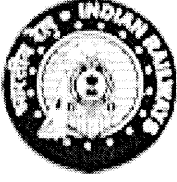


दक्षिण पूर्व मध्य रेलवे  
SOUTH EAST CENTRAL RAILWAY



कार्यालय / Office of the  
मुख्य विद्युत इंजीनियर / Chief Electrical Engineer  
पहला तल / 1<sup>st</sup> Floor,  
बिलासपुर (छ.ग) / Bilaspur (CG) 495 004  
Phone : 64400 (Rly) 07752-410305 (DOT)  
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**OFFICE MEMORANDUM**

In supersession to the duties & responsibilities enlisted for SEE/HQ vide this Office Memorandum No.ELECT/SECR/HQ/123/3606 Dated 21.11.2016, the modified duties and responsibilities of SENIOR ELECTRICAL ENGINEER (HQ)/BILASPUR will here onward be as under :

- 1.0 He shall directly report to CEE for the following :
- 1.1 Perusal of Briefs for various meetings & General Manager's Annual Inspections.
- 1.2 Monitoring of compliances of CEE's Inspection Notes.
- 1.3 To deal with Court Cases of both Gazetted & Non-Gazetted staff.
- 1.4 Co-ordination with the HQ Officers and Divisions on various matters as per CEE's instructions assigned from time-to-time.
- 1.5 Protocol of CEE.
- 1.6 Any other duties assigned by CEE from time-to-time.
- 2.0 **Works related to Budget & Planning wing :**
- 2.1 He will perform the following duties of Budget & Planning wing directly through CEGE as his Incharge Officer :
- 2.1.1 Scrutiny of Works / M&P / RSP budget proposals received from Workshops.
- 2.1.2 Co-ordination with all wings (Loco & TRS, TRD and General Services) for Works Programme under GM and Railway Board power.
- 2.1.3 Co-ordination with all wings for monitoring of all sanctioned Works progress financially and physically.
- 2.1.4 Monitoring of Budget grants and control over expenditure pertaining to all wings of Works.
- 2.1.5 Control of the Revenue budget of all wings including Electrical HQ .
- 2.1.6 Monitoring of all sanctioned works in Law Book, Pink Book and other Works Programme in all Plan Heads.
- 2.1.7 Monitoring of Deposit works of General & TRD wings and their all related matters.
- 2.1.8 Creation and extension of Gazetted and non-Gazetted posts.
- 2.1.9 Preparation of Briefs for various Works related meetings.
- 3.0 **Duties related to Establishment wing :**
- 3.1 He will perform the following duties of Establishment wing directly through CEGE as his Incharge Officer and maintain close liaison with CEDE & CELE as and when required :
- 3.1.1 Co-ordination with various wings & sections regarding preparation of replies on Parliamentary Questions for final approval of CEE.
- 3.1.2 Proposals related to Gazetted and non-gazetted staff.
- 3.1.3 Arranging and monitoring of hiring vehicles for HQ Officers, tendering proposals, finalization and passing of bills, etc and monitoring all disputes of hiring services.
- 3.1.4 All matters pertaining to Gazetted officers' training at IRIEEN/Nasik Road, NAIR/Vadodara and various other Institutes of Railways, etc.

- 3.1.5 To manage training facilities and monitoring of trainings of employees of the Electrical department.
- 3.1.6 Monitoring of Selections, RRB indents of the Divisions of all branches including posting of Ministerial staff.
- 3.1.7 All matters pertaining to Electrical HQ Office Establishment and HQ staff cadre maintenance. Looking after the Office establishment for proper maintenance of punctuality, staff attendance, Office management, Leave of Ministerial and Group 'D' staff along with other day-to-day problems.
- 3.1.8 Control of DOT phones of all Electrical HQ Officers and passing of bills thereof.
- 3.1.9 Monitoring of Cash Awards announced/awarded by CEE during Inspections/Seminars/Award Functions/Conferences and other proposals in PHOD's allocation, prompt disbursements and proper record of distribution.
- 3.1.10 Nominated Sr.Scale Officer of Electrical for Office Automation & IT related matters.
- 3.1.11 Arrangement of protocol & vehicle requirements for other higher dignitaries of Railway Board during their visits to SECR.
- 3.1.12 Looking after HQ Office Stores and monitoring on related matters. He will deal Store tenders in his power.
- 3.1.13 Control of allotment of Conference Room of Electrical HQ to other departments for their meetings and monitoring of proper maintenance of the Conference Room for Electrical departmental meetings & seminars etc.
- 3.1.14 Any other duties assigned from time-to-time.

#### 4.0 Duties related to Loco & MEMU wing :

##### 4.1 Construction and Commissioning of New Loco Shed at Bilaspur :

- 4.1.1 Co-ordination with Construction Organization and other Departments for progress of the all construction works related to New Loco Shed at Bilaspur.
- 4.1.2 Manpower planning for Electric Loco Shed, Bilaspur.
- 4.1.3 Stocking proposals of Electric Loco Shed, Bilaspur.
- 4.1.4 Any other duties assigned from time-to-time by CELE pertaining to New Loco Shed, Bilaspur.
- 4.2 Assist CELE & Dy.CEE(Loco) in various matters related to Loco & MEMU wings as and when required.

**Any changes in the above duty list will be effected only with the personal approval of CEE.**

( D.C.Pattanayak )  
Chief Electrical Engineer

No : ELECT/SECR/HQ/123/ / 3 1 3

Dated : 13-04-2017

Copy for information and necessary action to :

1. CEGE, CELE, CEDE, Dy.CEE(Loco)/HQ, Dy.CEE(TRD)/HQ, Dy.CEE(G)/HQ, & SEE/HQ.

Copy for information to :

2. Secy. to GM, AGM, SDGM, DGM(G).
3. PCE, CAO(CON), CSTE, CM, CCM, CME, CSO, FA&CAO, CSC, COS, CPO.
4. DRM/BSP, R & NGP.
5. CMPE, CEE(CON)/BSP.
6. Sr.DEE(TRS)/BIA, Sr.DEE(OP)/BSP, R & NGP.
7. Sr.DEE(TRD)/BSP, R & NGP
8. Sr.DEE(G)/BSP & NGP, DEE(G)/Raipur & AEE(WRS)/Raipur.
9. Principal, ELTC/Uslapur & Principal, MDTC/Bilaspur.
10. Chief OSs of CEE Office & CPO Office.

South East Central Railway  
Electrical Department

**OFFICE MEMORANDUM**

**Sub : Duties and Responsibilities of all Headquarters Officers (HODs & Dy.CEEs) of Electrical Department.**

In supersession to the duties & responsibilities entrusted vide earlier issued Duty lists for all the posts of Electrical HQ Department, the modified duties & responsibilities of Electrical Officers (HODs & Dy.CEEs) of HQ Office, will here onward be as under :

**(I) CHIEF ELECTRICAL LOCO ENGINEER :**

He will be responsible for :

- 1.0 Maintenance and Operation of Electric locomotives and MEMUs/EMUs :
- 1.1 All matters relating to maintenance and operation.
- 1.2 Standardization, co-ordination for procurement of stores material and control over expenditure.
- 1.3 CRS sanctions.
- 1.4 Energy conservation program and implementation.
- 1.5 Implementation of modifications and conducting trials.
- 1.6 Establishment matters including training pertaining to Electrical Running staff.
- 1.7 Works contract for repairs of equipments.
- 1.8 Investigative analysis of failures.
- 1.9 Co-ordination with CLW / ICF.
- 1.10 Co-ordination with BSL, KPA and KGP workshops regarding POH/IOH accident repairs.
- 1.11 All matters pertaining to Electric Loco Training Centre, Uslapur.
- 1.12 Monitoring of all sanctioned works pertaining to Electric Loco sheds, MEMU sheds.
- 1.13 Scrutiny of Works/M&P/RSP Budget proposals received from divisions and from workshops regarding POH.
- 1.14 RSP and M&P items - Estimate and procurement.
- 2.0 Co-ordination activities with TRD and General Services wings and Misc. items :
- 2.1 Man power planning including training of staff and Bench Marking.
- 2.2 Co-ordination with PAC, Audit and Accounts Inspection notes.
- 2.3 Performance Review and co-ordination for POM, Action Plans.
- 2.4 Annual reports, GM Conference, Inspection notes, ML MCDO and Hand-outs.
- 2.5 Safety and Disaster management.
- 2.6 He will be the Nodal Officer for Rajbhasha.
- 2.7 Co-ordination regarding loss of punctuality cases.
- 2.8 Attend Operating meeting with COM/GM & ZRUCC meetings whenever required.
- 2.9 He will look after the works of CECE in his absence.
- 2.10 Any other duties assigned by CEE.

**He will be assisted by Dy.CEE(Loco) in all the above activities.**

## **(II) CHIEF ELECTRICAL DISTRIBUTION ENGINEER :**

He will be responsible for :

### **1.0 Maintenance of OHE and related Traction Power supply :**

- 1.1 All matters related to maintenance and operation.
- 1.2 Standardization, co-ordination and procurement of stores of material and control over expenditure.
- 1.3 Scrutiny and technical approval of estimates and follow up for sanction of estimates and coordination regarding works.
- 1.4 Co-ordination and monitoring of the progress of works of the Divisions.
- 1.5 Co-ordination with CORE, Construction organization, RVNL.
- 1.6 Co-ordination with all SEBs authorities regarding Traction Power supply tariff and Energy bills.
- 1.7 Energy conservation program and implementation.
- 1.8 Co-ordination with NTPC, PGCIL, CSEB authorities and CORE for availing direct power supply from NTPC.
- 1.9 ODC movements.
- 1.10 Power line crossings on electrified and non electrified lines.
- 1.11 Approval of Drawings and Project Reports.
- 1.12 Establishment matters including training of staff of TRD.
- 1.13 Scrutiny of works/M&P/Budget proposals received from Divisions of TRD.
- 1.14 EIG and CRS sanction.

### **2.0 Co-ordination activities with Loco and General Services wings and Misc. items :**

- 2.1 Co-ordination with HODs of Loco and General Services for M&P and RSP proposals and their processing for sanction and subsequent monitoring of their progress.
- 2.2 All matters pertaining to Technical Library, Office Automation, IT and their related matters of CEE Office.
- 2.3 Co-ordination and compilation of Annual Report including GM's narrative report.
- 2.4 Scrap disposal.
- 2.5 He will look after the works of CELE in his absence.
- 2.6 Any other duties assigned by CEE.

**He will be assisted by Dy.CEE(TRD) in all the above activities.**

### **(III) CHIEF ELECTRICAL GENERAL ENGINEER :**

He will be responsible for :

- 1.0 **Maintenance of General Services including TL and AC coaches, Power Cars and related assets :**
  - 1.1 All matters related to Maintenance and operation including POH and special repairs.
  - 1.2 Implementation of modifications, conducting trials.
  - 1.3 Co-ordination/liasion with all SEBs authorities for Non-traction power supply tariff and Non-traction Energy bills.
  - 1.4 Co-ordination with RDSO, ICF, RCF and concerned POH workshops.
  - 1.5 Energy conservation program and implementation.
  - 1.6 Scrutiny of works/M&P/RSP budget proposals received workshops.
  - 1.7 Establishment matters including training of staff of TL & AC and General Services.
  - 1.8 EIG sanctions.
- 2.0 **Co-ordination activities with Loco and TRD wings and Misc items :**
  - 2.1 Energy Conservation matters including Energy Audit.
  - 2.2 Co-ordination with HODs of Loco and TRD for Works programme under GM and Railway Board power.
  - 2.3 Monitoring of all sanctioned works in Law book, Pink book and other works programme in all Plan Heads.
  - 2.4 Co-ordination with all wings for monitoring of all sanctioned Works progress financially and physically.
  - 2.5 Monitoring of Deposit works.
  - 2.6 Monitoring of Budget grants and control over expenditure pertaining to all wings in works.
  - 2.7 Overall control of the Revenue Budget of all wings and Revenue budget of Electrical HQ.
  - 2.8 Dealing with currency and extension of Gazetted and Non-gazetted posts.
  - 2.9 He is the overall Training Manager for Electrical department. All matters pertaining to Gazetted officers training at IRIEEN/Nasik Road, NAIR/Vadodara and various other Institutes of Railways, etc. Also, to oversee training facilities and training of employees of the Electrical department.
  - 2.10 He is the Nodal officer for Court cases related to establishment matters and Right to Information Act.
  - 2.11 Compilation of comments of PNM items, PREM, ZRUCC etc., and implementation of decision taken.
  - 2.12 Monitoring of hiring of vehicles for officers of electrical HQ, tendering proposals and finalization.
  - 2.13 All matters pertaining to Electrical HQ Office establishment and HQ staff cadre.
  - 2.14 He will look after duties of CEDE in his absence.
  - 2.15 Any other duties assigned by CEE.

**He will be assisted by Dy.CEE(G) in all the above activities.**

**(IV) DEPUTY CHIEF ELECTRICAL ENGINEER(LOCO) :**

1. He shall assist CELE in all matters pertaining to operation of Electric Loco and MEMUs/EMUs.
2. Monitor cases of loss of punctuality on electrical account and relay of daily morning position to Railway Board and prepare position for GM.
3. Loco failure analysis, reliability and follow up.
4. Monitoring maintenance of loco to and from Workshop for POH, special repairs etc.
5. Rolling Stock statistics, periodical returns to GM, Rly Board, analysis of important statistics and plan of action.
6. Availability of locos for traffic as per target and requirement.
7. Monitoring of schedules and feeding of locos to sheds for schedules overhaul and unscheduled repairs.
8. Co-ordination between BIA shed, RSO and operating branch.
9. Power plan for electric locos allotment and balancing of locos between sheds, transfer of locos to sheds and other Railways.
10. Conduct telephone conference daily between sheds and RS\_OP organization to ascertain position and arrange assistance from HQ or other sheds wherever required.
11. To attend daily operating conference of COM/CFTM with Divisions.
12. Preparation, implementation and review of loco link and crew link.
13. Crew review, justification, sanction, extension of posts.
14. Centralized control of Running cadre including loco inspectors recruitment, promotion etc.
15. All works related to Electric Loco Training Centre, Uslapur.
16. All trails connected with loco operations, new equipment or new sections, load trails etc.
17. All safety aspects of electric loco running staff, 10 hour rule, safety inspection, F.P. inspections by staff officers, CRS's sanction for new type of locos and new sections.
18. All stores matters pertaining to electric locos, MEMUs and Rolling Stock operation and will be Tender Committee Member for both LL TC & ML TC cases.
19. Updating of compendium of approved suppliers for electric loco & MEMU spares.
20. Technical scrutiny of stores cases pertaining to Electric loco.
21. Processing of standardization proposal for electric loco stores.
22. Monitoring of timely submission of IPs from the depots attached to Electric Loco Sheds & Loco POH shops.
23. Preparation of specification and test schedules for equipment under procurement.
24. Review of budget against Demand No.5, 6, 7 & 8.
25. Development of sources & evaluation of performance of developmental sources.
26. Scrutiny of non-stock requisitions and procurement of RSP items pertaining to Electric Locos and MEMUs. And Unit exchange spares for Electric locos & MEMU.
27. Development of drawing of item being procured by OEM's part no.
28. Review of vital items list for electric loco stock and non-stock items particulars and computerization thereof.
29. Initiation of proposal for inclusion/deletion of sources featuring in HQ's approved list for procurement through LT/ST proven sources.

30. Revision of estimated annual consumption for stock item.
31. Co-ordination meeting with BHEL, ABB, GEC etc. in respect of Stores matters.
32. Interaction with RITEs, RDSO for inspection of Stores.
33. Compilation of material for CEE's MCDO to ML.
34. Planning and progress of outturn of traction repair shop.
35. Condemnation of Locos and MEMU coaches & its equipments, co-ordination with COS for disposal of the scrap.
36. Co-ordination with Loco Shed & MEMU Shed regarding M&P works including pit wheel lathes and EOT cranes.
37. Co-ordination for related Divisional non-gazetted establishment and processing manpower augmentation proposals for maintenance of Electric locos & MEMUs.
38. Technical investigation, repairs and modification to various equipments of MEMU.
39. To keep a watch on various works contracts pertaining to MEMU equipments.
40. Co-ordination with CLW, KGP, KPA, TMW with regard to MEMU.
41. Processing of various approved modifications suggested by RDSO and others and monitoring their results.
42. Nominated Officer of Electrical Department for Arbitration cases & Audit cases of Electrical Department.
43. He is the Dy. Nodal Officer for Rajbhasha, Right to Information Act, Public Grievances cases. Monitoring of court cases related to Loco and Operation.
44. He will look after the duties of Dy.CEE(G) during his absence.
45. Any other duties assigned by CEE/ CELE.

**(V) DEPUTY CHIEF ELECTRICAL ENGINEER(TRD) :**

1. He shall assist CEDE in all matters of TRD Organization.
2. Documentation of various statistics pertaining to TRD Organization and timely submission of returns to Railway Board.
3. Specific energy consumption and traction energy conservation, computation, analysis and monitoring of compliance of the targets.
4. Establishment matters pertaining to the TRD stream and training thereof.
5. Compilation of the Notes/PCDOs/other related statistics pertaining to TRD items.
6. Monitoring of daily unsatisfactory features pertaining to TRD.
7. He will look after the Works Contract and procurement of stores for TRD.
8. Monitoring of punctuality of trains on TRD account. Relay of daily position to Railway Board of punctuality loss of trains.
9. To assist CEE for Electrical accident cases.
10. Monitoring of Court cases pertaining to TRD.
11. Liaison with Workshops, Divisions, other Railways regarding TRD issues.
12. All data, statistics for TRD.
13. All other works related to Power Cars, ARME/ ART.
14. Planning of new works for Works Programme, M&P,& RSPs pertaining to TRD.

15. Dealings of all DPRS of Sidings & Projects.
16. Dealing with all drawings of TRD viz., ESP, Sectioning Diagram, miniature yard plans etc.
17. All other issues related to Sidings like Contractor approvals, proposals of Power line crossings etc.
18. Establishment / Creation of Non-Gazetted posts for TRD.
19. Material planning for TRD organization.
20. Formulation / Revision of specifications for TRD.
21. Policy guidelines related to TRD.
22. Nominated Officer of Electrical Department for Office Automation & IT related matters.
23. He will look after the duties of Dy.CEE(Loco) during his absence.
24. Any other duties assigned by CEE/ CEDE.

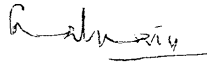
**(VI) DEPUTY CHIEF ELECTRICAL ENGINEER(G) :**

1. He shall assist CEDE in all matters of General Services Organization.
2. Documentation of various statistics pertaining to General Services Organization and timely submission of returns to Railway Board.
3. Specific Energy consumption and Non-traction Energy conservation, computation, analysis and monitoring of compliance of the targets.
4. Compilation of the Notes/PCDOs/other related statistics pertaining to GS items.
5. Monitoring of daily unsatisfactory features pertaining to General Services.
6. He will look after the Works Contract and procurement of stores for General Services.
7. Monitoring of punctuality of trains on General Services account. Relay of daily position to Railway Board of punctuality loss of trains.
8. Co-ordination/liaison with all SEBs authorities for Non-traction power supply tariff and Non-traction Energy bills.
9. EIG sanctions of Non-traction.
10. Energy conservation related matters including Energy Audit etc.
11. Liaison with Workshops, Divisions & other Railways regarding General Services issues.
12. All data, statistics for General Services & AC-TL coaches and their analysis.
13. All other works related TL-AC coaches, Pantry Cars, Power Cars, ARME/ART and other coaches and material planning for General Services organization.
14. Planning of new works for Works Programme, M&P and RSPs pertaining to General Services.
15. Budget control, re-appropriation etc pertaining to General Services.
16. Man power planning including training of staff and Bench marking. Creation of Non-Gazetted posts for General Services.
17. Establishment matters pertaining to the General Services stream and training thereof.
18. Monitoring of Court cases pertaining to General Services.
19. Formulation/Revision of specifications for TL & AC and other coaching services.
20. Policy guidelines related to TL & AC and other coaching services.
21. All matters pertaining to Gazetted officers' training at IRIEEN/Nasik Road, NAIR/Vadodara and various other Institutes of Railways, etc. To manage training facilities and training of employees of the Electrical department.



22. Coordination and preparation of items for PNM, PHOD/HOD meetings, GM's Conference, PREM, ZRUCC, Hand outs for Members of Railway Board & other dignitaries.
23. Compilation of comments of PNM items, PREM, ZRUCC and other important meetings. Coordination with various sections regarding preparation of Parliamentary Questions for final approval of CEE.
24. Proposals related to Gazetted and Non-gazetted staff, Selections / RRB indents of the Divisions of all branches. To deal with Court cases of both Gaz & non-gazetted.
25. Scrutiny of Works/ M&P / RSP Budget proposals received from Workshops.
26. Co-ordination with other wings for Works Programme under GM and Rly Board power.
27. Co-ordination with all wings for monitoring of all sanctioned works progress financially and physically.
28. Monitoring of all sanctioned works in Law Book, Pink Book and other Works programme in all Plan Heads.
29. Monitoring of Budget grants and control over expenditure pertaining to all wings of works.
30. Monitoring of Deposit works and all related correspondence thereon.
31. Control of the Revenue budget of other wings including HQ revenue budget.
32. Creation an extension of Gazetted and non-gazetted posts of the department.
33. All matters pertaining to Electrical HQ Office Establishment and HQ staff cadre maintenance of Cash Imprest of CEE Office. Control of DOT phones and passing of bills.
34. Monitoring of hiring of vehicles for Officers of Electrical HQrs, tendering proposals and finalization. Protocol arrangement during the visits of Board Officials etc.
35. He will look after Stores, co-ordination with other HODs/Dy.HODs regarding all general nature of works of HQ Office and Control of allotment of Conference Room of Electrical department to other departments for meetings etc.
36. He will look after the duties of Dy.CEE(TRD) during his absence.
37. Any other duties assigned by CEE/CEGE.

Any changes in the above duty list will only be effected with the personal approval of CEE.

  
 ( D.C.Pattanayak ) 30.8.16  
 Chief Electrical Engineer  
 S.E.C.Railway, Bilaspur

No : ELECT/SECR/HQ/123/ 2606

Dated : 30-08-2016

Copy for information and necessary action to :

1. CELE, CEDE, CEGE, Dy.CEE(Loco)/HQ, Dy.CEE(TRD)/HQ, Dy.CEE(G)/HQ.

Copy for information to :

2. Secretary to GM, AGM, SDGM, DGM(G) & CPRO.
3. CME, PCE, CSTE, COM, FA&CAO, CPO, CCM, CSO, CSC, COS & CAO(Con).
4. DRM/BSP, R & NGP; CWM(WRS)/R & CEE(Con)/BSP.
5. Sr.DEE(TRS)/BIA; Sr.DEE(OP)/BSP, R & NGP; Sr.DEE(TRD)/BSP, R & NGP; Sr.DEE(G)/BSP & NGP, DEE(G)/R; Principal, ELTC/USL & AEE(WRS)/Raipur.