



WESTERN RAILWAY

Headquarter Office,
Churchgate,
Mumbai - 400 020.

No. SG.180/36/1/1

Date: 12.03.2013

Sub:- DUTY LIST OF S&T JAG/SS/JS OFFICERS IN HQ OFFICE

Consequent upon the operation of permanent post of Dy.CSTE/HQ, Dy.CSTE/Signal and Dy.CSTE/Tele after restructuring and work charge post of Dy.CSTE(Project & Design) and Dy.CSTE(Planning) post, following are the duty list of JAG/SS/JS Officers of S&T Deptt.

1. Dy.Chief Signal & Telecommunication Engineer (HQ) – Dy.CSTE/HQ.

1.1. He will look after the following subjects and report to CSE

1.2. Establishment matters :-

- 1.2.1. Administrative control of CSTE's office including CSTE;s Library.
- 1.2.2. All establishment matters of non-gazetted Signalling and Telecom staff, Including creation of post , training, refresher course, direct recruitment(RRB), promotion, postings, misc. matters and sanction of leave to staff etc. and put up papers to CSE or CSTE whenever required.
- 1.2.3. Following up with divisions for direct recruitment, indents proposals & processing through Personnel branch, monitoring modernization, posting of RRB candidates & their reporting, organizing initial course training.
- 1.2.4. All Establishment matters include their leave, posting, promotion, disciplinary action etc. pertaining to non-gazetted staff CSTE's office except Drawing Office.
- 1.2.5. To deal with proposals for promotion, transfers of all staff in SBI Training Institute and all matters of inter-railway, inter-divisional transfers of the staff.
- 1.2.6. Establishment matters of Gazetted cadre including training.
- 1.2.7. He will maintain all information and statistics of relevant establishment matters.
- 1.2.8. He will be in charge of the CSTE's office including drawing office, maintenance of attendance, discipline in the office, stationery (excluding drawing office), cleanliness, upkeep tools and plants, Dead stock accountal, etc.

1.3. He will be T&P officer

- 1.3.1. Office Automation & Computerization.
- 1.3.2. CSTE's Office Imprest accountal and recoupment.

5411 1
19/03

- 1.3.3. He will be the Security Officer of CSTE's office and deal with all matters connected with security
- 1.3.4. To co-ordinate for holding of written tests for S&T deptt.
- 1.3.5. To deal with Union matters, compile information for the PNM meetings, Meetings of staff Committee and watch implementation of the decisions taken at the above meetings. To deal with parliament questions and VIP reference.

1.4. **Parliament questions:** To deal with parliament questions.

1.5. **Sabarmati Training Institute:**

- 1.5.1. All Matters pertaining to S&T Training School, Sabarmati.
- 1.5.2. Monitoring the training causes, organizing special trainings for selection etc., and follow up with divisions for training courses
- 1.5.3. Correspondence with divisions regarding shortfall in Training & monitoring the clearance of backlog in refresher courses.
- 1.5.4. Comprehensive Action Plan for Training Institute, Monitoring progress of Improvement & Up gradation work including e-learning.
- 1.5.5. Attending training & seminars in connection with training institutes.

1.6. **Stores:**

- 1.6.1. Signalling stores including periodical review of quarterly schedule, imprest and uniforms He will periodically consolidate the Divisions requirements of stores and get the processed through the stores branch and keep a close watch on their procurement and supply. He will also maintain up-to-date position of the availability of stores at different points on the Railway. He will keep CSE and CSTE regularly informed of the position of Stores.
- 1.6.2. Signalling Stores – Initial check and scrutiny of Indents and requisitions. Liaison with COS & Divl. Offices.
- 1.6.3. Member of JA grade/SS level committee for procurement of signaling stores for maintenance & signaling works.
- 1.6.4. Maintaining up-to-date information for signaling items with standard indenting description/list of RDSO approved suppliers and last purchase rates for signaling stores.
- 1.6.5. Checking of the quarterly schedule for the supply of consumable & Stock stores, maintenance stores and imprest materials.
- 1.6.6. Chasing supply of critical materials with the firms as well as the & stock stores department.
- 1.6.7. Attending to all correspondence with the Divisions and C.O.S. regarding procurement of Signalling Stores.
- 1.6.8. Correspondence with Divisions regarding stores problems.
- 1.6.9. He will compile all information required in connection with HOD Meeting monthly/quarterly stores meeting with COS/CMM etc.
- 1.6.10. To compile the requirement of divisions and HQ for various books & forms and printed registers / records required for Signalling & Telecom., follow up the procurement and periodical review.

3415
19/13

1.7. Meeting & Conferences

- 1.7.1. Correspondence of meetings such as HODs, PREM, PNM, Economy.
- 1.7.2. Correspondence on PCDO, Conference of GMs, CSTE's & Sr.DSTEs/DSTEs.
- 1.7.3. Coordination in respect of P.O.M., GM., Conference, CSTE's Conference, Sr.DSTEs Conference, SRUCC, ZRUCC & PNM etc.
- 1.7.4. Union matters pertaining to Signalling & Telecommunication items including P.N.M. Meetings.
- 1.7.5. To deal with all correspondence & Suggestions of various Committees and to scrutinize the suggestions received.
- 1.7.6. Prepare papers for the following:-
 - 1.7.6.1. PHODs meeting.
 - 1.7.6.2. PNM, PREM meeting.
 - 1.7.6.3. Sr.DSTEs Conference.
 - 1.7.6.4. GM's Conference.
 - 1.7.6.5. GM's Inspections.
 - 1.7.6.6. PCDO to Board.
 - 1.7.6.7. CSTE's Conference.
- 1.7.7. All matters connected with efficiency index and efficiency shield, award and compiling requirements from respective cells of CSTE's office.

1.8. PCDO & Inspection:

- 1.8.1. He will initiate action of PCDOs to Board compile the information received from the divisions, productivity reports etc. and timely sending PCDO to Board.
- 1.8.2. Following up on the assistance required by divisions.
- 1.8.3. He will take care of arrangements for Inspections of CSTE and put up papers relating to the meetings to be attended by CSTE / CSE.
- 1.8.4. All correspondence on Inspection Notes. He will watch follow-up action on inspection reports of GM, Rly. Board Members, CSTE, CSE, other Heads of Deptt. CRS, Dy.CRS etc. and put up to CSE where required. He will also scrutinize Sr.DSTE's inspection reports & Charts received from the divisions, including number of inspections done by Divisional officers against various prescribed norms.
- 1.8.5. G.M.'s Inspection Specials – Correspondence – Collection of data etc. for the purpose and preparing inspection brochure.
- 1.8.6. To deal with all correspondence in respect of inspection notes of CSTE, Dy.CSTEs, GM, AGM, CRB, Board Members, other HODs and Ministers.

1.9. Rajbhasha :

- 1.10. 1.8.1 Rajbhasha implementation in CSTE's office & divisions. Sinding periodical Progress Report to Rajbhasha Cell & co-ordinates for it.

3415³
19/03

1.11. 1.8.2 Rajbhasha Training for officers and staff and measures to intensify introduction of Rajbhasha on Railways.

1.12. Library :

1.13. 1.9.1 CSTE's Technical Library and correspondence connected with.

1.14. Miscellaneous :

- 1.14.1. All other General and miscellaneous work.
- 1.14.2. Any other duty assigned by CSE & CSTE.
- 1.14.3. In absence of Dy.CSTE/Signal look after the duties of dycste/sig.
He will be assisted by ESTE/Store .

2. Dy.Chief Signal & Telecommunication Engineer (Signal) – Dy.CSTE/Signal.

2.1. He will look after the following subjects and report to CSE.

2.2. Signalling Standards:-

- 2.2.1. All matters connected with signaling, RDSO, Signal Standards Committee & MSG Meetings.
- 2.2.2. To deal with papers for the Signal Standards Committee, Maintenance Study Group Meetings and other signaling meetings held periodically.
- 2.2.3. To deal with all correspondence regarding standardization of equipment, specifications for the materials, advance drawings etc. To thoroughly study the proposals of the Research, Design & Standards Organization, scrutinize the comments offered by the various Railways and offer comments of this Railway of the various points.
- 2.2.4. To examine the proto-types of new design of Interlocking gear sent by firms & R.D.S.O. Where required these proto-types will have to be tried out in the field and trial reports together with the recommendations are to be sent to the RDSO for standardization.
- 2.2.5. He will deal with all matters connected with signaling technical circulars and implementation of policy on signaling equipments.
- 2.2.6. All matters of Quality Manual on signaling installations practices and updates as & when required.
- 2.2.7. He will deal with all RDSO's letters by obtaining orders from CSE. Replies will be sent after approval by CSE & CSTE in respect of comments to be offered by this Railway.

2.3. Signalling Equipment performance:

- 2.3.1. All Matters pertaining to Signal maintenance including daily punctuality and failures and accident cases.
- 2.3.2. Daily collection of Punctuality & Signal failures from divisions, analysis and chasing for their rectification.

4
3215
1913

- 2.3.3. Daily Report to CSE & CSTE on matters regarding signal failures, train punctuality & Accidents.
- 2.3.4. To deal with all problems with regard to the maintenance of signaling installations on the Railway.
- 2.3.5. Correspondence with Divisions regarding maintenance problems.
- 2.3.6. To take monthly position form divisions regarding signal failures.
- 2.3.7. To scrutinize signal incidences and remedial steps to be taken for their reduction.
- 2.3.8. Analysis of Equipment failures, MTBF, MTRR and sending periodical performance report to Board & RDSO.
- 2.3.9. He will put up the information for Signalling portion required in connection with Punctuality meeting & PHODs meeting, GM's conference & CSTE's conference.
- 2.3.10. Compiling information of efficiency index & efficiency shield.
- 2.3.11. To attend punctuality meetings in absence of CSE.

2.4. Signalling maintenance : He will be overall in charge of fault control section and should look after all the activity related to that.

- 2.4.1. He has to keep a watch on the periodical maintenance required to be carried out by divisions, on the various signaling equipment.
- 2.4.2. He will watch progress of overhauling of lever frames, block instruments & relays etc. and deal with all matters connected with overhauling.
- 2.4.3. Processing of the proposals sent by divisions for AMC of various signaling equipments.
- 2.4.4. Signaling maintenance schedule, records and inspection charts.
- 2.4.5. Coordination with Construction Organization for signaling works including taking over.

2.5. PCDO & Inspections:

- 2.5.1. PCDO to Board and PCDOs received from the divisions, compilation of information for signaling portion and following up for assistance required.
- 2.5.2. POM GM's Conference, CSTE's Conference, Sr.DSTE's Conferences, etc. pertaining to Signaling items.
- 2.5.3. He will watch follow up action concerning signaling on the inspection reports of Board Members, GM, CSTE other HODs, Dy.CRS, CSE and put up the same to CSE & CSTE when required.
- 2.5.4. He will also scrutinize inspection reports received in this office in connection with Signaling aspects and take follow up action.
- 2.5.5. CRS's Reports and CRS's Annual Report.
- 2.5.6. To carryout in absence of CSE, inspection with Safety Audit Team.

2.6. Meetings:

- 2.6.1. Prepare papers for the following concerning Signaling portion:
- 2.6.2. Punctuality meeting

5
33/11
7/9/19

- 2.6.3. PHODs / HODs meeting
- 2.6.4. Safety Review
- 2.6.5. Sr.DSTEs Conference.
- 2.6.6. GM's & CSTE's Conference.
- 2.6.7. GM's Inspections.
- 2.6.8. PCDO to Board.
- 2.6.9. MTBF/MTTR
- 2.6.10. Signal Failure Analysis and equipment performance.
- 2.6.11. Correspondence in connection with above meetings.
- 2.6.12. To deal with all correspondence in respect of inspection notes of CSTE, Dy.CSTEs, GM, AGM, CRB, Board Members, other HODs and Ministers.

2.7. Manuals, Rules and regulations.

- 2.7.1. To deal with all correspondence in connection with Signal Engineering Manual, General Rules or other Rules, Block Working Manual or other Rules and Regulations etc. pertaining to Signaling.
- 2.7.2. Amendments and modifications to Signal Engineering Manual and other Signaling procedures and practices in G&SR, Block Working Manual including BPAC, etc. pertaining to Signaling rules and regulations.

2.8. Safety & Accidents:

- 2.8.1. He will deal with all matters connected with safety & accidents, their enquiry report, scrutiny of recommendations etc.
- 2.8.2. He message of accidents received are immediately reported to CSE & CSTE and initially scrutinized by the Dy.CSTE(Signal) along with the S.P. and then put up to CSE and CSTE. He has to contact the divisions and collect all relevant details.
- 2.8.3. Reports and Findings of all accidents received are required to be gone into in detail to see if the findings are acceptable and what other steps can be taken to avoid a repetition of the accidents.
- 2.8.4. Compilation of information required by Accident Enquiry Committees.
- 2.8.5. Implementation of Railway Accident Enquiry Committee's recommendations. Responsible for keeping a watch regarding the speedy implementation of the recommendations made by these Committees, correspondence with divisions on this.
- 2.8.6. Any other duty assigned by CSE & CSTE.
- 2.8.7. In absence of Dy.CSTE/HQ also he looks after his duties also.

3. Dy.Chief Signal & Telecommunication Engineer (Tele) – Dy.CSTE/Tele.

Dy. CSTE (Tele) CCG shall look after the (1) Maintenance of Telecom assets (2) Compilation of Telecom statistics, (3) Procurement of Telecom stores (4) Progress of telecom works (5) PTCC clearances, and shall be under the administrative control of CCE. The detailed list of works assigned is as under

3.1. Maintenance of Telecom assets

3.1.1. **Telecom Equipment Performance:** Deal with Telecom failures, Punctuality Reports, unusual occurrences, performance of Passenger Information Systems (other than Data Networks like FOIS / UTS/ PRS / Railnet and MW / UHF / VHF / HF etc.)

3.2. **PCDO, Briefs for Meetings and compliance of Inspection reports** - Briefs on Telecom items for PCDO, MCDO, GM conference, CSTE conference, safety review meetings, assistance required by divisions etc. , Deal with Telecom items in audit reports, Parliamentary questions, Inspection Reports, etc.

3.3. **Telecom Standards and policy implementation:** Deal with Telecom Manual, Telecom equipment specifications, standardization, policy implementation, Telecom Standards Committee, Maintenance Study Group meetings etc

3.4. **Phones & Hired Circuits:-**Deal with Sanction / Retention / Shifting of Railway/MTNL / BSNL / Mobile Phones , Co-ordination with MTNL / BSNL circles and payment of bills for HQ controlled MTNL / BSNL /CUG phones, recovery for excess calls / trunk calls, making communication arrangements for MR / CRB visits etc.

3.5. **Safety, Accidents and Disaster Management:** - Deal with Disaster Management, Accident Enquiry Reports and Findings involving Telecom matters.

3.5.1. **Creation of posts** – Deal with processing of proposals for creation of Non Gaz revenue and work charged posts for Telecom staff.

3.6. **Compilation of Telecom statistics-** Calculation of Telecom Work load, Compiling Year Book information and Narrative Reports (Telecom items) for GM, Railway Board etc.

3.7. **Procurement of Telecom stores:** Deal with matters connected with Procurement of Stores for all Telecom items (including Datacom equipments for PRS/UTS/FOIS/RAILNET , VHF Walkie Talkie sets for Guard / Driver, replacement of batteries of Walkie Talkie sets), attending Tender committee meetings at JAG.

3.8. **Planning and Progress of Telecom works:-** Deal with Planning and Progress of Telecom works in PH 33 and other plan heads, Co-ordination with RCIL and Construction Organization their budget requirements for Progress of Telecom Works etc.

Any other duty assigned by CCE /CSTE.

In absence of Dy. CNM (FOIS) he will look after his duties also.

He will be assisted by ESTE(Tele-Works) and ASTE/Tele.

7
23/11
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4. Dy. Chief Network Manager (FOIS) / CCG

- 4.1. Dy. CNM (FOIS) shall look after the (1) Maintenance of communication assets for FOIS / PRS / UTS / Railnet data networks of Western Railway on MW/UHF/VHF/HF/ INMARSAT / V-Sat links, (2) Coordination with CAO/FOIS, CRIS , RAILTEL and BSNL/MTNL, (3) Compilation of statistics for Datacom assets (4) Coordinate for WPC clearances, SACFA clearances (5) Arranging payments to RCIL for fibres and long haul circuits and shall work under the administrative control of CCE. The detailed list of works assigned is as under:
- 4.2. Maintenance of communication assets for Data Networks
- 4.3. **Performance of FOIS / PRS / UTS / RAILNET Networks** : Deal with failures , Commissioning of new locations etc.
- 4.4. **Performance of VSAT/ INMARSAT/ VHF Walkie Talkie sets** - Deal with matters related to performance of VSAT/ INMARSAT/ VHF Walkie Talkie sets for Guard / Driver etc.
- 4.5. **PCDO, Briefs for Meetings for Data networks** - Briefs for Punctuality Meeting, PHODs Meeting, Safety Review meeting, GM conference, CSTE conference, Sr. DSTEs Conference, etc. for FOIS/PRS/UTS networks, VHF sets for Driver-Guard etc.
- 4.6. **Coordination with CAO/FOIS, CRIS , RAILTEL and BSNL/MTNL:** for efficient performance of FOIS circuits, liaison with MTNL / BSNL circles for leased circuits and with RCIL for long haul circuits.
- 4.7. **Compilation of Datacom network statistics** : Calculation of Work load and statistical information for communication assets on Data networks on Western Railway, Year Book information and Narrative Reports (Data network items) for GM, Railway Board etc.
- 4.8. **WPC, SACFA clearances:** Deal with matters for WPC, SACFA clearances, Process applications for arranging licences from WPC for equipments working on MW / UHF / VHF / HF / INMARSAT. This includes arranging licences for VHF Walkie Talkie sets used for Driver-Guard etc.

Any other duty assigned by CCE / CSTE.

In absence of Dy. CSTE (Tele) he will look after his duties also.

He will be assisted by ESTE (NW) CCG AESTE(Tele/W).

5. Dy. Chief Signal & Telecom. Engineer (Works)

He will look after the following subjects and reports to CSTE (Works)

- 5.1. He will be in charge of all itemized Pink Book S&T Works and S&T portion of major projects under execution of Open Line.

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