

NOTE

No.G.240/Duty list

Date: 01.12.2020

Sub: Revised Duty list of Sr.Scale and Jr.Scale officers in GM's Office

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In suppression of earlier on this subject, the revised duty list of Sr.Scale & Jr.Scale officers of GM's office is as follows:

Dy. Secretary/ Confidential	<ul style="list-style-type: none">• Matters pertaining to Annual Confidential Reports, Immovable Property returns of officers, Metal passes, Rly Quarters @SC area and other confidential issues related to Gazetted Officers.• Allotment of ORH at Tirumala• Matters pertaining to Territorial Army• <i>Follow up of compliance & Draft consolidated reply to (a) Inspection Notes of MR, MoSR, CRB, Secretary/RB, AM/Plg, GM/SCR and other GMs, (b) Minutes of Meetings/conferences conducted at CRB/GM's level</i>• <i>Cash Awards announced by CRB, Railway Board members and GM including GM's Annual Inspections.</i>• Any other duties entrusted by DGM/Coord&Secy/GM.• <i>Look after duties, in the absence of ADGM</i>
Dy. Secretary/ Protocol	<ul style="list-style-type: none">• Allotment of ORH at SC and Rail Niwas at NDLS• Protocol duties including liaison with Railway/non-Railway agencies• Air Ticketing• Staff Cars/Vehicles of General Branch – Operation & Maintenance• Any other duties entrusted by DGM/Coord&Secy/GM
PPS to AGM	<ul style="list-style-type: none">• <i>Correspondence and organizing all periodical meetings held at AGM's level and ensuring of issue of minutes of all meetings & their compliance.</i>• <i>Issue of inspection notes of AGM/SCR and follow up its compliance</i>• Dealing with all confidential matters entrusted by AGM• Any other duties entrusted by AGM
Asst. DGM	<ul style="list-style-type: none">• Staff matters in GM's office• Stores and Imprest in GM's office• General correspondence and organizing meetings/ Functions/ Railway week celebrations at GM's level• Allotment of Rail Nilayam Auditorium, Rail Kalarang/CKL & GM's Conference Hall.• Matters related to PREM, Civil Defence, ZRUCC, DRUCC and Parliamentary & other Committees• Procurement and maintenance of IT equipment• <i>Matters related to R & D section</i>• Audit/Accounts inspection reports and Gazette publications.• Any other duties entrusted by DGM (Co-ord)&Secy to GM and DGM/G• <i>Look after duties, in the absence of Dy. Secretary/ Protocol and Dy. Secretary/ Confidential.</i>

DGM(Co-ord) & Secretary to GM

Dy. Secretary /Confidential, Dy. Secretary/Protocol, PPS to AGM, Asst.DGM.

C/- DGM(G), Secretary (PG) for information.