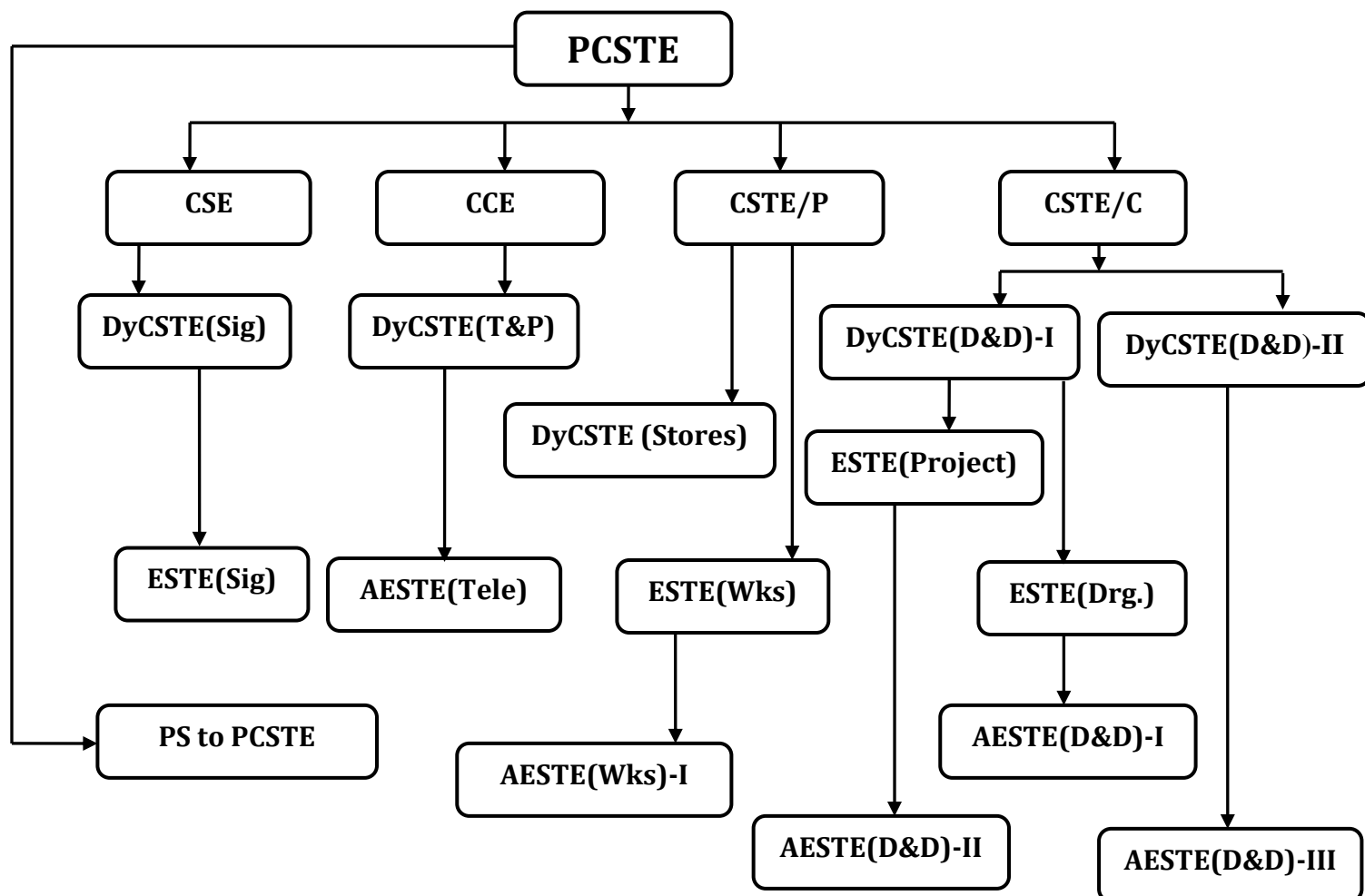


RTI INFORMATION PERTAINING TO SIGNAL AND TELECOMMUNICATION DEPARTMENT

1. Particulars, functions and duties of the organization:

Signal and Telecommunications department of West Central Railway looks after the signaling and telecommunication assets, for their efficient and safe working, in order to provide an efficient and safe train operation and smooth administrative working. The department also plans and executes the signaling and telecommunications projects on new stations/sections and for replacement of old assets, and as a part of modernization. The organization chart of CSTE's office is given below:-

ORGANIZATION SETUP OF PCSTE OFFICE WCR



2. Powers, duties of officers and employees:

2.1 The powers of the officers are specified in "Schedule of Powers". The duties of the officers and employees are to work for achieving the objectives of efficient and safe signaling system for the WCR and an efficient and modern telecommunication network to promote smooth and efficient working of the entire WCR.

2.2 Duty List of officers of CSTE's office is given below:

2.2.1 Duty List of Chief Signal and Telecom Engineer (CSTE) :

Overall in charge of function of Signal & Telecommunication Department on West Central Railway, assisted by S&T officials in the HQ & also in field offices responsible and planning. Provision and maintenance of various S&T assets including IT related assets on the division. Also responsible for inter department co- ordination with other Railway organization with other Railway Organization including Railway Board for S&T Related aspects.

2.2.2 _ Duty List of Chief Signal and Telecom Engineer Project (CSTE/P) :

1. Planning coordination & control of physical progress of all signaling work including mixed works in JBP division.
2. All work associated with planning, work program, proposals and M&P proposals
3. All works related to invitation and finalization of tender and closing of contract including contract management for works in JBP Div.
4. Correspondence with Rly. Board on work matters.
5. All matters concerned with works-Budget etc.
6. Finalization of proposals, justification /extension of currency of work charged posts Gazetted/Non Gazzeted (Signaling side)
7. Updating of the master schedule of rates and issue of WCR's SOR.
8. Store tender for entire signaling items.
9. Any other work allocated by CSTE

2.2.3 Duty List of Chief Signal and Telecom Engineer Construction (CSTE/C) :

1. All work related to finalization, approval of IPs and issue of plans, wiring diagram, approval of scale plan etc .and all drawing office related issues.
2. All works related to invitation and finalization of tender and closing of contract including contract management for work in BPL and Kota division.
3. Planning coordination and control of physical progress of all signaling works including mixed works in Kota & BPL Division.
4. Coordination with RVNL for 3rd line and Doubling Project in WCR
5. Any other work allocated by CSTE

2.2.3 Duty list of Chief Signal engineer (CSE). :

1. Monitoring of performance of signaling assets and their follow up action, dealing of punctuality cases, scrutiny of daily position of Signal, Points and Block failures and preparation of M.I.S. documents. Punctuality meeting with CPTM/GM.
2. Training of Officers, probationers and non-gazetted ministerial staff and signaling cadre.
3. All establishment matters of non-gazetted & ministerial staff of HQ management of signaling cadre including recruitment, training and Class – IV of the divisions and staff matters related with the setting up of the Zone.
4. Maintenance yardstick (Signaling) and creation of new posts (Gazetted & non Gazetted) with increase of assets, Man Power Planning.
5. Preparation of signaling Action plan and their follow up.
6. All problems/issues, and specification connected with maintenance, installation of signaling equipments.
7. All matters pertaining to Railway Accident Inquiry committees, Accident Inquiry reports etc.
8. Correspondence in connection with G&SR, IRSE Manual, Permanent Way and work Manual and Block Manual.
9. Co-ordination and compilation of S&T revenue Budget.
10. Theft reports and theft cases pertaining to signaling requiring action at HQ' slevel.
11. Overall Co-ordination, including inspections regarding maintenance of signaling installation.
12. Accommodation and up keep of CSTE's Office.
13. GM's Annual Reports, Narrative Reports etc.
14. Inspection Notes of GM, CSTE and Railway Board Officials.
15. Scrutiny of Inspection Charts of Divisional Officers & follow up action.
16. Principle officers Meeting (POM) Papers, Demi Official (DOs) to Chairman Railway Board (CRB), Periodic confidential Demi Official (PCDO) to Member Electrical (ML).
17. All correspondence connected with Signal Standard Committee (SSC), Maintenance study Group (MSG) & CSTE's conference.
18. Permanent negotiating Meeting (PNM) Items of signaling, Demi Officials inCoordination with CCE for Telecom portion.
19. Efficiency shield.
20. CSTE's Office Imprest. Housekeeping items, office spare etc.
21. Clearance of Audit and Accounts paras pertaining to signaling section & in co-ordination with other Head of the Departments (HODs) for works & Telecom.
22. Reply to Parliamentary Questions pertaining to signaling section and co-ordination with CCE for telecom portion, CSTE/P for works matter.
23. Reply to complaints of MPs, MLAs, Ministers and Railway Board Officials concerning to signaling.
24. Management of signaling stores and co-ordination meeting for stores chasing.

25. Technical & Policy matters, correspondence with RDSO for signaling matters/specifications.
26. Planning Activities & M&P proposals for signaling. Dy.CSTE/P&D will coordinate for compilation of proposals of works pertaining to Signal & Telecom.
27. Rajbhasha and connected works.
28. Any other matter entrusted by CSTE.
29. He will be assisted by Dy CSTE/signal/HQ, ESTE/Signal HQ and AESTE/Signal HQ.

2.2.4 Duty list of Chief Communication engineer (CCE). :

1. Overseeing & monitoring of performance of telecom assets including speech & data networks Freight Operated Information System (FOIS), Central Organization for Information system (COIS), Passenger Reservation System (PRS), Railnet etc. Establishment matters regarding recruitment, training, promotion, Posting and control of non-gazetted telecom staff.
2. Parliamentary questions pertaining to Telecom.
3. Complaints from MPs, Ministers and Railway Board officials pertaining to Telecom.
4. Telecom Stores matters requiring attention at higher level and attending to SAG level Tender Committee meetings.
5. Scrutiny of telecom failures efficiency, RTCC meetings.
6. Theft reports and theft cases pertaining to telecommunication requiring action at HQ level.
7. PSTNs mobile and Railway telephones.
8. Power Telecommunication Co-ordination Committee (PTCC), and Standard Advisory Committee for Frequency Allocation (SACFA).
9. All correspondence connected with Telecom standards committee.
10. Specification, installation and maintenance practice for telecom equipment.
11. Correspondence with Railway Board, RDSO & others on telecom matters.
12. Any other matters entrusted by CSTE.
13. All items of Dy.CSTE/Tele.
14. Execution of Telecom works controlled by CSTE.
15. Planning, formation of proposals for works programme and progress of the telecom works including Optical Fiber Cable, Microwave, exchanges & quad cable.
16. Management of Telecom Stores.
17. Exercise technical control on functioning of Senior Network Manager /Freight Operated Information System (SNM/FOIS).
18. Passenger amenity items.
29. Looking after the computer assets of GM.
He will be assisted by Dy.CSTE/Tele & ASTE/Tele.

3. The procedure followed in the decision making process, including channels of Supervision For different categories of the nature of work. The process is enumerated as under:

(a) Procurement of office furniture:

Requirement is put up by ESTE(Stores) to CSTE. After obtaining finance concurrence (if required) from FA & CAO and administrative approval from competent authority the indent is sent to Stores department for further procurement action.

(b) Budgeting:

The system of periodic review of budget are followed vide Railway Board's instructions. The Budget estimate and revised estimate received from field units are compiled by CSE and after approval by CSTE is communicated FA & CAO for onward transmission to Railway Board.

(c) M&P:

M&P proposals duly vetted by divisional account and approved by DRM are received from field units in two categories i.e. under GM's power (Costing below Rs. 50 Lakhs/other than vehicles) and at Railway Board's level (Costing above Rs. 50 Lakhs/ vehicles).

M&P proposal is under GM's power (Costing below Rs 50 Lakhs/other than vehicles):-

The proposals received from units are scrutinized by CSTE/PWCR and after obtaining approval of CSTE/WCR, the proposals send to CME/WCR. CME/WCR sends the proposals to FA&CAO/WCR for obtaining concurrence. After FA&CAO's concurrence proposals are put up to GM/WCR by CME/WCR for obtaining approval and considering the lump- sump budget grant GM approves the proposals. The sanctioned M&Ps are then sent to field units for further processing and procurement.

M&P proposal at Railway Board's level (Costing above Rs. 50 Lakhs/ vehicles):-

The proposals received from units are scrutinized by CSTE/PWCR and after obtaining approval of CSTE/WCR, the proposals send to CME/WCR. CME/WCR sends the proposals to FA&CAO/WCR for obtaining concurrence. After FA&CAO's concurrence proposals are put up to GM/WCR by CME/WCR for obtaining approval. After GM's approval proposals are sent to Railway Board by CME/WCR. The Railway Board sanctions the M&Ps submitted by the zonal Railway. A list of sanctioned M&Ps is then sent to COFMOW for obtaining dispensation. If COFMOW's dispensation is obtained for certain M&P it can be procured through COS/WCR otherwise field units sends the detailed estimate to COFMOW for procurement.

(d) Works Programme (WP) :

WP proposals duly vetted by divisional account and approved by DRM are received from field units in two categories i.e. under GM's power (Costing below Rs.2.5 crore for safety category) and at Railway Board's level (Costing above Rs.2.5 crore).

Works proposals under GM power (Costing below Rs.2.5 crore. for safety category):

The proposals received from units are scrutinized by CSTE/PWCR and after obtaining approval of CSTE/WCR, the proposals send to CPDE/WCR. CPDE/WCR sends the proposals to FA&CAO/WCR for obtaining concurrence. After FA&CAO's concurrence proposals are put up to GM/WCR by CPDE/WCR for obtaining approval and considering the lump sum budget grant, GM approves the

proposals. After the approval of GM, the work features in LAW (List of approved Works) Book.

Works proposal is at Railway Board's level (Costing above Rs.2.5 crore):- .

The proposals received from units are scrutinized by CSTE/PWCR and after obtaining approval of CSTE/WCR, the proposals are sent to CPDE/WCR. CPDE/WCR obtains the approval of GM for inclusion in PWP (Preliminary Works Programme). After approval of GM, CSTE/WCR sends the proposals to FA&CAO/WCR for obtaining concurrence. After FA&CAO's concurrence, CSTE/WCR sends the proposals to CPDE/WCR for inclusion in PWP (Preliminary Works Programme). CPDE/WCR then sends the proposals to Railway Board. Railway Board then publishes Pink Book for sanctioned works. On being featured in LAW book/Pink Book, detailed estimate is prepared by field unit and got vetted and sanctioned by competent authority. Mode of executing the work is decided as per SOP (Works).

(e) Condemnation of over aged and damaged assets:

On certification as being beyond economical repairs, process for condemnation of the assets shall be proposed. The proposal is adjudged by concerned functional HOD and a survey committee will be set up after finance concurrence and approval of CSTE. On the basis of the survey committee report, the condemnation of the asset is certified.

(f) Monitoring of failures:

Reconciled data of failure received from units is compiled subject wise by concerned supervisors and then put up to CSTE in prescribed format by functional HOD for the perusal and further action required.

(g) Procurement of spares:

Stock and non-stock requisitions duly vetted and after provision of fund certification are scrutinized by ESTE (Stores) and put up to CSE/CCE/CSTE for countersignature as per item no. 2.39 of SOPGEN 2018 and forwarded to Stores department for further necessary action.

4. The norms set for the discharge of functions:

The following norms laid down for the discharge of functions mentioned below.

Sr No	Item	Laid down Norms
1	Sending details to GM for GM's PCDO	By 7 th of every month
2	Sending MCDO to Rly Board	By 7 th of every month
3	Revenue Budget	
(i)	August Review	Target as given by Rly Board
(ii)	Revised Estimate	Target as given by Rly Board
(iii)	Final Modification	Target as given by Rly Board

4	RSP/M&P/WP	
(i)	August Review	Target as given by Rly Board
(ii)	Revised Estimate	Target as given by Rly Board
(ii)	Final Modification	Target as given by Rly Board

5. The rules, regulations, instructions, manuals and records, held or under control of CSTE's office or used by its employees for discharging its functions. Various manuals etc are referred and followed such as:

- (a) SEM, Telecom Manual
- (b) G&SR, Accident manual etc
- (c) SOPGEN
- (d) D&AR Rules,
- (e) RDSO specifications
- (f) Railway Board instruction and Policy, Circulars

6. A statement of the categories of documents that are held by it or under its control. Broad categories of documentation maintained are as under:

- (a) Policy files for Signal & Telecommunication related subject
- (b) Performance files
- (c) Stores files
- (d) Works Programme files
- (e) General Administration file

7. The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof. :

7.1 Primarily, no public dealing is under domain of S & T department. However, the inputs required from S&T department for ZRUCC/DRUCC Passenger amenities etc shall be furnished at appropriate level, through proper channel. However procurement/work contract related interaction with the contractor/suppliers is required to be done.

7.2 Matters pertain to MP/MLA and other VIP references will be replied through appropriate channel.

8. Statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as part of CSTE's office or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public; Not applicable.

EXPENDITURE From APR 2018 to SEP-2018

(A) WORKS CONTROLLED BY S&T

(Figures in 000 of Rs.)

SN	Plan Head	FG/BG 2018-19	Proportionate Outlay to the end of the month w.r.t. FG/BG	Expenditure (Till last Month) From APR 18 to AUG18	Expenditu re during current month	Cumulative Expend. for the year 2018-19
1	S&T - PH 33	976852	488426	252720	16048	252720
2	PH - 29 (SF) Fund allotted for S&T controlled works.	299671	149836	49028	23876	49028
3	PH-16 Fund allotted for S&T controlled works.	287102	143551	81539	13449	81539
4	PH-15 Fund allotted for S&T controlled works.	380000	190000	14333	1743	14333
5	PH-11 Fund allotted for S&T controlled works.	380000	190000	127500	0	127500
6	Total	2323625	1161813	525120	55116	525120

(B) LIABILITIES BOOKED.

Action Plan to utilise balance funds :-

- | | |
|---|---------------|
| 1 Contract finalised/awarded during current month in 2018-19 :
(as per Annexure III) | 260.10 Lakhs |
| 2 Tender opened & under finalisation during current month
in 2018-19 : (As per Annexure IV) :- | 127.64 Lakhs |
| 3 Indents placed for procurement of Cable/IPS/LED Signal etc.
through store during current month. | 964.36 Lakhs |
| 4 Indents placed for procurement of Cable/IPS/LED Signal etc.
through store cumulative ammount of year 2018-19 | 7210.43 Lakhs |

9 Directory of officers of CSTE's office					
The Telephone Directory of officers and Employees of CSTE office					
S.No	Designation	Name Shri/Smt.	Pay Level	Telephone No.	
				Railway	BSNL
1	CSTE	V.R.Sreenivasan	Pay Level -14	54600	2677066
2	CSE	U.K.Pawar	Pay Level -14	54603	2677086
3	CCE	G.P.Khutey	Pay Level -14	54602	2620663
4	CSTE(C)	Eknath Mohker	Pay Level -14	54605	2677630
5	CSTE/P	Rampool Chandel	Pay Level -14	54604	2677734
6	Dy.CSTE(Tele&Plg)	Ashwin Shukla	Pay Level -14	54608	2627633
7	DyCSTE/Sig	Vacant		54609	2625714
8	Dy CSTE(D&D-I)	M.D. Pathairia	Pay Level -13	54610	2677727
9	Dy CSTE (D&D-II)	Vacant		54618	2629163
10	DyCSTE/Store	A.K.Jain	Pay Level -11	54617	2677721
11	ESTE(Wks)	Yateesh Saraswat	Pay Level -11	54611	2677733
12	ESTE(Drg.)	C.Bharadwaj	Pay Level -11	54621	
13	ESTE(Design.)	Shiv Mangal	Pay Level -11	54619	
14	ESTE(Sig)	A.K.Gupta	Pay Level -11	54627	
15	AESTE(Tele)	Ambika Sharan	Pay Level -10	54626	
16	AESTE(WKS)-I	Smt.Kiran Pasi	Pay Level -08	54628	
17	AESTE(WKS)-II	Vacant	Pay Level -10	54636	
18	AESTE(Drg.)-I	S.Gangopadhyay	Pay Level -10	54634	
19	AESTE(Drg)-II	M.P.Sapkal	Pay Level -10	54635	
20	AESTE(Drg)-III	S.K.Mehto	Pay Level -10	54632	
21	PS to PCSTE	Santosh Kumar	Pay Level -08	54638	

10. The monthly remuneration received by each of the offices and employees, including the system of compensation as provided in its regulations.

The information is available with CPO/WCR.

11. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

Not applicable.

12. Particulars of recipients of concession, permits or authorization granted by CSTE's office not applicable.

13 Details in respect of the information, available to or held by CSTE's Office, reduced in electronic form. :

Following Documents are available in electronic form:

1. Signal Engineering Manual
2. Telecom Engineering Manual
3. Details of S&T assets.

14. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room if maintained for public use.

At present, no reading room is available for this purpose. Office is open from 09:30 hrs to 18:00 hrs from Monday to Friday.

15 The names, designations and other particulars of the Public Information Officers, For WCR Headquarter DGM/G is the PIO.

16. Such other information as may be prescribed.

Nil.
