**EAST COAST RAILWAY  
DISTRIBUTION OF FUNCTIONS OF ELECTRICAL OFFICERS AT HEAD QUARTERS**

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| 1.0 | At present, Principal Chief Electrical Engineer (PCEE) is assisted by the following Senior Administrative Grade Officers who are responsible to CEE for proper working of Department. |
|  | 1. Chief Electrical Loco Engineer [CELE] 2. Chief Electrical Distribution Engineer [CEDE] 3. Chief Electrical Services Engineer [CESE] 4. Chief Electrical Engineer / Planning [CEE(plg)] 5. Chief Electrical Engineer / EEM [CEE(EEM)} |
| **1.1** | **GENERAL ADMINISTRATION ITEMS:**  At present, Principal Chief Electrical Engineer is assisted by the following Senior Administrative Grade Officers who are responsible to PCEE for proper working of Department. |
| 1.1.1 | Nodal Officer (for electrical brief) for General Manager's MCDO to CRB, safety MCDO. |
| 1.1.2 | Co-ordination for Electric Standards Committee Meeting, Principal Chief Electrical Engineer's Conference and Principal Officers Meeting etc. |
| 1.1.3 | Nodal Officer for preparation and compilation of Annual Narrative and Administrative report. |
| 1.1.4 | Nodal Officer for Compliance of CRB, Members & GM's Inspection Reports. |
| 1.1.5 | Nodal Officer for awards at MR, GM & PCEE's level. |
| 1.1.6 | Nodal Officer for Computerization & MIS works. |
| 1.1.7 | Nodal Officer for Schedule of Power. |
| 1.1.8 | Co-ordination with Railway Recruitment Board. |
| **1.2** | **CHIEF ELECTRICAL LOCO ENGINEER (CELE):** |
|  | He will look after the following works: |
| 1.2.1 | All executive and technical works pertaining to repair and maintenance of electric loco and proper functioning of Electric Loco Shed, Waltair & Angul. |
| 1.2.2 | All executive and technical works pertaining to Repair & Maintenance of MEMUs. |
| 1.2.3 | Monitoring of sanctioned works relating to Electric Loco Shed, Waltair and Angul. |
| 1.2.4 | Co-ordination with Workshops regarding POH of Electric Locos. |
| 1.2.5 | Co-ordination with RDSO & CLW for approved sources related to loco maintenance and spares. |
| 1.2.6 | Liaison with RDSO for maintenance problems & improvements. Liaison with CLW. Liaison with Workshops (KPA, KGP etc.) for Special Repairs to Electric Locos and modification. |
| 1.2.7 | Standardization, co-ordination with Stores Department, Procurement of Stores, Control over expenditure related to Electric Locos. |
| 1.2.8 | Implementation of development trial and modernization schemes pertaining to Electric Loco. |
| 1.2.9 | Co-ordination with Finance & Personnel Department creation/extension/sanction of posts pertaining to Electric Loco. Establishment matters including training of staff. |
| 1.2.10 | Works Programme, Machinery & Plant Programme and Rolling Stock Programme for Electric Loco Sheds and locomotive items, including Estimate and Procurement, Planning, Monitoring and Progress of Sanctioned Works. |
| 1.2.11 | Nodal officer for Maintenance Study Group (MSG) on Loco Operation and Maintenance. |
| 1.2.12 | Safety, Punctuality, Investigation and remedial action to prevent unusual occurrence and Engine failures on line. |
| 1.2.13 | All technical & executive works related to efficient operation/utilization of Electric Locos, MEMUs and perspective planning. |
| 1.2.14 | Updating of Statistical data and failure analysis of Loco/MEMU failures to improve reliability. |
| 1.2.15 | Co-ordination with Stores Department for procurement of spares and other items for Electric Loco Operation, MEMU operation. |
| 1.2.16 | Co-ordination with CLW, RDSO, CSO, and COM for issues related to Loco/MEMU Operation and Safety. |
| 1.2.17 | Co-ordination with Finance & Personnel Department for creation/Extension/Sanction of posts pertaining to Loco/MEMU Operation. Establishment matters including Training of Running Staff. |
| 1.2.18 | Electric Loco Simulator Project. |
| 1.2.19 | Nodal Officer for Punctuality, Safety, Performance Review Meeting of Locos/MEMU. |
| 1.2.20 | Nodal Officer for Speed Certification for any kind of Rolling Stock and matters relating to Commissioner of Railway Staff. |
| 1.2.21 | Co-ordination for implementation of Railway Safety Review Committee's Recommendations. |
| 1.2.22 | Nodal Officer for Special Railway Safety Fund (SRSF). |
| 1.2.23 | Nodal Officer for Loco Running Staff & Crew Lobbies. |
| 1.2.24 | Nodal Officer to deal with the Statistical Department. |
| 1.2.25 | Member of Safety Audit Committee. |
| 1.2.26 | He will analyze the loco failures including stalling on monthly basis and advise Divisions about remedial action. |
| **1.3** | **CHIEF ELECTRICL DISTRIBUTION ENGINEER (CEDE):** |
|  | He will look after the following works: |
| 1.3.1 | All executive & technical works pertaining to maintenance and operation of 25 KV AC Traction Distribution System. |
| 1.3.2 | Co-ordination with RDSO, Railway Electrification, State Electricity Boards and Electricity Regulatory Commissions regarding Traction Distribution related works. |
| 1.3.3 | Co-ordination with all other Departments for vetting and technical scrutiny of Works Programme, Machinery & Plant Programme and out of turn proposals for works pertaining to Traction Distribution. Monitoring of works and providing necessary support for sanctioned Traction Distribution. Monitoring of works and providing necessary support for sanctioned Traction Distribution. Works being executed by the Division/Construction. |
| 1.3.4 | Standardization, Co-ordination and Procurement of Stores Control over expenditure pertaining to Traction Distribution Units. |
| 1.3.5 | Implementation of development trial and modernization schemes pertaining to Traction Distribution. |
| 1.3.6 | Co-ordination with Finance and Personnel Department for creation/extension/sanction of posts pertaining to Traction Distribution Unit. Establishment matter including training Traction Distribution staff. |
| 1.3.7 | Liaison with Operating Department for Maintenance Blocks. |
| 1.3.8 | Operation, Planning & Day to day maintenance of Tower Wagons. Major Repair and POH of Tower Wagons. |
| 1.3.9 | Nodal Officer for all Railway Electrification, Allahabad. |
| 1.3.10 | Nodal Officer for processing of EIG Sanction & Approval for Traction Distribution Works. |
| 1.3.11 | Monitor the items of Maintenance Study Group (MSG), Traction Distribution meeting. |
| 1.3.12 | Co-ordination with all Divisions/Workshops, other Departments and in matters relating to Survey, Planning, Estimation of Works. |
| 1.3.13 | Nodal Officer for works Programme, Machinery & Plant Programme, Rolling Stock Programme and Co-ordination with Chief Engineer ( Planning), Chief Mechanical Engineer(Planning) for progress of work. |
| 1.3.14 | Nodal Officer to co-ordinate with Chief Security Commissioner regarding theft cases of all Electrical Units. |
| 1.3.15 | Budget Officer for Electrical Department. |
| 1.3.16 | Planning, Co-ordination, Monitoring and progress of all sanctioned ongoing projects. |
| 1.3.17 | Co-ordination with Stores Department for Procurement of Stores of Electrical (Construction) units. |
| 1.3.18 | Contractual and Financial Management of the projects. |
| 1.3.19 | All Technical and Executive Works related to efficient completion of the projects. |
| 1.3.20 | Co-ordination with all Departments/Divisions in matters related to technical, Planning, Estimation of Works, Scrutiny of Detailed Estimates, Revised Estimates, Material Modifications etc. |
| 1.3.21 | Planning of works (including Electrification) over East Coast Railway to improve the operational efficiency. |
| 1.3.22 | Look after the work of Chief Electrical Loco Engineer (CELE)/Chief Electrical Engineer (CEE / EEM or CEE-plg)) in his absence. |
| 1.3.23 | He will be Nodal Officer for Energy Management. |
| 1.3.24 | Nodal Officer for Scrap Disposal. |
| 1.3.25 | He will analyze the asset failures on monthly basis and advise divisions for remedial measure. |
| 1.3.26 | He will be responsible for analysis of penalties being paid TSS-wise for energy bill and advise divisions for remedial action. |
| **1.4** | **CHIEF ELECTRICAL SERVICE ENGINEER (CESE)** |
|  | He will look after the following works: |
| 1.4.1 | All executive and technical works pertaining to General Power supply, Stationary Installations, Diesel Generator, Electrical Pumps, Refrigeration & Air-conditioning Equipment in the Office Building and other Power Supply Installations oat Workshop/Sheds. |
| 1.4.2 | Co-ordination with all Departments for vetting and technical scrutiny of the Works Programme, Machinery & Plant Programme, and out of turn proposals for works pertaining to power supply, planning, co-ordination, monitoring and progress of all sanctioned works. |
| 1.4.3 | Co-ordination with Stores Department for procurement of Stores for Power Supply works. |
| 1.4.4 | Compilation for database regarding maintenance & operation of power supply. |
| 1.4.5 | Co-ordination with Finance & Personnel Department for creation/extension/sanction of posts pertaining to power supply, establishment matters including training of staff. |
| 1.4.6 | Co-ordination with RDSO, Government Organization, such as CPWD, Lift Inspectors and Fire Department related to Power Supply maintenance. |
| 1.4.7 | Investigation/periodical review of Water supply arrangement with Engineering Department. |
| 1.4.8 | EIG sanction & approval relating to non-traction areas of Railway. |
| 1.4.9 | All executive & technical works relating to the maintenance, POH, repair and upkeep of coaching stocks, including liaison with RDSO, ICF, RCF Other Railways and Railway Board. |
| 1.4.10 | Technical control of POH and other activities of Workshop related to coaching. Maintenance liaison with Mechanical Department out turn from Workshops. |
| 1.4.11 | Standardization, co-ordination and procurement of Stores. Implementation of development trial and modernization schemes pertaining to coaching stock. Control over expenditures related to coaching stock. |
| 1.4.12 | Estimate, sanction, procurement of items pertaining to machinery and plant programme, rolling stock programme for coaching services. |
| 1.4.13 | Scrutiny of works programme, machinery and plant programme, rolling stock programme, budget proposals of divisions pertaining to coaching census. |
| 1.4.14 | Co-ordination with Finance and Personnel Department for creation/extension/sanction of posts pertaining to maintenance of coaching stock, training of staff. |
| 1.4.15 | Monitoring of all sanctioned works related to coaching complex. |
| 1.4.16 | He will be the nodal officer for Man Power Planning, Bench Marking and Non-Gazetted cadre. Establishment matters including training of staff of coaching units. |
| 1.4.17 | Maintain database for analyzing failure of items, pertaining to coaching stock. |
| 1.4.18 | Nodal officer for energy conservation and liaison with State Electricity Board and Tariff Regulatory Commission, regarding electricity tariff for general services. |
| 1.4.19 | Nodal Officer for fire safety works in stationary applications and for fire, safety in coaches. |
| 1.4.20 | Nodal Officer for passenger amenities, ZRUCC, PNM & PREM. To attend all meetings related to coaching services. Member of Standing Action Committee for Passenger Amenities. |
| 1.4.21 | Nodal Officer for Training Schools and act as Training Manager for Electrical Department. |
| 1.4.22 | Nodal Officer for Training Schools and act as Training Manager for Electrical Department. |
| 1.4.23 | Nodal Officer for Parliament Questions, Public Accounts Committee, references from VIPs and Public Complaints. |
| 1.4.24 | Nodal Officer for special letters from Audit, Audit Paras, Audit Inspection Notes, Accounts Inspection Notes, Performance Review and PNM and PREM. |
| 1.4.25 | Nodal Officer for Disaster Management. |
| 1.4.26 | He will put up analysis of equipment failures of TL & AC to CEE on monthly basis. |
| 1.4.27 | He will put up analysis of penalty in energy bill of divisions and Workshops, substation wise to CEE and take remedial measures. |
| 1.4.28 | He will follow up reliability action plan implementation by divisions & Workshops. |
| 1.4.29 | Look after the work of Chief Electrical Distribution Engineer (CEDE) in his absence. |

**1.5 CHIEF ELECTRICAL ENGINEER /PLANNING:**

1.5.01 In charge of Train lighting and Air conditioning of coaches

1.5.02 All Store matters related to TL & AC.

1.5.03 Work Store matters related to TL & AC.

1.5.04 Public complaints related TL & AC

1.5.05 Office Stores and other matters of Headquarters.

1.5.06 In-Chage for EMU-& MEMU.

1.5.07 Audit,Court cases, Arbitation, Parliament Question, MCDO, PCDO.

1.5.08 PNM, PREM, ZRUCC.

1.5.09 PAC, VIP references, Compliance of GM/Member/CRB Inspection Notes.

1.5.10 Budget.

1.5.11 In-Charge of CEE/Secretariat works.

1.5.12 Rajbhasha

**1.6 CHIEF ELECTRICAL ENGINEER(EEM) (CEE/EEM)**

1.6.01 Power line crossing and Electrical Safety.

1.6.02 Public Complaints.

1.6.03 EIG sanction fpor non traction installations.

1.6.04 Energy conservation, green energy including solar, wind etc.

1.6.05 PAT, all matters related to energy conservation and energy efficiency.

1.6.06 In-charge for planning matters including works Programme, M&P and RSP.

1.6.07 Monitoring of different Plan Head works.

1.6.08 All Non-gazetted staff matters, Gazetted matters & Establishment.

1.6.09 Training Manager of Electrical Department.