

Duty List Electrical HQ (modification of earlier lists)

1. CELE:
Assisted by: Dy CEE/RS/HQ, AEE/OP & Plg/HQ.
 - Maintenance and operation of all Electric Locos.
 - Safety officer of electrical department.
 - Tower wagon POH at DLS/ET - CELE (primary) CEDE (secondary).
2. CEE(OP):
Assisted by: Dy CEE/RS/HQ, AEE/OP & Plg/HQ.
 - All running staff & Train operation.
2. CEDE:
Assisted by: EEE/Tr.D/HQ.
 - All TRD works, Tr.D assets.
 - Office administration.
 - Tower wagon POH at DLS/ET - CELE (primary) CEDE (secondary)
3. CEE(EEM):
Assisted by: EEE/G/HQ & EEE/Tr.D/HQ for EEM section.
 - All works of Energy management and General Services.
 - Nodal officer for Arbitration and court cases related to establishment and non-establishment matters.
 - All works of Budget and Planning.
 - Nodal officer for GST related matters. Nodal team member for Government e-Marketplace (GeM) related matters, nodal officer for station development.
4. CMPE/Dsl:
 - Maintenance of Diesel Locos.
5. CPM/Elect./Kota
 - All works related to 160kmph electrification work in WCR.
6. Dy.CEE/RS/HQ (assisting CELE)
 - Maintenance and operation of all Electric Locos.
 - All JA Grade work pertaining to HQ.
 - Nodal officer for RTI matters.
7. EEE/G/HQ (assisting CEE/EEM & CESE)
 - All General services and train lighting works.
 - Budget & Planning work.
8. EEE/Tr.D/HQ (assisting CEDE & CEE/EEM for EEM section)
 - All TRD works, Tr.D assets.
 - EEM section work.
9. AEEE/Loco/HQ (assisting CELE) & secy to PCEE
 - All works related to Secy to PCEE.
 - Electric Locos stores.
 - Assisting CEDE in office administration works.
10. AEEE/OP & Plg/HQ (assisting CELE)
 - Operation & maintenance of all Electric Locos.

Looking after arrangement for HODs.

1. CEE(OP) \longleftrightarrow CELE.
look after each other in absence of
2. CEDE \longleftrightarrow CEE(EEM).
look after each other in absence of

This has the approval of competent authority.