

South East Central Railway

DUTY LIST OF ADDITIONAL GENERAL MANAGER

- 1.0 Additional General Manager is accorded the status and powers of second in command in the Zonal Railway hierarchy. In the absence of General Manager, the Additional General Manager will preside over meetings, which are normally presided over by the General Manager.
- 2.0 Additional General Manager normally will take full and final decisions in the functions entrusted to him but shall keep the General Manager informed of all important matters and receive policy directions from General Manager from time to time. However, there are certain powers which are to be exercised personally by the General Manager as recorded in the SOP, such cases will be put up to GM for his decision.
- 3.0 Duty list of AGM is laid down grouped by functional interface.
 - 3.1 **Future of Zone:**
 - 3.1.1 All planning including Annual Plans, Five Year Plans, Corporate Plans
 - 3.1.2 All study reports
 - 3.1.3 Traffic facility planning
 - 3.1.4 Planning of Rolling Stock maintenance facilities
 - 3.1.5 Planning for Goods Terminals
 - 3.2 **Human Resource Interface:**
 - 3.2.1 All aspects of Manpower planning and Human Resource Development including training and development as per guidelines issued by GM.
 - 3.2.2 Grievances of officers and staff
 - 3.2.3 Medical facilities and their improvement
 - 3.2.4 Scouts and Guides
 - 3.2.5 St. John's Ambulance Work
 - 3.2.6 Territorial Army.
 - 3.2.7 Liaisoning with recognized Unions and Associations
 - 3.2.8 Sanction of advances and withdrawals under various heads to staff and officers
 - 3.2.9 Sanction of medical reimbursement, advances for medical treatment
 - 3.2.10 All establishment cases requiring sanction beyond the powers of PHODs other than those requiring GM's personal sanction.
 - 3.3 **Customer Interface:**
 - 3.3.1 Passenger amenities
 - 3.3.2 Punctuality Meetings
 - 3.3.3 Approval of commercial claim cases, wharfage and demurrage

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- 3.3.4 Approval/acceptance of earning contracts of all departments beyond the powers of PHODs other than those requiring GM's personal sanction
- 3.3.5 Swachh Bharat Abhiyan and its implementation
- 3.3.6 Waste management & disposal along-with station cleanliness
- 3.4 **Public Interface:**
 - 3.4.1 Public grievances including passenger grievances and their on-line redressals on e-mail
 - 3.4.2 Functioning as the Appellate Authority under the provision of RTI Act and also monitor the functioning of the Public Information officers.
- 3.5 **Legal Interface:**
 - 3.5.1 Arbitration and nomination of arbitrators
 - 3.5.2 Court cases and their monitoring in each court of Divisions & HQrs
 - 3.5.3 Overseeing legal cell work (Sr. L.O.'s works)
 - 3.5.4 Acceptance and sanction of arbitration awards and Court's orders beyond PHODs powers and below GM's powers other than those requiring GM's personal sanction
- 3.6 **Stores, Contracts and Vendors Interface:**
 - 3.6.1 Sanction of estimates
 - 3.6.2 Approval of Tender cases and Contracts
 - 3.6.3 Scrap disposal
 - 3.6.4 Stores turnover ratio
 - 3.6.5 Vendors grievances and meetings
 - 3.6.6 Monitoring of availability of stores for safety and vital items
- 3.7 **Financial Controls:**
 - 3.7.1 Clearance of Audit paras, Inspection Reports.
 - 3.7.2 Stock verification report and internal audit notes
 - 3.7.3 Handling and reporting of losses and leakages, write-offs and recoveries
- 3.8 **Energy and environment conservation:**
 - 3.8.1 Energy conservation and management
 - 3.8.2 Environmental protection and pollution control
- 3.9 **Information Technology, Communication and Electronics:**
 - 3.9.1 Information technology policies and monitoring of implementation IT Centre

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3.10 General Administration:

- 3.10.1 Allotment of Gazetted pool quarters.
- 3.10.2 Expenditure and sanction of expenses on lunches and meetings
- 3.10.3 Asset registers at HQ

3.11 Inter Departmental and Inter-Divisional Interface:

- 3.11.1 Proactive intervention in issues where inter-departmental or inter-divisional disagreement is not getting resolved in a reasonable time
- 3.11.2 Monitoring the resolution by PHODs about the assistance required by various Divisions in a reasonable time

3.12 Any other duties entrusted from time to time by the General Manager

This issues with the approval of General Manager.


01/01/16
Secretary to GM

No. G/SECR/GEN.ADMN/031/AGM

dt. 01.01.2016

Copy forwarded for information & guidance to:

AGM

All PHODs/CHODs

All DRMs

All CWMs



SOUTH EAST CENTRAL RAILWAY

NOTE

No. G/SECR/Secy/097, Dated 22.7.2003

Sub: Functions of DGM(G).

The undersigned visited both Eastern Railway and South Eastern Railway and collected the functions of DGM(G). Copies of the functions of DGM(G) as prevalent in Eastern and South Eastern Railways are enclosed.

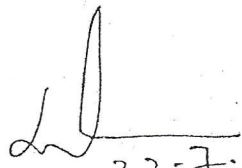
Based upon the prevalent functions of DGM(G) in Eastern Railway and South Eastern Railway, functions of DGM(G) on SECR are proposed as under: -

A:

- (I) Follow up of POM minutes, GM's Inspection Notes, Survey Committee, GM's Annual Report, Railway Week Function etc.
- (II) Delegation of powers, Sanction of out of turn works, Arbitration cases, Parliament Questions, CEG Meeting, ZRUCC/ DRUCC/ SRUCC Meeting, etc.
- (III) Complaint cases, MP /MLA's references, Passenger Association Meeting, DPG cases etc.
- (IV) Coordination of Civil Defence Works.
- (V) Coordination of PREM meetings.
- (VI) Visit of Parliamentary Committees and other delegations visiting the Railway.
- (VII) Scrutiny of estimates requiring approval of GM/AGM.
- (VIII) Office automation and computerization.
- (IX) Coordinating the replies of Parliament questions, references made by Hon'ble MPs, MLAs, representation made to GM during inspection; and representation made by other parties.
- (X) Processing the appointment of arbitrators and follow up of arbitration cases.

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- (XI) Distribution and monitoring of budget in GM's office, management of reference library, procurement of stationery / goods / items for General Administration.
- (XII) Monitoring of contract for zonal rest houses.
- (XIII) Monitoring of contract for vehicles in pool of General Administration.
- (XIV) Coordinating allotment of Quarters in Zonal Pool
- B: Any other functions assigned by GM from time to time.


22-7-03
(S.K. Pankaj)
Secretary

ITEM NO. 1.**DUTIES OF CPRO, Sr.PRO & PRO**

SL No.	CPRO	SR.PRO	PRO
1.	Overall responsible for external PR as well as internal PR.	Responsible for external PR as well as internal PR.	Responsible for external PR as well as internal PR.
2.	Official spokesperson of SECR.	Official spokesperson in absence of CPRO.	Official spokesperson if assigned by CPRO/Sr.PRO.
3.	Feedback to the management. Apprising GM/AGM on important Issues of Public interest.	Feed back to the management through CPRO/SECRETARY/DGM	Feed back to CPRO/ Sr.PRO.
4.	Liaison with press and media with the active assistance of Sr.PRO/PROs for all coverage of Railway programmes including MR/MOSR visit and other administrative functions etc.	Arranging coverage by organizing contacts with the press and media for various functions including MR/MOSR visit and all administrative functions.	Assisting, CPRO/ Sr.PRO in better press relations, liasioning with media for organizing coverage etc.
5.	Organizing granting of permission for still photography and film shooting etc. Preparing draft article, special features for press, various PR literatures etc.	Preparing draft article, special features for press, various PR literatures etc.	All work in connection with the printing of in-house magazine like Accounts concurrence and sanction of the competent authority- Approval of Dummy by CPRO/SPRO.
6.	IT related matters and Management of website.	Organizing conducting press tour etc. Organizing release of press quota for the journey of press and media people.	Coordination with other departments for Press tours/ release of EQ.
7.	All gazetted matters concerning PR department.	Public grievances published in newspapers columns.	Maintenance of computers, Fax machine etc.
8.	Policy guidelines at zonal level in accordance with Board's policies.	Railway Board references concerning to PR department.	Railway Board references concerning to PR department.

9.	Release of Display advertisements.	Release of all tender advertisements.	Rational & proportionate distribution of advertisements among newspapers based on Railway Board's extant policy directive for such release and obtains sanction of the competent authority wherever necessary.
10.	Coordinator for Organizing Exhibition, Seminar, Training etc.	Assisting in organizing Exhibition, Seminar, Training etc	Participation in Railway Exhibitions-infra structure, approvals etc.
11.	Budget Proposals & Budget Estimates	Budget proposal, budget estimates etc.	Correspondence with newspapers Accounts department relating to clearance of outstanding dues and return of wrong claims.
12.	Enlistment of Advertising Agencies-convener of the Committee-Obtaining GM/AGM's approval etc.	Enlistment of Advertising Agencies-framing the guidelines-calling of application- -Tabulation-assessment of performance of existing agencies	Enlistment of Advertising Agencies-notification in newspapers
13.	Acting as a member in Zonal Management Committee for disaster, natural calamities, situations like strike, external attacks etc.	-----	-----
14.	-----	-----	Maintenance of up to date list of DAVP newspapers and circulation of the list to all divisions/departments
15.	-----	-----	Approval & sanction of the competent authority for releases at DAVP & Non-DAVP rates including obtaining 'Fund' certificate from all Executive departments. Maintenance of Register for Non-DAVP releases.

This is a broader distribution, however as per the requirement, duties are swapped amongst each other.