ordination in cases of breaches and floods including remedial measures thereof
3		Collection of data & Investigation of damages caused by floods & cyclones etc.& reporting to Rly Bd.
4		Planning, sanction & monitoring execution of protection works to check washaways & breaches
5		Maintenance of rainfall records of railway rain gauge stations.
6		Maintenance of list of vulnerable bridges and locations & updating annually.
7		Issue of circulars and guidelines connected with floods control measures and monsoon precautions.
8		Railway affecting tanks & works - Committees of Engineers connected thereto. Monitoring of annual inspection reports and follow up for repairs.
9		Gauging of streams & liaison with RDSO
10		Procurement of Flood Hydrographs, Stage Discharge Curves & other relevant details required by RDSO
11		Procurement of equipment, T&P & other stores for flood section
12		Co-ordination with the Railway Board, outside bodies like Irrigation and Floods Departments of the States and Centre, RDSO, other Technical Institutions and Research Centres on all technical matters related to Flood, Breaches & Rly affecting tanks/works.
13	Miscellaneous issues.	
13.01	Parliament questions connected with functional subjects/duties entrusted	

	Sl.No.	Duty	
	13.02	MP/MLA and Board's references pertaining to functional subjects/duties entrusted	
	13.03	Annual Reports connected with functional subjects/duties entrusted	
	13.04	All Audit notes and paras connected with functional subjects/duties entrusted	
	13.05	PREM & PNM items connected with functional subjects/duties entrusted.	
AXEN/Floods	13.06	All items related to policy matters and planning of 'Disaster management' and its implementation.	
	B	Any other work assigned by CE/WS&F or Dy.CE/Floods.	
AXEN/FBWP	AXEN/FBWP is under administrative control of XEN/EWS/LGD & is assisted by staff. Following will be the duties / functions pertaining to AXEN/FBWP/MLY:-		
	Sl.No.	Duty	
	A	He will be assisting XEN/EWS/LGD in the following matters.	
	1	Controlling the working of Flash Butt Welding Plant/MLY & Engg. Workshop at LGD.	
	2	Accountal of rails received in the plant & despatches from plant including movement of mechanised rakes and unloading of rails.	
	3	Maintenance of plant, equipment, premises etc. in FBWP/MLY & EWS/LGD	
	4	Liaison with COS for procurement of steel & other stores concerning FBWP/MLY & EWS/LGD.	
	5	Disposal of scrap from FBWP/MLY & EWS/LGD	
	6	Maintenance of tools and plant register of FBWP/MLY & EWS/LGD.	
	7	Cadre control of FBWP/MLY & EWS staff	
	8	Maintenance of 10 Rail Panels rakes & related T&P, viz, Rollers, Chains, Hooks etc.	
	9	Miscellaneous issues.	
	9.01	Parliament questions connected with functional subjects/duties entrusted	
	9.02	MP/MLA and Board's references pertaining to functional subjects/duties entrusted	
	9.03	Annual Reports connected with functional subjects/duties entrusted	
	9.04	All Audit notes and paras connected with functional subjects/duties entrusted	
	9.05	PREM & PNM items connected with functional subjects/duties entrusted.	
	9.06	S.V.Reports and Stock Sheets of SSE/SE/JE in-charge of FBWP and EWS/LGD.	
	B	Any other work assigned by XEN/EWS/LGD	
	AIE/SC	AIE/SC is under control of Dy.CE/Tr-II/HQ and being operated at SC. The officer looks after	
		Sl.No.	Duty
1		All matters connected with production and dispatch of PSC sleepers, turnout sleepers and special sleepers.	
1.01		Inspection of PSC sleepers production at concrete sleeper plants including test check of dimensions of PSC sleepers, conductivity, quality etc.	
1.02		Inspection of raw materials procured by the concrete sleeper plants for manufacturing of PSC sleepers in regard to specifications, quality, source of raw materials and sample tests.	
1.03		Inspection of periodical calibration of machines, laboratory testing machines, batching plant, stressing equipment etc.	
1.04		Inspection of HTS wires at manufacturer's premises of approved steel manufacturers for the quantities ordered/ booked by the sleeper manufacturers for manufacturing of PSC sleeper including conducting the specified tests and issue certificate before supply to CSPs	
1.05		Inspection of production line, benches, moulds, vibrators, raw materials packing area, steam chambers, water curing tanks etc.	
1.06		Inspection of quality of concrete, testing of produced sleepers as per norms and submission of statistical reports to RDSO	
1.07		Inspection of PSC sleepers produced by the sleeper plants against the contracts awarded by the Railway and issue of 'Inspection Certificate' for the quantity produced and passed the specified tests and quality.	
1.08		Inspection and test check of SGCI inserts and dowels etc. procured by the CSP from approved vendors.	
1.09		Inspection of sleeper loading siding, gantries for loading and handling of PSC sleepers and loading of sleeper carriers, trucks etc. in proper manner.	

	Sl.No.	Duty
	1.1	Monitoring of production as per schedule and specifications/ QAP and dispatch of sleepers to destinations etc. including accountal.
AIE/SC	1.11	Co-ordination with divisional authorities in making payments to the CSPs, submission of RE 9-B/challans for the sleepers dispatched from the CSPs to destinations and raising of Ams against the concerned consignees etc.
	1.12	Monitoring of the work of Sr.Inspectors (Civil) posted at the sleeper plants under his jurisdiction.
	1.13	Accompanying inspections of higher officials to CSPs, RDSO's oversight inspection etc. and complying the instructions issued & deficiencies noted by the concerned authorities during the inspection.
	1.14	Inspection and monitoring the production and testing of trail items ordered, if any.
	1.15	Monitoring the implementation of approved QAP and working methods, safety systems, minimum facilities required as per the norms, rules and concerned Acts.
	1.16	Any other work assigned by CTE & Dy.CE/Track-II/HQ
AIE/BZA is under control of Dy.CE/Tr-II/HQ and being operated at BZA. The officer looks after the concrete sleeper plants at KI, KVR, and NLPD & YLK. The duties of the officer are as		
	Sl.No.	Duty
AIE/BZA	1	All matters connected with production and dispatch of PSC sleepers, turnout sleepers and special sleepers.
	1.01	Inspection of PSC sleepers production at concrete sleeper plants including test check of dimensions of PSC sleepers, conductivity, quality etc.
	1.02	Inspection of raw materials procured by the concrete sleeper plants for manufacturing of PSC sleepers in regard to specifications, quality, source of raw materials and sample tests.
	1.03	Inspection of periodical calibration of machines, laboratory testing machines, batching plant, stressing equipment etc.
	1.04	Inspection of HTS wires at manufacturer's premises of approved steel manufacturers for the quantities ordered/ booked by the sleeper manufacturers for manufacturing of PSC sleeper including conducting the specified tests and issue certificate before supply to CSPs
	1.05	Inspection of production line, benches, moulds, vibrators, raw materials packing area, steam chambers, water curing tanks etc.
	1.06	Inspection of quality of concrete, testing of produced sleepers as per norms and submission of statistical reports to RDSO
	1.07	Inspection of PSC sleepers produced by the sleeper plants against the contracts awarded by the Railway and issue of 'Inspection Certificate' for the quantity produced and passed the specified tests and quality.
	1.08	Inspection and test check of SGCI inserts and dowels etc. procured by the CSP from approved vendors.
	1.09	Inspection of sleeper loading siding, gantries for loading and handling of PSC sleepers and loading of sleeper carriers, trucks etc. in proper manner.
	1.1	Monitoring of production as per schedule and specifications/ QAP and dispatch of sleepers to destinations etc. including accountal.
	1.11	Co-ordination with divisional authorities in making payments to the CSPs, submission of RE 9-B/challans for the sleepers dispatched from the CSPs to destinations and raising of Ams against the concerned consignees etc.
	1.12	Monitoring of the work of Sr.Inspectors (Civil) posted at the sleeper plants under his jurisdiction.
	1.13	Accompanying inspections of higher officials to CSPs, RDSO's oversight inspection etc. and complying the instructions issued & deficiencies noted by the concerned authorities during the inspection.
	1.14	Inspection and monitoring the production and testing of trail items ordered, if any.
	1.15	Monitoring the implementation of approved QAP and working methods, safety systems, minimum facilities required as per the norms, rules and concerned Acts.
1.16	Any other work assigned by CTE & Dy.CE/Track-II/HQ	

Sl.No.	Duty
AIE/GTL is under control of Dy.CE/Tr-II/HQ and being operated at GTL. The officer looks after the concrete sleeper plants at KDP, MALM & MRPD. The duties of the officer are as	
Sl.No.	Duty
1	All matters connected with production and dispatch of PSC sleepers, turnout sleepers and special sleepers.
1.01	Inspection of PSC sleepers production at concrete sleeper plants including test check of dimensions of PSC sleepers, conductivity, quality etc.
1.02	Inspection of raw materials procured by the concrete sleeper plants for manufacturing of PSC sleepers in regard to specifications, quality, source of raw materials and sample tests.
1.03	Inspection of periodical calibration of machines, laboratory testing machines, batching plant, stressing equipment etc.
1.04	Inspection of HTS wires at manufacturer's premises of approved steel manufacturers for the quantities ordered/ booked by the sleeper manufacturers for manufacturing of PSC sleeper including conducting the specified tests and issue certificate before supply to CSPs
1.05	Inspection of production line, benches, moulds, vibrators, raw materials packing area, steam chambers, water curing tanks etc.
1.06	Inspection of quality of concrete, testing of produced sleepers as per norms and submission of statistical reports to RDSO
1.07	Inspection of PSC sleepers produced by the sleeper plants against the contracts awarded by the Railway and issue of 'Inspection Certificate' for the quantity produced and passed the specified tests and quality.
1.08	Inspection and test check of SGCI inserts and dowels etc. procured by the CSP from approved vendors.
1.09	Inspection of sleeper loading siding, gantries for loading and handling of PSC sleepers and loading of sleeper carriers, trucks etc. in proper manner.
1.1	Monitoring of production as per schedule and specifications/ QAP and dispatch of sleepers to destinations etc. including accountal.
1.11	Co-ordination with divisional authorities in making payments to the CSPs, submission of RE 9-B/challans for the sleepers dispatched from the CSPs to destinations and raising of Ams against the concerned consignees etc.
1.12	Monitoring of the work of Sr.Inspectors (Civil) posted at the sleeper plants under his jurisdiction.
1.13	Accompanying inspections of higher officials to CSPs, RDSO's oversight inspection etc. and complying the instructions issued & deficiencies noted by the concerned authorities during the inspection.
1.14	Inspection and monitoring the production and testing of trail items ordered, if any.
1.15	Monitoring the implementation of approved QAP and working methods, safety systems, minimum facilities required as per the norms, rules and concerned Acts.
1.16	Any other work assigned by CTE & Dy.CE/Track-II/HQ
AXEN/Track-2 is under administrative control of Dy.CE/Track-2 & is assisted by staff in Head Quarters. Following will be the duties / functions pertaining to AXEN/Track-2:-	
Sl.No.	Duty
A	He will be assisting Dy.CE/Track-2 in dealing with the following matters.
1	All policy matters connected with the Track including maintenance, Upgradation, modernisation, mechanisation & computerisation of track activities.
1.01	All Track maintenance issues.
1.02	Identification and declaration of track lengths for adoption of different systems of Track Testing / Relaying / Maintenance.
1.03	Maintenance of statistical data on matters pertaining to Track.
1.04	Winter, summer and monsoon patrolling of track including security patrolling
1.05	All matters connected with DTM.
1.06	Monitoring of inspection schedules of divisions.
2	PSC SLEEPERS

	Sl.No.	Duty	
AXEN/Tr-II	2.01	Requirement of PSC turn out sleepers and special PSC sleepers along with estimate provision.	
	2.03	Distribution of PSC spl sleepers & turnout sleeper division wise / month wise.	
	2.04	All matters pertaining to Programme, Planning, distribution, movement, laying of PSC sleeper turnouts, and Progress at site.	
	3	Channel sleeper and Execution policy including monitoring progress in the field	
	4	Composite sleepers	
	5	Movement of Sleepers & ballast rakes.	
	6	Rail Welding - All policy matters related to Rail Welding.	
	6.01	AT welding including quality control of insitu welds.	
	6.02	Establishment and monitoring working of re-conditioning depots and other track components including procurement of electrodes and equipments for the depot and other field units.	
	6.03	Co-ordination with divisions for ensuring rag picking in mid section and monitoring its implementation.	
	7	USFD	
	7.01	USFD-Implementation of policy directives including correspondence with Rly Bd & RDSO	
	7.02	USFD-Outsourcing, creation of posts, posting of PWIs for USFD work including training & quality checks	
	7.03	All matters connected with making arrangements for Running Rail Examination Cars (Spurt Cars), obtaining meaningful interpretation of the results and distribution of the same to the Divisions and THODs.	
	8	Formation	
	8.01	Geo-technical & formation treatment studies including co-ordination with RDSO	
	8.02	Formation rehabilitation-proposal, sanction of works & progress reports	
	9	General	
	9.01	Track materials under Trial.	
	9.02	PREM & PNM items connected with functional subjects/duties entrusted.	
	9.03	All Audit notes and paras connected with functional subjects/duties entrusted	
	9.04	Parliament questions connected with functional subjects/duties entrusted	
	9.05	MP/MLA and Board's references pertaining to functional subjects/duties entrusted	
	B	Any other work assigned by CTE or Dy.CE/Track-II/HQ.	
	AXEN/Works	AXEN/Works is under administrative control of Dy.CE/Works & is assisted by staff in Head Quarters. Following will be the duties / functions pertaining to AXEN/Works:-	
		Sl.No.	Duty
		A	He will be assisting Dy.CE/Works in dealing with the following matters.
1		All policy matters relating to Tenders & Contracts	
2		All policy matters relating to Arbitration & dealing with arbitration cases	
3		Policy and procurement of general stores, critical stores, cement, steel, office equipment and repairs.	
4		All policy matters and monitoring items related to Water supply, sanitation of quarters, service building, drainage, roads and maintenance of works.	
5		Licensing and Hiring of buildings.	
6		Leasing of private residential accommodation.	
7		Miscellaneous issues.	
7.01		Right of information act.	
7.02		Cases under Section 80 CPC.	
7.03		Parliament questions connected with functional subjects/duties entrusted	
7.04		MP/MLA and Board's references pertaining to functional subjects/duties entrusted	
7.05		Annual Reports connected with functional subjects/duties entrusted	
7.06		All Audit notes and paras connected with functional subjects/duties entrusted	
7.07		PREM & PNM items connected with functional subjects/duties entrusted.	
7.08		Rain water harvesting.	
B		Any other work assigned by CE/Works or Dy.CE/works.	

	Sl.No.	Duty
AXEN/TP-I	AXEN/TP-I is under administrative control of Dy.CE/TP & is assisted by staff in Head Quarters. Following will be the duties / functions pertaining to AXEN/TP-I:-	
	Sl.No.	Duty
	A	He will be assisting Dy.CE/TP in dealing with following matters.
	1.01	Assessment of requirement of P.Way material both for track as well S&T works with estimated provision furnished by CTE & CSTE to CE/TP for procurement.
	1.02	Preparation & approval of indents for track materials other than rails & sleepers on receiving the requirement.
	1.03	Inspection of track materials as required for procurement as distributed by CE/TP & Dy.CE/TP.
	2	Disposal of scrap & surplus/obsolete P.Way material.
	3	Miscellaneous issues.
	3.01	Parliament questions connected with functional subjects/duties entrusted
	3.02	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
	3.03	Annual Reports connected with functional subjects/duties entrusted
	B	Any other work assigned by CE/TP or Dy.CE/TP.
	7.03	Parliament questions connected with functional subjects/duties entrusted
	7.04	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
	7.05	Annual Reports connected with functional subjects/duties entrusted
	7.06	All Audit notes and paras connected with functional subjects/duties entrusted
	7.07	PREM & PNM items connected with functional subjects/duties entrusted.
	7.08	Rain water harvesting.
	B	Any other work assigned by CE/Works or Dy.CE/works.
AXEN/ROB	AXEN/ROB is under administrative control of Dy.CE/Br.D & is assisted by staff in Head Quarters. Following will be the duties / functions pertaining to AXEN/ROB:-	
	Sl.No.	Duty
	A	He will be assisting Dy.CE/Br.D. in dealing with the following matters.
	1	All Policy matters related to design, construction and maintenance of ROB's / RUBs / Limited Use Subways.
	2	Cost Sharing Works
	2.01	Processing of ROB / RUB works in PWP comprising Justification / Abstract Estimate / Sketches.
	2.02	Approval of GADs, detailed drawings and sanctioning of estimates concerning ROB's / RUBs / Limited Use Subways.
	3	Deposit Works-Approval of GADs, detailed drawings and sanctioning of estimates concerning ROB's / RUBs including recovery of various charges from the sponsoring agency.
	4	Co-ordination with Railway Board, RDSO, outside bodies' viz., Highway authorities, NHAI, Technical Institutions and Research Centres on all technical matters related to ROB's / RUBs / Limited Use Subways.
	5	Maintenance of Technical Codes / Rules / Standards related to ROB's / RUBs.
	B	Any other work assigned by PCE, CBE and Dy.CE/Br.D.
	AXEN/Tr-I	AXEN/Tr-I/HQ is under administrative control of Dy.CE/Tr-I/HQ, CTE & is assisted by the staff in Head Quarters. Following will be the duties / functions pertaining to AXEN/Tr-I/HQ:-
Sl.No.		Duty
1		Track Standards, TSC meetings, IRPWM, G&SR & SOD etc..
2		Track Renewal
2.01		Planning of Track Renewals, works programme for track
2.02		Making out detailed / revised estimates and sanctioning of track renewal works
2.03		Preparing track renewal execution programme & monitoring progress & quality
2.04		Monitoring the availability of materials at different work sites.
3		Co-ordination with CE/TM regarding Track Machine & their deployment.
3.01		Co-ordination with CE/TP regarding requirement & distributions of track material
4	Track Budget for DRF / SRSF.	

	Sl.No.	Duty
AXEN/Tr-I	5	Engg Control including preparation of power plan
	5.01	Time-Tabling, Increase of speeds, Engg. Time Allowance, Speed Restrictions,
	5.02	Interaction with Divs. & Central control for Traffic blocks and Punctuality, Speed restrictions, Fractures & unusuals, Daily Progress etc.
	6	Monitoring Rail / Weld failures-data collection, computerisation & analysis along with remedial measures
	7	Quality control-Matters relating to inspection of major relaying works, welding works, monitoring the quality, counseling and guiding the staff for improving the quality of relaid track, Organising workshops / training programmes.
	8	General
	8.01	Co-ordination with the Railway Board, outside bodies like Highways, RDSO, other Technical Institutions and Research Centres on all technical matters related to Track & Formation.
	8.02	S.V.Reports and Stock Sheets of PWIs.
	8.03	Dealing with the proposals, which require approval / processing by Headquarters as per powers vested in SOP such as processing of variations, processing of tenders, processing of estimates, processing of NS indents and drawal of completion reports etc. in respect of his functional duties assigned.
	8.04	Tenders needing processing at JAG level, will be put up to Dy.CE/Tr-I to act as convener.
	9	Planning and allotment of Hoppers
	10	Movement of Rail rakes.
	11	Co-ordination with CE/WS&F regarding Flash Butt Welding Plant
12	Any other work assigned by Dy.CE/Tr-I/HQ & CTE	

Sl.No.	Duty
AXEN/LC&F is under administrative control of Dy.CE/LC&F, CE/WS&F & is assisted by the staff in Head Quarters. Following will be the duties / functions pertaining to AXEN/LC&F:-	
Sl.No.	Duty
1	Review of waterways of bridges as required and scrutiny of GADs of sanctioned bridge rehabilitation / rebuilding works for adequacy of waterway.
2	All matters relating to Co-ordination in cases of breaches and floods including remedial measures thereof
3	Collection of data & Investigation of damages caused by floods & cyclones etc.& reporting to Rly Bd.
4	Planning, sanction & monitoring execution of protection works to check washaways & breaches
5	Maintenance of rainfall records of railway rain gauge stations.
6	Maintenance of list of vulnerable bridges and locations & updating annually.
7	Issue of circulars and guidelines connected with floods control measures and monsoon precautions.
8	Railway affecting tanks & works - Committees of Engineers connected thereto. Monitoring of annual inspection reports and follow up for repairs.
9	Gauging of streams & liaison with RDSO
10	Procurement of Flood Hydrographs, Stage Discharge Curves & other relevant details required by RDSO
11	Procurement of equipment, T&P & other stores for flood section
12	Co-ordination with the Railway Board, outside bodies like Irrigation and Floods Departments of the States and Centre, RDSO, other Technical Institutions and Research Centres on all technical matters related to Flood, Breaches & Rly affecting tanks/works.
13	Miscellaneous issues.
13.01	Parliament questions connected with functional subjects/duties entrusted
13.02	MP/MLA and Board's references pertaining to functional subjects/duties entrusted
13.03	Annual Reports connected with functional subjects/duties entrusted
13.04	All Audit notes and paras connected with functional subjects/duties entrusted
13.05	PREM & PNM items connected with functional subjects/duties entrusted.
13.06	All items related to policy matters and planning of 'Disaster management' and its implementation.
13.07	Updating and compilation of HQ monitoring items, Divisional monitoring items and Railway Board monitoring items
13.08	Assistance required by divisions through monthly PCDO, including co-ordination with respective HODs for remarks, compilation and putting up to PCE
14	Level Crossings
14.01	All Policy matters relating to maintenance Manning & Upgrading of level crossings
14.02	Planning, Works Programme & Budgeting for Road Safety works connected with level crossings - Upgradation & Manning of Level Crossings including closure and creation of posts of gatemen
14.03	Execution of works connected with Level Crossings including approval of plans, sanction of estimates and progress etc.
14.04	All deposit works connected with LCs.
15	The data of level crossings related items for compilation of PCDO etc, will be provided to CBE by CE/WS&F & Dy.CE/LC&F. (please refer item Nos.34.00, 20.00 & 10.00 of duty list of CBE, Dy.CE/Br.D & AXEN/ROB respectively)
16	Any other work assigned by CE/WS&F & Dy.CE/LC&F

AXEN/LC&F