

DUTIES OF OFFICERS & EMPLOYEES OF ENGINEERING DEPARTMENT

SL. No.	OFFICER	POWERS	DUTIES
1	Sr.Divisional Engineer / Co-ordination		Administration & Controlling of Engg. Dept. All Policy matters relating Engg. Dept.& PIO
2	Sr.Divisional Engineer /East		Maintenance of Track, Station Buildings , Colonies, Service Buildings, Water supply, Roads etc. Tender Calling, finalization & execution of Civil Engg.works of their jurisdiction in association with Asst.Divl.Engineers. Policy matters relating Tenders & Contractors, Dealing of arbitration cases. Mooting of Works Programme proposals. obtaining of CRS' Sanction for execution of Track, Bridge & Level Crossing Works.
3	Divisional Engineer / West		Maintenance of Track, Station Buildings , Colonies, Service Buildings, Water supply, Roads etc. Tender Calling, finalization & execution of Civil Engg.works of their jurisdiction in association with Asst.Divl.Engineers. Policy matters relating Tenders & Contractors, Dealing of arbitration cases. Mooting of Works Programme proposals. Obtaining of CRS' Sanction for execution of Track, Bridge & Level Crossing Works.
4	Sr.Divisional Engineer /Bridges		Maintenance and Execution of Bridge Works in Division.
5	Asst.Divisional Engineer / CTR		Assisting in maintenance and Execution of Bridge & Track works in divisional Level.
6	Asst.Divisional Engineer / Palakad		Administration & Controlling of their Sub-Division. Assisting for Execution and Maintenance of works
7	Asst.Divisional Engineer / Shoranur		Administration & Controlling of their Sub-Division. Assisting for Execution and Maintenance of works
8	Asst.Divisional Engineer / Kannur		Administration & Controlling of their Sub-Division. Assisting for Execution and Maintenance of works
9	Asst.Divisional Engineer / Mangalore		Administration & Controlling of their Sub-Division. Assisting for Execution and Maintenance of works

SL. No.	SUPERVISORS	POWERS	DUTIES
1	Sr.Section Engineer/ Permanent way/Mangalore		Maintenance of track and looking after other Special works in connection with track in his jurisdiction. He also to protect Rly land alongside the track.
2	Sr.Section Engineer/ Permanent way/Kasaragode		Maintenance of track and looking after other Special works in connection with track in his jurisdiction. He also to protect Rly land alongside the track.
3	Sr.Section Engineer/ Permanent way/Kannur		Maintenance of track and looking after other Special works in connection with track in his jurisdiction. He also to protect Rly land alongside the track.
4	Sr.Section Engineer/ Permanent way/Quilandi		Maintenance of track and looking after other Special works in connection with track in his jurisdiction. He also to protect Rly land alongside the track.
5	Sr.Section Engineer/ Permanent way/Calicut		Maintenance of track and looking after other Special works in connection with track in his jurisdiction. He also to protect Rly land alongside the track.
6	Sr.Section Engineer/ Permanent way/Thirur		Maintenance of track and looking after other Special works in connection with track in his jurisdiction. He also to protect Rly land alongside the track.
7	Sr.Section Engineer/ Permanent way/Shoranur		Maintenance of track and looking after other Special works in connection with track in his jurisdiction. He also to protect Rly land alongside the track.
8	Sr.Section Engineer/ Permanent way/ Angadippuram		Maintenance of track and looking after other Special works in connection with track in his jurisdiction. He also to protect Rly land alongside the track.
9	Sr.Section Engineer/Permanent way/ Plakkad/West		Maintenance of track and looking after other Special works in connection with track in his jurisdiction. He also to protect Rly land alongside the track.
10	Sr.Section Engineer/ Permanent way/ Palakkad/East		Maintenance of track and looking after other Special works in connection with track in his jurisdiction. He also to protect Rly land alongside the track.

11	Sr.Section Engineer/ Permanent way/ Podanur/ West		Maintenance of track and looking after other Special works in connection with track in his jurisdiction. He also to protect Rly land alongside the track.
12	Sr.Section Engineer/ Wors way/Depot/Palakkad		In charge of Permanent way materials Depot at Plaghat
13	Sr.Section Engineer/ Works / Mangalore		Maintenance of staff quarters, Colony, Roads ,Service building, water supply and Special construction works building and bridges & protection of land in his jurisdiction
14	Sr.Section Engineer/Works /Kannur		Maintenance of staff quarters, Colony, Roads ,Service building, water supply and Special construction works building and bridges& protection of land in his jurisdiction
15	Sr.Section Engineer/Works/ Calicut		Maintenance of staff quarters, Colony, Roads ,Service building, water supply and Special construction works building and bridges & protection of land in his jurisdiction
16	Sr.Section Engineer / Works/Shoranur		Maintenance of staff quarters, Colony, Roads ,Service building, water supply and Special construction works building and bridges& protection of land in his jurisdiction
17	Sr.Section Engineer / Works/Palakkad		Maintenance of staff quarters, Colony, Roads ,Service building, water supply and Special construction works building and bridges in & protection of land his jurisdiction
18	Sr.Section Engineer/ Bridges /Cannanure		Maintenance of Bridges and High Gauge in his jurisdiction
19	Sr.Section Engineer/ Bridges/Palghat		Maintenance of Bridges and High Gauge in his jurisdiction

DUTIES OF EMPLOYEES OF ENGINEERING DEPARTMENT	
SECTION	PORTFOLIOS
Chief Office Supdt. / General	General duties & Supervision
WORKS ACCOUNTS	All Arbitration cases & Spl.Agts. All special works in ADEN sub-divisions & Budget All Spl.works and Zonal contract in ADEN sub-divisions Misc.works such as Telephone bills, Machine Ams, Service stamps,TDs of PSC Sleepers, Clearance of Ams, division and inter division etc.
BUDGET SECTION.	Funnds Certification, Expenditure posting, CR Posting, August Review budget, Revised Estimate, Final Modification & Column Four Variation etc.
TENDER SECTION	Tenders and execution of Agreements Sr.Divisional Engineer/East potion Tender and execution of Agreement Divisional Engineer /West portion Preparation of briefing notes ,setting of contract documents etc. Preparation of Tender documents ,Minutes and other correspondences related to Tender section
WAY & WORKS - I	Estimates/Reve. & Special works Track correspondance,Movement of ODC,wt,SR,Narrative Report,MCDO,PCDO & other particulars called for from Hd.Qrs. In connection with track & track works, Inspection booklets etc. Rest House-Safety,Taxes on Motor vehicles,Technical circulars,Books &Manuals distribution USFD, and other works pertaining to the section Bridges & ROB/RUB/LUS correspondance,Afforestation,Auction of trees, Sidings including estimate and correspondences, Raising of bills. LC correspondance including accident, damages & claims etc.
ESTABLISHMENT SECTION.	Establishment matters of staff of Engg. Dept.
WAY & WORKS - II	Works programme,LAW,LSWP,MR/MOSR/MP/MLA, Board's ref,Parliament duty Exhibition, Natural calamities etc; staff Qrs. Service building repairs & maintanance,ULC meeting Group meeting Approach roads -station & colonies Station buildings, PRS/Booking offices, Platforms/Shelter, Passenger Amenities, Drainage in colonies Garden, compound wall ,play ground, Train halts, Waiting hall & latrine/Lavtories,Doormetry,Rest rooms Property Tax etc. Progress Reports,of all sanctioned works, RMS,Police building let out,Stall, Telephone, Circulating area,CCTV,Goods shed.
LAND CELL	MP/MLA/MOSR/VIP references Way leave facilities for track crossing ,OFC.CTV,Pipeline crossing, property development, Commercial utilisation of land,Publicity outside station limit. Leasing of land, land billing, All court case pertaining to land matters, Collection of land value etc. Issue of NOC,Way leave etc.

DUTIES OF EMPLOYEES OF ENGINEERING DEPARTMENT	
SECTION	PORTFOLIOS
STORES	<p>Stock sheets/Accounts notes,Imprest</p> <p>DS 8/correspondence checking of returns of T&P R&M Empties, Theft case & statements</p> <p>Stock indents, NS Indents of all DENs (Except track works) cement, Estimated Annual Requirements of stores items</p> <p>Stock Indents,NS Indents of all DEN s track works Annual Requirements of stores items for track works, Checking of SR Accounts &Returns</p> <p>Purchase order, suppliers bills, quotation for vehicle repairs, machineries, fuel bills indent for stationeries/books & forms etc.</p>
MISCELLANEOUS & CLOSSING OF ACCOUNTS	<p>PNM, PREM, FNM, POM & DRUCC</p> <p>Inspection of MR, CRB, CRS, PHODS, HOD s , & DRM, ADRM & Divl.Officers Safety Audit, and Audit & Accounts Inspection.</p> <p>Drawal of Completion Reports etc.</p>
ENGG. COMPUTER CELL	<p>Networking & Administration.Technical support for Hardware, Software & Training. Purchasing of Systems, Peripherals & Consumables in association with Store secn. Maintaining of account and Condemnation process, AMC, Dealing of all IT related matters of Engg. Department.</p>
TRACK SECTION	<p>Preparation of plans pertaining to traffic facility works and other yard remodeling works in connection with new proposals suggested by division/Head quarters, track circuiting works, deposit works like sidings, level crossings and other level crossing plan for manning, interlocking, standardization and closing, other passenger amenity works like extension/new/raising of platform, rack unloading facilities etc:- Updating of yard diagrams including passenger amenity diagram, index sections, preparation of track chart, processing of track certificate, CRS sanction for yard alteration ,level crossing, GWR corrections, ODC, monsoon patrol chart, Preparation of No:8-statement, ITKM, woking out gang strength calculation, Rational formula, preparing track details for inspection, maintaining USFD details, PWP,LAW and other DLSWP works. Preparation of PB/LAW/DLSWP and revenue estimate and tender schedules pertaining to track renewal, level crossing, raising/new platforms, out of turn estimate, Tech. checking of Contractors bill. Replaying to Accounts quarries for estimate and other important works connected to headquarters, Works in connection with GMs inspection.</p>
BRIDGE SECTION	<p>Preparation of works program proposals (LAW, PB, LSWP) for bridge works, Foot over bridges, Limited use Subways and preparation of drawings, estimates and tender schedules for bridge works Major & minor, Foot over bridges, Limited use Subways, revenue works and deposits works like Foot over bridges, Limited use Subways, road under bridge /road over bridge. Preparation of tender schedules for the above works, checking of contractor's bills (Agreement, work order & revenue) and preparation of CRS applications. Related correspondence with Head Qrs. and field offices.etc.</p>

DUTIES OF EMPLOYEES OF ENGINEERING DEPARTMENT

SECTION	PORTFOLIOS
BUILDING SECTION	<p>Preparation of proposals regarding Stn. Bldgs., Office bldgs, Service bldgs., Staff Qrs., PF shelter, Water supply, Sewage arrangements, Road works, Circulating area etc. for PB, LAW & LSWP works and uploading in IRPSM. Preparation of detailed drgs. and detailed estimates for sanctioned works. (PB, LAW, LSWP, OT) Preparation of Revenue estimates for maintenance works and estimate for Deposit works.</p> <p>Preparation of Tender Schedules & Cash value statements for Sanctioned estimates, deposit works & Revenue estimates. Checking of design mix submitted by Contractor's from recognized Institutions</p> <p>Technical check for Agreement bills & Work order bills. Rent calculation for RMS buildings. Site inspection / taking site details for preparation of plans / estimates if required Verification of Drgs. Submitted by CN / RE units for Divisional approval. Preparation of Rate analysis for Quotation Work orders and NS items.</p> <p>All technical works involved in processing of applications for NOC from for construction of buildings and other structures within a distance of 30m from railway boundary. All technical works involved in processing of applications for various type of track crossings such as pipe line crossing, canal crossing, OFC / TV cable crossing etc.</p> <p>All technical works involved in processing of applications for way leave permission on Rly. land. All technical works involved in processing of applications for licensing of Rly. land for sidings, Ware Houses etc</p> <p>All technical work connected with land matters of Multy functional complex, Mono rail, Coach factory, RLDA etc. Preparation of land plan in case land acquisition is involved in works entrusted to Division.</p> <p>Updation/ correction of details in Completion land plans as and when required Verification of Revenue records, site inspection etc. on need basis. Providing Technical assistance to other officials in connection with encroachment, land boundary disputes, court cases etc .</p> <p>Maintenance of record of file movement and Data Basis for NOC files.</p> <p>Preparation of estimates & Tender schedule for protective works such as construction of boundary wall/fencing/ boundary stone etc. is also rests with land section. Issue of copies of approved plan to all concerned for works of Track crossing, Way leave, land licensing etc and providing copies of land plan to other sections on request in connection with planning of works. Providing information/documents sought under RTI Act 2005 connected with land matters.</p>