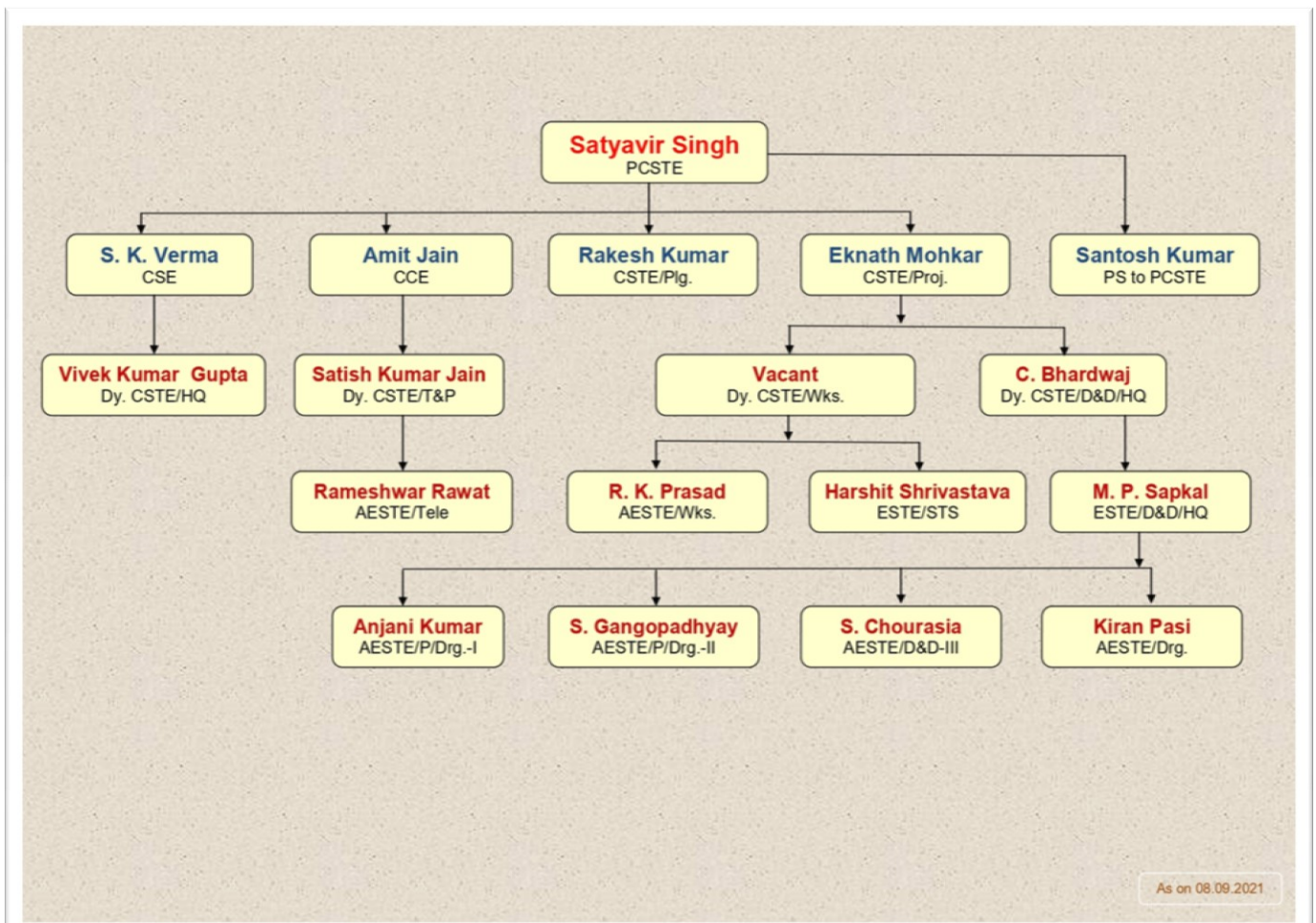


## RTI INFORMATION PERTAINING TO SIGNAL AND TELECOMMUNICATION DEPARTMENT

### 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 PCSTE's office is given below:**

### **2.2.1 Duty List of Principal Chief Signal and Telecom Engineer (PCSTE) :**

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. Processing/ co-ordination in preparation of detailed estimates and sanction, for Signalling and Telecom works under Plan head 33 and all other plan head works appearing in Pink Book and being executed by Open line Organization.
2. Planning and execution of all Signalling and Telecom works under Plan head 33 and all other plan head works appearing in Pink Book and being executed by Open line Organization.
3. Monitoring of physical and financial progress and other matters of all works under Plan Head 33 and 29 appearing in Pink Book being executed by Sr.DSTE/Works. Processing of revision in estimate/variations in contract for these works.
4. Acceptance of tenders at HOD level, finalised by Sr.DSTE/Works and all contract related issue pertaining to Works Organization and also Sr.DSTE/Works.
5. Progress review meetings of major S&T works of Open line including MUTP works.
6. Creation and extension of currency of S&T works-charged gazetted and non-gazetted posts of Open line Organisation.
7. Compilation of Budget pertaining to Works Grant, Planning and monitoring of expenditure.
8. Procurement of Signalling & Telecom stores & co-ordination of store matters chargeable to various sanctioned works in HQ office. Standard committee member for all S&T stores tenders at SAG level.
9. Monitoring of completion drawings and reports of commissioned signalling works by open line.
10. Overall control on the functioning of Drawing office.
11. To look after the work of CSTE/Planning in his absence.
12. Any other matter entrusted by PCSTE

13. He will be assisted by Dy.CSTE/Works, Dy.CSTE/D&D, AESTE/Works in HQ and all Sr.DSTE/Works in the field.

### **2.2.3 Duty List of Chief Signal and Telecom Engineer Planning (CSTE/Plg.) :**

1. Planning, preparation and co-ordination for Works proposals for inclusion of S&T works in Works programme & M&P programme.
2. Action plan & execution for monitoring and controlling of S&T failures and accordingly plan work proposals for LAW Book, PWP, DWP & OOT.
3. Budget & Expenditure.
4. Annual reports /Statics, Asset Register.
5. Approval for survey Reports/S&T chapters received from construction/ other organization.
6. Scrap disposal and associated co-ordination.
7. Clearance of Audit Accounts Para, SV sheets & Narrative Reports/ objections.
8. Parliamentary questions pertaining to Signalling & Telecom.
9. Complaints from MPs, Ministers and Railway Board officials concerning Signal & Telecom.
10. Theft reports and theft cases pertaining to Signalling & Telecom requiring action at Headquarter level.
11. Technical Library of HQ Office.
12. Suggestions & Innovations.
13. To look after the work of CSTE/Project in his absence.
14. Any other matter entrusted by PCSTE.
15. He will be assisted by Dy.CSTE/Tele & Plg. For timely disposal of Audit Para's, he will be assisted byDY.CSTE/HQ for coordination purpose.

### **2.2.4 Duty list of Chief Signal Engineer (CSE):**

1. Scrutinizing & issuing Guidelines of Signalling issues for WCR in relation to Technical & Policy matters, correspondence with RDSO for Signalling matters/Specifications.
2. Monitoring of performance of signalling assets and their follow up action, dealing of punctuality cases, scrutiny of daily position of Signals, Points and Block failures and preparation of M.I.S. documents and holding Punctuality meeting with CPTM/GM.
3. Training of Officers, Probationers and Non-Gazetted Ministerial staff of Signaling cadre. This includes scrutinizing and deciding Signal staff matters related to Shift Duty Roaster, HOER & CR/OT.
4. All establishment matters of Non-Gazetted & Ministerial staff of HQ management of Signalling cadre including recruitment, training and Class – IV of the Divisions and staff matters related with the setting up of the Zone.

- 5 Maintenance yardstick (Signalling) and creation of new posts (Gazetted & Non-Gazetted) with increase of Assets, Man Power Planning.
- 6 Preparation of signalling Action plan and their follow up.
- 7 All problems/issues and specification connected with maintenance, installation of signalling equipments.
- 8 All matters pertaining to Railway Accident Inquiry committees, Accident Inquiry reports etc.
- 9 Correspondence in connection with G&SR, IRSEM, IRPWM work Manual and Block Manual.
- 10 Co-ordination and compilation of Signalling Revenue Budget.
- 11 Theft reports and theft cases pertaining to signalling requiring action at HQ' s Level.
- 12 Overall Co-ordination, including inspections regarding maintenance of signalling installation.
- 13 Accommodation and up keep of PCSTE's Office.
- 14 GM's Annual Reports, Narrative Reports etc.
- 15 Inspection Notes and compliance Reports of GM, PCSTE and Railway Board Officials inspection.
- 16 Scrutiny of Inspection Charts of Divisional Officers & follow up action.
- 17 Principle officers Meeting (POM) Papers, Demi Official (DOs) to Chairman Railway Board (CRB), Periodic confidential Demi Official (PCDO) to DG(S&T).
- 18 All correspondence connected with Signal Standard Committee (SSC), Maintenance study Group (MSG) & PCSTE's conference.
- 19 Permanent Negotiating Machinery (PNM) Items of signalling and in Coordination with CCE for Telecom portion.
- 20 Efficiency shield.
- 21 PCSTE's Office Imprest. Housekeeping items, Office spare etc.
- 22 Clearance of Audit and Accounts paras pertaining to signalling section & in co-ordination with other Head of the Departments (HODs) for works & Telecom.

### **2.2.5 Duty list of Chief Communication Engineer (CCE):**

- 1 Scrutinizing & issuing Guidelines of Telecom issues for WCR in relation to Technical & Policy matters, correspondence with RDSO for Telecom matters/Specifications.
- 2 Monitoring of performance of Telecom assets and their follow up action, dealing of punctuality cases, scrutiny of daily position of Telecom issues.
- 3 Training of Officers, Probationers, Non-Gazetted & Ministerial staff of Telecom cadre. This includes scrutinizing and deciding Telecom staff

matters related to Shift Duty Roaster, HOER & CR/OT.

- 4 All establishment matters of Non-Gazetted & Ministerial staff of HQ management of Telecom cadre including recruitment, training and Class – IV of the Divisions and staff matters related with the setting up of the Zone.
- 5 Maintenance yardstick (Telecom) and creation of new posts (Gazetted & Non-Gazetted) with increase of Assets, Man Power Planning.
- 6 Preparation of Telecom Action plan and their follow up.
- 7 All problems/issues and specification connected with maintenance, installation of Telecom equipments.
- 8 Execution of Telecom Works controlled by PCSTE.
- 9 Overseeing progress of all Telecom Works under DRM.
- 10 All matters pertaining to Railway Accident Inquiry committees, Accident Inquiry reports etc.
- 11 Correspondence in connection with G&SR, IRTEM, IRPWM work Manual and Block Manual REGARDING Telecom matters.
- 12 Co-ordination and compilation of Telecom Revenue Budget.
- 13 Theft reports and theft cases pertaining to Telecom requiring action at HQ' s Level.
- 14 Overall Co-ordination, including inspections regarding maintenance of Telecom installation.
- 15 GM's Annual Reports, Narrative Reports pertaining to Telecom matters.
- 16 Inspection Notes and compliance Reports of GM, PCSTE and Railway Board Officials inspection pertaining to Telecom matters.
- 17 Scrutiny of Inspection Charts of Divisional Officers & follow up action.
- 18 Principle officers Meeting (POM) Papers, Demi Official (DOs) to Chairman Railway Board (CRB), Periodic confidential Demi Official (PCDO) to DG(S&T) pertaining to Telecom matters.
- 19 All correspondence connected with Telecom Standard Committee (TCSC), Maintenance study Group (MSG) & PCSTE's conference.
- 20 Permanent Negotiating Machinery (PNM) Items of Telecom.
- 21 Efficiency shield for Telecom Items.
- 22 Clearance of Audit and Accounts paras pertaining to Telecom section & in co-ordination with other Head of the Departments (HODs) for Telecom & Telecom Works matters.
- 23 Reply to Parliamentary Questions pertaining to Telecom section.
- 24 Reply to complaints of MPs, MLAs, Ministers and Railway Board Officials concerning to Telecom.
- 25 Management of Telecom stores and co-ordination meeting for stores

chasing.

- 26 Planning Activities & M&P proposals for Telecom.
- 27 PSTNs, Mobile & Railway Telephones, PTCC & SACFA Cases, Exercise technical control on functioning of Senior Network Management/ Freight Operated Information System (SNM/FOIS). Passenger Amenity items. Looking after the computer assets of GM.
- 28 Review of Telecom Works(PH-33) to be proposed in Pink Book/LAW Book.
- 29 Telecom Stores matters requiring attention at higher level(Stock Items) and attending to SAG Level Tender Committee Meetings.
- 30 Any other matter entrusted by PCSTE.

He will be assisted by Dy. CSTE/T&P and AESTE/Tele.