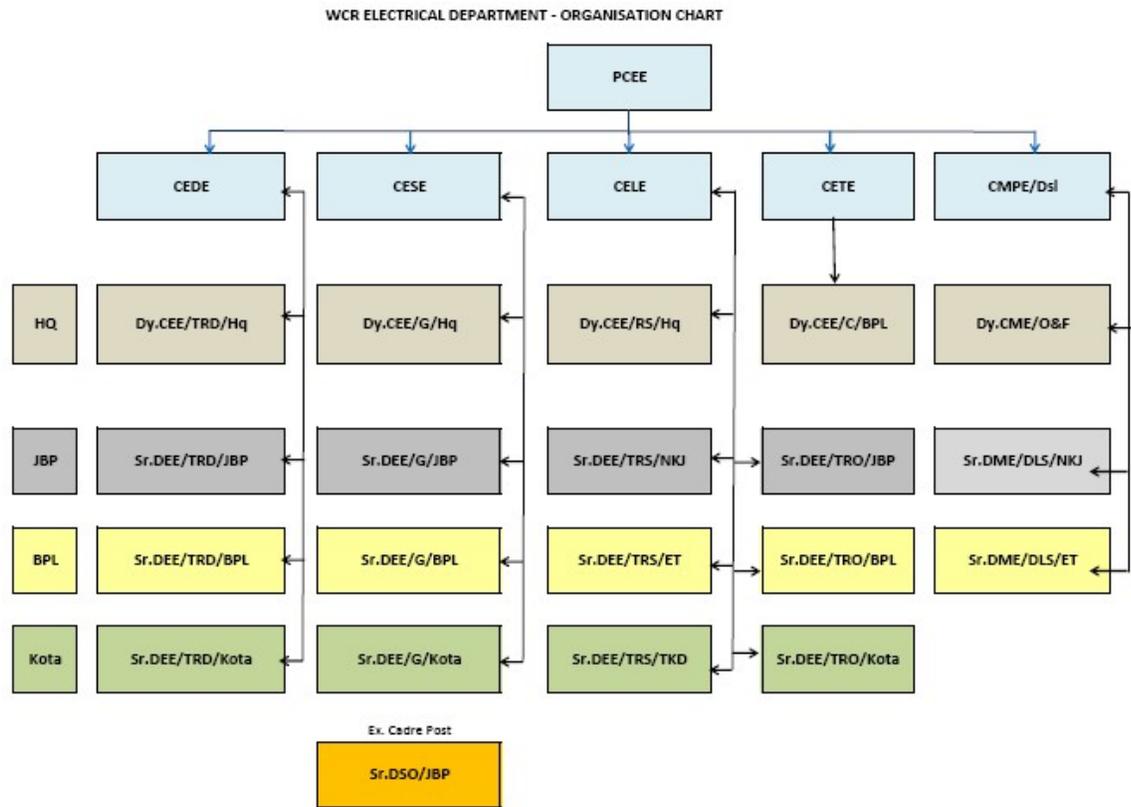


RTI Information retaining to Electrical Department of WCR

1) Particulars , function and duties of Organisation

Electrical department of West Central Railway looks after the electrical assets (illumination, fans, Airconditioning in building/stations, train lighting, OHE, electric Loco and maintenance depots/units/sheds linked to these) for their efficient and safe working. This department peruses the electrification of railway on WCR being done by RVNL/RITES/CORE and takes over for running of electric loco when works is technically complete in all safety aspects. This department is also associated with passenger amenities works like provision of water coolers, lifts and escalators on railway stations. Electric department is using solar panels widely for illumination purpose .

The organization chart of Pr.Chief Electirc Engineer office is given below



2) Power , duties of officer and employees

2.1 The powers of officers are specified in “ Schedule of powers”. The duties of officers and employees are to work for achieving the objective of efficient running of electric locos on line, failure free OHE working round the clock, providing better passenger amenities on stations and on trains.

2.2 Duty list of officers of PCEE office is given below (trifling amendments/revision may be done as required from time to time)-

Overall incharge of function fo Electrical department on West Central Railway, assisted by other Electrical officials in the Hq. and also in the field offices responsible for planning, provision and maintenance of various electrical equipments . Also responsible for inter departmental co-ordiantion with the other including railway board for electrical related aspects.

CHIEF ELECTRICAL TRACTION ENGINEER (Planning)

1. Planning, co-ordinate, monitor & execution of electrical construction works (combined), i.e. associated with S&T works, traffic works and track works against sanctioned estimates.
2. Coordination, compilation and processing of preliminary works programme, also nodal officer of electrical deptt. for collection, coordinating, compilation, sanction of works matters, LAW Book, Pink book, mini Law book.
3. Nodal officer for compilation of Revenue Budget and Budget reviews including Budget for RSP and M&P items i.e BE, preparing RE & FM of Electrical department. Compilation of Expenditure, Demand wise on monthly basis for review & control.
4. Nodal officer of electrical deptt. for compilation, coordination with HOD, sanction and monitoring for RSP and M&P items of electrical deptt. Sending of proposals to CME. Account vetting to be done individually by each HOD.
5. Co-ordination with RITES/IRCON in respect of planning and execution of Electrification works.
6. Co-ordination of execution of Electrification of private siding on case to case basis, as approved by CEE
7. Establishment matters pertaining to planning & construction wing including training of staff.
8. Nodal planning officer of Electrical department.
9. Protocol manager for electrical department.
10. Member for “MIS Implementation Committee” (MIC) of Electrical Department.
11. Nodal officer for compilation of Asset Register of Electrical department.
12. Nodal officer for transfer and posting of officers and other related establishment matters including training nomination. Secy to CEE will assist for these items.
13. Coordination for creation of revenue/work-charge gazetted posts. Secy to CEE will assist for these items.
14. Coordination for Meetings with GM, VIP references, public grievances, press release, Parliamentary questions reply. Hand out for ML/other dignitaries, Annual Reports. Secy to CEE will assist for these items.
15. Nodal officer for Man power planning including work study reports. Nodal officer of electrical deptt. for compilation of vacancies of all department, compilation of RRB indents and coordination with RRB/BPL & RRB/Ajmer. Secy to CEE will assist for these items.
16. Coordination for General administration and non-gazetted establishment of CEE’s office. Office management including computer and furniture of CEE’s office. Secy to CEE will assist for these items.

17. Nodal officer of electrical deptt. for Railway Week Shields and Award proposals at Rly Bd level, GM level, CEE level etc. Secy to CEE will assist for these items.
18. Look after the duties of CESE during his absence from HQ.
19. Any other works assigned from time to time by CEE.

CHIEF ELECTRICAL LOCO ENGINEER

1. Matters pertaining to maintenance and operation of electric locomotives. Coordination with Operating Department in regard to availability of electric locos & running staff, dead loco movements and overdue locomotives.
2. Technical control, standardization and coordination pertaining to electric locomotives. Technical control of POH and other workshop/locoshed activities pertaining to electric locos.
3. Investigation and statistical analysis of failures of electric locomotives on ownership basis as also territorial basis.
4. Implementation of development, trial and modernization schemes pertaining to electric locomotives.
5. Operation of MEMU and other related matters, keep liaison with other deptt for MEMU cases.
6. Planning proposals for WP, RSP and M&P items and other revenue works pertaining to electric locomotive maintenance & operation including running rooms, and related matters like Estimates and Procurement. Submission of proposal to CETE/Plg duly vetted by associate finance for compilation.
7. Stores tenders and works tenders related to WP, RSP and M&P items and other revenue works pertaining to electric locomotive maintenance & operation including running rooms.
8. Monitoring procurement of stores and progress of sanctioned works in PB/LB/MLB and revenue pertaining to electric locomotives, and control over expenditure thereof.
9. Monitoring, compilation and review of expenditure on monthly basis of Revenue Budget pertains to Electric loco & Electric loco operation.
10. Establishment matters including training of staff of electric loco sheds and running staff for electric locos. Periodical review of running cadre and placement of indents on RRB.
11. MSG and other meetings related to electric locomotives. Coordination with CLW and RDSO pertaining to electric locomotives.
12. Coordination with BSL and other workshops (like POH W/s Perambur, POH W/s KGP, ELW-BSL, TMW/NKRD etc.) regarding POH/IOH and accident repairs of electric locos.
13. Attend serious train accidents involving electric locomotives.
14. Planning for additional electric locos and loco sheds for anticipated increase in holdings for meeting traffic growth.
15. Quality Manager for electric Loco Sheds.
16. Matters pertaining to electric loco training schools including training of TRS/TRO/Crews.
17. Implementation of RSRC recommendations and Corporate Safety Plan in Loco Sheds.
18. Safety officer of electrical department.
19. Nodal officer of electrical deptt. for co-ordination of corporate safety plan, SRSF, disaster management, JSC, safety related matters of CRS including CRS sanction, CSO, Rly. Board, other department and other Railways.
20. Nodal officer for compilation of scrap data and coordination with stores and other department. Matters related to scrap disposal of Loco & other allied equipments.
21. Member of Mission PACE committee headed by PCMM.
22. Look after the duties of CEDE during his absence from HQ.
23. Any other works assigned from time to time by CEE.

CHIEF ELECTRICAL DISTRIBUTION ENGINEER

1. Matters pertaining to operation and maintenance of traction distribution system (Tr.D) and tower wagons.

2. Technical control, standardization and coordination pertaining to traction distribution system and tower wagons.
3. Technical control of POH and other activities pertaining to Tr.D and tower wagons.
4. Investigation and statistical analysis of failures pertaining to Tr.D and tower wagons.
5. Implementation of development, trial and modernization schemes pertaining to Tr.D and tower wagons.
6. Planning proposals for WP, RSP and M&P items and other revenue works pertaining to Tr.D and tower wagons, and related matters like Estimates and Procurement. Submission of proposal to CETE/Plg duly vetted by associate finance for compilation.
7. Stores tenders and works tenders related to WP, RSP and M&P items and other revenue works pertaining to Tr.D and tower wagons.
8. Monitoring procurement of stores and progress of sanctioned works in PB/LB/MLB and Revenue works pertaining to Tr.D and tower wagons, and control over expenditure thereof.
9. Monitoring, compilation and review of expenditure on monthly basis of Revenue Budget pertains to Traction Distribution.
10. Establishment matters including training of staff of Tr.D and tower wagons. MSG and other meetings related to Tr.D.
11. Matters related to scrap disposal of Tr.D.
12. Attend serious train accidents involving OHE.
13. Coordination with SEBs and CERC/SERC in connection with traction tariff.
14. Co-ordination with CORE/RVNL in regard to Electrification works in respect to planning, execution, NI/ Pre NI etc.
15. Drawing/design approval related with Railway Electrification as per Railway Board guidelines.
16. Planning related to electrification of private siding. Execution will be done on case to case basis as approved by CEE
17. Co-ordination for Mission Raftaar project.
18. Processing of cases for EIG sanction related with Railway Electrification including CRS sanction.
19. Energy manager of Electrical department.
20. Member of Safety Audit Committee for electrified sections.
21. Nodal officer of electrical deptt. for Award proposals of BEE and golden Peacock award.
22. Nodal officer regarding dress regulation for staff of electrical department.
23. Look after the duties of CELE during his absence from HQ.
24. Any other works assigned from time to time by CEE.

CHIEF ELECTRICAL SERVICES ENGINEER

1. Matters pertaining to operation and maintenance of Train Lighting (TL) and Air Conditioning, including Power Cars and General Service's assets.
2. Technical control, standardization and coordination pertaining to TL, AC coaches and General Services.

3. Investigation and statistical analysis of failures pertaining to TL, AC coaches and General Services.
4. Implementation of development, trial and modernization schemes pertaining to TL, AC coaches and General Services.
5. Planning proposals for WP, RSP and M&P items and other revenue works pertaining to TL, AC coaches and General Services, and related matters like Estimates and Procurement. Submission of proposal to CETE/Plg duly vetted by associate finance for compilation.
6. Stores tenders and works tenders related to WP, RSP and M&P items and other revenue works pertaining to TL, AC coaches and General Services.
7. Monitoring procurement of stores and progress of sanctioned works in PB, LB, MLB & Revenue works pertaining to General Services and TL & AC, and control over expenditure thereof.
8. Monitoring, compilation and review of expenditure on monthly basis of Revenue Budget pertains to general Services and TL & AC.
9. Coordination for MSG, ZRUCC and other meetings related to TL/General Services.
10. Implementation of RSRC recommendations and Corporate Safety Plan pertaining to TL, AC coaches and General Services.
11. Matters related to scrap disposal of General Services.
12. Attend serious train accidents including fire on Coaches.
13. Coordinate and monitor execution of electrical works pertaining to TL, AC coaches and General Services under execution by Divisions.
14. Processing of cases for EIG sanction related with General services assets including CRS sanction of coaching stock.
15. Member of Standing Action Committee for Passenger Amenities.
16. Member of Safety Audit Committee for non-electrified sections.
17. Training Manager of electrical department including planning for training of staff of General Services.
18. Nodal officer for Audit paras and accounts inspection notes. Matters related with public accounts committee.
19. Nodal officer for Overhead power line crossing over Railway lines and underground power cable crossings of Railway tracks.
20. Monitoring of Arbitration and court cases related to establishment and non establishment matters.
21. Nodal officer for GST related matters.
22. Look after the duties of CETE during his absence from HQ.
23. Any other works assigned from time to time by CEE.

3) The procedure followed in the decision making process, including channels for supervision for different categories of the nature of work. The process is enumerated as under-

- a) Procurement is put up to by Ch.OS to Secy to PCEE and then to CETE. After obtaining Finance Concurrence (if required) from FA and CAO and administrative approval from competent authority, the indent is sent to stores department for further procurement action.

- b)
- c)
- d)

4) The norms set for discharge of the functions :

The following norms have been laid down for the discharge of functions mentioned below-

SN	Item	Laid down norms
1	Sending details to GM for GM's PCDO	Upto 8 th of every month
2	Sending MCDO to Railway Board	Upto 14 th of every month
3		
i)		
ii)		

5.....

6.....

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 done by the electrical department. However, as the inputs required from Electrical deptt. for ZRUCC , passenger amenities 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 Matter pertain to MP/MLA and other VIP references will be replied through appropriate channel.

8. Statement of the boars, councils, committees and other bodies consisting of two or more persons constituted as part of PCEE's office or for the purpose of its advice, and as to whether meetings of those board, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for the public:

Not applicable

9 Directory of Officers :

Pertains to S&T deptt.

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

The information is available with PCPO/WCR

10.....

11.....

12.....

13.....

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 or library is available for this purpose. This office works from 9.30 to 18.00 hrs. from Monday to Friday (except holidays)

15.The names, designations, and other particulars of the Public Information officers , for WCR hqs: DGM/G is PIO

16. Such other information as may be prescribed : NIL