

4.0 PLANNING

Organization, Functions and duties:

Planning Organization at HQ under the control of **CEE** is headed by **CETE** assisted by **AEE(Planning)**, technical & ministerial staff.

CETE is in-charge of management of CEE's office and he is assisted by Secy. to CEE

CETE, assisted by one **AEE Planning** and technical and ministerial staff, deals with all matters connected with preparation and processing of annual works Programme, M&P and R.S.P. works, Preparation of budget, creation/extension & transfer of work charged and revenue post, Man Power Planning, monitoring of vacancies and placing of Indents on RRB for group "C" & group "D" staff,

Deals with all matters related to RTI ACT and acts as PIO for Electrical Department.

Coordination with all HODs in respect of APARs, Audit Paras, Court Cases, DAR Cases, Arbitration Cases, ONR Settlement Cases, Verification of Service Sheets, Scrap Disposal etc.

Deal with items related to various Parliamentary Committees, ZRUCC, DRUCC, etc in coordination with concerned HODs.

Type of Record	Controlled by
Office records	Office Superintendent (OS).
Rules, regulations, instruction, manuals, Contracts, Reports papers, Circulars	Office Superintendent (OS).
Email	cete@wr.railnet.gov.in ,
Samples	At field level under the control of Officer in-charge
Drawings	Drawing wing of Electrical department