



दक्षिण पूर्व मध्य रेलवे
SOUTH EAST CENTRAL RAILWAY



कार्यालय

मुख्य संकेत एवं दूरसंचार इंजीनियर

द्वितीय तल

दपूमरे जोनल मुख्यालय बिल्डिंग

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Date : 14.06.2017

MEMORANDUM

Sub.: Functions & Duty list for HQ Officers of S&T Department in SEC Railway.

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Please find enclosed herewith the Functions & Duty list for HQ Officers of S&T Department in SEC Railway.

D.A.: Duty list for HQ Officers of S&T Department.


(Niraj Sinha)

14-06-2017

Chief Signal & Telecom Engineer
S. E. C. Railway, Bilaspur

- C/ - CSE, CCE, CSTE(Con), CSTE(Proj) for information,
- C/ - All Dy. CSTEs of Construction & Project unit for information,
- C/ - Sr. DSTE(CO) & Sr. DSTE(Line)/Bilaspur for information,
- C/ - Sr. DSTE/Raipur & Sr. DSTE/Nagpur for information.

DUTY LIST OF HQ OFFICERS OF S&T DEPARTMENT IN SEC RAILWAY

SN	Designation	Duties	Assisted by:
1.	Dy. CSTE/Tele	- Monitoring, planning & upkeepment of passenger amenity works, UTS, PRS, FOIS, COIS, VSAT, TMS, RMS, Railnet, Control Communication, Telephone Exchange etc telecom networks. - Co-ordination with CRIS, Dy.COM/FOIS/SECR & other concerned officials in regard to planning and maintenance of above mentioned telecom systems. - Co-ordination with CM/IT/SECR regarding IT related issues. - Telecom standards committee (TCSC), statistics on telecom assets, performance record & spares etc. - SACFA clearance for VHF/UHF/MW links and processing of WPC licenses. - PTCC meetings and co-ordination for PTCC clearances. - ZRUCC meetings and related actions - Analysis of telecom failures, NMS reports and quick rectification of faults. - Store matters of telecom materials (at JAG level only). - AMC/ARC of telecom assets (JAG level). - All designing/planning/policy related to telecom. - Preparation of telecom brief for departmental reviews by GM & Higher Officers. - Parliament questions. - Co-ordination for inauguration events through tele-presence technology. - Innovation (Telecom). - Bill Payment of CUG, BSNL phones of HQ, CUG related issues. - Hired channels. - Disaster Management. - Telecom Action Plan. - Telephone directory of Zonal Railway. - Correspondence on RTI (Right to Information), PIO of S&T department for RTI. - Compliance of Inspection Note of GM, CSTE, CCE (telecom items only at JAG level). - Any other work assigned by CSTE/CCE/CSE. - He will report to CCE.	SSTE/HQ & DSTE(Sig)/HQ for respective items
2.	Dy. CSTE/Signal	- Correspondence with Railway Board, RDSO - Stores matters of Signalling materials. - Analysis of signal failures, Punctuality, Accountability, updating complete database. - Issue of summer, monsoon & winter drives & preparation of drive reports - Safety & Signal action plan - All establishment matter pertaining to Gazetted and Non-Gazetted. - Co-ordination & correspondence for all matters related to Feasibility study report (FSR), DPR etc. siding at HQs level. - Approval of executing agency for each siding. - Preparation of policy related to siding at HQs level. - Evaluation of maintenance charges to be levied from	SSTE(Plg), SSTE/HQ & DSTE(Sig)/HQ

		sidings. • Preparation of signalling brief for meeting. • Processing of AMC & ARC of Signalling assets, where ever required. • Audit related inspection and their compliance. • Monitor various action plans. Important meeting of Railway board and HQ officers, GM, CSTE and CSE conference. • Compliance of inspection notes of GM, CSTE, CSE. • Co-ordinate & compilation of PCDO to RB, GM's conference, CSTE's conference. • Signalling and Telecom work load DISTU and ZISTU. • PWP proposals, M&P, LAW Book MWP of the division, OOT works, progress of works, vetting of detailed estimates, works budget and revenue budget. • Re-appropriation of fund, Coordination with RVNL & RE works. • Tenders related to hired vehicles of HQ and STTC/NIR • Checking and processing all tender related cases put up for CSTE's approval/Sanction. • Preparation of statement 9(b), year book, • Any other work assigned by CSTE/CSE. • He will report to CSE.	
3.	Dy. CSTE/G	• All design and drawing related to signalling including Sidings. • Correspondence with RDSO & QA inspection. • Issues related to handing over/taking over, • Issues related to CRS and SWR. • Technical circulars and Joint Procedure Orders. Signal. Policy Matters, Data Loggers and MSG. • Correspondence on Speed raising cases & Mission Raftar • Monitoring Accident reports. • Attend emergency at time of accident. • Preparation of documents required for time table • Co-ordination with RVNL & RE on technical & drawing matters. • Processing for CRS & CSTE's sanction to commission new works. • Clearance of TSA for EI stations • Innovation (Signal) • Any other work Assigned by CSTE/CSE/CCE. • He will report to CSE.	ASTE(D&D)/HQ
4.	EO to CSTE	• Perform the jobs of Executive officer to CSTE and specific subject/ work assigned by CSTE. • राजभाषा सम्बंधित गतिविधि • Look after establishment matters, Training of officers and supervisors. • Training management of S&T department, develop specific plans for officers & staff for training in new signalling technology. • Planning and execution of training programmes at STTC/Nainpur • Printing of study materials for STTC/Nainpur • Sr. Scale tendering involved for STTC/Nainpur	

		• Recoupment & accountal of CSTE's cash & imprest. • Administration & control of CSTE office, posting of Ministerial staff, Upkeep and cleanliness of office premises, staff attendance, official management, leave, passes/PTO's, DAR cases. • Transport management of HQ S&T department. • Co-ordination and arrangement of Meetings and Seminars at S&T HQ. • Preparation of Meeting, agenda and compliance, • Procurement of stores for HQ, • Award recommendations etc. • Any other work Assigned by CSTE • He will report to CSTE.	
5.	SSTE(Plg)	• Correspondence with Railway Board, RDSO • All establishment matter pertaining to Gazetted and Non-Gazetted. • Co-ordination & correspondence for all matters related to Feasibility study report (FSR), DPR etc. siding at HQs level. Approval of executing agency for each siding. • Preparation of signalling brief for meeting. • Audit related inspection and their compliance. • PWP proposals, M&P, LAW Book MWP of the division, OOT works, progress of works, vetting of detailed estimates, works budget and revenue budget. • Re-appropriation of fund, Coordination with RVNL & RE works. • Checking and processing all tender related cases put up for CSTE's approval/Sanction. • Any other work assigned by CSTE/CSE/CCE/Dy. CSTE(Sig.). • He will report to Dy. CSTE(Signal).	
6.	SSTE/HQ	• Stores matters of Signalling & Telecom materials. • Fore Cast (AAC) and co-ordination with GSD/R for stock items • Monitoring of Stock procurement and distribution in all three Divisions • Monitoring Non stock procurement • Periodical Monitoring of critical items intimated by Division and follow up action • Sr. Scale level store tender and technical scrutiny. • AMC & ARC of Signalling & Telecom assets, where ever required. • Any other work Assigned by CSTE/CSE/CCE/Dy. CSTE(Signal), Dy. CSTE(Tele) • He will report to Dy. CSTE(Signal) & Dy. CSTE(Tele) for respective items.	
7.	DSTE(Sig)/HQ	• Functioning of central Control (S&T) • Reporting morning position to CSTE/CSE/CCE including punctuality loss on S&T account. • Analysis of signal failures, Punctuality, Accountability, updating complete database. • Safety & Signal action plan • Issue of summer, monsoon & winter drives & preparation of drive reports	

		• Maintain Database of Signalling assets. • Compliance of inspection notes of GM, CSTE, CSE & CCE. • Co-ordinate & compilation of PCDO to RB, GM's conference, CSTE's conference. • Signalling and Telecom work load DISTU and ZISTU. • Monitor various action plans. Important meeting of Railway board and HQ officers, GM, CSTE and CSE conference. • Preparation of statement 9(b), year book etc. • Tenders related to hired vehicles of HQ and STTC/NIR • Any other work Assigned by CSTE/CSE/CCE/Dy. CSTE(Signal). • He will report to Dy. CSTE(Signal) & Dy. CSTE(Tele) for respective items.	
8.	ASTE(D&D)/HQ	• He will assist to Dy CSTE(G). • Jr. Scale level tender. • Any other work Assigned by CSTE/CSE/CCE/Dy. CSTE(G) • He will report to Dy. CSTE(G)	

Note : Following mutual link shall be established such that one will look after the duties of other in case he/she is on leave, training or out of station duty etc.

1. Dy. CSTE(Sig) and Dy. CSTE(G) will be mutual link officers.
2. EO to CSTE and DSTE(Sig)/HQ will be mutual link officers.
3. Similarly, SSTE(Plg), SSTE/HQ will be mutual link officers.