NOTE

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

* * *

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 | • 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  
|                           | • 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  
|                           | • Cash Awards announced by CRB, Railway Board members and GM including GM’s Annual Inspections.  
|                           | • Any other duties entrusted by DGM/Coord&Secy/GM.  
|                           | • Look after duties, in the absence of ADGM |
| Dy. Secretary/ Protocol    | • 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                | • Correspondence and organizing all periodical meetings held at AGM’s level and ensuring of issue of minutes of all meetings & their compliance.  
|                           | • Issue of inspection notes of AGM/SCR and follow up its compliance  
|                           | • Dealing with all confidential matters entrusted by AGM  
|                           | • Any other duties entrusted by AGM |
| Asst. DGM                 | • 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  
|                           | • Matters related to R & D section  
|                           | • Audit/Accounts inspection reports and Gazette publications.  
|                           | • Any other duties entrusted by DGM (Co-ord)&Secy to GM  
|                           | • Look after duties, in the absence of Dy. Secretary/ Protocol and Dy. Secretary/ Confidential.  

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

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