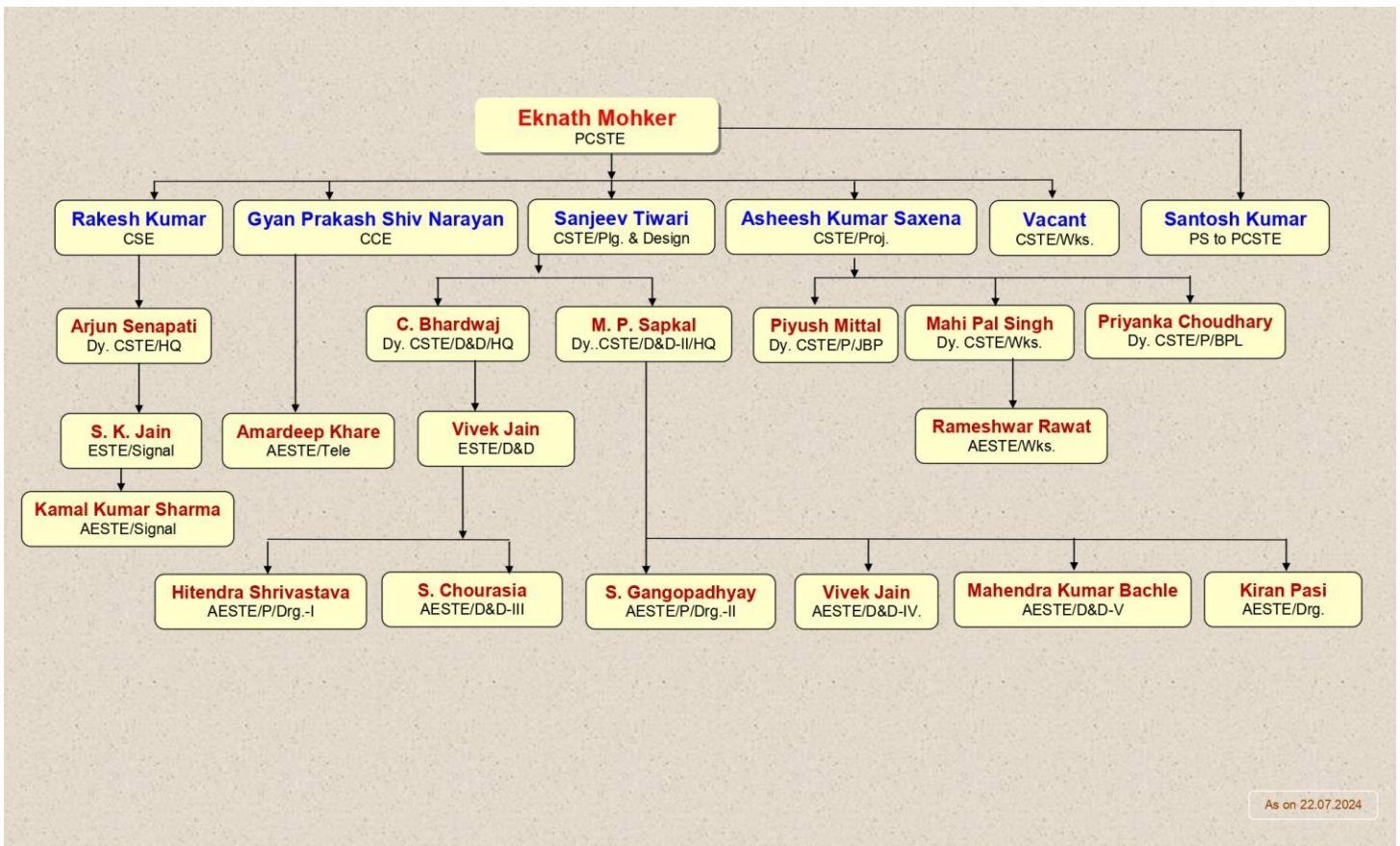


RTI INFORMATION PERTAINING TO SIGNAL AND TELECOMMUNICATION DEPARTMENT

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 & Telecom Engineer / Works:

1. Monitoring of closure of completed and old contracts of Divisions.
2. Annual reports/Statistical Report, Asset Register.
3. Scrap disposal and associated co-ordination.
4. Planning & Progress 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 (Division) Organization other than Project unit works.
5. 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 open line (Division) other than Project unit works. Processing of revision in estimate/variations in contract for these works including Re-appropriation cases.
6. Acceptance of tenders at HOD level of open line(Division) and all contract related issue pertaining to open line (Division's).
7. Progress review meetings of major S&T works of Open line (Divisions).
8. Monitoring of completion drawings and reports of commissioned signalling works for all the Divisions.
9. To look after the duties of CSTE/Planning & Design in his absence.
10. Any other matter entrusted by PCSTE.
11. He will be assisted by Dy.CSTE/Works, AESTE/Works in HQ and respective Sr.DSTE's in the field.

2.2.3 Duty list of Chief Signal & Telecom Engineer /Project:

1. 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 Project unit Organization in the jurisdiction of JBP and BPL divisions.
2. 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 in the jurisdiction of JBP and BPL division.

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 Project unit works. Processing of revision in estimate/variations in contract for these works.
4. Acceptance of tenders at HOD level, finalised by Dy. CSTE/Proj/JBP & Dy.CSTE/Proj/BPL and all contract related issue pertaining to Project Organization and also Sr.DSTE/GSU/JBP & Sr.DSTE/GSU/BPL.
5. Progress review meetings of major S&T works of Open line.
6. Creation and extension of currency of S&T works-charged gazetted and non-gazetted posts of Open line Organisation of entire WCR.
7. Compilation of Budget pertaining to Works Grant, Planning and monitoring of expenditure of their jurisdiction.
8. Procurement of Signalling & Telecom stores matter for various sanctioned works of Jabalpur & Bhopal project units and attending SAG Level Tender Committee Meetings for the same.
9. Monitoring of completion drawings and reports of commissioned signalling works by Project unit of their jurisdiction.
10. To look after the work of CSTE/Works in his absence.
11. Any other matter entrusted by PCSTE
12. He will be assisted by Dy.CSTE/Works, AESTE/Works in HQ and respective Sr.DSTE/DSTE/GSU in the field.

2.2.4 Duty List of Chief Signal & Telecom Engineer / Planning & Design:

1. Planning, preparation and co-ordination for Works proposals for inclusion of S&T works in Works programme & M&P programme.
2. Analysis of S&T failures and accordingly planning of work proposals for LAW Book, PWP, DWP & OOT.
3. Budget & Expenditure including S&T revenue budget. Monitoring of closure of old contracts except divisions.
4. Approval for survey Reports/S&T chapters received from construction/ other organization.
5. Clearance of Audit Accounts Para, Arbitration & Vigilance cases, SV sheets & Narrative Reports/ objections.
6. Parliamentary questions pertaining to Signalling & Telecom.

7. Complaints from MPs, Ministers and Railway Board officials concerning Signal & Telecom.
8. Technical Library of HQ Office.
9. Suggestions & Innovations pertaining to S&T.
10. Updation & monitoring of projects including position like speed relaxation, good shed improvement, 24 hours working of good shed etc. on e-drisht.
11. To look after the work of CSTE/Project in his absence.
12. Any other matter entrusted by PCSTE.
13. He will be assisted by Dy.CSTE/Tele & Plg. For timely disposal of Audit Para's, he will be assisted by DY.CSTE/HQ for coordination purpose.

2.2.5 Duty list of Chief Signal Engineer (CSE):

1. Scrutinizing & issuing guidelines of signalling issues in relation to technical & policy matters, correspondence with RDSO for signalling matters specifications.
2. Monitoring of performance of signalling assets and follow up action, punctuality cases & punctuality meeting, scrutiny of daily position of signals, points and block failures and preparation of M.I.S. documents.
3. Training of officers, probationers, ministerial staff & non-gazetted staff of signaling cadre. This includes scrutinizing and deciding signal staff matters related to shift duty roaster, HOER & CR/OT, Establishment matters of non-gazetted & ministerial staff of HQ including recruitment, training etc.
4. Signal maintenance yardstick and creation of new posts (gazetted & non-gazetted) with addition of assets, man power planning.
5. Preparation of PRIME & signalling action plan and their follow up.
6. All problems/issues and specification connected with maintenance, installation signalling equipments, inspection of signalling installations.
7. Matters pertaining to Railway accident inquiry committees, Accident Inquiry reports etc.
8. Correspondence in connection with G&SR, IRSEM, IRPWM, Accident manual & Block Manual. GM's Annual Reports, Narrative Reports etc. Efficiency shield.
9. SAG & CRS inspection for projects under execution by Construction, RVNL & IRCON.
10. Theft reports and theft cases pertaining to signalling requiring action at HQ level.
11. Logistics of PCSTE's office, cash imprest, office equipment & spare etc.
12. Inspection notes of GM, PCSTE and Railway Board officials and their

compliance Scrutiny of inspection charts of divisional officers & follow up action.
Signalling stores and co-ordination meeting with Store for procurement.

13. Principle officers Meeting (POM) papers, demi Official (DOs) to Chairman & CEO/Railway Board, Periodic confidential demi Official (PCDO) to Member Intra.
14. Correspondence connected with Signal Standard Committee (SSC), Maintenance Study Group (MSG) & PCSTE's conference.
15. Permanent Negotiating Machinery (PNM) items of S&T and co-ordination with CCE for telecom portion.
16. Review of Signalling Works (PH-33) to be proposed in Pink Book/LAW Book.
17. राजभाषा से सम्बंधित कार्य
18. Stores matters of Signalling revenue/Various sanctioned works of division and attending SAG Level Tender Committee Meetings for the same.
19. Any other matter entrusted by PCSTE time to time.

He will be assisted by Dy CSTE/Sig/HQ.

2.2.6 Duty list of Chief Communication Engineer (CCE):

- 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 signaling 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.
- 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.