

**CHIEF ELECTRICAL GENERAL ENGINEER (CEGE) (L/A – by CESE)**

***Assisted by: EEE/G/Hq (Primarily)***

1. All matters relating to maintenance and operation of all General services assets of WCR excluding MEMU/EMU, TL-AC wings and keep liaison with other department for all related matters.
2. Liason with Electricity Supply & regulatory authorities for all matters related to Power supply/Tariffs and necessary correspondence with Railway Board.
3. Technical control, standardization and coordination pertaining to General Services.
4. Investigation and statistical analysis of failures pertaining General Services.
5. Protocol manager for electrical department.
6. Implementation of development, trial and modernization schemes pertaining to General Services.
7. Planning proposals for WP, RSP and M&P items and other revenue works pertaining to General Services, and related matters like Estimates and Procurement. Submission of proposal to CETE/Plg duly vetted by associate finance for compilation.
8. Stores tenders and works tenders related to WP, RSP and M&P items and other revenue works pertaining to General Services.
9. Monitoring procurement of stores and progress of sanctioned works in PB, LB, MLB & Revenue works pertaining to General Services and control over expenditure thereof.
10. Monitoring, compilation and review of expenditure on monthly basis of Revenue Budget pertains to general Services.
11. Member of Safety Audit Committee for non-electrified sections.
12. Coordination for MSG, ZRUCC and other meetings related to General Services.
13. Implementation of RSRC recommendations and Corporate Safety Plan pertaining to General Services.
14. Matters related to scrap disposal of General Services.
15. Coordinate and monitor execution of electrical works pertaining to General Services under execution by Divisions.
16. Processing of cases for EIG sanction related with General services assets.
17. Member of Safety Audit Committee for non-electrified sections.
18. All matters related to Planning, processing and monitoring proposals for development of non-conventional energy sources such as Solar, Wind etc for non-traction uses along the track and off track.
19. Establishment matters including planning for training of staff of general Services.
20. Nodal officer for Training school/Training Manager of electrical department.
21. Nodal officer for Overhead power line crossing over Railway lines and underground power cable crossings of Railway tracks.
22. Nodal officer for Arbitration and court cases related to establishment and non-establishment matters.
23. Nodal officer for GST related matters. Nodal team member for Government e-Marketplace (GeM) related matters.
24. Matters related with establishment matters of officers including training nomination. Secy to PCEE will assist for these items.
25. Coordination for creation of revenue/work-charge gazetted posts. Coordination for creation of non-gazetted work-charge posts. Secy to PCEE will assist for these items.
26. Coordination for Meetings with GM, VIP references, public grievances, press release, Parliamentary questions reply. Hand out for MTR/other dignitaries, Annual Reports. Secy to PCEE will assist for these items.
27. 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 PCEE will assist for these items.
28. Coordination for General administration and non-gazetted establishment of PCEE's office. Office management including computer and furniture of PCEE's office. Secy to PCEE will assist for these items.
29. Nodal officer of electrical deptt. for Railway Week Shields and Award proposals at Rly Bd level, GM level, PCEE level etc. Secy to PCEE will assist for these items.
30. Nodal officer for compilation of Asset Register of Electrical department. Secy to PCEE will assist for these items.
31. Look after the duties of CESE during his absence from HQ.
32. Any other works assigned from time to time by PCEE.

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**CHIEF ELECTRICAL ENGINEER (EEM)**

***Assisted by: Dy CEE/TrD/HQ (Secondary)***

1. Overall in-charge for Energy management for traction purpose. Overall in charge of energy Management cell.
2. Co-ordinate for Planning, processing and monitoring proposals for development of non-conventional energy sources such as Solar, Wind etc for traction and non-traction uses along the track and off track with CEDE and CESE respectively.
3. Conduct Energy and Environmental audit of all departments, PAT etc.
4. Coordinate for PPA, Open access agreements and other matters with REMCL, CERC, SERC, CEA and SEBs for traction energy, traction energy bills.
5. All meetings, seminars and energy data position to Railway Board connected with non-conventional energy sources.
6. Establishment matters including planning for training of staff of Energy wing.
7. Nodal officer for matters related with Clean development mechanism (CDM), EnHm, Green building development and building rating certification.
8. Nodal officer of electrical deptt. for Award proposals, energy efficiency certifications at local and national level by BEE, other matters of BEE and golden Peacock award.
9. Update Rail-Saver content and data.
10. Monitoring Energy conservation progress over WCR. Ensuring implementation of Energy conservation Act 2001 by divisions and workshops of WCR.
11. Nodal officer for compilation of statistical data regarding energy efficiency and open access. (GS+TRD+Solar+Wind)
12. To co-ordinate with Railway Board in matters of new technologies and development.
13. Look after the duties of CEDE during his absence from HQ.
14. Any other works assigned from time to time by PCEE.

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**CHIEF ELECTRICAL ENGINEER CONSTRUCTION (under CAO/C/JBP)**

***Assisted by: AEEE (Planning)/HQ***

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. Co-ordination with RITES/IRCON in respect of planning and execution of Electrification works.
3. Co-ordination of execution of Electrification of private siding on case to case basis, as approved by PCEE
4. Establishment matters pertaining to construction wing including training of staff.
5. 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.
6. 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.
7. 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.
8. Nodal planning officer of Electrical department.
9. Member of Placement Committee for transfer and posting of Senior Scale and Junior Scale officers.
10. Look after the duties of CELE during his absence from HQ.
11. Any other works assigned from time to time by PCEE.

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**CHIEF ELECTRICAL LOCO ENGINEER**

***Assisted by: Dy CEE/RS/HQ, EEE (Op) HQ & AEEE/loco/HQ***

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. 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.
6. 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.
7. Monitoring procurement of stores and progress of sanctioned works in PB/LB/MLB and revenue pertaining to electric locomotives, and control over expenditure thereof.
8. Monitoring, compilation and review of expenditure on monthly basis of Revenue Budget pertains to Electric loco & Electric loco operation.
9. 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.
10. MSG and other meetings related to electric locomotives. Coordination with CLW and RDSO pertaining to electric locomotives.
11. 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.
12. Attend serious train accidents involving electric locomotives.
13. Planning for additional electric locos and loco sheds for anticipated increase in holdings for meeting traffic growth.
14. Quality Manager for electric Loco Sheds.
15. Matters pertaining to electric loco training schools including training of TRS/TRO/Crews.
16. Implementation of RSRC recommendations and Corporate Safety Plan in Loco Sheds.
17. Safety officer of electrical department.
18. 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.
19. Nodal officer for compilation of scrap data and coordination with stores and other department. Matters related to scrap disposal of Loco & other allied equipments.
20. Preparation of papers for Tuesday (Safety cum Punctuality) meeting of GM. Attending punctuality meeting with AGM.
21. Member of Mission PACE committee headed by PCMM.
22. Look after the duties of CETE/Plg during his absence from HQ.
23. Any other works assigned from time to time by PCEE.

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**CHIEF ELECTRICAL DISTRIBUTION ENGINEER**

**Assisted by: Dy CEE (TRD) HQ (Primarily)**

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. Co-ordination with CORE/RVNL in regard to Electrification works in respect to planning, execution, NI/ Pre NI etc.
14. Drawing/design approval related with Railway Electrification as per Railway Board guidelines.
15. Planning related to electrification of private siding. Execution will be done on case to case basis as approved by PCEE
16. Co-ordination for Mission Raftaar project.
17. Processing of cases for EIG sanction related with Railway Electrification including CRS sanction.
18. Member of Safety Audit Committee for electrified sections.
19. All matters related to Planning, processing and monitoring proposals for development of non-conventional energy sources such as Solar, Wind etc for traction uses along the track and off track.
20. Nodal officer regarding dress regulation for staff of electrical department.
21. Look after the duties of CEE/EEM during his absence from HQ.
22. Any other works assigned from time to time by PCEE.

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**CHIEF ELECTRICAL SERVICES ENGINEER**

***Assisted by: Dy.CEE/G/HQ (Secondary)***

1. All matters relating to maintenance and operation of MEMU/EMU, TL-AC wings and keep liaison with other department for all related matters.
2. Monitoring of all sanctioned works pertaining to MEMU/EMU, TL-AC sheds.
3. Matters pertaining to operation and maintenance of Train Lighting (TL) and Air Conditioning, Power Cars, MEMU/EMU.
4. Technical control, standardization and coordination pertaining to TL, AC coaches, MEMU/EMU.
5. Investigation and statistical analysis of failures pertaining to TL, AC coaches, MEMU/EMU.
6. Implementation of development, trial and modernization schemes pertaining to TL, AC coaches, MEMU/EMU.
7. Planning proposals for WP, RSP and M&P items and other revenue works pertaining to TL, AC coaches, MEMU/EMU and related matters like Estimates and Procurement. Submission of proposal to CETE/Plg duly vetted by associate finance for compilation.
8. Stores tenders and works tenders related to WP, RSP and M&P items and other revenue works pertaining to TL, AC coaches, MEMU/EMU.
9. Monitoring procurement of stores and progress of sanctioned works in PB, LB, MLB & Revenue works pertaining to TL & AC, MEMU/EMU and control over expenditure thereof.
10. Monitoring, compilation and review of expenditure on monthly basis of Revenue Budget pertains to TL & AC, MEMU/EMU.
11. Coordination for MSG, ZRUCC and other meetings related to TL & AC, MEMU/EMU.
12. Implementation of RSRC recommendations and Corporate Safety Plan pertaining to TL, AC coaches, MEMU/EMU.
13. Attend serious train accidents including fire on Coaches, MEMU/EMU.
14. Coordinate and monitor execution of electrical works pertaining to TL, AC coaches, MEMU/EMU under execution by Divisions.
15. Processing of cases for EIG sanction related with CRS sanction of coaching stock, MEMU/EMU.
16. Member of Standing Action Committee for Passenger Amenities.
17. Establishment matters including planning for training of staff of TL, AC coaches, MEMU/EMU.
18. Nodal officer for Audit paras and accounts inspection notes. Matters related with public accounts committee.
19. Look after the duties of CEEG during his absence from HQ.
20. Any other works assigned from time to time by PCEE.

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**Deputy Chief Electrical Engineer (RS) / Dy CEE (RS)/HQ:**

He will report to CELE and assist him in the matters related to following.

1. Standardization and co-ordination pertaining to electric locomotives. Technical control of POH and other Workshops/Loco Shed activities pertaining to electric locos.
2. Investigation and statistical analysis of failures of electric locomotives on ownership basis as also territorial basis.
3. Implementation of development, trial and modernization schemes pertaining to electric locomotives.
4. Follow up of loco failures and punctuality cases on territorial basis and on ownership basis.
5. Training of staff of electric loco sheds. Cadre planning and placement of indents for loco sheds.
6. Stores tenders and works tenders (including estimate processing) related to WP, RSP and M&P items and other revenue works pertaining to electric locomotive maintenance.
7. Scrap disposal for Loco Sheds. Disposal and review of overstock items (stock and non-stock).
8. Planning proposals for WP, RSP and M&P items and other revenue works pertaining to electric locomotive maintenance and operation including running rooms and related matters like estimates and procurement.
9. Co-ordination with loco sheds for daily outage planning and monitoring the same to maintain target.
10. Monitoring progress of sanctioned works pertaining to electric locomotives, and control over expenditure thereof.
11. MSG and other meetings related to electric locomotives. Co-ordination with CLW and RDSO pertaining to electric locomotives.
12. Preparation and follow up of statistical statements, reports to Railway Board, warranty cases to be taken up.
13. Co-ordination with BSL and other Workshops (like POH Workshop, Perambur, POH Workshop, Kharagpur, ELW/BSL, TMW/NKRD etc) regarding POH/IOH and accident repairs of electric locos.
14. Planning for additional electric locos and loco sheds for anticipated increase in holdings for meeting traffic growth.
15. Quality Management for Electric Loco Sheds.
16. Implementation of RSRC recommendations and Corporate Safety Plan in Loco Sheds.
17. Work study report implementation related to TRS & TRO.
18. Nodal officer for online compilation of e-compendium.
19. Quality Audit Officer for JBP division.
20. In absence of Dy CEE/G/HQ and Dy CEE/TRD/HQ **both**, Dy. CEE/RS/HQ will also look after the duties of Dy.CEE/G/HQ and Dy CEE/TRD/HQ in addition to the normal duties of Dy.CEE/RS/HQ.
21. Any other works assigned from time to time by CELE/PCEE.

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**Deputy Chief Electrical Engineer (TRD) / (Dy CEE/TRD/HQ)**

He will report to CEDE (primarily) and will also discharge the work of Energy Management wing reporting to CEE(EEM) (secondary) and assist him in the matters related to:

1. Matters relating to operation, maintenance of AC OHE including its power supply system and remote control etc.
2. Tariff, bill for traction and energy conservation etc.
3. Coordination with RDSO in respect of TRD assets and returns to Railway Board, RDSO pertaining to TRD.
4. Dealing with works contract pertaining to TRD and initiate M&P, RSP & PWP pertaining to TRD.
5. Dealing with procurement of stores pertaining to TRD and liaison with Divisions. TS/RR of stores cases pertaining to TRD assets of all cases.
6. Analysis of unusual instances on TRD and preparation of punctuality statement
7. Scrutiny of proposals for EIG's sanction concerns for electrified divisions and power supply installations for electric traction.
8. Preparation and updating of list of approved suppliers for TRD materials including remote control equipment
9. Assist CEDE in establishment, creation of non-gazetted posts for maintenance and operation of various TRD assets & man power planning.
10. Formulation and revision of Corporate Plan, Works Study Reports and its implementation related to TRD.
11. Co-ordination of information required on (i) POM (ii) PNM (iii) PREM (iv) GM's conference, MSG, ESC, Annual Reports, information required for Press etc.
12. Technical scrutiny of TRD estimates received from the Division for technical approval of PCEE.
13. All matters pertaining to Procuring, preparation, finalization, approval and monitoring of progress of M&P, RSP, works Programme, Revenue Budget, Budget reviews and expenditure control. Submission of Estimate for Electrical portion of mixed works.
14. Nodal officer for RTI matters and its reply.
15. Quality Audit Officer for KTT division.
16. In absence of Dy CEE/G/HQ or Dy CEE/RS/HQ, Dy. CEE/TRD/HQ will also look after the duties of Dy.CEE/G/HQ and Dy CEE/RS/HQ in addition to the normal duties of Dy.CEE/TRD/HQ.
17. Any other work entrusted by CEDE/CEE(EEM)/PCEE.

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**Deputy Chief Electrical Engineer (G) HQ/ Dy CEE (G)/HQ**

**(L/A- by EEE/G/HQ)**

He will report to CEGE and will also discharge the work of TL/AC, MEMU/EMU wing reporting to CESE in terms of SOP.

1. All matters relating to operation, maintenance of Coaching stock (TL&AC), MEMU/EMU.
2. Scrutiny of proposal for EIG sanction related to General Services including track Crossings.
3. Updating list of supplier for TL-AC coaches, MEMU/EMU.
4. Matter's connected with MSG for General services, TL/AC, MEMU/EMU.
5. Dealing with works contract pertaining to TL&AC, MEMU/EMU and OSM and initiate M&P, RSP & PWP pertaining to TL&AC, MEMU/EMU and OSM.
6. Dealing with procurement of stores pertaining to TL&AC, MEMU/EMU and OSM and liaison with Divisions. TS/RR of stores cases pertaining to TL&AC, MEMU/EMU and OSM assets of all cases.
7. Analysis of unusual instances on TL/AC, MEMU/EMU and preparation of punctuality statement.
8. Review of periodical store items, vital items, non-stock item for TL & AC, MEMU/EMU and OSM.
9. Monitoring of passenger amenities works being carried out by divisions and dealing with passenger Amenities related with AC-TL coaches, MEMU/EMU.
10. Monitoring MLR, POH, Sickness /fitness etc of coaches on electrical account.
11. Works Study Report implementations related to TL & AC coaches, MEMU/EMU and OSM Group.
12. Assist CESE in matters related to Audit & Accounts Reports, Draft & Audit Para, Stock Verification, Public Accounts Committee.
13. Assist CEGE in matters related to GST, GeM training of staff & training school, Arbitration & court cases related to establishment and non establishment matters, over head power line crossing and underground power cable crossing.
14. Nodal officer for Arbitration and court cases related to establishment & non-establishment matters.
15. Dealing with matters of General Management, stores and works of PCEE's office of JAG level including VIP reference and Public grievance matters.
16. Nodal officer for E-Office implementation.
17. Quality Audit Officer for BPL division.
18. In absence of Dy CEE/TRD/HQ, Dy. CEE/G/HQ will also look after the duties of Dy. CEE/TRD/HQ in addition to the normal duties of Dy.CEE/G/HQ.
19. Any other work entrusted by CEGE/CESE/PCEE.

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**Executive Electrical Engineer/HQ & Secretary to PCEE:**

**(L/A by AEEE/Loco/HQ)**

He will report to PCEE and assist him in matters related to following: -

1. General management of PCEE's office, which includes transfer/posting/attendance of non-gazetted staff including office peons. All correspondences related with the staff of PCEE's office including their attendance, payments, grievances etc. Rotational transfer of staff. Cadre position of Non-Gaz staff.
2. Upkeep of office including maintaining petty cash imprest. Ensuring maintenance/service of office equipments. Matters related with the infrastructure facilities of PCEE office i.e. technical library, furniture, computer, printer, UPS, consumable items, stationary and other associated items.
3. Compilation of Asset register of Electrical deptt.
4. Maintain liaison with HOD's in connection with meeting with GM, Railway Board i.e. ZRUCC, PNM, PREM, ESC meeting, PCEE/GM conference, MPs meeting, Rajbhasha correspondence.
5. Maintain liaison with HODs in connection with Parliamentary Questions. Monitoring compliance of references from Ministers, MPs, MLAs and other VIPs.
6. Monitoring and maintain liaison with HODs in connection with compliance of inspection notes of PCEE, GM, AML, MTR, Railway board Members, CRB etc.
7. Monitoring and maintaining liaison with HODs in connection with compliance of all reference from GM/Railway Board.
8. Submission of PCDO to MTR & GM's PCDO to CRB, Performance report, Safety action plan, Monthly evaluation report, Quarterly tender position, GM desk folder, press conference matters.
9. All establishment matters including transfer/posting and training/seminar of Gazetted officers. Gazetted Cadre related all matters including secret/agreed list.
10. Creation/extension of Revenue and work-charge gazetted posts.
11. Railway week Shields and awards at PCEE/GM/Railway Board level.
12. Dealing with Stores and works tenders of General Administration section including hiring of vehicle.
13. In absence of EEE/HQ & Secy to PCEE, AEEE/Plg/HQ will look after the duties of EEE/HQ & Secy to PCEE. In absence of EEE/HQ & Secy to PCEE and AEEE/Plg/HQ both, the duties will be looked after by EEE/OP/HQ.
14. Any other works as assigned by PCEE.

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**Assistant Executive Electrical Engineer/Planning (AEEE/Pl)/HQ:**

He will report to CETE(Plg.)/WCR and assist him in the matters related with: -

1. All works pertaining to Construction and Planning section of HQ.
2. Planning, coordination, compilation & processing of PWP, LAW, M&P, RSP, works etc including Railway Electrification works processing.
3. Revision, excess over expenditure, variation, new item etc. for sanctioned works.
4. Planning, execution of electrical portion of combined works including progress.
5. Dealing of store tender cases pertaining to electrical construction works, M&P works.
6. In absence of EEE/HQ & Secy to PCEE, AEEE/Plg/HQ will also look after the duties of EEE/HQ & Secy to PCEE in addition to the normal duties of AEEE/Plg/HQ.
7. Any other works assigned to him by CETE(Plg)/PCEE.

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**Assistant Executive Electrical Engineer/Loco (AEEE/Loco/HQ)**

He will report to Dy. CEE (RS) and CELE and assist him in the matters related to:

1. Monitoring the performance in regards to material and equipment related to sheds of WCR.
2. Coordination with the divisions and HQ's stores department for timely fulfilling the requirements.
3. Technical scrutiny and dealing of stores files received from HQ's stores department of Electric locomotive.
4. Technical details, specification, drawings furnishing.
5. Revision of AAC as per requirement of sheds & stores department.
6. Look after the important job assigned to EEE/Op/HQ during his absence from HQ.
7. In absence of AEEE/Plg/HQ, AEEE/Loco/HQ will also look after the duties of AEEE/Plg/HQ in addition to normal duties of AEEE/Loco/HQ.
8. Any other work assigned by Dy CEE(RS)/CELE/PCEE from time to time.

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**Dy. CHIEF ELECTRICAL ENGINEER/Constt/BPL (Dy.CEE/C/BPL)**

**Assisted by: AEEE/C/BPL**

He will report to CEE/C/JBP

1. He is responsible for sanctioning, monitoring and executing electrical construction works allotted to him.
2. He is also responsible for sanctioning, monitoring and executing of mixed works (Electrical portion) of S&T, Engineering, workshop etc. allotted to him.
3. Maintaining expenditure of funds allotted to him and ensures budget grant is fully utilized.
4. Maintaining of progress & submitting to HQ in monthly MCDO and also updating on IRPSM regularly.
5. Disposal of staff grievances, SV Sheets, Audit cases, vigilance cases court cases etc. pertaining to his unit.
6. Timely submission of August Review, RE, Revised estimate & final modification for electrical pure works to PCEE office.
7. Timely submission progress of mixed works to his counterpart with copy endorsed to HQ.
8. Timely processing and obtaining sanction of work charged posts working under him.
9. He is personnel officer of his unit to deal establishment matters.
10. Processing store indents for pure electrical works, mixed works, M&P, RSP works allotted to him and regular follow up for procuring material with store Department.
11. Co-ordination with State Electricity Board, Division, RITES and IRCON to expedite executing construction works.
12. Processing & finalizing of works contract of JAG/SG level for construction works of his jurisdiction as well as Kota construction unit.
13. Any other work assigned to him by CETE/Plg and PCEE.

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**Executive Electrical Engineer/Const/JBP (EEE/C/JBP)**

He will report to CEE/C/JBP.

1. He is responsible for sanctioning, monitoring and executing electrical construction works allotted to him.
2. He is also responsible for sanctioning, monitoring and executing of mixed works (Electrical portion) of S&T, Engineering, workshop etc. allotted to him.
3. Maintaining expenditure of funds allotted to him and ensures budget grant is fully utilized.
4. Maintaining of progress & submitting to HQ in monthly MCDO and also updating on IRPSM regularly.
5. Disposal of staff grievances, SV Sheets, Audit cases, vigilance cases court cases etc. pertaining to his unit.
6. Timely submission of August Review, RE, Revised estimate & final modification for pure electrical works to PCEE/WCR's office.
7. Timely submission progress of mixed works to his counterpart with copy endorsed to CETE/Plg/WCR/JBP.
8. Timely processing and obtaining sanction of work charged posts working under him.
9. He is personnel officer of his unit to deal establishment matters.
10. Processing store indents for pure electrical works, mixed works, M&P, RSP works allotted to him and regular follow up for procuring material with store department.
11. Co-ordination with State Electricity Board, Division, RITES and IRCON to expedite executing construction works.
12. Processing & finalizing of works contract up to SS level for construction works of his jurisdiction and submitting for acceptance as well as dealing with tender committee proceeding above SS grade.
13. (a) EEE/C/JBP will do 20% test check of JBP unit works  
(b) Bill passing will be done Dy CEE/C/BPL.
14. Any other work assigned to him by CETE/Plg and PCEE.

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**Executive Electrical Engineer/Const/KTT (EEE/C/KTT)**

He will report to CEE/C/JBP

1. He is responsible for sanctioning, monitoring and executing electrical construction works allotted to him.
2. He is also responsible for sanctioning, monitoring and executing of mixed works (Electrical portion) of S&T, Engineering, workshop etc. allotted to him.
3. Maintaining expenditure of funds allotted to him and ensures budget grant is fully utilized.
4. Maintaining of progress & submitting to HQ in monthly MCDO and also updating on IRPSM regularly.
5. Disposal of staff grievances, SV Sheets, Audit cases, vigilance cases court cases etc. pertaining to his unit.
6. Timely submission of August Review RE, Revised estimate & final modification for pure electrical works to Dy.CEE/C/BPL & Hq.
7. Timely submission progress of mixed works to his counterpart with copy endorsed to Dy.CEE/C/BPL & HQ.
8. Timely processing and obtaining sanction of work charged posts working under him.
9. He is personnel officer of his unit to deal establishment matters.
10. Processing store indents for pure electrical works, mixed works, M&P, RSP works allotted to him and regular follow up for procuring material with store department.
11. Co-ordination with State Electricity Board, Division, RITES and IRCON to expedite executing construction works.
12. (a) EEE/C/Kota will do 20% test check of Kota unit works  
(b) Bill passing will be done Dy CEE/C/BPL.
13. Processing & finalizing of works contract of Sr. Scale level for construction works of his jurisdiction as well as BPL construction unit.
14. Any other work assigned to him by Dy CEE/C/BPL.

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**Private Secretary to PCEE (PS-1 to PCEE):**

He will report to PCEE and assist him in matters related to following: -

1. All stenographic assistance to PCEE.
2. Attending all incoming telephone calls of PCEE, connecting outgoing calls as per requirement.
3. Receiving files and documents and maintaining record of all confidential matters in register.
4. Keeping manuals, acts and other circulars in updated condition.
5. Tour programme and other official engagement of PCEE. Making all necessary arrangement for all such engagements.
6. Safe custody of classified documents and other things and disposal thereof. Compliance of all other security instructions.
7. Dealing with all confidential matters of PCEE's office like APARs, transaction of immovable property of officers, correspondence with vigilance department etc.
8. Updating of engagement board of PCEE and reminding PCEE of all such works from time to time.
9. Chamber and apparatus management of PCEE.
10. Fixing and managing visitor's appointment with PCEE and managing records.
11. Any other works as assigned by PCEE.

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