

Duty List of Officers

1) CPM/Elect.

1. Budget: Monitoring of Capital / Revenue budget proposals, scrutiny and processing for approval.
2. Train operation: Monitoring of Train Operations and punctuality of trains on Electrical account.
3. Manning of Control Room in case of breakdowns / derailments/ collision/ fire and any other train related serious unusuals.
4. Co-ordination with Railways for all matters related to EIG/CRS sanctions.
5. Staff matters: All matters pertaining to open line, TRD cadre & operations Sanctions, Vacancies, Seniority List, Selection, Promotion, Reversion and Transfer of Non Executives and monitoring of DAR cases.
6. Planning, processing of different training requirements of Non Executives & Executives of open line including TRD & train operations related staff and arranging Competences and its monitoring.
7. Co-ordination with State Electricity Boards (MSETCL, GED, KPTCL, HESCOM & MESCOM).
8. Contract agreement for traction power supply with SEBs. Dealing with nodal Rlys for execution of power procurement plan for Traction requirement including power trading, agreement, fixing proper tariff and mode of regular payment etc.
9. RTI and parliamentary questions timely reply.
10. Compliance to inspection reports of CMD/DIRECTOR/ED(B&O) and Railway Board authorities.
11. Monitoring of TL&AC and General Works of Regions. Co-ordination of TL&AC depot of TL&AC depot of KRCL & other Railways for train complaints.
12. Vigilance reply & co-ordination with Region, periodical report to CTE, CVO & CVC.
13. Monitoring of SCADA
14. Finalisation of TC related to Electrical Dept. open line/ Project/ Stores.
15. Survey, estimate, scrutiny of DPR to other railways/ new projects.
16. Monitoring timely submission of PCDO, MCDO, MPR etc.
17. Inter Railway co-ordination for POH of coaches etc.
18. Monitoring website complaints, annual reports etc.
19. Signing of contract agreement of projects.
20. Implementation of "Rajbhasha" in day to day working as per the guidelines.
21. Any other duties as assigned by ED(B&O) from time to time.

2) Dy.CEE/PDMC

1. All matters related to TRD and balance works of Railway Electrification in the Konkan route
2. Survey, Design, estimation and DPR scrutiny of New projects.
3. Monitoring timely execution of ongoing project works.
4. To ensure that all statutory procedures as laid in Contracts being strictly followed during execution of works by the agency concerned and to ensure submission of related documents by the agency.
5. Bill certification of ongoing projects.
6. Business through bidding in various tenders.
7. Verification of store materials procured by agency for works.
8. Conducting regular inspection/ checks of ongoing works.
9. Achieving annual physical and financial target.
10. Preparation and compliance of Project Review Meeting.
11. Contract management for new projects.
12. Ensuring compliance with labour laws, IE-rules, ESIC policy, Shramik Kalyan Portal registration and P.F. payment for all Contracts.
13. Implementation of "Rajbhasha" in day to day working as per the guidelines.
14. Any other duties as assigned by ED(B&O) /CPM(EL) from time to time.

3) Executive Consultant (Loco)

1. Overall, in charge of loco operation regarding day-to-day monitoring of failures, to ensure proper utilization of crew & locomotives, smooth and safe operation of train (Pertaining loco & crew), to ensure Training programs of crew.
2. Co-ordination and correspondence with Sr.DEE's/Sr. DME's, CELE's, CMPE(D)'s, RDSO and Railway Board.
3. Footplate inspections of Lobby's, Running Rooms and other Ambush checks related to safe working of trains.
4. Maintenance and upkeep of Lobby/Running Rooms in KR Regions.
5. Monitoring en-route failure/trouble shooting of Loco/Arranging of loco with co-ordination of Operating Department.ihq
6. Monitoring and control of expenditure.
7. Monitoring and ensuring timely imparting of training to staff.
8. Implementation of "Rajbhasha" in day to day working as per the guidelines.
9. Any other duties as assigned by ED(B&O) /CPM(EL) from time to time

4) REE/ RN & KAWR for their respective region

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

5) SEE/BLP

1. All matter related to TRD.
2. Pre-tender and post tender processing activities viz., preparation of proposals, schedules, estimates of OHE & SCADA maintenance related works and correspondence. Activities, monitoring & Maintenance of SCADA system of CO & Regions.
3. Manning of Control Room in case of breakdowns / derailments/ collision/ fire and any other train related serious unusals.
4. Co-ordination & processing, monitoring of different material requirement to open line and TRD section and ensure the readiness of emergency spares.
5. Monitoring of TRD failure analysis and put up for remedial action.
6. Training for knowledge and skill improvement of supervisor and staff of PSI relay setting and certification, competency certificate etc.
7. Monitoring of train operations and punctuality of train on TRD account on day to day basis.

8. Co-ordination with regions for timely submission of electrical accident report to EIG and its compliance.
9. Monitoring Processing of all traction electricity bill & its timely payment. Scrutiny of TRD-Energy bill / wrong tariff if any.
10. Co-ordination with and correspondence of OPEN ACCESS with C. Rly & SW Rly.
11. Stores matters: Planning and monitoring of Electrical stores in co-ordination with Regions of TRD, open line items etc.
12. Inspections & compliance.
13. Over all co-ordination with Control for arranging blocks for execution of works.
14. Monitoring of OHE/PSI maintenance works on the daily basis.
15. Train operations (Loco operation, crew management, etc.)
16. Cadre management of running staff and other establishment matter.
17. Management of Power Control Organisation.
18. Implementation of "Rajbhasha" in day to day working as per the guidelines.
19. Any other work assigned from time to time by senior officers.

6) SEE/Project

1. Survey work, Preparation of Estimates, Submission of New proposal, Tendering, TC & finalisation of contracts.
2. Contract execution and post contract management of assigned projects.
3. To ensure that all statutory procedures as laid in Contracts being strictly followed during execution of works by the agency concerned and to ensure submission of related documents by the agency.
4. Conducting regular inspection/ checks of ongoing works.
5. Preparation and compliance of project review meeting
6. Monitoring field activities and co-ordination of EOI/other projects.
7. Accounting and management of project store materials.
8. RITES inspection of store materials and timely delivery to project sites.
9. Conducting regular inspection/ checks of ongoing works.
10. Preparation and compliance of project review meeting
11. Execution and measurement of all assigned works, Certifying the bills of the contractors and forwarding to Dy.CEE for his verification/certification. Follow-up with the client for payment of bills and other contract matters.
12. Maintaining record of all assigned project works.
13. Coordinating with railway officials for billing and related queries.
14. Ensuring compliance with labour laws, IE-rules, ESIC policy, Shramik Kalyan Portal registration and P.F. payment for all contracts.
15. Implementation of "Rajbhasha" in day to day working as per the guidelines.
16. Any other work assigned from time to time by senior officers.

7) **SEE/RN & MAO**

I TRD

1. Efficient and safe upkeep and operation of the installations under his charge in accordance with the prescribed schedules including detailed planning of all maintenance works;
2. He should ensure that Traction Power Controller (TPC) takes effective and prompt action to restore services in the event of power supply interruptions or other failures of the distribution system affecting train services;
3. Close liaison with power supply authorities to ensure continuity of power supply;
4. Careful and prompt investigation of all recurring or major power supply interruptions and equipment failures and initiation of appropriate remedial measures;
5. Personal and periodical checking of the break-down organization to ensure that it is in good fettle to deal with all break-downs;
6. Prompt implementation of instructions received from time to time including those contained in Inspection Notes of superior officers and keeping record of action taken against each item;
7. Careful scrutiny of statistical and other periodical returns before submission to Sr.REE and taking appropriate corrective action;
8. Effective co-ordination with officers and staff of other departments in matters that warrant joint action and similar co-ordination with officers of contiguous sections;
9. Inspection of his jurisdiction as under :-
 - i Detailed visual inspection of the OHE in his section from observation dome/roof of OHE Inspection Car once in six months. Similarly inspection from cab of locomotives shall also be carried out;
 - ii. Detailed inspection of traction sub-stations, switching stations and other power supply installations, in particular, protective gear, once in 3 months;
 - iii. Frequent surprise checks of maintenance gangs at work including gangs working at night. The musters for casual staff, if any, should be checked and initialled;
 - iv. Random check of the procedure followed for imposition of power blocks to verify that all prescribed safety rules are being rigidly followed;
 - v. Periodic inspection of subordinate offices, including stores, at least once in six months;
 - vi. Current Collection Test over his entire jurisdiction at least once in six months.

II General Service

1. Maintenance and upkeep of all the electrical installations /assets in the regions. Operation and maintenance of ventilation systems in tunnels and ILS at stations.
2. Energy Management: Energy consumption monitoring, energy conservation measures -planning, implementation & monitoring, revision of tariffs, etc. Coordination with SEB's for power supply arrangement,
3. Co-ordination with local SEB authorities for maintaining power supply 24x7 at all installation arranging supply for new installations, payment of bill, power line crossings, joint inspections, bill payment and all issues related to power supply arrangements

4. Recovery of electricity bills / charges from the staff occupying quarters, private parties and contractors to whom electricity is provided by KRCL, Railway organizations like Railtel etc. Arranging power supply for private parties and other govt, organizations working for KRCL/in KRCL premise.
5. Monitoring train operations, ensuring proper platform attention to passing trains and en route fault rectification on day to day basis.
6. Staff matters: All matter pertaining to manpower planning, staff training, redressal of staff grievances, staff welfare activities, PNM meetings, DAR matters.
7. Budgets: Planning & preparation of revenue & capital budgets, monitoring / control of expenditure, periodical, review & reports
8. Deposit and Special works: All matters such as feasibility study, estimation, power line crossings removal of infringements etc, EIG sanctions, contract management and work execution of Deposit works other special works undertaken by KRCL.
9. Electric safety & EIG: Ensuring safety standards in maintenance and operation of all electrical equipment. Electrical Safety and scrutiny of proposals received from SEBs / parties, co-ordination with HQ for inspections and approvals, reporting to EIG, annual administrative reports of EIG. All matter related to EIG sanctions for the new installation.
10. Timely execution of work and review of progress of works under his jurisdiction.
11. Stores matters: All matters pertaining to planning and procurement of stores and scrap disposal.
12. Compliance of Safety audit, Safety drives, inspection notes of CRS, CMD, Directors and other HOD's / RRM's of KRCL.
13. Ensuring timely communication of position and of accidents/un-usual occurrences to HQ.
14. Ensuring timely restoration in case of breakdowns/derailments/ collisions/fire etc.
15. Implementation of Rajbhasha Hindi as official language.

III Operations (LOCO)

1. Assisting Operating department in Train Operations (loco operation, crew management).
2. Footplate inspections of Lobby's, Running Rooms and other Ambush checks related to safe working of trains.
3. Maintenance and upkeep of Lobby/Running Rooms in KR Regions.
4. Monitoring en-route failure/trouble shooting of Loco/Arranging of loco with co-ordination of Operating Department.
5. Implementation of "Rajbhasha" in day to day working as per the guidelines.
6. Any other work assigned from time to time by senior officers.

8) **AEE/TRD for their respective region**

I TRD

1. Efficient and safe upkeep and operation of the installations under his charge in accordance with the prescribed schedules including detailed planning of all maintenance works;
2. He should ensure that Traction Power Controller (TPC) takes effective and prompt action to restore services in the event of power supply interruptions or other failures of the distribution system affecting train services;
3. Close liaison with power supply authorities to ensure continuity of power supply;
4. Careful and prompt investigation of all recurring or major power supply interruptions and equipment failures and initiation of appropriate remedial measures;
5. Personal and periodical checking of the break-down organization to ensure that it is in good fettle to deal with all break-downs;
6. Prompt implementation of instructions received from time to time including those contained in Inspection Notes of superior officers and keeping record of action taken against each item;
7. Careful scrutiny of statistical and other periodical returns before submission to Sr.REE and taking appropriate corrective action;
8. Effective co-ordination with officers and staff of other departments in matters that warrant joint action and similar co-ordination with officers of contiguous sections;
9. Inspection of his jurisdiction as under :-
 - i Detailed visual inspection of the OHE in his section from observation dome/roof of OHE Inspection Car once in six months. Similarly inspection from cab of locomotives shall also be carried out;
 - ii. Detailed inspection of traction sub-stations, switching stations and other power supply installations, in particular, protective gear, once in 3 months;
 - iii. Frequent surprise checks of maintenance gangs at work including gangs working at night. The musters for casual staff, if any, should be checked and initialed;
 - iv. Random check of the procedure followed for imposition of power blocks to verify that all prescribed safety rules are being rigidly followed;
 - v. Periodic inspection of subordinate offices, including stores, at least once in six months;
 - vi. Current Collection Test over his entire jurisdiction at least once in six months.

II General Service

1. Maintenance and upkeep of all the electrical installations /assets in the regions. Operation and maintenance of ventilation systems in tunnels and ILS at stations.
2. Energy Management: Energy consumption monitoring, energy conservation measures - planning, implementation & monitoring, revision of tariffs, etc. Coordination with SEB's for power supply arrangement,
3. Co-ordination with local SEB authorities for maintaining power supply 24x7 at all installation arranging supply for new installations, payment of bill, power line crossings, joint inspections, bill payment and all issues related to power supply arrangements
4. Recovery of electricity bills / charges from the staff occupying quarters, private parties and contractors to whom electricity is provided by KRCL, Railway organizations like Railtel etc. Arranging power supply for private parties and other govt, organizations working for KRCL/ in KRCL premise.

5. Monitoring train operations, ensuring proper platform attention to passing trains and en route fault rectification on day to day basis.
6. Staff matters: All matter pertaining to manpower planning, staff training, redressal of staff grievances, staff welfare activities, PNM meetings, DAR matters.
7. Budgets: Planning & preparation of revenue & capital budgets, monitoring / control of expenditure, periodical, review & reports
8. Deposit and Special works: All matters such as feasibility study, estimation, power line crossings removal of infringements etc, EIG sanctions, contract management and work execution of Deposit works other special works undertaken by KRCL.
9. Electric safety & EIG: Ensuring safety standards in maintenance and operation of all electrical equipment. Electrical Safety and scrutiny of proposals received from SEBs / parties, co-ordination with HQ for inspections and approvals, reporting to EIG, annual administrative reports of EIG. All matter related to EIG sanctions for the new installation.
10. Timely execution of work and review of progress of works under his jurisdiction.
11. Stores matters: All matters pertaining to planning and procurement of stores and scrap disposal.
12. Compliance of Safety audit, Safety drives, inspection notes of CRS, CMD, Directors and other HOD's / RRM's of KRCL.
13. Ensuring timely communication of position and of accidents/un-usual occurrences to HQ.
14. Ensuring timely restoration in case of breakdowns/derailments/ collisions/fire etc.
15. Implementation of "Rajbhasha" in day to day working as per the guidelines.
16. Any other work assigned from time to time by senior officers.

9) AEE(HQ)

1. All matters pertaining to general administration of ED(B&O)'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 including 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 & compliance.
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. Ensuring payment of EMD, PG, etc. before bidding of all tenders. Refund of EMD/BG after finalization of all Tenders.
18. Bill certification of ongoing projects.
19. Implementation of "Rajbhasha" in day to day working as per the guidelines.
20. Any other work assigned from time to time by senior officers.

10) AEE/Coaching/MAO

1. Primary maintenance of 8 rakes at pitline, Madgaon
2. Secondary maintenance of 4 rakes at pitline, Madgaon.
3. Maintenance of pitline 1 & 2, C&W shed, Margao.
4. Maintenance of electrical assets at Verna railway station, lobby, running rooms, C&W shed, colony, CWC including ART and SPARMV.
5. Maintenance of electrical assets at Madgaon Railway station, lobby, running rooms, IOH shed, ORH/MAO, RRM camp office building, JFITT building, colony, health unit, community hall, RPF barrack etc.
6. Additional charge of Karwar, Murdeshwar and Udupi depot including TSS, SP, SSP, TRD, PSI and General services works from Balli to Thokur stations.
7. Construction of Karwar TSS and its contract management.
8. Modification / OHE extension at Tokur doubling section.
9. Modification / OHE extension at Murdeshwar yard TTM siding.
10. Implementation of "Rajbhasha" in day to day working as per the guidelines.
11. Any other work assigned from time to time by senior officers.