

Powers, duties of officers and employees: -

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.

Duty List of officers of PCSTE's office is given below:

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.

Duty list of Officers under Principal Chief Signal & Telecom Engineer, WCR

Chief Signal Engineer:

- 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 of 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 Working Manual. GM's Annual Reports, Narrative Reports for Signalling matters. Evaluation of Signalling performance for Efficiency shield.
- 9 SAG & CRS inspection for projects under execution by Construction, RVNL, IRCON & Project units.
- 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 Principal officers Meeting (POM) papers, demi Official (DOs) to Chairman & CEO/Railway Board, Periodic confidential demi Official (PCDO) to Member Infra in co-ordination with CCE for telecom portion.
- 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 Co-ordination and monitoring progress of reliability improvement works of Signalling executed by Sr.DSTE/Co. or Sr.DSTE/GS in the divisions.
- 18 राजभाषा से सम्बंधित कार्य
- 19 Stores matters of Signalling revenue/Various sanctioned works of division and attending SAG Level Tender Committee Meetings for the same.
- 20 To look after the duty of CCE in her/his absence.
- 21 Any other matter entrusted by PCSTE time to time.

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

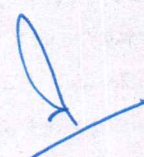
Chief Communication Engineer:

- 1 Scrutinizing & issuing guidelines of telecom issues 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, scrutiny of daily position of telecom issues.
- 3 Training of non-gazetted telecom cadre of HQ. This includes scrutinizing and deciding telecom staff matters related to shift duty roaster, HOER & CR.
- 4 Telecom maintenance yardstick and creation of new posts (gazetted & non-gazetted) with addition of assets, Man Power Planning.
- 5 Preparation of Telecom Action Plan and its follow up.
- 6 All problems/issues and specification connected with installation, maintenance of telecom equipments, inspections of telecom installations, telecom stores and co-ordination meeting for stores chasing.
- 7 Correspondence in connection with IRTEM. GM's Annual Reports, Narrative Reports for telecom matters. Evaluation of telecom performance for efficiency shield.
- 8 Telecom installation inspection notes of GM, PCSTE and Railway Board officials & their compliance. Scrutiny of inspection (telecom) charts of divisional officers & follow up action.
- 9 Principle officers Meeting (POM) Papers, Demi Official (DOs) to Chairman Railway Board (CRB), Periodic confidential Demi Official (PCDO) to Member (Infra) pertaining to telecom matters.
- 10 All correspondence connected with Telecom Standard Committee (TCSC), Maintenance study Group (MSG) & PCSTE's conference. Permanent Negotiating Machinery (PNM) items of telecom.
- 11 Monitoring of CPGRAMS cases and their disposal alongwith intra-net site updation.
- 12 PSTNs, Mobile & Railway Telephones, PTCC & SACFA Cases. Technical & network issues associated with FOIS/TMS/UTS/PRS network. Monitoring of passenger amenity items. Telecom setup & computer assets of GM/WCR.
- 13 Stores matters of Telecom revenue/Various sanctioned works of division and attending SAG Level Tender Committee Meetings for the same.
- 14 AMC/Maintenance of PCSTE office equipment i.e computer/printer/ferro-printer/plotter/e-DAS etc.
- 15 Co-ordination and monitoring progress of reliability improvement works of Telecom executed by Sr.DSTE/Co. or Sr.DSTE/GS in the divisions.
- 16 To look after the duty of CSE in her/his absence.
- 17 Any other matter entrusted by PCSTE time to time.

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

Chief Signal & Telecom Engineer /GSU/KOTA:

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 (Division & Project/GS) in the jurisdiction of KOTA division.
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 in the jurisdiction of KOTA division.
3. Co-ordination & Monitoring of physical and financial progress of Railway Board targeted and all works of Kota division under Plan Head 16, 33 and 29 appearing in Pink Book being executed by Dy. CSTE(Proj/GS) and Sr.DSTE(Co./GS). Processing of revision in estimate/variations in contract for these works.
4. Acceptance of tenders at HOD level, finalised by Dy. CSTE/GSU/KOTA & Sr.DSTE/Sig & works/KOTA and all contract related issue pertaining to these works.
5. Progress review meetings of major S&T works of Open line of Kota division
6. Creation and extension of currency of S&T works-charged gazetted and non-gazetted posts of Open line Organisation of Kota division.
7. Compilation of Budget pertaining to Works Grant, Planning and monitoring of expenditure.
8. Procurement of Signalling & Telecom stores matter for various sanctioned works of Kota project unit/GSU and attending SAG Level Tender Committee Meetings for the same.
9. Monitoring of completion drawings and reports of commissioned signalling works by open line of their jurisdiction.
10. She/He will be assisted by Dy.CSTE/GSU-I/Kota, Dy.CSTE/GSU-II/KOTA and respective Sr.DSTE's of the division.
11. Any other matter entrusted by PCSTE



Chief Signal & Telecom Engineer/ Works:

1. Monitoring & looking after the work of Jabalpur project unit.
2. Planning, Progress 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 division.
3. Processing/co-ordination in preparation of detailed estimates and their 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 division.
4. Acceptance of tenders at HOD level, finalized by Dy. CSTE/Proj/JBP and all contract related issue pertaining to Project Organization.
5. Monitoring of completion drawings and reports of commissioned signalling works by Project unit of their jurisdiction (JBP division).
6. Monitoring of closure of completed and old contracts of JBP Divisions jurisdiction.
7. Monitoring of physical and financial progress of Railway Board targeted and all works of JBP division under Plan Head 16, 33 and 29 appearing in Pink Book being executed by Dy.CSTE(Project/GS) and Sr.DSTE (Co./GS). Processing of revision in estimate/variations in contract for these works including Re-appropriation cases.
8. Acceptance of tenders at HOD level and all contract related issue pertaining to Open line & Project unit of JBP.
9. Compilation of Budget grant pertaining to Works, Planning and monitoring of expenditure of their jurisdiction (JBP).
10. Procurement of Signalling & Telecom stores matter for various sanctioned works of Jabalpur project units and attending SAG Level Tender Committee Meetings for the same.
11. Progress review meetings of major S&T works of Open line (JBP Division).
12. Monitoring of completion drawings and reports of commissioned Signalling works for all the Divisions including Project unit of JBP.
13. Creation and extension of currency of S&T works charged gazetted and non-gazetted post of Open line organisation of JBP division.
14. To look after the duties of CSTE/Planning & Design in his absence.
15. She/He will be assisted by Dy. CSTE/Works, AESTE/Works in HQ.
Dy. CSTE/Project/JBP will directly report to CSTE/Wks.
16. Any other matter entrusted by PCSTE.

Chief Signal & Telecom Engineer/Project:

1. Monitoring & looking after the work of Bhopal project unit.
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 Project unit Organization in the jurisdiction of BPL divisions.
3. Processing/co-ordination in preparation of detailed estimates and their 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 BPL division.
4. Monitoring of physical and financial progress of Railway Board targeted and all works of BPL division under Plan Head 16, 33 and 29 appearing in Pink Book being executed by Dy.CSTE(Project/GS) and Sr.DSTE (Co./GS). Processing of revision in estimate/variations in contract for these works.
5. Acceptance of tenders at HOD level and all contract related issue pertaining to Open line & Project unit of BPL.
6. Progress review meetings of major S&T works of Open line of BPL division.
7. Creation and extension of currency of S&T works-charged gazetted and non-gazetted posts of Open line Organization of BPL division.
8. Compilation of Budget Grant pertaining to Works, Planning and monitoring of expenditure of BPL division.
9. Procurement of Signalling & Telecom stores matter for various sanctioned works of Bhopal project units and attending SAG Level Tender Committee Meetings for the same.
10. Monitoring of completion drawings and reports of commissioned signalling works by Project unit of their jurisdiction (BPL division).
11. To look after the work of CSTE/Works in her/his absence.
12. Any other matter entrusted by PCSTE
13. She/He will be assisted by Dy. CSTE/Works, AESTE/Works in HQ and respective executive agency in Bhopal division. Dy. CSTE/Project/BPL will directly report to CSTE/Proj.



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.
4. Overall incharge of drawing section of PCSTE office including drawings of Construction and Project/GS units. Approval of drawings from other department concerned. Compliance of CRS observations related to drawings.
5. Processing and approval of typical circuits as and when required.
6. Correspondence with Railway Board and RDSO on matters of drawing and SigDate.
7. Annual reports/Statistical Report, Asset Register.
8. Approval for survey Reports/S&T chapters received from construction/ other organization.
9. Scrap disposal and associated co-ordination.
10. Clearance of Audit Accounts Para, Arbitration & Vigilance cases, SV sheets & Narrative Reports/ objections.
11. Parliamentary questions pertaining to Signalling & Telecom.
12. Complaints from MPs, Ministers and Railway Board officials concerning Signal & Telecom.
13. Technical Library of HQ Office.
14. Suggestions & Innovations pertaining to S&T.
15. Updation & monitoring of projects including position like speed relaxation, Goods Shed improvement, 24 hours working of Goods Shed etc. on e-drisht.
16. To look after the work of CSTE/Project in her/his absence.
17. She/He will be assisted by Dy. CSTE/Tele & Plg. For timely disposal of Audit Para's, she/he will be assisted by DY. CSTE/HQ for coordination purpose.
18. Any other matter entrusted by PCSTE.

