

## 4.0 General Services



### Organization, Functions and duties:

General Services Organization at HQ under the control of CEE is headed by CESE, SEE(C&C), AEE(TL) – (vacant)& AEE(P) in discharging his duties. The General Services organization with HQ / Divisional / Unit In-charges and their assisting officers is as under:

#### HQ level:

Officer in-charge for General Services: CESE assisted by SEE(C&C), AEE(TL) – (vacant) & AEE(P) and technical & ministerial staff.

#### Field Level:

##### (a) BCT Division

Officer in-charge: Sr.DEE(Coaching)BCT, SR.DEE(P)BCT  
Assistant Officers and staff: DEE(G)BCT, AEE(P)BCT, AEE(RAJ)BCT, DEE/BDTS & technical & ministerial staff.

##### (b) BRC Division:

Officer in-charge: Sr.DEE(P)BRC  
Assistant Officers and staff: AEE(P)BRC and technical and ministerial staff.

##### (c) ADI Division:

Officer in-charge: Sr.DEE(P)ADI common for all services of Electrical Deptt.

Assistant Officers and staff – DEE(CHG)ADI, AEE(P), AEE(TL) and technical and ministerial staff.

**(d) RTM Division:**

Officer in-charge: Sr.DEE(P)RTM

Assistant Officers and staff: DEE/P/RTM and technical and ministerial staff.

**(e) BVP Division:**

Officer in-charge: Sr.DEE/BVP

Assistant Officers and staff: AEE/BVP and technical and ministerial staff.

**(f) RJT Division:**

Officer in-charge: Sr.DEE/RJT

Assistant Officers and staff: AEE/RJT and technical and ministerial staff.

**(g) PL Workshop:**

Officer in-charge: Dy.CEE(W)PL

Assistant Officers and staff: DEE(W)PL, AEE(W)PL and technical and ministerial staff.

**(h) DHD Workshop:**

Assisting Officers – APM(Elect)DHD and technical and ministerial staff.

**(i) BVP Workshop:**

Assisting Officers – AEE(W)BVP and technical and ministerial staff.

**i) The powers and duties of its officers and employees:**

The **duties of General Services officers** are defined in ACTM.

**Ministerial Staff** : The office records are maintained by OS.

**Technical Staff** : Technical Staff comprises of Sr.Section Engineers, Section Engineers, Junior engineer Gr-I, junior engineer Gr-II.

**ii) The procedure followed in its decision making, channel of supervision & Accountability:**

All the matters pertaining to General Services are defined in ACTM.

**iii) The norms set by it for discharge of its functions:**

The norms for **General Services** are defined in ACTM.

**iv) The rules, regulations, instructions, manuals and records used by its Employees for discharging its functions:**

Employee uses the following Rules, regulations, instruction, manual for discharging its duties:

**General Services (P) & General Services (TL&AC)** manual defines the complete set of rules & regulation to be followed.

**Overhead line crossing Regulations** have also been issued by Railway Board. This comprises of norms and procedures to be followed.

**Special Maintenance Instructions** issued by RDSO from time to time on equipment maintenance.

RDSO specifications, RDSO's Codes of practices, RDSO Drawings, RDSO & CORE approved supplier list on various equipments issued from time to time including various Indian Standards (BIS) and other relevant standards.

v) **A statement of the categories of documents held by it or under its control:**

All the office records are held under the control of Office Superintendent (OS).

<b>Type of Record</b>	<b>Controlled by</b>
Office records	Office Superintendent (OS).
Rules, regulations, instruction, manuals, Contracts, Reports papers, Circulars	Office Superintendent (OS).
Email	<a href="mailto:cese@wr.railnet.gov.in">cese@wr.railnet.gov.in</a> ,
Samples	At field level under the control of Officer in-charge
Drawings	Drawing wing of Electrical department