

DUTY LIST

Duty list of the following departments is appended below; the staffs attached with respective officer of the Department follows a similar duty list. The list is indicative and not elaborative.

1. Accounts Department
2. Bonds Department
3. Commercial Department
4. Electrical Engineering Department
5. Engineering Department
6. General Administration Department
7. Information Technology Department
8. Legal Department
9. Mechanical Department
10. Medical Department
11. Material Management Department
12. Operating Department
13. Personnel Department
14. Public Relations Department
15. Railway Protection Force
16. Safety Department
17. Signal and Telecomm Department
18. Training Department
19. Vigilance Department

Financial Advisor & Chief Accounts Officer

1. Examination of financial proposals of CO including capital works and revenue proposals.
2. Apportionment of originating freight and coaching earnings
3. Internal check and payment of all dues to staff and outsiders at corporate office.
4. Monthly Profit & Loss account, Limited Review, Annual Accounts, payment of IRFA debits etc, TDS
5. Planning, mobilization and deployment of funds. Liaisoning and dealing with financial institutions.
6. Statutory Auditors/ Internal Auditors, stock verification, Audit paras and Inspection reports.
7. Overall in charge of establishment of accounts cadre

General Manager (Finance)

1. Finalization of accounts and presentation to the statutory auditors for annual audit, limited review.
2. Presentation of accounts to C&AG auditor. Mngt. remark on comment of C&AG audit before AGM
3. Presentation of accounts with the necessary schedules for tax audit and filing of the IT return
4. Presentation of accounts and other documents to IT Dept for assessment of IT proceedings.
5. Presentation of all the relevant information and documents regarding IT Appeal proceedings

DGM (Finance & traffic)

1. Correct Apportionment of originating freight and coaching earnings from Zonal railways.
2. Correct receipt of freight and coaching earnings from Railways.
3. To deal with Traffic section proposals, act as finance member in commercial contracts.
4. Financial Vetting of Commercial Contracts
5. Rendering financial advice on proposals having financial implications incl. capital budget items.
6. To actively participate in tender committees as a finance member.
7. To maintain, update and revise the Schedule of Powers.

DGM (Tax & Establishment)

1. Pay sheets, other dues of officers and staff of Corporate Office/Belapur and Regional Office/Delhi.
2. Fixation of pay, Cadre vetting, Man Power planning, etc.
3. Presentation of accounts and other documents to IT Dept. for the assessment of IT proceedings.
4. Presentation of all the relevant information and documents in connection with the IT Appeal
5. Maintaining a close liaison with concerned tax/statutory levy authorities
6. Obtaining necessary certificates /permission / exemptions from tax authorities.
7. Submission of necessary information/returns to respective tax authorities correctly and timely.
8. GST Audit & Tax Audit.
9. To actively participate in tender committees as a finance member.

DGM (Funds)

1. Planning, mobilization and deployment of funds.
2. Borrowing money from Market and Treasury Management including Derivatives
3. Liaisoning with FIs, Rating Agencies, Auditors, C&AG and Trustees of Bond Holders.
4. Retirement Benefits of Employees, Investment of PF Funds incl. Gratuity, Leave encashment etc.
5. Settlement of Pension cases, PF, Gratuity, Leave encashment, Insurance etc.
6. Co-ordinates with Internal Auditors and various units/branches for conduct of Internal Audit.
7. Co-ordinates with C&AG and conduct tripartite meetings to clear audit inspection reports
8. To actively participate in tender committees as a finance member.

DGM (Accounts)

1. Compilation and Finalization of Accounts including Publication of Financial Results and Audit.
2. Submission of Cash flow and various Financial and Accounting Statements
3. Compilation and Finalization of Revenue Budget for Internal as well as MOU purposes.
4. Attending Tender Committee Meetings for Stores/Works Contracts within the delegated powers.
5. To Co-ordinate with IT Dept for various module developments for Accounts Department
6. To actively participate in tender committees as a finance member.

Dy.FA&CAO/P

Handling the Accounts and Finance function of various projects incl. Roha-Veer doubling, Loop lines & crossing stations, LC gate project, PI to PI project, RSCF Project, RVNL deposit work, Dondaichi work, JDRL Deposit work, MSEZL ROB, MSEZL Flyover, MRPL deposit work, Raxaul Kathmandu DPR project, RRSK Safety work, Seabird project, Consultancy for cutting and tunnel in Karjat Lonavala section.

DGM(Accounts/RE)

Handling the Accounts and Finance function of following projects incl Route electrification Project, Replacement of Signaling and OFC Cables, NTPC-Kudgi, NTPC-Gadarwara, DEMU-Nepal project, Annakampoyil Road Tunnel Project, VISL Port connectivity Project, DPR of Mysuru -Thalassery Project, DPR of NTPC -SAIL (NSPCL) Railway Siding, Rourkela, UPCL Nandikoor Railway Siding work, Gujarat Infrastructure Water Project.

Sr. AFA (Establishment)

1. Drawal and Disbursement of salary for employees of CO, Delhi Office, J&K project office.
2. Pay fixation, verification and passing of all establishment claims.
3. Statutory payment e.g. Income Tax, Professional Tax, payment to PF and Pension trust.
4. Calculation of Income Tax, Foreign Service Contribution and payment to outside bodies.
5. To actively participate in tender committees as a finance member.

Assistant Accounts Officer (Books)

1. In charge of Book section which involves preparation of final accounts of the Corporation.
2. Submission of statistical data of MIS such as monthly P&L, Cash Flow statement, monthly reviews
3. Co-coordinating with Statutory Audit for finalization of Annual Accounts.
4. Looking after the work of vetting of Briefing Notes, LoA, PO, Sale Order, Agreement etc.
5. Signing of cheques.
6. To actively participate in tender committees as a finance member.

Sr AFA (Funds)

1. Treasury Management,
2. Looking after the work of vetting of Briefing Notes, LoA, PO, SO, Agreement etc.
3. Testing of programs prepared by IT department.
4. Maintenance of PF account of all KRCL staff and officers. Issue of PF slips, PF loans
5. To actively participate in tender committees as a finance member.

Sr AFA (Traffic)

1. Accountal of Originating Freight/Coaching earning. Correct receipt of the same from Zonal Rlys.
2. Assist to DGM (F&T) for compliance and reply to Audit references and observations.
3. Preparation of Balance sheet, Traffic Books.
4. Timely billing of various vouchers and it's realization.
5. Entrusted with Timely Compilation of Originating Coaching & Goods Earnings
6. Timely reconciliation of Station Collection with various Banks, transfer of the same to Pooling Br.
7. Timely Billing of Carriage & Postal Haulage Bills and prompt realization of the same
8. Attending quarterly Transfer Clearance meeting to ensure realization of Freight Diversion Earnings.
9. To actively participate in tender committees as a finance member.

Sr AFA (Project)

1. Clearance of Payments to Contractors and various miscellaneous bills related to Project.
2. Authorization of JV, Money receipt and acceptance of Transfer debit, Credit to Open line.
3. Review of various suspense heads, advance to contractors, review of BG, SD, EMD
4. Compliance and reply to Audit references and observations.
5. Authorized Signatory of cheques.
6. To actively participate in tender committees as a finance member.

Assistant Accounts Officer (Bills)

1. Arranging Inter Railway Financial Adjustment payments
2. Contractors & suppliers bills including Anti Collision Device works
3. Various Miscellaneous
4. Submission of statistical data to foreign railways reg. GTKM, Engine hrs, Vehicle/Wagon days.
5. Issue of TDS certificates, authorization of JV, sending of Acceptance Transfer Credit/Debit to units.
6. Review of various suspense heads, advance to contractors, review of BG, SD, EMD
7. Authorized Signatory of cheques.
8. To actively participate in tender committees as a finance member.

AAO (Project)

1. Clearance of Payments to Contractors and various miscellaneous bills related to Project.
2. Authorization of JV, Money receipt and acceptance of Transfer debit, Credit to Open line.
3. Review of various suspense heads , advance to contractors, review of BG, SD, EMD etc related to
4. Compliance and reply to Audit references and observations.

Sr. Regional Accounts Officer/RATNAGIRI and KARWAR

1. Regional head of Accounts Department
2. Tender financial advice on all regional proposals having financial implications.
3. Generates periodical managerial information for control activities.
4. To regularly appraise the financial positions to the regional heads and Head of Departments.
5. Participates in meetings on labour welfare matters and staff grievance redressal forums.
6. To Co-ordinate with other departments in passing of bills and arranging payments.
7. To arrange to pass pay sheets of staff and officers of the regions.
8. To carry out inspections in the region.
9. To arrange to get the accounts audited by the internal auditors, statutory auditors , C&AG

Project Division**Financial Advisor & Chief Accounts Officer (Project)**

1. In charge of USBRL and monitoring, controlling and execution of projects.
2. Dealing with financial proposals and tender cases of Project Division comprising mainly of USBRL
3. Planning, mobilization and deployment of funds.
4. Liaisoning and dealing with financial institutions/ Zonal Railways / Railway Board.
5. Responsible for finalization annual accounts etc.
6. Coordinating with Internal Auditors, SV, dealing Audit paras and inspection reports

Sr.RFA/Reasi

1. To assist FA&CAO(P) in all the Project Accounts matters of J&K project.
2. Payments to contractors, petty contingent expenditure and maintain accounts thereof.
3. To tender financial advice to field officers in J&K on all proposals that has financial implications.
4. To generate periodical managerial information for control activities.
5. To regularly appraise financial positions to the Head of Departments.
6. To arrange to get the accounts audited by the internal auditors, statutory auditors, C&A auditors.
7. To participate in tender committee as a finance member.

Assistant Accounts Officer-Bills/Finance/Audit at Reasi

1. Financial scrutiny and vetting of all proposals, estimates and tender documents.
2. Payments to contractors, petty contingent expenditure and maintain accounts thereof.
3. Participation in tendering / tender committee's and spot purchase committees.
4. Review of completion reports / Bank Guarantees / Misc. Advances etc.
5. Maintenance of General Books & Closing of monthly accounts.
6. Internal check of all kinds of bills including verification and passing in the system.
7. Replying to audit objections.

Company Secretary: All facets of Secretarial including Bonds matters.

Assistant Company Secretary

1. Matters relating to Annual Report, Complaints of Bondholders (All Series), Bonds - NSE, NSDL, CDSL, NeSL, RTA, Debenture Trustees, Bankers, Certifications from Credit Rating Agencies, Registration of Debentures Trust Deeds, Advocate/ Company Secretary in Practice/ Practicing CA
2. Payment of Interest/Redemption Amount to Bondholders,
3. Registration/Renewal of Trade Marks, Copy Rights, Patents, Designs, Weight and Measures
4. Filing of various Forms, Returns, Statements etc with MCA and other Government Authorities including DPE/SCOPE/NEAPS/NeSL/PE Survey/SCORES/TCL/IDTS/Securities Trustee,
5. Updation of Statutory Registers and Records under the Companies Act, 2013 and any other Act
6. Maintaining all records pertaining Bonds Department at Belapur and Ratnagiri office,
7. Updation of online data and records with various Government Authorities/Agencies,
8. D&O Liability Insurance policies,
9. Updation of land records with all District Sub Registrars within the jurisdiction of Konkan Railway pertaining to Debenture/ Security Trust Deed,
10. Matters pertaining to Equity/Preference Share/Bonds, MOU matters, Payment of stamp duty
11. Maintaining details of KRWO/RHSDC/JDRL/ Audits and

Dy.CCM :

Will co-ordinate and deal with all the matters pertaining to Coaching traffic i.e. PRS/UTS, parcel/Luggage, ticket checking, customer care, passenger amenities, coaching refund, training and station Housekeeping activities etc and overall supervision of all commercial matters including following matters.

- Co-ordination for Marketing and business development, Organizing Customer meets etc
- Planning & proposals for passenger amenities and its follow up.
- Complaints management including Rail Madad & social media etc.
- Non Fare revenue including advertisements etc
- APIO for Commercial department for RTI.
- Any works assigned by administration from time to time.
- In addition to above, DyCCM will supervise the duties of the executives reporting to him. SCM /Coaching, SCM/General & ACMITC will directly report to Dy.CCM.

SCM/Goods & Catering :

- Co-ordination and dealing with all matters pertaining to freight traffic
- Policy matters and contracts related to freight traffic & FOIS related matters.
- Dealing with freight claims and refunds,
- Catering and Commercial contracts including Pantry car, Food Courts etc
- Policy matters related to Catering and Commercial Contracts.
- Any works assigned by administration from time to time.

SCM/Coaching:

- All passenger traffic related activities like PRS/UTS/QRS & Statistics,
- Policy matters and contracts related with passenger traffic,
- Non Fare revenue including advertisements, Railotels etc
- Monitoring of Passengers amenities,
- HO Quota, PQ / RTI / RB I CA-iii references
- Staff matters including cadre of Commercial Dept , DAR & vigilance matter.
- Revenue and Capital budget proposals
- Any works assigned by administration from time to time.

SCM/General:

- Monitoring of Commercial control,
- Matters pertaining to KRUCC,
- Complaints management including Rail Madad & Social Media etc.
- Housekeeping and cleanliness activities on KR
- RCT / CDRF, court cases etc
- Matters pertaining to RORO traffic including marketing
- Any works assigned by administration from time to time

ACM/Ticket checking:

- Ticket checking activities and related matters,
- Commercial store and stationary,
- Matters related to Parcel traffic,
- Coaching refund,
- Staff Training arrangements
- Rajbhasha,
- Any works assigned by administration from time to time.

Duty List of Dy CEE/RE/BLP

1. Ensuing approval and readiness of Switching Stations and TSS activities matching with set target
2. Ensuing approval and readiness of the following OHE activities matching with the set target
3. Planning of power block works
4. Coordination with State Electricity Boards (MSETCL, KPTCL, HE OM & ME OM)
5. Contract agreement for traction power supply with SEBs.
6. Budget and Expenditure monitoring
7. Documentation and Processing for EIG and CRS sanctions including condonation if any.
8. Computerized Data Record of daily progress of PSI works,
9. Material planning & procurements for PSI items.
10. Training for Knowledge and skill improvement of supervisors and staff of PS
11. Correspondence with Railway Board, RD O, Central Railway and Southern Railway.
12. Replies to Parliamentary questions pertaining to RE project
13. Compliance and closure of Audit Report, Accounts Inspection Reports,
14. Compliance to Inspection reports of
15. Ensuring establishment of PSI Depots with standard T&Ps and M&Ps
16. Planning of Unit spares as per ACTM
17. Any other duties as required by CEE/RE and CEE from time to time.

Duty List of Dy CEE/I(PSI/HO)/BLP

1. Monitoring of Tram Operations and punctuality of trains on electrical account on day-to-day basis
2. Manning of Control Room in case of any train related serious unusals.
3. Co-ordination with Railways for all matters related to EI /CRS sanctions,
4. Co-ordination with Regions for timely submission of various data, Reports and compliances
5. All matters pertaining to open line & TRD Cadre and monitoring of OAR cases
6. Planning, processing of different training requirements and arranging Competences and its monitoring.
7. Co-ordination & Processing, monitoring of different material requirement to Openline and TRD section
8. Monitoring & ensuing approval of Switching Stations and TSS activities matching with the set target
9. Coordination with SEBs for extension of EHT power line for timely charging TSSs.
10. Contract agg. for traction power with EBs, Rlys for execution of power procurement plan
11. Ensuring establishment of PSE Depots with standard T&Ps and M&Ps.
12. Training for Knowledge and skill improvement of supervisors and staff of PSI
13. Replies to Parliamentary questions pertaining to RE project.
14. Compliance to Inspection reports
15. Any other duties as assigned by CEE and CPU/RE from time to time.

SrREE/ RN & KAWR For their respective regions.

1. Overall in-charge in the Region and responsible for day-to-day Functioning
2. Operation and maintenance of ventilation systems in tunnels and ILS at stations.
3. Energy consumption monitoring, planning, implementation & monitoring, revision of tariffs, etc
4. Monitoring train operations, platform attention to passing trains and enroute fault rectification
5. Planning & budgets, monitoring/control of expenditure, periodical review & reports
6. All matter pertaining to staff
7. All matters regarding Deposit works
8. Co-ordination with local authorities for maintaining power supply 24x7 at all installations
9. Rolling Stock Maintenance & Co-ordination
10. Ensuring safety standards in maintenance and operation of all electrical equipment
11. Timely execution of work and review of progress of works under his jurisdiction.
12. Recovery of electricity bills/charges from due installations
13. All matters pertaining to planning and procurement of stores and scrap disposal
14. All matters related to compilation of equipment failure
15. **Draft and Audit paras, stock verification, scrap disposal, compliance of inspection notes**
16. **Ensuring timely restoration in case of unusals**

DUTIES AND RESPONSIBILITIES OF SEE/PLANNING & WORKS

1. New Project Works
2. Open line works including scrutiny of all capital budget works
3. Monitoring and control over allotted budget expenditure Le, capital and revenue.
4. Ensuring the timely completion of all sanctioned works.
5. Review of progress of works being undertaken by regions.
6. Preparation of feasibility reports and DPR for new Railway Projects
7. Stores matters
8. Enlistment of approved list of contractors/suppliers.
9. Planning and implementation of energy conservation measures.
10. Monitoring Shramik Kalyan portal
11. Ensuring updation of all contract details on KRCL website as per CVC
12. Submission of details to Independent External Monitors (IEMs)
13. Any other work assigned by CEE.

DUTIES AND RESPONSIBILITIES OF AEE/Const

1. Works matters: Capital, Revenue, Deposit works, MPLAD and tourist development works,
2. Correspondence with region on works matters.
3. Quarterly work statement to Vigilance/ vigilance compliance matters.
4. Stores matters: Planning and monitoring of Electrical stores in co-ordination with Regions.
5. Enlistment of approved list of contractors/ suppliers:
6. Assisting SEE/P&W for preparation of feasibility report and DPR for Railway Projects.
7. Inspection and Execution of new project as well as open line project works.
8. In absence of AEE/HQ, AEE/Const will look after the work of HO.
9. Preparation of detailed estimates for new up-coming projects like private siding etc.
10. Any other works assigned by CEE and SEE/P&W.

DUTIES AND RESPONSIBILITIES OF AEE/HQ

1. All matters pertaining to general administration of CEE's office and establishment matters.
2. Co-ordination with MSEDCL, processing of Energy bills, arranging timely payments.
3. Co-ordination with outside agencies for common facilities like lifts/ pumps etc at CO,
4. Monitoring of train operations and punctuality of train on electrical account on day to day basis.
5. Co-ordination with TL&AC depots for attending works related to train complaints.
6. Inter Railway co-ordination
7. Data Management meetings incl Compliance to Audit paras, PQs etc
8. Co-ordination with Railways for all matters related to EIG sanctions.
9. Co-ordination with for timely submission of electrical accident report to FIG and its compliance,
10. Inspections
11. Ensuring manning of control room in case of any unusuals
12. Co-ordination with IT for smooth working and timely implementation of EM module
13. Implementation of SMIs and other technical instructions at field,
14. Energy consumption monitoring.
15. Monitoring tender notification and updating of tender details on website
16. Maintenance and upkeep of Electrical installation at Corporate office, quarters
17. Any other work assigned by CEE,

AEE/M AO

1. Maintenance and upkeep of all the electrical installations /assets from MAO to Pemem_
2. Daily monitoring, planning and supervision of IL and AC coaches including breakdown trains and RAs
3. Ensuring proper platform attention (Electrical) to passing trains at MAO
4. Coordination with Railways for maintaining train operations and attention to on-route electrical failures
5. Coordination with POH workshops of SWR for proper attention to KRCL coaches.
6. Energy Management

7. Periodical reporting of failures/ equipment failure to RDSO. Compliance of RDSO SMI and modifications.
8. All matters related to works contracts and stores in his jurisdiction.
9. Co-ordination with SEB authorities
10. All matters related to MSG meetings and compliance of the recommendations.
11. Ensuring timely restoration in case of unusuals
12. Draft and Audit pacas, stock verification, scrap disposal.
13. Compliance of inspection notes of higher authorities.
14. Field data required for important meetings
15. Any other work assigned by Sr.REE.

Duty List of SEE/RE/BLP

1. Ensuing approval of various Switching Stations and TSS activities matching with set target.
2. Co-ordination with other depts for smooth functioning of RE activities.
3. Ensuring that on going RE works are executed as per approved design/drawings.
4. Ensuring regular updation of all field data and its preservation for timely retrieval.
5. Documentation and Processing for EIG and CRS sanctions including condonation if any.
6. Processing & implementation of RE in-house/ field training to various staff for RE project.
7. Timely collection traffic block data for submission of various project status reports
8. Timely compliance to drawing & design related issue/observations of higher officials

Duty List of Dy CEE/RE/RN & Dy CEE/RE/KAWR

1. Work Execution by the nominated agency as per target given
2. Developing required infrastructure at site.
3. Keeping rolling stock in working condition and getting their fitness certified
4. Manpower planning and deployment.
5. Getting the work certified, measured, and quality controlled by PMC/departmentally.
6. Liaisoning with concerned Railway, SEBs, Forest Deptt and Highway, Aviation Authorities.
7. Obtaining ROW from State Authorities for transmission line, its construction work
8. Optimizing the usage of available manpower and traffic block.
9. Exercising control over expenditure.
10. Attending breakdowns and ensuring security of OHE materials from theft / damages.
11. Ensuring that breakdown, if any, is attended and traffic restored at earliest.
12. Relaying the daily position to CO/BLP for appraisal of higher authorities.

Duty List of DEE/RE (FIELD)

1. Ensuring the readiness of preparatory work before actual starting RE work.
2. Liaisoning with open line organization for the issues like traffic block, approval of site
3. Plans of TSS,SP/SPP, OHE cum PSI depots, TW sheds, Repair Centre, Site Offices etc.
4. All activities related to Quality assurance and project management.
5. Developing required infrastructure at site.
6. Keeping the rolling stock in working condition and getting their fitness certified
7. Manpower planning and deployment.
8. Ensuring the competency of Tower Wagon driver and their training.
9. Getting the work certified, measured, and quality controlled by the PMC/departmentally.
10. Liaisoning with concerned Railway, SEBs, Forest Deptt and Highway, Aviation Authorities.
11. Obtaining ROW from State Authorities for transmission line, its construction work
12. Optimizing the usage of available manpower and traffic block.
13. Exercising control over expenditure.
14. Attending breakdowns and ensuring security of OHE materials from theft / damages.
15. Ensuring that breakdown, if any, is attended and traffic restored at earliest.
16. Relaying the daily position to CO/BLP for appraisal of higher authorities.
17. In addition to above, monitoring the progress of civil engg works and PSI portion of the project.

Duty List of AEE/RE (FIELD)

1. Getting the work executed by the nominated agency as per target given.
2. Ensuring the readiness of preparatory work before actual starting RE work.
3. Co-ordination with Operating department for arranging traffic block
4. Co-ordination with Engineering department for arranging approval of site plans
5. Ensuring implementation of Quality assurance Plan during execution.
6. Ensuring development of site facilities by contractor.
7. Ensuring upkeep of Tower Wagon/ME train/AWT.
8. Ensuring that breakdown, if any, is attended and traffic restored within minimum possible time
9. Certification and Measurement of work departmentally or by PMC if deployed.
10. Liaisoning with all concerned authorities for timely construction of transmission line work.
11. Ensuring proper deployment of available manpower and its optimized usage.
12. Relaying the daily position to Regional HQ.
13. Attending breakdowns and ensuring security of OHE materials from theft / damages
14. Ensuring deployment of personnel and equipment by Contractor

Duty List of Dy.CE/HQ.

1. Dealing with Arbitration and attending arbitration meeting.
2. Finalisation of Tenders for works under Dy.CE/HQ.
3. Dealing with Capital Budget proposals and its allied works.
4. Revenue Budget- works side.
5. Dealing with all the Bridge works .
6. Registration of Contractors.
7. All CA-III references, PG, MLA/MP RTI, PQ, MCDO, Audit Paras, Land Matters
8. All Way leave facility works, NOC for Construction near Rly Boundary. Deposit Works proposals.
9. Dealing with revisions / modifications in contract policies.
10. All variation proposals under works side.
11. Staff Matters works side.
12. Leased Accommodation
13. Maintenance of Corporate office , and colony
14. Standardisation of relevant circulars pertaining to cuttings, Tunnels, Bridges and works side.

Duty List of SEN/HQ

1. Dealing with all Capital Budget proposals, agenda items for BOD.
2. Dealing with Revenue Budget
3. Registration of contractors
4. Dealing and replies to all Public/VIP/Rly Bd. RTI/PQ References, land cases for balance payment
5. TC Committee member as per SOP Works matters.
6. Monthly progress of Works
7. Way leave facility works, land commercial exploitation, NOC - construction near Rly boundary.
8. Preparing of Relevant documents to be posted on website as per CVC guidelines.
9. MCDO and review report – pertaining to Works side.
10. Preparation of data as per requirement of higher authorities.

DUTY LIST OF SEN/TRACK

1. Track quality monitoring through OMS/TRC, Monitoring of USFD testing , planning
2. Planning of Track works and monitoring, Weld / Rail failure analysis
3. Assisting in Preparation of Engineering scale plans for various works.
4. Conducting various inspections related to track works as directed
5. Standardization of all relevant circulars pertaining to cuttings and track side
6. Correspondence with RDSO, Zonal Railways and CRS for obtaining sanction/approvals
7. Staff matters- Track side and attending KRA as Faculty
8. Stores procurement for P-way and other materials etc
9. Monitoring and implementation of TM module.
10. Processing of various proposals of Tenders etc for Track and Geo-tech works.
11. Dealing with Capital/Revenue budget proposals and its allied works
12. Co-ordination with other departments and Regional offices.

DUTY LIST OF AEN/TRACK

1. Planning of Track works and monitoring Track safety works.
2. Scrutiny and processing of Revenue Budget proposals. BE/RE and Monitoring expenditure
3. Capital Budget proposal for Presidential sanction under RRSK/ equity work for safety works.
4. Monitoring of work progress as per MOU, MCDO/Review Reports and quarterly reports
5. Assisting Correspondence with RDSO and the other Zonal Railways.
6. Assisting in RTI matters and PQ Audit paras items related to Track Works
7. Staff matters regarding filling up of vacancy , transfer proposals, and training.
8. Processing proposals for Stores procurement for P-way materials
9. Processing of Tenders for Track works and Tender finalization as TC member as per SOP.
10. Dealing contract matters variations etc.

Duty List of SEN/Bridges

1. Bridges: Annual Inspection of Zuari, Mandovi, Planning, programming and supervision of execution of Special repairs to steel girder span like replacement of POT bearings. Revenue budget proposals related to bridge repair works. Underwater inspection and underwater repairs of bridges. Painting works. Replacement / distressing of Elastomeric bearing of Bridges. Annual scrutiny of Bridge inspection registers for the inspections done by field officials, identifying the maintenance requirement, intimating the consolidated bridge repair works to SrRENs and putting up the registers for signature of higher authorities. Carrying out directed bridge inspections as ordered by Higher authorities. Perusing Annual inspection of RAW/RAT and updation of list. Providing Technical input for functioning of Bridge gang HQ at MAO.
2. Tunnels: Annual scrutiny of Tunnel inspection registers for the inspections done by field officials, identifying the maintenance requirement and putting up the registers for signature of higher authorities. Dealing with and Processing of special works related to maintenance of tunnels, tender drafting of related consultancy works etc.
3. Deposit works from state Govts, irrigation Dept and other PSUs.
4. Proposals in connection with Gas pipeline crossings, water/Sewage crossings.
5. Proposals of ROB's from NHAI
6. Processing for CRS sanctions of works.
7. Co-ordination for Design and proof checking of Bridge works.
8. Training related works
9. Special works viz Drone survey, e-DAS, RCRV USFD testing etc

Duty List of AEN/Works/BLP

1. Maintenance of Corporate office /Belapur and Colonies
2. Preparations of works related proposals , drawings and plans.
3. Execution of Non Pway zonal works and Spl works of CO.
4. Processing of lease related matters pertaining to NPCIL, Belapur Bhavan.
5. Printing of KR system maps with modifications /Corrections .
6. Updation /Regularisation of KRCL property related documents of CO/BLP.
7. Allotment of work stations and Cabins for Staff and Officers at CO, vehicle parking space
8. Processing refilling of Fire extinguishers at CO/BLP and KRV/Nerul.
9. Organise arrangements during various official functions at CO.
10. Booking/Allotment of ORH and SRH with approval of CA.
11. House keeping related works of CO/BLP and KRV/Nerul, gardens of KRV and Panchaseel.
12. Processing of lease accommodation /rental for KRCL staff and Officers.
13. Processing and Execution of BBUCC and KRVRA related works.

Duty list of Sr.RENs

Overall-in-charge of section in the respective region and responsible for maintenance and safety of all P-way and related works for the quality and progress of new safety and works in cutting and tunnels etc. by constant monitoring. Also responsible to control over expenditure.

Duty list of SEN/MAO, AEN/UD

1. Inspection of all the pway structures , tunnels and bridges and their maintenance
2. Preparing of plan and estimates for Track improvement.
3. Execution and monitoring of Geo-safety works
4. verification of stores held by stock holders.
5. Submission of proposals for officers of other departments.
6. Co-ordination with officers of other departments.
7. Inspection of water supply.
8. Inspection Railway affecting works, railway affecting Tank with state authorities.

9. Verification of land boundaries and prevention of encroachment.
10. Execution and monitoring of works.
11. Staff Matters
12. Maintaining economy, punctuality and achieving Corporation's Goals.
13. Attending all the emergencies and unusuals.

Duty list of SSE/P-WAY

1. Inspection of all the P-way structures , tunnels and bridges and their maintenance
2. Preparing of plan and estimates for Track improvement.
3. Execution and monitoring of Geo-safety works
4. Verification of stores held by stock holders.
5. Co-ordination with other departments.
6. Verification of land boundaries and prevention of encroachment.
7. Execution and monitoring of works.
8. Staff Matters
9. Maintaining economy, punctuality and achieving Corporation's Goals.
10. Attending all the emergencies and unusuals.

Duties Of Assistant Engineer (AEN)

Inspection and maintenance of Track in a satisfactory and safe condition. To conduct inspection as per the Schedules laid down by the Administration from time to time; AEN shall enter the inspection details in Track Management System (TMS), and shall ensure compliance of the instructions within a reasonable period.

Duties of Assistant Senior Engineer/Works

1. Planning of entire work execution, control and monitoring for timely completion of work.
2. Planning for Resource management including staff, materials, cash flow and site management.
3. Co-ordination with design consultant for correction, testing and commissioning.
4. Preparatory works for passenger & staff amenities in monsoon and winter session.
5. Providing technical inputs for methodologies of construction.
6. Implementation of quality and Safety measurements in various works.
7. Co-ordination with HQ, clients, staff and subcontractors for speedy completion of works.
8. Planning and Management of stores - Inventory materials.
9. Fulfilment of compliances related to site like labours laws, PF etc.
10. Negotiations of rates of contract tenders, decision making in completion of works.
11. Submission of new yearly proposals of passenger amenities & staff amenities
12. Finalisation of tender in consultation with finance and execution of work.
13. Submission of progress reports to Higher Authorities.
14. Inspections of Buildings & structures, water supply, sewerage & drainage system IRWM
15. Proposal and indenting of annual requirement of material.
16. Compilation of schedule inspection charts and submission to Higher Authorities.
17. Arrangement and Management of Training to works Supervisors, technicians etc.
18. Arrangement of fund requirement for various works contracts, and non Pway Zonal works.
19. Co-Ordination with state Govt for all types of works between Rly and state govt.
20. Audit reply on payment and other issues processed by the engg works dept.
21. Tendering, finalisation, execution of agreements, execution of work, closing of agreements.

CHIEF MANAGER (ADMIN): is the overall incharge of the General Administration Dept., including dealing with RTI cases as CPIO.

DY. GENERAL MANAGER (G)

1. Grievance Redressal (PG, VIP, CPGRAMS & other Zonal Railways)
2. Parliament Questions
3. MCDO
4. KRUC Meetings
5. Visit of Parliament Committee
6. Meeting of VIPs/other dignitaries
7. Corporate Communication
8. Corporate Social Responsibility
9. Budgetary provisions – Capital & Revenue Budget
10. Executive Quarter allotment
11. AMCs of Photocopier & Franking machines
12. IPR Renewal
13. Insurance of CO Building & KRV Assets
14. Printing of Diary & Calendars
15. Processing for & issuing of RFID/ID Card cum Duty Pass
16. Management of Security system
17. Management of Security Guards
18. Monitoring of R&D Section.
19. Implementation of Rajbhasha
20. Organizing SBA and other Drives/Campaigns as per directives of Railway Board.
21. Updation of KR Website
22. Screening of Official Email of KRCL
23. Screening of IR Website for imp. Circulars/letters
24. Conducting of Ceremonial Functions – Foundation Day, Republic Day & Independence Day
25. Cash Imprest of General Dept.
26. Knowledge Management System (KMS)

Duty List of Dy.CMIT/S

1. Application Enhancement & Support of e-Office, e-mail services
2. IT Application Development and Support for various modules
3. Monitoring work progress and ensuring implementation with user Dept. and regional IT officers.
4. Contract Management related to C-DAC , MTNL & NIC.
5. Matters of budget, MCDO & RTI, Audit, Vigilance and Rajbhasha reports and Swachata Abhiyan.
6. Ensuring up-time and availability of IT Services like e-mail, e-office, Disha, JRAP /KRAP.
7. Procedures and policies related to Security, System and Application deployment.
8. Policy finalization, user awareness, security measures as CISO, assisting to ISMS committee
9. Evaluation of new IT Technologies, coordination with vendors for exploring its implementation

Duty List of Dy.CMIT/I

1. In charge of IT dept in KAWR region and in-charge of Infrastructure area and KRNAT at CO.
2. KR-Net IT Infrastructure Contract, SLA, Policy Mgt, Admn for Asset Help Desk software solutions.
3. IT Application Development and Support execution of new IT Projects.
4. Commissioning of new systems, support services and KRCL-IT apps including DSC renewals
5. Monitoring work progress and ensuring implementation of IT modules
6. Cont. Mgt of KRNAT, COA, Thin CS, Website, SWG(Proxy), RCIL(ISP), SSL Certi., domain& IT assets.
7. KRCL Website Support, Info Security, ISMS audit, Policy Finalization and its implementation .
8. Budget planning and Handling Union issues.
9. Organizing training in IT Apps for IT employees and IT skill training for students under CSR
10. Finalisation of MCDO, time sheets, worksheets, Rajbhasha, Swachhta activity, Auditor's queries.
11. Station, Rajbhasha inspections and Swachh Bharat activities at nominated Stations
12. Nominated member on panel of Committee of Sexual harassment of women at work places.

Duty List of Dy.CMIT

1. Management of Jboss, Tomcat application servers. Application Build, Release Mgt & Ver Mgt
2. DB admin, Support, Tuning, DB Fail-over Primary & HDR, Remote DB Server, Data Archival
3. IT Application Development and Support: PM, Financial Accounting and Measurement Modules.
4. Providing IT services for USBRL Project: Management of UTM (FW), Site to-Site VPN connectivity.
5. Contract Management with external agencies for new technologies
6. Contract Management related to C-DAC & IBM.

Duty List of SM(IT)/HQ

1. KR-Net IT Infrastructure Contract execution and SLA Management:
2. Policy mgt. for Firewall, SLB, SSL-VPN, WAF; LDAP, File-server, DNS services. Back-up & restore.
3. Emp SSP, Cadre Mgt, Insp, Security Admn, Vigilance, IT asset mgt, Caution order, HM Modules
4. System Administration in JRAP and KRAP Function and Role management
5. Procurement of end user systems, AMC of IT systems at CO / Belapur. IT asset Facilit
6. Mgt of Anti-virus, IREPS, Gyansagar and Knowledge mgt System (Samanvay), eDAS.
7. Contract Management and Coordination with external agencies for new technologies

Duty List of AM(IT)/Infra

1. Mobile Applications: Development & Administration of External and Internal apps
2. IT Apps Support: COA, OT, SI, Recruitment & Settlement Sub-Module and LRDMS Modules.
3. Apps Design & Development: Recruitment, Settlement & LRDMS Sub-Module.
4. KRCL Web Site Support & Service as well as Web App Development.
5. Information Security Policy finalization, security measures with CISO, ISMS audit
6. Management of Support & Services for SWG (Proxy) Solution.
7. Technical training for knowledge upgradation and new technologies for IT staff and officers.
8. Management of end user Thin Clients support at CO & Regional offices of RN,MAO & KWR.
9. Management of ISP - Raitel Internet Connectivity, Domain Name Service, SSL-TLS Certificates

Duty List of AM(IT)/S

1. Matters related to e-Office, e-Mail System
2. Implementation of new functionalities in RORO, online RORO, QRS/TBA, TDR claims, UTS
3. Various modules
4. Maintenance and support of Intranet (DISHA) and old e Mail system.
5. Contract Management of e-Office, e-Mail system, e-Sign & Document signer certificate, DSC renewals, NIC and KRCL MTNL connectivity.

Duty List of RM(IT)/RN

Overall In charge of IT dept in RN region. Responsible for day to day functioning of IT dept in entire region. Organising skill training for students under CSR

Senior Law Officer

1. Monitoring the overall functioning of the Legal Department
2. Handling all legal matters Electrical, Information and Technology, Accounts and Finance (Except tax matters), Vigilance, General, Rajbasha departments
3. Public Relations /RTIs
4. Ministry/ Railway Board References, Grievances, Compliance, questions of Parliament Committee
5. Matters relating to Board of Directors/ CMD
6. Correspondence/ Queries from RRM's on various issues
7. Processing Advocate Bills pertaining to the matters handled

Assistant Law Officer 1

Handling all legal matters of Personnel, Commercial, Stores departments

1. All Land Acquisition Matters (Except Section 28A matters)
2. Submission of monthly review statements of legal cases
3. Preparation and compilation of statement of legal cases for BOD
4. Processing Advocate Bills pertaining to the matters handled
5. Audit Queries, RTI

Assistant Law Officer 2

1. Handling all legal matters of Engineering, S&T, Mechanical, Operating, Safety, Medical, Training
2. Section 28A land cases
3. Tax matters referred to legal department
4. Audit Queries, RTI
5. Processing Advocate Bills pertaining to the matters handled

CME (PROJECT)

1. Execution of Rolling Stock Component Factory Project
2. Business Development – Exploring new projects
3. Development of IT System for Rolling Stock Component Factory
4. EnHM related activities – coordination with Railway Board and KRCL

Dy CMIT

1. Design & develop ERP system for RSCF
2. Implement ERP system at data center of RSCF
3. To implement Track Machine Management System in all track machines
4. Upgradation of TMMS to promote in Indian Railways

Dy CME/HQ

1. Planning and coordination for Capital Budget / Revenue Budget
2. Establishment Matters, Manpower Planning and Union related issues
3. Material Procurement and Stores Matters.
4. Planning and coordination for O&M of Track Machines/ART/ARMV etc
5. Assisting in various other Projects
6. Dealing with various references
7. Planning and coordination for C&W activities of Mechanical department
8. Planning of training of Executives and Non-executives

SME/Operation

1. Assisting Operating department in Train Operations
2. Organising all training requirement of running staff
3. Cadre management of running staff and other establishment matter
4. Coordination with adjoining Railways for issues related to train operations
5. Fuel Management and Accountal including coordination with IOCL
6. Management of Power Control Organisation
7. Coordinating for CRS sanction for Rolling Stock and Speed Raising

SME/Project

1. Shed cluster for LHB bogie overhaul
2. Project Monitoring like site supervision, safety meetings, monthly reports, etc
3. Implementation of quality assurance plans, inspection of machinery & plant
4. Fund Management of the Project
5. Monitoring and coordination with Central Railway and local authorities
6. Monitoring billing process of RSCF and procurement of M&P items

Sr RME/MAO

1. Incharge of department (running and non-running)
2. Supervision of Mech activities of Train Operations & Rolling Stock maintenance.
3. Planning and coordinating for maintenance of M &P items, Weigh Bridges and ATES
4. Maintenance and Upkeep of Lobby/Running Rooms at VEN/MAO and SL.
5. Coordination with Zonal Railways for POH/IOH/ROH related work
6. Maintenance & Operation of Track machines, TWs, ART, ARM & MFDTV & 140 T Crane.
7. Maintenance of Coaching and freight
8. Disaster Management and Rescue operation in KAWR region.
9. Management of Combined Crew Lobby at VEN, MAO & SL.
10. Management of RCD/VEN/MAO & coordination with IOCL officials.

SME/MAO

1. Management of Staff/ Supervisors headquartered at MAO.

2. Monitoring of coaching activities at MAO depot/yard and Up keepment of M&P items
3. Up keepment of MAO combined lobby & running room.
4. Enroute failure/trouble shooting of loco & coaching stock.
5. Upkeepment of SL running room and running activities of TOK/SL including UPCL
6. Carry out inspections as per the schedule
7. Monitoring of works related with RCD/MAO & coordination with IOCL officials.
8. Attending unusual like derailments & restoration works as per the case.
9. Management of running staff training of the region in coordination with KRA

SME/VEN

1. Controlling all Mech activities of VEN and non-running activities of SL & TOK
2. Carry out inspections as per the schedule
3. Attending unusualls like derailment & restoration works as per the case.

AME-1/VEN

1. Management of Staff/Supervisors at VEN and imparting training
2. En-route failure/trouble shooting of wagons and up-keepment of M&P items
3. Up-keepment of VEN combined Lobby & Running Room
4. Carry out inspections as per the schedule
5. Attending unusualls like derailment & restoration works.

AME-2/VEN

1. Maintenance/up-keepment of Loco, DEMUs, RMVs, DETCs & TTMs of the Region.
2. Up-keepment of ATES and ENS of the Region and at adjoining Railways.
3. Monitoring of works related with RCD/VEN & coordination with IOCL officials
4. Carry out inspections as per the schedule given
5. Imparting training to Staff & Supervisors of VEN
6. Attending unusualls like derailment & restoration works as per the case

RME/RN and AME/RN

1. Overall incharge of activities of Mech department (running and non-running)
2. Operation of Track machines & ARM & MFDTV
3. Maintenance of freight/material trains, M&P, Electronic In Motion Weigh Bridge, TWs
4. Disaster Management and Rescue operation.
5. Maintenance & Upkeep of Running Rooms of RN & ROHA and Rest room at SWV.
6. Management of Combined Crew Lobby/RN RCD/CHI and coordination with IOCL
7. Monitoring and Control of expenditures, Planning of Capital Budget Items.

Dy. Chief Medical Officer / KRV

Providing of statutory services during Accidents, IOD cases, Implementation of PFA Act, Conducting Medical Examinations, Providing of Comprehensive health care Services to residents of KRV, Emergency medical service to bonafide passengers. Scrutiny & Certification of medical bills, Preventive & promotive health care activities and Liaisoning and co-ordination with private hospitals, state government and other government & non-government agencies.

Regional Medical Officer**I Providing of statutory services:**

- a. Medical relief during Accidents.
- b. Periodical inspection & upkeep of ARMV Scale I ARME Scale II, POMKA, (where available)
- c. Augmented first aid boxes at Health unit, First aid boxes at stations
- d. Medical relief to the employees injured on duty.
- e. Implementation of Prevention of Food Adulteration Act

Conducting Medical Examinations:

- a. Medical Examination of Candidates and Employees as per schedule.
- b. Medical examination of Commercial vendor and food handlers.
- c. Medical certification and Medical boards.

II. Providing of Comprehensive health care Services:

- a) To employees, their dependents through OPD at HU, at stations by with periodic Station visits.
- b) Timely referral service for needy beneficiaries.
- c) Emergency medical service to bonafide passengers.
- d) Scrutiny & Certification of medical bills
- e) Conducting periodic health talk, check up camps, regular health care activities for awareness
- f) Implementation of various National Health Programs on Konkan Railway.
- g) Implementation & monitoring of Family Welfare activities.

III. Other Activities

1. Liaisoning and co-ordination with private hospitals, state government and other government & non-government agencies.

Dy. Chief Materials Manager/Co-ordination (Dy. CMM/Co) posted at CO, Belapur

The Dy. Chief Materials Manager / Co-ordination (Dy.CMM/CO) is overall in-charge of Procurement. Co-ordinate with IT Department for upgradation of the SI Module. This will include revamp of Stores Module to include inventory and stock maintenance of all items, automation of indents and purchase orders to vendors, computerization of depot registers and other such improvements to include all necessary features of standard ERPs as SAP for the Material Management

1. Disposal of Scrap Items and related works.
2. MSME Procurement, Data updating on various Portals, Nodal officer for MSME procurement
3. PCDO, Depot meeting, Correspondence with Rly Bd., Schedule of Power. E-procurement, ERP.
4. Staff Matters and their training matters
5. KRCL Website – MMD Data Updating. Conducting inspection of ongoing work regularly
6. Observe all rules and procedures relating as laid down in MMD circulars and various manuals

Duties of Dy. Chief Materials Manager/General (Dy.CMM/G) posted at CO, Belapur

1. Responsible for procurement needs of, Electrical, IT depts
2. IREPS Tender Opening, Depot Performance Statistics, Divisionalization of Stores.
3. Stocking and issue of general items at CO, Stock verification, Accounts & Audit replies
4. Depots, Cash Imprest extension/sanction. Computerization, RN Depot management
5. Inventory Control, Stores Budget, Liability, Inactive/Surplus/Overstock Items and its liquidation.
6. Review of Purchase Suspense. Sample Room, R&D, Record Room,
7. Observing all rules, procedures as per various manuals and acquaintance of the staff reg same.

Duties of Dy. Chief Materials Manager/Engineering (Dy. CMM/Engg.) posted at CO, Belapur

1. Responsible for procurement of all items of Engineering Department.
2. Procurement of Items including GeM Procurement. P-Way materials, Cement & Steel.
3. Overall in-charge of Tender Opening – Manual.
4. Processing of Spot Purchase proposals. Works Programme. M&P, T&P for depots.
5. Depot Organisation and Administration - Madgaon Depot.
6. Inventory Control, Stores Budget, Liability, Inactive/Surplus/Overstock Items and its liquidation.
7. Review of Purchase Suspense. Sanctioned estimates & Sale estimate.
8. Training of Staff. Court Cases, Arbitration, Confidential Section Audit Correspondence.
9. Observing all rules, procedures as per various manuals and acquaintance of the staff reg same.

Duties of Senior Materials Manager / Sales (SMM/Sales) posted at CO, Belapur

1. Responsible for procurement of S&T, Mechanical Items and Disposal of Scrap.
2. Procurement in GeM. S&T Items. P&M, Spares, Hospital Instruments, Coaching/Diesel Loco
3. Observing all rules, procedures as per various manuals and acquaintance of the staff reg same.

Duties of Assistant Materials Manager / HQ posted at CO, Belapur

1. Responsible for procurement of General Items and Disposal of Scrap.
2. Procurement in GeM. General, Monsoon Items. Stationery, Uniforms, Medical Items, Lubricants
3. Vendor Registration of Firms – New & Renewal.
4. Observing all rules, procedures as per various manuals and acquaintance of the staff reg same.

Duty List of Executives in MMD at Depot - Ratnagiri and Madgaon

1. Managing Depot activities, procurement activities and scrap disposal activities Region.
2. Procurement upto ₹50,000/- incl GeM, Coordinating further for items more than ₹50,000/-.
3. Managing the inventory related activities.
4. Managing disposal of scrap local sale up to Rs.25,000/- & scrap delivery activities
5. Observing all rules, procedures as per various manuals and acquaintance of the staff reg same.

DUTY LIST OF CHIEF OPERATIONS MANAGER (COM)

Chief operations Manager is the administrative Head of train operations branch in Konkan Railway. He is responsible for management of Traffic planning, Freight and Passenger train operation, through the team headed by Chief Traffic Manager and assisted by Dy.COM & traffic officers at HQ and Regional level.

DUTY LIST OF DEPUTY CHIEF OPERATIONS MANAGER (Dy.COM)

1. Monitoring the Freight & Passenger train operation and working of Track Machines
2. Speedy arrangements for relief rescue and restoration in the event of accident.
3. To maintain unusual register and follow up action taking reports.
4. To ensure maintenance of various statistical data as prescribed by Railway Board
5. Disposal of VIP references, Correspondence with Railway Board and Zonal Railways.
6. To organize wagon census and reconciliation meeting in Railway Board/Zonal Railways.
7. To organise/arrange GM/ COM/ CFTM conferences and other meetings.
8. Cadre Planning and Staff matters
9. Co-ordination with Principal, ZRTI and other traffic Training Institutes.
10. Material/ furniture etc. for Operating department of entire jurisdiction.
11. To plan and initiate proposals for maintenance of machinery at CO like
12. Xerox/ FAX/ FOIS/ COIS/ ICMS terminals and their up keep.

DUTY LIST OF SENIOR TRAFFIC MANAGER/ HQ (STM/HQ)

1. Assess traffic potential of sidings, new projects, line capacity and capacity augmentation
2. Calculate ROR of the proposals, justification of works, physically verify site conditions
3. Timely preparation of work proposals, sanction of CA, monitor progress
4. Monitor 10 hrs duty performance of running staff, crew and guard availability and its mgt
5. Compliance of inspections notes, MCDO, replies to audit, information for various conf.
6. Maintain unusual register and follow up action taken reports.
7. Monthly submission of passenger and goods data to traffic accounts.
8. Rectify immediately the irregularities on the part of line staff and provide necessary guidance.
9. To ensure bill certification of hire charges.

DUTY LIST OF SENIOR TRAFFIC MANAGER/ CONTRL (STM/CTRL)

1. Responsible for all activity of Central Control Office and its Admn Officer.
2. Arranging of blocks with min. traffic detention. Running material trains & track machines etc.
3. Daily updation of FOIS/COIS data in control office, its smooth functioning & other IT apps.
4. Ensuring max. utilization of locomotives. watch over damaged stock and its prompt action
5. To ensure 10 hrs. duty performance and crew management.

DUTY LIST OF SENIOR TRAFFIC MANAGER/ MOVEMENT (STM/M)

1. Freight train operations, crew management incl 10 hrs duty performance of running staff
2. Analysis of train detentions, fluidity of yards/terminals and remedial action for congestion.
3. Elimination of avoidable detentions to goods stock at loading and unloading point.
4. Arranging of blocks with minimum detention to traffic.
5. Preparation of records of inspections conducted by Operating Officers.
6. Assist IRCOT/ CRIS /FOIS Telecom in commissioning FOIS terminals and its implementation
7. Data feeding in all the divisions to be ensured on real time basis.
8. Correct figures of Div./ Zonal/ Interchange pts. and discrepancies sorted out quickly.
9. Maintaining of various Operating and Commercial circulars.

DUTY LIST OF ASSISTANT OPERATIONS MANAGER/ COACHING

1. Responsible for entire coaching operations, maintenance of equipments at Control office.
2. Punctuality of M/Exp and Passenger trains. Cause wise analysis of loss of punctuality.
3. Prepare and review Rake Links, Engine Links, Crew, Guard links.
4. All type of Special Trains Temporary stoppages, Military, leased VPs FTR trains/ coaches.
5. Monitor and arrange tour programme of VIPs and high officials
6. Supervision of works related to TimeTable, washing Pit and PF occupation, IRTTC agenda items.

Duty list of Area Supervisor (Statistics)

1. Responsible for compiling of various statistical data
2. Monthly MCDO and various other data.
3. Hire charges claims of other Railways and disputes if any.
4. Issues related to Man power planning and cadre.
5. Review & update the data uploaded on Konkan Railway web site periodically

Duty list of Area Supervisor (HQ)

1. Responsible for field inspections on entire KRCL route (foot plate, stn, L/C etc.)
2. Feed back to Dy. COM/COM regularly.
3. Deal with safety related matters: Compliance of CRS inspection reports
4. Preparation of instructions, circulars time to time whenever required.
5. Scrutiny of various signalling plans, ESPs of new works, DPRs in Operating point of view
6. Assist in preparation of ROR, chapters pertaining to Optg dept for inclusion in DPR

Duty list of Dy. Chief Controller (Dy. CHC)

1. Check the control chart and planning of day's program and implementation
2. Ordering goods train, interchange forecast, Loco utilization, pax/goods operations in general.
3. Closest touch with Major terminals/Yard so as to avoid congestion and lack of fluidity.
4. Punctuality of passenger trains in system & late running trains make up time.
5. Maintaining detention reports of coaching & goods trains.
6. Co-ordinate the work of various Section controllers, maintaining liaison with the other control
7. Allotting empty stock/rakes to loading stations in accordance with current priority
8. Supervising running of over sized consignments. Chasing movements of stock and locos.
9. Keeping a close watch over hot axle, special type and unconnected wagons.
10. Granting blocks and monitoring engg vehicles
11. Unusual occurrence info to all concerned, ordering of ART in case of accident.
12. Checking the daily restriction and others message, FOIS pipe line, Indent position every four hrs.
13. Attend twitter message as per instruction of Secretary to CMD.

Duty list of Section Controller

1. Recording the movement of trains on the COA/manual chart incl x-ing, precedence, etc.
2. Punctuality of pax trains, detention reports of coaching trains and make of late running trains
3. Supply and clearance of stock as ordered by Dy. Chief Controller.
4. Interchange register, Punctuality register, RORO, UPCL and others register
5. Informing sheds and stations on late running of trains for Crew & Guards duty management
6. Close touch with Engineering-blocks and working of Engineering Vehicles avoid detention
7. Detached damaged vehicles arranging repairs or transshipment of their contents
8. Fuel position of locos and duty hours of crew. Monitoring the working of major yards.
9. General order of precedence of Trains shall be observed by SCOR.
10. Timely arrangements of relief of Crew whose duty hours are likely to exceed en-route.
11. Arrangement of ART & ARMV in case of accident.

Dy.CPO/Recruitment

1. Recruitment of regular/contract basis Executives & Non-Executives
2. Reply of RTI and CPGRAMs cases pertains to Personnel Department.

Dy.CPO(G&IT)

1. Entire dealing of Executives cadre (except Recruitment). Non-Executive cadre of Vigilance Dept.
2. Selection of Group-C to Group-B as Executive for all Departments.
3. PM Module related works, updations / monitoring / development/web updation.
4. Imprest/Deadstock/ Digitisation of records of Personnel Department
5. Works related to ceremonial functions.
6. Monitoring & liaisoning Personnel Department work of Karwar region

Dy.CPO/HQ

1. Cadre of Accounts, Electrical & Commercial Dept works related to Non-Executives.
2. Industrial relations, Labour official correspondence and cases (Union and SC/ST, OBC Association).
3. Cadre and works related to all Projects.
4. Engagement of Exe & Non-Exe in all departments on re-employment and consultancy basis.
5. DAR monitoring and vetting.
6. KRREHS / Settlement / Pension cases on retirement and death, compassionate appointments.
7. National Pension Scheme related works & House Building Advance related works.
8. Maintenance of Master Circulars & Policy files including updation on DISHA.
9. Liaisoning with Railways for Establishment Policy clarification and other policy related works.
10. Monitoring & liaisoning Personnel Department work of Ratnagiri region.

SPO

1. Cadre of Mechanical, IT, Operating & Safety Department works related to Non-Executives.
2. Replies to Railway Board related references, Parliament Questions and various reports.
3. Co-operative Credit Society and CSWF Quarter allotment related work.
4. Training of staff and monthly details compilation., PSs/GAs arrangement
5. HOER related works, Audit replies monitoring and compliance.
6. Immovable Property Return Statement of Non-Executives of KRCL.

APO

1. Cadre of Engg, Gen, Pers, S&T, Stores, RPF, Med, TKDK & Rajbhasha related to Non-Executives.
2. Vigilance replies monitoring and compliance, FR 56 related works
3. Alternate employment on medical grounds. MACPS of KRCL employees, Engagement of Apprentices
4. Pass/PTO issue stock etc. related works and monitoring & implementation works of E-Pass system.

Duties of Personnel Officers in the Regions

Establishment related all works like issuing of transfer orders in GP Rs.1900 and below, implementation of transfer orders issued by Corporate office/Belapur, implementation of establishment polices issued from Corporate Office, pay fixations, monitoring of DAR cases etc. Industrial relations works, allotment of quarters, Passes/PTOs, inspections of various establishments of Ratnagiri region, grievance redressal, establishment related legal/audit matters, retiral and settlement matters, Regional Staff Welfare Fund related work