

दक्षिण पश्चिम रेलवे / SOUTH WESTERN RAILWAY



SG/SWR/Estt./Staff Misc/CSTE/O

Office of the PCSTE
RAIL SOUDHA,
1st Floor, West Block,
Gadag Road, Hubli – 5800 20.
दिनांक : 20-07-2022

All Ministerial Staff
PCSTE/Office

विषय: Duty List.

A copy of revised duty list of ministerial staff of PCSTE/O/HQ/SWR/UBL is enclosed herewith. The same will come into force with immediate effect.

Further, it is instructed that all the ministerial staff shall maintain a register on google sheets, duly showing the details of inward tappals received in their respective sections and date-wise action taken thereon. The same will be submitted for scrutiny when called for. The following is the distribution of section:

Sl. No.	Design	Name	Sign.
1	Chief OS	Anto Christy S	
2	Establishment Section	Srinivasa Rao M	
3	Signalling Section	B S Sujatha	
4	Telecom Section	Manjunath Hebbal	
5	Budget Section	Vikram Dubey	
6	Stores Section	Sujit Kumar	
7	Inspection Section	V Sathi	

All ministerial staff are advised to acknowledge the receipt. The instructions therein are to be strictly followed. The transfer of both physical files and eoffice files should be completed within three working days.

This issues with the approval of CSE/SWR.

Encl: One copy of revised duty list

Digitally Signed by G
Suresh
Date: 21-07-2022 10:26:01
Reason: Approved

(G Suresh)
Dy. CSTE/Proj-II/HQ
For PCSTE/SWR/UBL

Duty List of Ministerial Staff of PCSTE Office.

Chief Office Superintendent is in charge of the PCSTE's office and all the Ministerial and Group 'D' staff will report to Chief OS. The Office working is broadly divided into three sections namely;

- a) **General Section.**
 - a. Establishment Section.
 - b. Stores Section.
 - c. Inspection Section.
 - d. Budget Section.
- b) **Signalling Section.**
- c) **Telecom Section.**

Note:

1. Remarks for the Audit pertaining to concerned section shall be given by dealer to Ch.OS for consolidation.
2. Remarks for the MP, MLA Reference pertaining to concerned section shall be given by dealer to stores section for consolidation.
3. Remarks for the RTI, Court, arbitration, CPGRAM/RAILMADAD pertaining to concerned section shall be given by dealer to budget section for consolidation.
4. Remarks for meetings (other than co-ord) pertaining to concerned section shall be given by dealer to Inspection section.
5. One copy of the letters despatched by different sections shall be given to RD Clerk or Ch.OS for circulation file through eOffice.
6. The Ch.OS shall maintain a consolidated file of outgoing letters.
7. All staff are advised to maintain the INWARD register of DAK and disposal on google sheet.

The following link arrangement is prepared to enable continuity of work:-

<u>Subject</u>	<u>Dealer</u>	<u>Link - I</u>	<u>Link - II</u>
<u>Establishment</u>	Srinivasa Rao M	Manjunath Hebbal	Sujit Kumar
<u>Budget</u>	Vikram Dubey	Sujit Kumar	Manjunath Hebbal
<u>Stores</u>	Sujit Kumar	Vikram Dubey	V Sathi
<u>Signal</u>	B S Sujatha	V Sathi	Srinivasa Rao M
<u>Telecom</u>	Manjunath Hebbal	Srinivasa Rao M	B S Sujatha
<u>Inspection</u>	V Sathi	B S Sujatha	Vikram Dubey

The Duty List of Chief OS: Shri Anto Christy S

- 1) Overall in charge of all activities of PCSTE office related to staff punctuality and general maintenance and upkeep of office.
- 2) Ensuring the proper functioning of entire PCSTE's office, assisting PCSTE in non-technical administrative matter/protocol duties and shall report to XSTE/Sig/HQ.
- 3) Marking and distribution of Receipts and Files on eOffice.
- 4) In charge of receipt and despatch section of PCSTE office.
- 5) Administrator of eOffice for PCSTE office along with SSE/Tele
- 6) Correspondence with Audit, Preparation of replies for DOS, Audit para's & draft Para's.
- 7) Correspondence with vigilance and divisions, working time table
- 8) Guidance to ministerial staff in preparation of draft letter, file maintenance.
- 9) Distribution of works to Group 'D' staff
- 10) Co-ordination between General, Signalling and Telecom sections for proper functioning and early disposal of issues.
- 11) Correspondence regarding commercial circulars /Policy, new trains & WTT.
- 12) Letters regarding Railway club, Sports and Day to Day, upkeep of office
- 13) Any other work assigned by PCSTE and the officers of PCSTE office.

Note: In the absence of Chief OS, the senior most available office superintendent will look after the duties of Chief OS.

General Sections: -**Establishment Section: Shri Srinivasa Rao M - OS**

- 1) Establishment matters pertaining to PCSTE office/Divisions and Co-ordination with Personal/Finance including creation of posts.
- 2) Pay sheet of PCSTE's office.
- 3) Maintenance of relevant files pertaining SWRMU/NRMS, SWROA, SWRPOA, PNM, PREM, OBC and SC/ST associations and correspondence there off.
- 4) Correspondence regarding IRISSET/SC, CAMTECH/GWL, RSC/Baroda ZTC/DWR, PTJ/SC training calendars, nominations and correspondence there off. Putting up of nomination of non-Gazetted training programmes once in three months.
- 5) All other training proposals that come from time to time.
- 6) Correspondence related to DAR.
- 7) Cipher Correspondence.
- 8) Correspondence related to Signal and Telecom units and Manpower planning.
- 9) All other miscellaneous works related to establishment not listed above.
- 10) Issue of EDP and obtaining duty pass approval for foreign railway and forwarding to CPO.
- 11) Processing leaves applications of Gazetted and non-gazetted employees..
- 12) Information for Audit para's, meetings, RTI, CA-III, Court, Arbitration and vigilance cases pertaining to personal matters.
- 13) Any other work entrusted by officers and Chief OS during urgency.

Stores Section: Shri Sujit Kumar, OS.

- 1) Signalling and Telecom store matters (Stock & Non stock) pertaining to PCSTE office, Divisional offices, Spot Purchase, laptop, briefcase, DSC including correspondence /co-ordination with stores/finance.
- 2) Complete correspondence for maintenance /recoupment of imprest cash of PCSTE's office and processing proposals for incurring expenditure during meetings/correspondence.
- 3) Processing of proposals from Division for AMC/ARC for Signalling Equipment.
- 4) Maintain File and Correspondence of Parliament questions and MP/MLA (CA-III) references.
- 5) Will be in charge of T & P stores of PCSTE office. Ensuring proper maintenance of office PCs, printer & Xerox machines, Prompt action in getting defective machines repaired and processing of repair bills
- 6) Drawing & Procurement of stationery/books/forms, cartridges, office supplies Technical etc, their distribution account and Telephone Directory printing.
- 7) Tender policy /correspondence, Nomination of Tender committee, Recoveries advise in respect of contractor/stores
- 8) Processing for approval of PCSTE in respect of proposals received from Division/project/construction for calling open tenders with material portion in excess of 70%.
- 9) Processing for approvals & sanctions in respect of work orders within the powers of PCSTE, CSE and CCE.
- 10) Information for Audit para's, RTI, Meeting, Court, Arbitration and vigilance cases pertaining to Stores matters.
- 11) Any other works entrusted by officers and Ch.OS during urgency.

Inspection Section: Smt V Saini – CS

- 1) GM's Inspection notes and compliance
- 2) Inspection notes and compliance of Railway board, and all officers of PCSTE/office
- 3) Inspection notes co-ordination and compliance of all other PHOD's/CHOD's/HOD's, other departments, Annual, Footplate Night surprise and other inspections.
- 4) Correspondence regarding Meetings and conferences and maintaining records of brochure/booklet/agenda.
- 5) Processing proposals for hiring of vehicles & passing of vehicle bills
- 6) Processing of Siding proposals and its correspondence.
- 7) Correspondence regarding cleanness of stations, inspections etc,
- 8) Tender notice received from the all Sr.DSTEs/Project/Construction units & other department.
- 9) Information for Audit para's, RTI, CA-III, Court, Arbitration and vigilance cases pertaining to Inspection matters.
- 10) Any other work entrusted by officers and Chief OS during emergency.

Budget Section: Vikram Dubey – OS.

- 1) Budget and expenditure related correspondence both revenue and works including progress of works.
- 2) In charge of PWP including LAW/LSWP (Signal & Telecom) and their correspondence with finance/Engineering (Receiving proposals from divisions, taking CSTE's approval, finance concurrence, PCSTE's sanction, conveying to Respective authorities), Maintenance of Pink book details.
- 3) Correspondence related to tenders, Gathi Shakthi and TCAD.
- 4) Processing of sanction/providing/shifting of BSNL & Railway Telephones in HQ/GSD, Billing and correspondence.
- 5) Right to Information act correspondence and follow up action.
- 6) CPGRAM & RAILMADAD follow up and correspondence.
- 7) To maintain details of court cases and arbitration, correspondence thereof and put-up position as required.
- 8) Rajbhasha correspondence.
- 9) Information for Audit para's, CA-III and vigilance cases pertaining to Budget matters.
- 10) Any other work entrusted by officers and Chief OS during emergency.

Signal Section: B S Sujatha – OS

- 1) All correspondence signalling matters including policy, signal failure, Assets Monitoring and other RDSO correspondence with Railway Board/Divisions/Project/Construction Organizations, RVNL, RE and other departments.
- 2) Accident correspondence.
- 3) Safety Drives, Special Drives and Correspondence
- 4) RDSO Signalling correspondence including MSG & SSC.
- 5) ACD & RSRC correspondence.
- 6) Correspondence regarding PCDO/MCDO from the Divisions.
- 7) Weekly GM's meeting minutes and correspondence.
- 8) GM's correspondence regarding assistance required from the Divisions monitoring, year book and narrative report.
- 9) Information for Audit para's, RTI, CA-III, Court, Arbitration and vigilance cases pertaining to signal matters.
- 10) Any other work entrusted by Chief OS during urgency.

Note: 1. The signalling Section will work under the guidance of Signalling Officers and SSE's.
 2. Any other new signalling correspondence shall be distributed within the Signalling Section by XSTE/Sig.

Telecom Section: Manjunath S. Hebbal, Sr. Clerk.

- 1) All correspondence of telecom policy matter & their correspondence with Railway Board, RDSO as well as Divisions/Project/Construction/ organizations like RVNL, RE etc, Telecom Failure, RailTel, passenger amenities and Rail net Correspondence including MOU/JPO's and payments.
- 2) CUG Mobile phone communication correspondence and Bill passing.

- 3) All telecom related correspondence related to ISS, VSS, PRS, UTS, FOIS, COIS, TMS, MIS CMS, Asset Monitoring Disaster Management, processing for telephone directory, Satellite phone, Passenger Amenities, VHF including billing, Website
- 4) MTRC and correspondence regarding MCDO/PCDO (Telecom), Telecom progress of works.
- 5) RDSO Telecom policy matters and their correspondence with RDSO as well as Divisions, Project & Construction organizations Including TSC and MSG.
- 6) AMC & ARC of Telecom equipment and cables.
- 7) PTCC & SACFA Correspondence.
- 8) Information for Audit para's, RTI, CA-III, Court, Arbitration and vigilance cases pertaining to Telecom matters.
- 9) DTH /Cable T.V. Correspondence.
- 10) Any other work entrusted by officers and Ch. OS during urgency.

Note: 1. The Telecom Section will work under the guidance of Telecom Officers and SSE's.
2. Any other new telecom correspondence shall be distributed within the Telecom Section by ASTE/Tele.