

NOTE**Sub:** Duty List of Officers under the jurisdiction of Executive Director/Projects

The duty list of Officers working under the jurisdiction of Executive Director are as under:

Sr.No	Designation	Project Work
1.	CPM/Infrastructure	<ol style="list-style-type: none"> 1. Tendering/bidding and related works under the jurisdiction of ED/Projects. 2. Project Management Consultancy of MMRDA, Surat Municipal Corporation, Vapi Nagar Palika, Roads and Building Division-Rajkot, Gujarat Water Supply & Sewerage Board-Valsad. 3. Consultancy works for Ratlam-Nimach Doubling Project of Western Railway, Tunnel No.1 in Wardha-Yavatmal section, 4 nos. of Tunnels in Itarsi- Nagpur 3rd line and maintenance and rehabilitation of cuttings and tunnels in the Karjat-Lonavala section. 4. Consultancy service for preparation of DPR, RECT, PETS for various identified routes of Central Railway. 5. Tunnel Consultancy Service for Tunnels of NHAI, NHIDCL, MoRTH. 6. Co-ordination with D&ID wing, NTPC Projects & ECoR Project at CO level. 7. All HQ co-ordination and communication with all Stake Holders. 8. Matter related to George Fernandes Institute of Tunnel Technology, Madgaon. 9. Any other works as assigned from time to time.
2.	Dy CE/Project	<ol style="list-style-type: none"> 1. Tendering and Contract Management of Kerala Projects 2. Co-ordination & monitoring of Kerala Projects (TLY – MYS – DPR, AKM Tunnel Road Project, VISL Project) 3. Port Connectivity / siding Projects- Study, DPR. 4. Raxual-Kathmandu FLS Project. 5. Co-ordination of Projects under the jurisdiction of ED/Projects. 6. HQ assignments 7. Any other works as assigned from time to time.

Sr.No	Designation	Project Work
3.	Dy CE/TVC	<ol style="list-style-type: none"> 1. VISL Rail Connectivity Project 2. AKM Tunnel Road Project 3. TLY-MYS – finalization /Closure 4. Any other works as assigned from time to time.
4	Dy. CE/Design	<ol style="list-style-type: none"> 1. Coordination and review of Detail Design Projects of Design Wing including co-ordination meetings, billing, submissions. 2. Coordination and review of Proof checking Projects of Design Wing. 3. Managing office work for day-to-day activities i.e., engaging engineers for various projects, resolve design issues, reviewing project progress etc 4. Business and development Activities 5. Any other works as assigned time to time.
5	Additional Chief Project Manager/ Fabrication and Inspection	<ol style="list-style-type: none"> 1. Overall coordination and monitoring of various inspection projects under D&I Department. 2. Progress review meetings with clients 3. Review and final approvals of technical documents like QAP, Fabrication & Launching methodologies, inspection formats, monthly progress reports, etc. 4. Site visits for assessment of Quality control and providing technical support to inspection engineers. 5. Physical, financial progress & billing of projects under inspection division. 6. Preparatory work for bidding of new projects, tendering, estimation, rate analysis. 7. Administrative works for smooth functioning of Delhi office and various project sites. 8. Providing assistance for preparatory work like rate analysis of fabrication work, QAP, WPSS for fabrication activities of steel Girders for EcoR project. 9. Any other works as assigned from time to time.
6	DGM/K-B Project, Odisha	<ol style="list-style-type: none"> 1. Execution of Khurda Road – Bolangir new BG Rail link Project of ECoR. 2. Coordination and follow-up with ECoR for bridge working drawings. 3. Monitoring of steel and cement supply from approved vendors. 4. Any other works as assigned from time to time.

ED/Projects