

SOUTH EAST CENTRAL RAILWAY

No. : CAO/C/BSP/Duty List/

Dated: 23.08.2021

Sub : Duties/Assignment of officers under CE/Con/II/BSP.

DyCE/Con-II/SDL, DyCE/Con-I/SDL, Dy.CPO/Con/BSP and Dy.CE/C/D&D are reporting to CE/C-II and their duties and jurisdiction is as under.

SN	Designation	Duties/Assignment	Assisted by
1	2	3	4
1.0	Secretary and CAO/C/BSP and Dy.Chief Engineer/Con/Design & Drawing/BSP (L/A) (Shri A. Sudhakar)	1. Design and drawing of Railway Bridges, ROB/RUBs, buildings and other structures. 2. Suggesting the remedial measures for bridge defects. 3. Launching scheme of ROBs and railway bridges. 4. Development of computer programme for design including procurement, updating and safe custody of design software. 5. Collection and circulation of drawings. 6. Approval of GADs for Railway structures. 7. CE's circulars related to bridges. 8. Technical library of Bridge cell and Civil Engineering Library. 9. Position of pending drawings and plans. 10. Yard diagrams, index plans and Track diagram 11. Standardization of plans for various utilities. 12. Computerization and IT related matters, availability of type plans on web (internet). 13. Indenting, repair & maintenances of drawing equipment. 14. Digitization of Bridge drawings and maintenance of Record room. 15. Any other item assigned from time to time.	AXEN/Con/D&D/BSP (Shri Ajay Kumar Gupta) All the works as detailed in column – 3.

Chief Engineer/ C-II/BSP

2.0 As Secretary to CAO/C/SECR

1	All the works involved in providing secretarial assistance to CAO/C/SECR
2	Planning of training to officers and staff and accordingly submission of proposals.
3	Protocol duties.
4	Monitoring of daily dak, files and many other items as advised by CAO/C
5	Management of CAO/Cs Secretariat
6	Co-ordinating with officials in field and other departments for chasing of different items.
7	Providing manuals, codes, circulars, references, policy letters etc., as and when required.
8	Any other works assigned by CAO/C.
9	Management of Geo-Tech Laboratory.
9a	Monitoring of testing of Engineering materials and countersigning test reports.
9b	Up-keep of machines.
9c	Procurement of testing equipment.

Note:- Dy.CE/C/Plg./BSP and Secretary to CAO/C/BSP will be under direct administrative control of CAO/C/BSP. However, they will put files through concerned HOD to CAO/C. They will report to all HODs in discharge of their duties as and when required.

Sub: Duties assigned to officers under Chief Engineer/Con/II

(A) DyCE/C/Survey

- (1) Planning & Execution of flyover works between Bilaspur – Uslapur section (Pink book item no. -16)
- (2) Final location survey and preparation of DPR/Estimate of Boridand – Ambikapur doubling.
- (3) Final location Survey, Planning and land acquisition of Chirimiri-Nagpur Halt New line. (Pink book item No.-9)
- (4) Planning & Execution of Bilaspur Yard Remodelling works.
- (5) Planning & Execution of ROB/RUB works at BK-37, BK-38.
- (6) Nodal officer for Gevera Road to Pendra (135 Kms.) executed by M/s IRCON.
- (7) Nodal officer for 3rd line works between Pendra Road – Anuppur executed by M/s RITES (Pink Book Item No.-22)
- (8) Carrying out RETS/PETS survey on various routes approved by Railway Board.
- (9) Any other items as assigned time to time.

(B) DyCE/C/I / SDL

- (1) Planning & Execution of all works of Anuppur (In) to Karkeli (Ex.) section and Lohra (Ex) to Chandia (Ex) section of Anuppur- Katni 3rd line project. (Pink Book Item no.-23)
- (2) Planning of ROB's @ AB-18 & BK – 61.
- (3) Any other items as assigned time to time

(C) DyCE/C/II/SDL

- (1) Planning & Execution of all works between Chandia (In) to New Katni Junction (Ex) of Anuppur- Katni 3rd line project.
- (2) All balance works between Kachhpura to Nainpur section of Gondia – Jabalpur Gauge Conversion project and maintenance of office and stores at JBP.
- (3) Any other items as assigned time to time.

(D) DyCE/C/D&D

- (1) Procurement of computer software programme for design.
- (2) Implementation of E-DAS for drawings in construction unit.
- (3) Indenting repair & maintenance of drawing equipments.
- (4) Any other items as assigned time to time.

(5) DyCPO/Con

- (1) Establishment matters pertaining to Construction unit.
- (2) Any other items as assigned time to time.

Sub: Work distribution of CEE/Con/NGP

Ref: CAO/CON/BSP/EL/2/2020 dt. 13.01.2021.

The following temporary work distribution has been approved by the competent authority i.e. CAO/CON/BSP.

S.N	Designation of Officer	Work Proposed	Assisted by
1.	CEE/Con/NGP	- Establishment of Electrical construction office of BSP, R and NGP unit and cadre planning. - All Electrical construction works (OHE, PSI & Elect/G) in Raipur and NGP div. - All Electrical construction works (OHE, PSI & Elect/G) of BSP to JSG 3rd line and 4th line including Korba area. - All Electrical works (OHE, PSI & Elect/G) of BSP yard & BSP-USL fly over section. - Any works assigned by CAO/Con/BSP	He will be assisted by Dy.CEE/Con/NGP & Dy.CEE/Con/BSP

- CEE/Con/NGP will attend the Construction office at BSP for min 2 days in a week for monitoring the allotted works in BSP div. and will operate from the chamber of CEE/Con at BSP.
- CEE/Con/NGP will use the vehicle already available with him as CEE/Con/BSP. No separate vehicle will be provided at NGP.
- CEE/EEM/BSP will monitor all works as detailed above from his chamber in Zonal HQ. Existing Vehicle of CEPE will be engaged for monitoring of construction works also. If required, Expenditure shall be charged to construction organisation.

This is for your kind information please.

(Vivek Parashar)
Dy.CEE/Con/BSP

SOUTH EAST CENTRAL RAILWAY

DUTY LIST OF CE/CON/NGP

SN	Designation	Duties/Assignment
1	CE/Con/NGP (Sri H.P.Tripathi)	1. All works of Kalumna (in) - Bortalao (in) section (180 Km) of Rajnandgaon-Nagpur 3rd line project including ROR at G (11.5 Km). 2. Wadsa - Gadchiroli New line project (52 Km). 3. Execution of 6 ROB works recently sanctioned in Salekasa - Gangaghari section allotted to construction. 4. Execution of ROB at GJ-36 at Balaghat on cost sharing basis with State Govt. of Madhya Pradesh. 5. Minor balance works of Chhindwara - Nainpur - Mandla Fort GC project. 6. Final location survey works - i) Nagbhir - Chandafort ii) Gadchiroli - Bhanupratappur iii) Flyover Kalumna - Kamptee


CE/CON/NGP.

Sub: Work distribution of CEE/C/BSP, looking after Electrical construction work.

Ref: CAO/CON/BSP/EL/2/2020 dt. 13.01.2021.

The following temporary work distribution has been approved by the competent authority i.e. CAO/CON/BSP.

S.N	Designation of Officer	Work Proposed	Assisted by
1.	CEE/EEM/BSP (looking after CEPE/BSP)	• All Electrical construction works (OHE, PSI, Electrical/G) of APR- KTE 3rd line . • All construction works in CIC area (Boridand- Ambikapur doubling) . • RE works from USL- KTE section etc. Supervision and monitoring of works ,executed by PSUs . • Any works assigned by CAO/Con/BSP from time to time.	He will be assisted by Dy.CEE/Con/HQ/BSP

- CEE/Con/NGP will attend the Construction office at BSP for min 2 days in a week for monitoring the allotted works in BSP div. and will operate from the chamber of CEE/Con at BSP.
- CEE/Con/NGP will use the vehicle already available with him as CEE/Con/BSP. No separate vehicle will be provided at NGP.
- CEE/EEM/BSP will monitor all works as detailed above from his chamber in Zonal HQ. Existing Vehicle of CEPE will be engaged for monitoring of construction works also. If required, Expenditure shall be charged to construction organisation.

This is for your kind information please.

(Vivek Parashar)

Dy.CEE/Con/BSP

SOUTH EAST CENTRAL RAIWAY

No. CAO/C/BSP/Duty list/

Date: 23/08/2021

Sub: - Consolidated revised duty list of officers under Chief Engineer/Con/I/BSP.

Ref: - 1) O/o No. 127/2020 dated 30.12.2020.

2) O/o No. CAO/C/BSP/Duty list/186 dated 13.02.2020.

With references to the above Office Orders, it is to be mentioned that the undersigned has replaced erstwhile Dy.CE/Con/HQ/BSP (Sri U. Venugopal). Hence a correction in the O.O. in reference (2) has to be done accordingly.

Also O.O. for bifurcation of duties between Dy.CE/Con/RIG@BSP and Dy.CE/Con/BRJN@BSP was issued vide O.O. in reference (1). Hence a revised consolidated duty list of Dy.CEs/Con under CE/Con/I/BSP may be prepared and got approved by the competent authority.

The updated duty list based on above referred Office Orders is as below:-

S.N.	Designation	Duties/Assignment
1	Dy.CE/Con/BSP (Shri Sameer Kant Mathur)	1. All works of Bilaspur (incl.) – Champa (incl.) 3 rd and 4 th line including ROB/RUB and all other works in this section. 2. ROB/RUB in the section of Champa-Korba section. 3. Works assigned vide CAO/C/SECR's letter No. CAO/C/BSP/Duty list/257 dated 06/07-02-2020. 4. Korba Yard Remodelling.
2	Dy.CE/Con-I/BSP (Shri Rajeev Kumar)	1. All works of Champa (excl.) – Raigarh (excl.) 3 rd & 4 th Line including ROB/RUB and other works in this section.
3	<u>Dy.CE/Con/RIG@BSP</u> (Shri K.K. Singh)	1. All work of Raigarh (incl.) – Himgir (excl.) of 4 th line including ROB/RUB and all other works in this section. 2. Works of East corridor. 3. Balance work of 3 rd line Raigarh (incl.)-Himgir (incl.)
4	<u>Dy.CE/Con/BRJN@BSP</u> (Sri Arpit Saran)	1. All work of Himgir (incl.) – Jharsuguda of 4 th line including ROB/RUB and all other works in this section. 2. Balance work of 3 rd line between Himgir (excl.) – Jharsuguda. 3. Staff quarter at Brajrajnagar/Belpahar. 4. IB fly Over.

Put up for kind approval please.

CE/Con/I/BSP

*may kindly approve.
hi 23.08.21*

[Signature]
23/08/2021
Dy.CE/Con/BSP

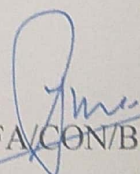
CAO/Con/BSP

23/08/21
CAO/Con/BSP
CE/Con-I/BSP
hi 23.08.21
Dy CE/Con/BSP

RAU
24/8/21

DUTY LIST OF GAZETTED OFFICER (JAG & ABOVE)

Srl No.	Name & Designation	Work Allotted
1.	Zaigham Ali Khan, FA&CAO/Con/BSP	• As a head of Finance wing of Construction unit of SEC Rly primary role is to Coordinate, supervise and manage various functions related with accounts keeping and rendering financial advice to the executive. • Timely submission of monthly and annual accounts which are primarily pertaining to Demand no. 16 i.e. Capital Expenditure. • TC Member of Tender Committees of Civil Engineering, Electrical Engineering and Signal and Telecom Engineering and render timely and accurate financial advice • Timely scrutiny of several estimates related to Surveys, detailed project estimates, monitoring of financial progress, overseeing the preparations of periodical reports to be sent to CAO/Con, GM and FC. • Dealing with Audit cases by conducting tripartite meetings and coordination between executives and audit for timely replies to audit paras, draft paras, special letters etc.
2.	Mohd. Yakoob Shekha, Dy. FA&CAO/Con/BSP	All cases related to Administration Section, PF Section. Books & Budget Section, Inspection & Efficiency Section, All department of Stock Verification, Expenditure Section and all finance Proposals etc. Any other work assigned by FA&CAO/Con/BSP or Controlling officer.
3.	Aditya Somkuwar, Dy FA&CAO/Con/NGP (Additional Charge)	• Overall incharge of the Construction Accounts office, Nagpur. • Finance member JAG Level tender committee of Construction Unit/NGP. • Looking after the work of Finance Section.


Sr. AFA/CON/BSP 7/8/21

SOUTH EAST CENTRAL RAILWAY

No. : S&T/Con/Gaz./Officers Duty/2021

Date 09.04.21

Sub :Duties/Assignment of officers under CSTE/Con.

Following modification is proposed to be made in the duties and jurisdiction of the officers under CSTE/Con/BSP:-

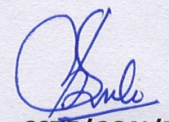
1. Duty list:-

SN	Designation	Duties/Assignment	Assisted by
1	Dy.CSTE/Con/Design/BSP	1. Drawing & design approval of SIP, RCC, Interface & Logic circuit, Typical circuit based on HQ guidelines. 2. All the HQ related work for construction unit such as MCDO, Budget, Audit, RTI, Establishments. 3. Correspondence with HQ, RDSO, Rly Board etc. 4. Any other work assigned by CSTE/C/BSP.	<u>DSTE/C/D&D/BSP</u> Checking of application logic, interface Diagram, SIP & RCC and any other work assigned by DyCSTE/C/Design. <u>ASTE/Con/D&D/BSP</u> Checking of application logic, interface Diagram, SIP & RCC any other work assigned by DyCSTE/C/Design.
2	Dy.CSTE/Con-II/BSP	1. CPH-JSG 3rd line work. 2. BSP-JSG 4th line work. 3. All plan head work of BSP-JSG,CPH-GAD section of Bilaspur division. 4. Khodri – Anuppur doubling with flyover at Bilaspur. 5. Survey/Detailed Estimates, store procurements & works Tender. 6. Third member in JAG level combined Store tenders. 7. In charge of Bilaspur stores. 8. Any other work assigned by CSTE/C/BSP.	<u>ASTE/Con/BSP</u> <u>(Vacant)</u> 1. BSP(ex)-RIG(ex) 4th line work. 2. All plan head work of BSP(ex)-RIG(ex) section of Bilaspur division. 3. Khodri – Anuppur doubling with flyover at Bilaspur. 4. Any other work assigned by Dy.CSTE/C-II/BSP. <u>DSTE/Con /RIG with HQ at BSP</u> 1. CPH-JSG 3rd line work. 2. RIG (in)-JSG(ex) 4th line work. 3. All plan head work of RIG(in)-JSG(ex) section of Bilaspur division. 4. In charge of Bilaspur Stores. 5. Any other work assigned by Dy.CSTE/C-II/BSP. 6. He will look after duties of ASTE/C/BSP till posting of new incumbent at ASTE/C/BSP.

3	Dy.CSTE/Con/SDL @ BSP	1. RJN-PJB(in) 3rd line Work 2. APR-KTE 3rd line work. 3. Naya Raipur-Kendri –Mandir Hasaud New line. 4. Kendri- Dhamtari-Rajim Gauge Conversion work of 5. All plan head work of Raipur division, CIC section of BSP Division, DURG-PJB section of NGP division. 6. Survey/Detailed Estimates, store procurements & works Tender. 7. In charge of Bhilai Stores. 8. Any other work assigned by CSTE/C/BSP.	<u>ASTE/Con/BIA</u> 1. RJN-PJB(in) 3rd line Work 2. APR-KTE 3rd line work. 3. Naya Raipur-Kendri – MandirHasaud New line. 4. Kendri- Dhamtari-Rajim Gauge Conversion work of 5. All plan head work of Raipur division, DURG-PJB section of NGP division. 6. In charge of Bhilai Stores. 7. Any other work assigned by Dy.CSTE/C /SDL. <u>DSTE/Con/SDL</u> 1. APR-KTE 3rd line work. 2. All plan head work of CIC section of BSP Division. 3. Any other work assigned by Dy.CSTE/C /SDL.
4	Dy.CSTE/Con/NGP	1. CWA-NGP Gauge Conversion work. 2. JBP-G including BTC-KGE Gauge Conversion work. 3. CWA-NIR-MFR Gauge Conversion work. 4. Gauge conversion works of section CWA-NGP & JBP-BTC,CWA-NIR-MFR. 5. 3rd line work Paniajob (ex)- Kalumna. 6. All plan head work of NGP division except DUG-PJB section. 7. Survey/Detailed Estimates, store procurements & works Tender. 8. In charge of Gondia & Ajni Stores. 9. Any other work assigned by CSTE/C/BSP.	<u>DSTE/Con-I/NGP</u> 1. CWA-NGP Gauge Conversion work. 2. CWA-NIR-MFR Gauge Conversion work. 3. 3rd line work Kalumna (in)- Tharsa(in). 4. In charge of Ajni Stores. 5. Preparation of Estimate, Tender schedule, Material procurement, SWR, SWRD, TSAA papers etc. of respective sections. 6. Establishment and imprest of Dy.CSTE/C/NGP. 7. CPGRAM, RTI and Audit reply and other correspondence. 8. Any other work assigned by Dy.CSTE/C /NGP. <u>DSTE/Con-II/NGP at G</u> 1. 3rd line work Tharsa (ex)- Paniajob(ex). 2. JBP-G including BTC-KGE Gauge Conversion work. 3. KAV-GNQ doubling.

			5. All plan head work of NGP division except DUG-PJB section. 6. In charge of Gondia Stores. 7. Preparation of Estimate, Tender schedule, Material procurement, SWR, SWRD, TSAA papers etc. of respective sections. 8. Any other work assigned by Dy.CSTE/C/NGP.
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It has the approval of CAO/C/SECR.


CSTE/CON/BSP

