ACCOUNTS DIRECTORATE

ACCOUNTS –I (COMPILATION) – A/cs –I(Comp.)

1. Finance and Revenue Accounts of the Govt. of India (Railway Portion) [and Appendix B, Account No. 110] and Account of contingency fund and Financial Results on the working of Indian Railways; Finance Accounts.

(i) Central Government.

(ii) Railways; Review of Balance (Debt Head Report); Capital and Revenue Accounts (Annual) Accounting Adjustment and Post purchase problems of Railways; Compilation and closing of monthly and annual accounts;

(iii) Opening of major and minor heads of accounts;

(iv) Statement of transfer without financial adjustments;

(v) Financial statements for Volumes I & II and Railway Board's Administrative Report; Adjustment of interest on DRF, Development Fund, Pension Fund and Capital Fund Balances; Payments to General Revenues – Dividend and payments to in lieu of tax on Railway passenger fares; compilation of Approximate Accounts Current and allied statements; Coaching and Goods Earning under detailed heads; Expenditure from Development Fund on passengers and other Railway User's amenities, (Expenditure on 5 year plan), Expenditure on capital, OLWR, DRF and DF; Working Expenses, Class wise passenger earnings' Review of outstanding under Accounts with States Rate of Interest advice for; Reconciliation of Transfer Transactions with Railways; (Parliament Questions relating to above subjects;) statement showing short term liabilities payable to foreign individuals etc.

(vi) Monthly Review of Earnings & Expenditure of the Railways with reference to the Budget Allotments & Quarterly Review of Capital Suspense Heads.

(vii) Accountal of outstanding dues pertaining to Bangladesh Railways.

(viii) Accountal of outstanding dues pertaining to Pakistan Railways.

(ix) Compilation of net results of Indian Railways.

(x) Compilation of Primary Unit wise Ordinary Working Expenses.

(xi) Disposal of ATN & RTI cases relating to AC-I Branch.

(xii) Parliament Questions on above including profit and loss on Railways, Insurance cover by Railway for immovable and movable assets.

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ACCOUNT (I) Appropriation – A/cs (App.)

1. PART – I (REVIEW)
PART – II Compilation of Detailed Appropriation Accounts Comprising following Accounts. Annexures and Statements.

i) Grand Summary of Appropriation Accounts, by Grant and Appropriation.

ii) Appropriation Account of Grant Nos. 1 to 16.

iii) Depreciation Reserve Fund account.

iv) Development Fund Account.

v) Pension Fund Account.

vi) Capital Fund Account.

vii) Stores Accounts and Stock Adjustment Accounts.

viii) Profit and Loss Accounts of Catering Department.

ix) Statement of Outstanding Balances under Suspense.

x) Annexure – 'A' – Statement of expenditure held under objection and not regularised by competent authority upto Ist July.

xi) Annexure – 'B' – Statement of Under charges detected by Accounts or Audit and recovered.

xii) Annexure – 'C' – Statement showing remission and abandonment of claims to revenue.

xiii) Annexure – 'D' – Statement of expenditure on important open line works and New Construction.

xiv) Annexure – 'E' – Statement showing revenue and Capital Expenditure relating to strategic lines.

xv) Annexure – 'F' – Statement of Estimated and Actual credits or recoveries.

xvi) Annexure – 'G' – Compilation of Block Account (including capital statements comprising Loan A/cs), Balance Sheet, Profit and loss Account.

xvii) Annexure – 'H' – Statement of Losses and ex-Gratia Payments.

xviii) Annexure – 'I' – Statement showing irregular re-appropriations.

xix) Annexure – 'J' – Statement of important misclassifications and mistakes detected.

xx) Defects in Budgeting.

xxi) Distribution of the expenditure of miscellaneous charges relating to Railway Board, ADAI (Rly.) etc. for inclusion in the Profit and Loss Accounts of Railways.

xxii) Compilation of Appropriation Accounts of Civil Grants, viz., Interest of Debt and other obligations.

xxiii) Compilation of Appropriation Accounts of Civil Grants – Loans and Advances, Pre-partition Payments.

xxiv) Maintenance of Register of Budget Allotments.

xxv) Explanatory Notes on excesses under Grants, shown in Appropriation Accounts, Brief on Paras of Railways Audit Report pertaining to Appropriation Accounts, Civil Grant, excess demands for regularisation by Parliament of excesses shown in Appropriation Accounts and memoranda on public Accounts committees recommendations regarding Appropriation Accounts.

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ACCOUNT-II – A/cs-II

1. References regarding accounting procedure relating to all branches of Railway Accounts.
2. Classification of expenditure (except allocation as between Capital Revenue, DRF etc. which is dealt with by F(X). Apportionment of earnings amongst Railways.
3. Scrutiny of major deviation of Codes rules relating to Accounting procedures as & when reported by the Railways.
4. Examination of preliminary report of losses exceeding Rs. 50000/- on Railways/Units. Detailed report and write off proposal of losses are to be dealt with by the concerned nodal Dte in consultation with Associate Finance.
5. Review of Half Yearly Report of loss above Rs.50,000/-.
6. Policy regarding Grant of permission for additional chances Appendix-II & Appendix III (IREM Examination).
7. Tendering advice on references concerning staff of Accounts Department from Establishment Dte.
8. Sanctioned strength of Accounts department on all the Railways.
9. Matters relating to FA&CAOs conference.
10. Matters relating to maintenance of Bio-data of IRAS Officers.
11. Maintenance of monthly distribution statement of charges held by IRAS officers in the Accounts department of Indian Railways.
12. Training Facilities relating to Accounts Staff.
13. Matters relating to reduction in cash handling on receipt & payment side including payment of salary through Bank/ECS.
14. Monitoring implementation of recommendation of V, VI CPC relating to Pensioners/Family Pensioners in Account Offices (individual representations to be dealt with by E(Rep), Public Grievance Cell, E(O)II as the case may be).
15. Monitoring of Focal Point Banking System.
16. Pay Roll and independent Models (PRIME) Application {being handled independently by ED/AIMS}.
17. Issues/Orders relating to accounting of Funds pertaining to New Pension Seheme (NPS), issues relating to modalities for implementation & operationalisation of NPS, instruction about Trustee Bank and other procedural issues relating to NPS etc.

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ACCOUNT-II (Computer Co-ordination)-A/cs-II(CC)

1. Computer coordination work of Accounts department matters relating to HQ EDP Centre of Railways & PUs and System Development Team functioning on Railways.

2. Matters relating to Sr. EDPM Conference.

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ACCOUNT-III – A/cs-III

1. Complaints from Firms & Individuals regarding delay in payments.

2. Distribution of Codes, allotments of Advance Correction Slip Numbers and allied work.

3. Reviewing of Half Yearly Arrear Reports, Station Outstanding, Statement of Unsanctioned Expenditure, Suspense Balances, Accounts Inspection Reports Pt.I and Computerization of Pension Debits.

4. Quarterly Review of Audit Objection and Recoverable Dues.

5. Write off or inefficient Suspense Balances beyond Railways' own powers.

6. Claims on foreign agencies like NTPC, Electricity Boards, Oil companies etc., policy relating thereto.

7. Recovery of Interest and maintenance charges for sidings/level crossings.

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ACCOUNTS(IV)– A/cs-IV

1. Acceptance, scrutiny and adjustment of expenditure received monthly through transfer certificates regarding bulk order expenditure from Indian Railways, I.C.F., C.L.W., D.L.W., etc.

2. Compilation and maintenance of Account Registers regarding expenditure relating to the Railway Board's Rolling Stock Bulk Orders.

3. Distribution of expenditure adjusted in this office to the allottee Railways after the revised estimates and final modification during the course of the year. Preparation of bills/vouchers for raising debit to various Railways and issue of TC's in this connection.

4. Compilation of periodical information and figures concerning detailed expenditure on Bulk Orders from M. Budget, R.S., Railway Planning and other branches of this office.

5. To work out the variations between the budgetary figures and the actual expenditure against each Bulk Order Item at the end of the financial year.

6. Work regarding the closing of Accounts of Completed Bulk Orders both over the allottee Railways and in this office, viz., issue of closure advice, Scrutiny of CRs received from various Railways and posting of items in the register and monthly review of the outstanding position and correspondence thereof.

7. Compilation of monthly approximate Account and Annual Appropriation Account relating to Bulk Orders.

8. Posting and maintenance of 'Order Books' containing particulars of Contracts & Orders placed by R.S. Branch for the procurement of Rolling Stock for the purpose of proper adjustment of expenditure in that connection.

9. Upkeep of register and all other work regarding the verification etc. of closing balance in the Railway Fund to end of each month. Compilation of Railway Balances as advised by RBI every month.

10. Compilation/Adjustment of Income Tax and Interest, as advised by the Railways/Units, for submission to the C.B.D.T./A.G.C.R and maintenance of detailed record thereof.

11. All work in connection with the compilation of the monthly Revenue and Capital accounts current of the Railway Board's Office, including receipt and issue of lists of transfer transactions, their reconciliation with the Railways/Units and the compilation of monthly Approximate Account Current.

12. Adjustments of items of magnitude on Proforma Basis outside the Books of RBI for the claims not settled through RBI through regular account pertaining to Non-Railway Officers.

13. Indicating various items of Pools of Wheel sets and Wagon component Parts in the Expenditure Register from the statement furnished by RS(B) Branch.

14. Linking of the items of Maintenance requirements from the statement received from E. Railway for raising Debit against the concerned Railways.

15. Review of Debits received towards IRFC fund as well as balance of the Fund running upto the end of the year.

16. Affording of credit to various Railways to meet expenditure for procurement of Rolling Stock by the Railways out of the Funds provided by IRFC.

17. Compilation of monthly Plan head wise/source wise expenditure, under Grant 16 Annexure 'A' & Allied statements i.e. preparation of Plan Head wise actual as per module provided by Budget Directorate.

18. Compilation of Abstract 'X' Coaching Earning, Abstract 'Y' Goods Earnings and Abstract 'Z' Sundry Earnings on monthly basis.

19. Compilation of Annual Schedule of A/c Current (Statement of central transaction).

20. Compilation of Statement No.11 showing investment of Union Government (Rlys) in the Statutory Corporation, Government Companies, other Joint Stock Companies & Cooperative bank & investment of Union Government (Rlys) in the share of railwaymen's Consumer Cooperative Societies.

21. Compilation of Statement No.4 showing Guarantees given by the Central Government in respect of interest on share capital raised by the branch line companies.

22. Revenue earned from advertisements on Railway Stations.

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ACCOUNTS (EXAM) – A/cs (Exam)

1. Matters relating to Planning, coordination and conduct of Appendix-3 (IREM) Examination on All Indian Railways (including PSUs)

2. All matters relating to issue of Notification, Block Roll Nos., permission to change center etc.

3. All matters relating to nomination of paper setters, evaluators, translators etc. on year-to-year basis.

4. All matters relating to finalisation and declaration of results, issue of mark lists, awards to meritorious candidates.

5. All matters relating to payment of Honorarium to the paper setters, evaluators, translators etc.

6. All matters relating to Court Cases pertaining to Conduct of Appendix-3 (IREM) Examination.

7. Preparation of vacancy position of SO(A)/TIAs/JSAs on all India Basis.

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PAY AND ACCOUNT OFFICE – PAO

1. Dealing with audit observations.

2. Grant of increments, fixation of pay on promotion and on changes in rules concerning Pay and allowances (generally as a result of recommendation of Pay Commissions).

3. Issue of pay slips and verification of Last Pay Certificates.

4. Passing of monthly Salary Bills, Supplementary bills, Travelling Allowance Bills etc.

5. Maintenance of Salary Audit Registers and Cadre Check Registers.

6. Certification of eligibility of leave and maintenance of personal files of Officers. Compilation of Service Cards for the officers.

7. Non-gazetted:- Passing of monthly pay Bills Supplementary bills, Travelling Allowance Bills, Educational Assistance Bills, overtime and Maintenance of Scale Check Registers. Maintenance of Suspense Registers for various advances given to staff and review of Suspense balances. Certification of proposals for fixation of pay, allowances, stepping up of pay etc.

8. Review of temporary and permanent cadres.

9. Check of variation memo and statements (e.g. of variation, PF and rent deduction), absentee statements etc., certificates journals and other annexures received along with the bills.

10. Maintenance of Registers of recoveries.

11. Check of scales of pay of Class IV staff for one month in a year with service records.

12. Recovery of Foreign Service Contribution.

13. Certification of special contribution to Provident Fund and other settlement dues of employees quitting service.

14. Vetting of reference of Railway Administration to Railway Board in Establishment matters.

15. Maintenance of Provident Fund Ledgers.

16. Posting of P.F. Ledgers from Variation Memo and P.I. Journals.

17. Checking of check sheets from P.F. Ledger Cards.

18. Calculation of interest and bonus, noting of gratuity amount on P.F Ledger Cards.

19. Comparison of balances of P.F. Ledgers at the end of the year carried over to the next year, annual closing of P.F. Accounts.

20. Issue of P.F. slips to subscribers.

21. Review of arrears in monthly posting and monthly reconciliation.

22. Review of unposted items and accounts and closed accounts.

23. Advance review of superannuation cases and check against delays in payment of settlement dues and withdrawals from P.F.

24. Check and certification of qualifying service in case of pension.

25. Check of the rate of monthly pension, amount of commuted pension, issue of pension payment orders.

26. Dealing with debits from treasuries etc. regarding pension payments made by them.

27. Maintenance of register for nominations.

28. Scrutiny and timely payments of advances and withdrawals from P.F.

29. Passing of supplier bills and other miscellaneous bills.

30. Internal check of contingent expenditure of Railway Board.

31. Maintenance of General Cash Book, Journal and Ledger.

32. Compilation of Monthly Approximate Accounts-Current and Final Accounts, Appropriation Account, Policy Formation, Expenditure Grant I and Grant II, Exp. Pay and allowances, cheques received from other departments sent to Baroda House for encashment.

33. Compilation of Debt Head Report.

34. Checking monthly reconciliation of various suspense heads viz. Miscellaneous Advances Demands payable.

35. Check of postings in the abstracts of bills and in the requisition of cheques.

36. Post-check of paid bills, maintenance of register of remittance transactions.

37. Arranging surprise check of cash of the cashier.

38. Compilation of various returns for the purpose of statistical compilations.

39. Disposal of Accounts Inspection Reports parts I & II.

40. Discussion of draft inspection reports with the heads of the offices inspected.

41. Arranging payments to various committees of Railway Board.

42. Passing of foreign payments bills preparation of debit schedules pertaining to Railway Board's Officers and other than Railway Board's Officers.

43. Dealing with Exchange Memo Bills received from Ministry of External Affairs.

44. Maintenance of Suspense Register like HBA, MCA, Computer Advance, Scooter Advance and verification of the interest calculation sheets of individual officers in regard to above advances.

45. Verification of Income Tax Cards of gazetted Officers of individual officers, then issuance of Form No.16 to individual officers and preparation of Form No.24 for filing of return to Income Tax Department.

46. Payments related to IRFC and Konkan Railway Corporation Limited.

47. Arranging foreign currency payments of different membership, subscription fee and other Misc. payments with RBI & SBI Main Branch. Acceptance and reconciliation of local and foreign.

48. TCs from other Railways, local Railways accepted by Railway TCs. Raising TCs against other Railways.

49. Maintenance of Suspense Registers & PF Account of CRIS staff.

50. Arrange to send the schedules of CPWD at Nirman Bhawan Branch every month.

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CIVIL ENGINEERING DIRECTORATE

CE-III

1. Railway Bridges

   i) Strengthening

   ii) Rehabilitation

   iii) Maintenance

   All Committees/conferences and other Instititutions dealing with Bridge issues; Accident reports on Bridges.

2. Floods & Breaches

   a) Floods & Breaches
      i) Damage due to flood
      ii) Cyclones
      iii) Earthquake
      iv) Flood protection work
      v) Drainage
      vi) Aircraft for Aerial Survey in connection with floods
      vii) Emergency stores for flood protection works
      viii) Works & Tanks affecting Railways (RAW, RAT)

   b) All Committees regarding flood protection, RAW, RATs – State Engineers' Committee, State Govt. Manual on RAW

3. Engineering (Bridge) Workshops, Bridge Directorate - RDSO

4. Tramways, Ropeways, Guide ways.

5. Safety and other Engineering devices.

   i) Patrolling of track during monsoon.

   ii) Ghat lines.

6. All works programmes chargeable to Plan Head 32; Bridge Works

7. Indian Railway Bridge Manual.

8. C.R.S. cases in respect of Railway Bridges.

9. Correction slips of Engineering Code, Engineering Standing Orders, Bridge Manual etc. in respect of Railway Bridges.

10. CA-III reference, RTI, Draft Para/Audit Para, Parliament question and other issues related to Parliamentary committees in respect of Railway bridges.

11. Draft Para for Railway Boards Administrative Report in respect of Railway Bridges for "Railway Year Book" and "Annual Reports and Accounts Book".

12. Tunneling and relating matter – All technical matters and proposals under Plan head 32.

13. Technical matters related to design etc. of FOBs.

14. In addition to the above subjects, any other issue relating to Bridges/Tunnels, Natural Calamities, Bridge Engineering etc. would be dealt with by CE-I excluding the following relating to works under Plan head 32 and SRSF which would be dealt by Works Directorate.

    a) Tenders which require acceptance of Board for Bridge Works pertaining to PH 32 and SRSF.

    b) All post-contractual issues would be dealt with by Works Dte. as execution of contracts is done by Construction Organisation.

However, all issues relating to the policy of bridges would be referred to Civil Engineering Directorate with reason, remarks, site & other details.

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CE-IV

1. Road Over/Under Bridges/Foot Over Bridges:

   i) Sanction and Monitoring of Construction of Road Over/Under Bridges in lieu of busy level crossing qualifying for replacement by ROB/RUB.

   ii) Sanction and Monitoring of construction of Foot Over Bridges for General Public, at places not covered under Passenger Amenity Works.

   iii) Works Programme for Plan Head-30 Railway Safety-Road Over Bridges/Under Bridges/FOBs.

   iv) Coordination of correction slips related to LCs and ROBs/RUBs.

   v) CA-III reference, RTI, Draft Para/Audit Para, Parliament question and other issues related to Parliamentary committees item in respect of Level Crossings/ROB/RUBs/Public FOBs.

   vi) Draft Para for "Annual Report & Accounts Book" & Railway's Year Book on Road Over Bridges/Road under Bridges etc.

   vii) Research Centre-Coordination all committee's Reports in respect of ROB/RUB/FOB.

   viii) Works Programme related to ROB/RUBs.

2. Level Crossing

   i) Provision of new level crossings.

   ii) Manning of unmanned level crossings.

   iii) Upgrading of level crossing.

   iv) Provision of lifting barriers at non-interlocked level crossings.

   v) Closure of level crossings.

   vi) Re-opening of level crossings.

   vii) Stop Boards and other road warning boards at level crossings.

   viii) Detention of Road traffic at level crossings outside Station limits.

   ix) National Highways in respect to level crossing works (Civil), Chargeable to Plan Head 29: Road Safety Works-Level Crossings .

   x) Correction slips of Engineering code, Engineering Standing Orders etc. in respect of level crossing.

   xi) Draft Para for Railway Board Administrative Report in respect of level crossings for "Railway Year Book and Annual Reports and Accounts Book".

3. All the technical issues and related policies concerned with RFO, FOB and washable platforms and of Ballastless track. Other issues such as sanction of work, progress monitoring, Parliamentary matters, RTI, Audit Para, CA-III etc. will continue to be dealt by concerned directorate dealing with the respective plan head. **(subject added vide Office Order No. 70 of 2018)**

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CE-I

1. Sidings

i)	Private sidings	During construction stage
ii)	Assisted siding	only. Pre construction and
iii)	Defence siding/Military Works	Post-commissioning stages to be dealt by TC/FM Directorate.

2. I.R. Works Manual:

   i) Policy regarding reprinting and distribution.
   ii) Co-ordination of correction slips.

3. Safety and other Engineering devices:

   i) Gang strength formula
   ii) Matters relating to Trackmen facilities.
   iii) Matters pertaining to Gangman Facilities
   iv) Working condition of Trackmen.

4. General conditions of contracts and allied matters pertaining to works contracts:

   i) Contract Policy and matters relating to contracts & its management/implementation/clarification.
   ii) Engineering Code.
   iii) General Conditions of Contracts (GCC)
   iv) Arbitration policy and related matters including Arbitration Tribunal.
   v) Black-listing, Suspension or removal of contractors relating to Civil Engg.
   vi) Standardisation of forms – Engineering series.

5. All matters relating to Seminars/Conferences and Training etc.

   i) Civil Engineering Training Institutes.
   ii) Man-Power Planning & Human Resources Development.

iii) IRSE Probationers.

6. All matters relating to Works Manual.

7. Works Programme – Nodal Officer for Indian Railways: Coordination with Zonal Railways, Production Units etc. and all Directorates in Railway Board, Meetings & Finalisation for Budget Documents.

8. Soft processing of Works Programme and management/monitoring of sanctioned works through web-based software – 'IRPSM' (Indian Railways Projects Sanctions & Management)

9. Indian Railways Unified 'Standard Schedule of Rates' & 'Standard Specifications' for 'Works & Materials' and 'P.Way Items' : Formation, Standardisation, Approvals & Follow-ups.

10. Inspection Manuals, Compendium of Instructions.

11. Co-ordination with Establishment Directorate regarding Gazetted and Non-Gazetted Cadres of Civil Engineering Department.

12. Central Advisory Contract Labour Board Meeting.

13. Civil Defence and related matters.

14. Miscellaneous work.

15. *Administrative Convenience of Commission of Railway Safety involving Office Maintenance etc. (added vide O.O. No. 37 of 2018)*

Note:- Item 3(v) transferred to LM(L)-I and Item 3(vi) deleted.

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C.E.-II

1. Track Renewal Works – Policy matters and sanction of abstract/revised estimates and completion of reports.
2. Scrutiny of out-of-turn track renewal works, etc.
3. Scrutiny of new track renewal proposals costing Rs. 50 lakhs and above each and to communicate Board's approval thereto for inclusion in the PWP/FWP of the Railways. Preparation of consolidated Memo of all new track renewal works costing Rs.50 lakhs and above for MR's approval.
4. Railway Accident Committee's recommendations connected with track.
5. CCRS's/CRS recommendations on accidents due to failure of track.
6. Policy matters relating to running of high speed trains connected with track.
7. Principal Chief Engineers Conference; coordinating information for holding Chief Track Engineer's/Principal Chief Engineer's Meeting for assessment of requirements of P.Way materials.
8. Policy decisions regarding progress of speed restrictions.
9. Preparation of paras for Railway Board's Audit Report regarding items connected with track renewals and speed restrictions and ballasting of track.
10. Scrutiny and obtaining Board's orders of Track Standard Committee's Reports/Recommendations.
11. Accidents on P.Way account – Preparation of Accident Statement every month on account of P.Way account.
12. Ballasting Policy and specifications. Progress of ballasting and statements regarding deep screening, soil formation and collection and training out of ballast.
13. Supply of Tools to watchmen.
14. Track Formation – All technical matters and proposals under Planhead - 31.
15. Ballastless Track – All proposals under Planhead – 31 except technical matters.
16. Nodal Directorate to deal with International Heavy Haul Association (IHHA).
17. Issues related to running of trains at a speed of more than 130KMPH and upto 160 KMPH.
18. **Regular Rag picking from Railway Track and adjoining land beyond Station area (50 m from end of farthest platform)(OO 36 of 2019)**
19. **Issues related to execution of Semi-High Speed Corridors;New-Delhi Mumbai and New Delhi-Howrah.(OO No.66 of 2019).**

20. Parliament Questions on above, killing of railway workers while working on railway tracks, speed restrictions, permissible axle load of tracks and wagons, permissible operating speed of trains.

21. Interface at Board's level regarding IT enablement of Civil Engineering Directorate.(***Vide OO No. 89 of 2019***)

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CEDO (attached with CE-I)

1. Examination of the applications received from the Zonal Railways in connection with the sanction of condonation of infringements to various dimensions shown in Indian Railways Schedule of Dimensions (B.G., M.G. and N.G.)

2. Issue of sanctions for condonation of infringements to RDSO in the New Design of Locos, Coaches, Track Machines, OHE Inspection Cars and Wagons at Design stage.

3. Issue of sanctions to the Zonal Railways for first time running of new types of Locos, Wagons, Coaches, Cranes, Track Machines and OHE Inspection cars and vertical clearance and free board of bridges on Railways and dealing with policy matters and drawing work connected thereto.

4. Scrutinising and examination of Commissioner of Railway Safety's inspection reports in connection with the opening of New lines, Doublings, Conversions, Diversions etc. and confirmation of the opening of the above along with the drawing work connected thereto.

5. Printing of the 'Rules for Opening of a Railway or Section of a Railway for the public carriage of passengers' and Schedule of Dimensions', B.G., M.G. and N.G. and amendments to the above books.

6. All drawing works pertaining to Civil Engineering Branch, Maintenance of System Maps, Track Diagrams, Axle load Diagrams, Bridge List, Index Plans and Section, Station Yard Diagrams and collection of information thereto.

7. Upkeep and Maintenance of the 2 mile, 4 mile, 16 miles survey sheets, guide maps of important cities, Provincial maps, road maps and alphabetical list of stations of all Indian Railways.

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CIVIL DEFENCE(C.D) (attached with CE-I)

1. Civil Defence Policy

    i) Review of civil defence measures.
    ii) Evaluation of civil defence measures.
    iii) Duty allowances.

2. Conferences and meetings.
3. Evacuation.
4. Lighting restrictions.
5. Essential equipments.
6. Medical arrangements.
7. Manual of Civil Defence for Railways.
8. Protective measures.
9. Progress reports (from Zonal Rlys./Production Units).
10. Paper plans and model plans.
11. Rules and regulations.
12. Running of Trains on receipt of warning messages.
13. Staff and Establishment.

    i) Awards
    ii) Uniforms
    iii) Employment of retired officers.
    iv) Grant of permission to Central Government employees to join duty.
    v) Utilization of services of CDIs by other agencies.
    vi) Grant of honorarium to instructors.

14. Training

    i) Civil Defence Staff Course at National Civil Defence College, Nagpur.
    ii) CD Instructors Course at NCDC, Nagpur.
    iii) CD Specialist Course at NCDC, Nagpur.
    iv) CD Industrial Staff Course at NCDC, Nagpur.
    v) CD Lady Officers Course at NCDC, Nagpur.
    vi) CD Refreshers Course at NCDC, Nagpur.
    vii) CD Training in Unexploded Bombs at NCDC, Nagpur.
    viii) CD Training in Unexploded Bombs at college of Military Engineering, Pune.
    ix) CD Training in fire fighting at National Fire Service College, Nagpur.
    x) CD Training in Camouflage and concealment at C.M.E., Pune.
    xi) Demonstrations/Exercises.
    xii) Professional and Sports Meet.
    xiii) Annual Camps.
    xiv) Issue of Certificates.
    xv) Training Allowances.

15. Vehicles.

16. Warning Messages

    i) Provision of Wireless sets.
    ii) Provision of direct lines.
    iii) Early warning through control phones.
    iv) Testing of sirens.

17. Miscellaneous References

    i) Publicity materials.

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COACHING DIRECTORATE

COACHING

1. All references regarding introduction/extension/augmentation of trains/increase in frequency of trains, change in timings of trains, acceleration, provision/curtailment of halts and of connections of junctions, pertaining to all Indian Railways (All Zonal Railways including Konkan Railway), detention to road traffic at level crossings (station limits) and punctuality performance of particular trains.

2. Running of circular/EMU/DMU trains (Suburban Services).

3. Links/changes in roster duty of Guards.

4. Redressal of Public Grievances pertaining to Coaching including references received from President's Secretariat, PM Secretariat, etc.

5. Collection of the data and material pertaining to running of trains of All Zonal Railways for holding Indian Railway Time Table Committee Meeting. All issues related to Train At Glance and its distribution.

6. Coaching Stock Management matters relating to RSP (coaches).

7. Requirement of coaches, Production Plan of PCVs & OCVs.

8. Allotment of different type of coaches from production programme to Zonal Railways as per their demand and availability.

9. Marshaling of coaches in trains (Including earmarked coaches) Policy.

10. Movement of milk tankers in piecemeal form and CRS sanction for running of special type of coaches.

11. Shifting of primary maintenance and secondary maintenance of trains and Conversion of coaches into Departmental Stock and NMG.

12. Augmentation of load of trains.

13. Allotment of inspection carriages/saloons.

14. Withdrawal of coaches from poorly patronized trains.

15. Provision of stoppages of important trains like Rajdhani, Yuva, Shatabdi, Duronto, policy matters regarding stoppages, review etc.

16. Budgetary works pertaining to introduction, extension and increase in frequency of Budget and non-Budget trains.

17. Issues related to Budget Speech.

18. Booking of reserved carriages, special coaches (FTR & others), Inspection carriages, Saloons.

19. Running of special trains, Mela trains, festival trains, etc.

20. Temporary stoppages of trains during festivals, special events, etc.

21. Operational aspects regarding running of various luxury Tourist trains like Deccan Odyssey, Golden Chariot, POW, RRW, Pan India luxury trains and special trains like Life-Line Express, Science Express etc.

22. Military Movements, Special/special coaches for Para Military operations/movements, election officials etc.

23. Close monitoring and updating of data/status of Budget/non-budget trains.

24. Policy matters pertaining to coaching trains operations.

25. Measures to combat overcrowding.

26. Fixing maximum and minimum speeds of trains. All issues related to declaration of trains as Superfast.

27. Vestibuling, marshalling etc.

28. Representations pertaining to change in Roster duties of Guards/consequent to allotment of working of trains from one division to another division.

29. Movement of motor cars in bulk by passenger trains.

30. Movement of horse boxes.

31. Marshalling of Anti telescopic coaches (Mehri Commission Recommendations and those of the two subsequent Committees headed by Dr. Kunzru and Justice Wanchoo).

32. Parliament Questions on above including train operation in naxalite affected area, detention of train on account of loco failure, operational efficiency, requirement of coaches, special train/branded train, suburban train facilities, package for trouble-free train operations, private train operation etc.

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PUNCTUALITY CELL

1. All cases related to punctuality and factors affecting punctuality.
2. All correspondence related to punctuality within the organization/other organization.
3. Punctuality drives.
4. All issue and correspondence related to COA and ICMS.
5. All issues related to rescheduling, diversion, short termination and cancellation etc.
6. Issues related to policy, requirement and review of coaching loco links and guard and crew links or passenger carrying trains.
7. All proposals related to traffic blocks and Non Interlock working.
8. All matters pertaining to movement of Parcel Vans and its maintenance.
9. Policy of Postal Van requirement.
10. Loading/unloading of RBI currency.
11. Recommendation of Commissioner for Railway Safety on accident related matters forwarded by Safety Dte.
12. All public grievance cases related to Punctuality.
13. Policy regarding speed limit in Elephant corridors.
14. Naming of trains (existing on new introduced) and all other related matters.

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COACHING MOVEMENT CELL

1. Day-to-day monitoring of new built coaches turned out from RCF, ICF and BEML by keeping constant co-ordination with officials from Production Units.

2. Day-to-day monitoring of dispatch of new built coaches to owning Railways and their arrival at owning Railways, arrangement of coaches for new services etc.

3. Maintenance of record regarding new built coaches turned out from Production Units.

4. Monitoring of transfer (permanent/temporary) of coaches ordered by Railway Board and balancing of coaches between various Railways.

5. Day-to-day attachment of extra coaches in different trains for clearance of rush as per demand received from Commercial Directorate and also on Full Tariff Rates.

6. Planning and arranging of special trains and special coaches for movement of troops.

7. Co-ordination with officials of Central Police Forces (BSF, CRPF, CISF, ITBP, SSB and State Armed Forces) regarding demand of coaches/specials before and after of any Elections.

8. Arranging coaches and rakes for special trains during and after Elections.

9. Monitoring of running of special train carrying Central Police Forces and Election officials during and after Elections and also during emergency moves.

10. Finalization of operational itineraries for Special trains e.g. Luxury Tourist Trains (POW, RROW, Deccan Odyssey, Golden Chariot, IRCTC Maharaja Trains, Buddhist Train) Exhibition Trains (Science Express, Red Ribbon Express, Sanskriti Exhibition Train, Vivekananda Exhibition Train, Mother Express Exhibition train, Technology Express, etc) running from time to time.

11. Arrangement of rakes for these Exhibition specials.

12. Arranging and managing conference of CPTM/Dy.COM/STM level in course of preparations for movement of these special trains.

13. Monitoring of running of above exhibition specials.

14. Movement of Inspection Carriages of VVIP, Railway Ministers, Board Members and senior officers of Railway Board.

15. Movement of Board pool carriages on Full Tariff Rates.

16. Movement of carriages for Zonal Railways officers by Board restricted trains.

17. Preparing daily position showing status of Railway Board Pool carriages.

18. Temporary transfer of carriages from Railway Board pool to Zonal Railway, when demanded by Railway in case of POH due etc.

19. Planning and monitoring, running of special trains during peak seasons like summer, winter and festivals, arrangement of rakes for these special trains.

20. Preparing position of these special trains (summer, winter and festivals), for Senior Officers and Board's information.

21. Issuing messages and receiving messages to and from Railways through COIS system.

22. Miscellaneous works on daily basis pertaining to above subjects.

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COMPUTERISATION AND INFORMATION SYSTEMS DIRECTORATE

1. General:-

(a) C&IS is a nodal Directorate for implementation of all projects on Indian Railways, which are charged to planhead Computerisation.

(b) Development of norms, standards, maintenance manuals in the area of computerization.

(c) Preparation of IT plan for Indian Railways.

(d) Coordinating training effort in IT areas.

2. Project Based Administration:-

C&IS Dte. Handles issues pertaining to IT projects sanctioned by Railway Board under Plan Head-17 such as:-

(i) Formulation of proposals and estimates for Works Programme.

(ii) Co-ordination with Zonal Railways and various Directorates of Railway Board for inclusion of works in Final Works Programme.

(iii) Preparation and monitoring of budget.

(iv) Monitoring of progress of works.

(v) Planning and sanction of expansion.

(vi) Software and hardware improvements.

(vii) Nomination of nodal officers/executing agencies for IT projects.

(viii) Annual/Five Year/Corporate Plan for IT projects.

(ix) Processing for sanction of Annual Maintenance of various computerization works.

(x) Codal life of IT equipment.

(xi) Specification for network equipments for PRS & FOIS.

(Xii) Technical scrutiny and vetting of proposals received from Railway Board as well as field offices (viz. Pus, Zonal Railways etc.).

3. Policy Formulation Areas:-

(a) Formulation of policy for sanction of locations of PRS/UTS/UTS-cum-PRS.

(b) Formulation of policy on IT matters for Zonal Railways and other units.

(c) Delegation of powers on IT matters and their review when necessary.

(d) Standardising IT project procedures.

(e) Technical assessment of IT platforms.

(f) Policy making for IT Security over IR.

(g) Policy for Disaster recovery Centre and recovery site.

(h) Coordination with other Ministries/associations on matters related to IT.

(i) Policy for operation and maintenance of IT systems.

4. <u>Operation of Railway Board Computer Center (RBCC)</u>:-

(i) Running the Computer Center including monitoring and working of Input/Output Cell, Data Entry Section, TP Section and the console Section.

(ii) Monitoring, receipt and processing wagon interchange data and generation of relevant reports.

(iii) Maintenance of BG and MG Wagon Masters and Coaching Masters.

(iv) Conducting of BG and MG Wagons Census & Coaching Census, compilation of Census data.

(v) Software development and maintenance:

(a) Railway Employees Information System.

(b) Development and maintenance of RTI Website for Railway Board.

(c) Pay Roll System for Railway Board staff and officers.

(d) Development of software applications for generation of various statistical reports for Directorates of Railway Board.

(vi) Maintenance of Computers in Railway Board:-

(a) Maintenance/Upgradation of all computer equipments installed in Railway Board except for Railnet equipment.

(b) Procurement of computer equipments and peripherals for Railway Board including finalization of their specifications, excluding consumables like printer, ribbon/Cartridge and Railnet/Network equipment.

(vii) Maintenance of Railway Board Website.

5. <u>PSU/Societies under C&IS Dte.</u>:-

(a) All issues pertaining to Center for Railway Information System (CRIS) including personnel, financial, Budget, reviewing performance of CRIS, changes in Memorandum of Understanding, changes in Memorandum of Association, tabling of yearly Audit and Account reports on the table of both Houses of Parliament etc.

(b) Release of payment to CRIS for IT projects executed by CRIS. (vide O.O. No. 52 of 2018)

6. Monetization of soft assets, including generation of revenue from websites through advertisements and web links . *(OO No. 36 of 2018)*

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ECONOMICS DIVISION

ECONOMIC UNIT

1. Economic appraisal of project proposals of Railways relating to construction of new railway lines, gauge conversion, doubling, railway electrification, etc.

   Review of methodology for economic appraisal of projects.

   Clarifying concepts/methodological issues, etc. to Zonal Railways and other Directorates on appraisal related matters on specific projects appraised in the Economics Directorate.

2. Conducting studies on economic issues of Railways on the direction of the Board.

3. Preparation & Circulation of (i) Annual Economic Review and (ii) monthly factsheet covering some important economic indicators of the Indian economy.

4. Rendering advice to other Directorates in the Board and other Ministries/Departments on specific economic matters.

5. Participation in committees and groups on specific subjects.

6. Participation in Five Year Plan Working Groups/sub-groups.

7. Analysis of loading performance of Indian Railways viz-a-viz production in respect of 5 bulk commodities viz. Cement, POL, Coal, Fertilizers and Iron and Steel. Issue of Monthly Production Statements.

8. Participation in specific budget related works, exercises required by the Financial Commissioner.

9. Material for Railway Yearbook which includes (i) Chapter on 'Economic Review' and (ii) Selected Economic Indicators and other related information.

10. Material for Minister of Railways' Budget Speech relating to 'General Economic conditions, industrial development, traffic prospects etc.'

11. Preparation and supply of material pertaining to 'Mid-Year Review' to the Ministry of Finance.

12. Coordination of work relating to preparation of material for the annual Economic Survey brought out by the Ministry of Finance.

13. Any other exercise/work assigned by FC/Board involving economic analysis.

14. *WTO/GATS related issues (Office Order No. 58 of 2015)*

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EFFICIENCY AND RESEARCH DIRECTORATE

E&R

1. Monitoring of Equipment Failures on Railways.

2. Co-ordination of works of RDSO including IRCAMTACH (Concerned Directorates will, however, directly deal with RDSO in all matters pertaining to them).

3. Dealing with individual representation in respect of non gazetted Staff of RDSO in consultation with the concerned directorates.

4. Works programme of RDSO and Zonal Railways under the Plan Head "Railway Research".

5. Co-ordination of work connected with the Governing Council for RDSO, IRCAMTECH, & CBRR.

6. Undertaking studies/appraisal in respect of different facets of Railway working as directed by Board from time to time.

7. Policy regarding reorganization of Zones/Divisions on Indian Railways, including shifting of headquarters of Zones/Divisions.

8. Assessment of workload of Zonal Railways/Divisions.

9. Monitoring the work of Zonal Work Study Organisations.

10. Norms for Gazetted staff in Construction Organisation.

11. Co-ordination work pertaining to Award of Pt. Govind Ballabh Pant Efficiency Shield to the Best Zonal Railway.

12. Co-ordination work pertaining to General Manager's Conference.

13. Co-ordination work with respect to D&G Charges in various estimates.

14. Status report of various Cabinet Notes processing regarding implementation of recommendations on Review of Administrative Laws.

15. Monitoring of "Assistance Required from Board's Office by all Zonal Railways, PUs, CORE/Allahabad and RDSO.

16. Co-ordination for IRCA for Organisational matters only (Technical Establishment matter etc. will, however, be dealt with directly by concerned Directorates).

17. Policy matters relating to Quality (Quality in respective disciplines must be dealt with by the concerned Directorates).

18. Benchmarking of "On roll" manpower in various activity centres of Indian Railways.

19. CRB's Action Plan.

20. All work related to Innovation Promotion Group.

21. Nomination of EDs for Inspection of Divisions.

22. Award of Suggestion Scheme of 'Best Innovations'.

23. MCDO highlights for note to Cabinet Secretariat and for perusal of CRB.

24. Co-ordination with various Zones/Directorates for identification and compilation of Railways' issues of dispute with State Governments for consideration and resolution in Inter-State Council/Zonal Council meetings.

25. Submission of drafts for speeches of PM/President's Address on Republic Day/Independence Day etc.

26. Nodal Directorate for Boost to Technical Textiles in Indian Railways- Framing of specifications and standards for the use of technical textiles in various fields like earthwork, railway stations, healthcare coaches, protective gear for railway securitymen and workmen, upholstery and curtains etc. *(OO No. 109 of 2018).*

27. Nodal Directorate for coordination Action taken Report(ATN) with all concerned Zonal railways in respect of Direction/Instructions given by MR during the visit to zones/cities and compiling the ATRS for onward submission to MR.*(OO No. 109 of 2018).*

28. Sponsorship of uniforms for railway personnel, wherever in vogue. *(OO No.36 of 2018)*

29. Parliament Questions on above including Research and Development Activities in Railways, Technology Mission with IT, Performance of IR.

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ELECTRICAL ENGINEERING DIRECTORATE

ELECTRICAL(TRS)

1. All technical matters related to maintenance, operation, modernisation updating etc. of electric locomotives.
2. Reliability & Availability of electric locomotives.
3. Reports/returns regarding performance and utilization of electric locomotives.
4. Monitoring of anti-fire modifications to electric locomotives.
5. Planning for requirement of electric locomotives.
6. Rationalisation of electric loco holding.
7. Allotment/transfer of electric locomotives.
8. Allotment of initial capital spares of electric locomotives to Railways.
9. Rolling Stock Programme and budget relating to electric locomotives, initial capital and maintenance spares.
10. Punctuality of trains hauled by electric locomotives.
11. Co-ordination with RDSO, BHEL, DOE and other agencies.
12. Electric Standard Committee (TRS).
13. Maintenance Study Group (Loco).
14. Chief Electrical Engineers' Conference and Chief Electrical Loco Engineers' Conference.
15. POH & mid-term rehabilitation of electric locomotives.
16. CLW performance.
17. CRS sanctions for various Rolling Stock (Electric Loco).
18. Benchmarking of staff in electric loco sheds.
19. Loco links and electric loco holding.
20. Line haul cost of Electric Traction.
21. Commissioner of Railway Safety (CRS) Reports pertaining to electric locomotives.
22. Training of Electric loco drivers.
23. All matters connected with running staff (electric loco).
24. Collaboration Agreement with Foreign firms on equipment of electric locomotives.
25. Three-phase locos.
26. Rewinding of Traction Machines.
27. Line Box of Loco Pilots/Drivers.

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ELECTRICAL (G)

1. Working performance and all technical matters related to AC coaches and train lighting.

2. Allotment/working performance and all technical matters relating to EMUs / MEMUs/Metros except running staff matters.

3. Maintenance of AC Coaches and refrigerated vans.

4. Lights, fans and other electrical fittings in coaches.

5. Headlights of EMUs & MEMUs and Speedometers for EMUs/MEMUs.

6. Punctuality Reports and meetings.

7. CRS' Accident Report pertaining to above subjects.

8. Setting up of EMU/MEMU car sheds.

9. Provision of additional rakes and coaches for suburban train in metropolis.

10. Maintenance of Metro Railway for electrical items including Rolling Stock.

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Electrical Energy Management Cell

[1]

1. All issues related to Clean Development mechanism.
2. Availing power through IPPs.
3. Follow-up action of setting up of power by NTPC at Nabinagar.
4. Co-ordination with Ministry of Power, Central Electricity Authority, CERC and SERCs.
5. Problems of Indian Electricity Act, Rules and Regulations.
6. Tariff for Traction Power Supply.
7. Generation, transmission and utilization of electricity of Railways.
8. Electrification of stations. Staff quarters and service buildings including street lighting, yard lighting etc.,
9. Provision of electric lifts, escalators, water coolers. DG sets electrical pumps, air conditioners and AC plants in Railway buildings/premises.
10. Passenger Amenity Works.
11. All electrical works to be included in Works Programme etc.,
12. M&P, RSP And Revenue Budget related to Traction Distribution and General Services and Carriage/Electrical.
13. Tariff for General Services.
14. Energy conservation.
15. Alternative and renewable energy services.
16. Finalisation of replies to Audit Paras, overall co-ordination of Parliamentary matters.
17. Railway Reforms Committee and other general recommendations.
18. Co-ordination with Planning Directorate for allocation of funds and Annual Plan.
19. Co-ordination for Electrical Department regarding creation of posts, Manpower Planning and in general with Establishment Directorate.
20. Framing of Policies/Programmes/Initiatives and monitoring of implementation on matters relating to development of Green built-up spaces ion Indian Railways such as Service buildings including stations and industrial units. *(OO No.105 of 2018)*

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Electrical Engineering Development Cell

1. All contractual issues related to the on going projects GP-194 and MRVC for provision of 3 phase AC/DC drive in EMUs in Mumbai area (Phase-I).

2. Pursuing of projects and matters relating with the Clean Development Mechanism/Carbon Credits/Carbon Participation Fund.

3. Pursuing introduction of high technology for Electric Rolling Stock in consultation with traction rolling stock directorate.

4. All matters connected with the set up of Electric Loco Factory at Madhepura and acquisition of 12000 HP locomotives.

5. All matters connected with the setting up of EMU factory at Kanchrapara.

6. All matters connected with setting up of Ancillary Unit of CLW at Dankuni.

7. All matters connected with acquisition of 9000 HP locomotive for Western DFC and coordination with DFCCIL/JICA for the project under STEP component of the loan for Western DFC.

8. All matters related with induction of high speed trains and high speed rail authority on IR including golden corridor between New Delhi-Mumbai on Western Railway.

9. Indigenisation of 3 phase IGBT propulsion systems for electric locos/EMUs and MEMUs.

10. Development of Hotel Load for Electric Locomotives & Coaches.

11. Training of Gazetted and Non-Gazetted Officers/staff and coordination matters with CPOs/MPP Directorate (pertains to Elect./RE Department).

12. Nodal Officers for dealing with all references including Parliament Questions pertaining to Developments of 3 phase Technologies.

13. Development of high horse power (7000 HP and above) locos.

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ESTABLISHMENT DIRECTORATE

E(Labour Relations) - I

1. Functioning of the Permanent Negotiating Machinery and conduct of PNM Meetings with both AIRF and NFIR.

2. Facilities to be extended to the representatives of the recognised unions for attending PNM Meetings at various levels.

3. Functioning of the Joint Consultative Machinery and co-ordination with Department of Personnel in this regard.

4. Attending to Co-ordination work relating to National Council Meetings and its Committee Meetings.

5. Arranging and conduct of Departmental Council Meetings and the meetings of its Committees.

6. All matters relating to providing facilities to the Departmental Council Members.

7. Co-ordination of Arbitration cases arising out of PNM/Departmental Council/National Council items.

8. Dealing with matters relating to appointment of adhoc Tribunals in respect of PNM items.

9. Conduct of Adhoc meetings of the Federations with the Railway Ministers.

10. Matters relating to staff councils in Production Units and references emanating from such Staff Councils.

11. Arranging Staff Council meetings with the Board.

12. Clarifications to the Railways on all matters relating to conduct of PNM meetings with both AIRF and NFIR.

13. References on Labour Relations from RDSO Staff.

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E(Labour Relations) - II

1. Strikes, Lockouts and other agitations by Railway Staff and Officers.

2. Treatment of the absence of staff due to strikes etc.

3. Appreciation of Trade Union activities on Railways, Intelligence reports etc.

4. Co-ordination of references from recognised unions and unrecognised unions of loco running staff, Station Masters and Guards.

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E(Labour Relations) - III

1. Policy and procedure relating to recognition of Unions and Associations.

2. Dealing with representations from all Associations/Unions of serving employees for grant of recognition.

3. Co-ordination of references from both the Federations.

4. Deputation of Railway employees to Unions.

5. Policy and procedure regarding grant of facilities for Federations, Unions and their representatives.

6. Holidays and closure of offices on special occasions excluding elections.

7. Policy regarding transfer of Union officials.

8. Guidelines for putting up Banners/posters on Railway Stations by Railway Trade Unions.

9. Participation of Railway Employees in Management (PREM) Group.

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Establishment(Military)-E(ML) Branch

1. Co-ordination of references from unrecognised unions, associations of serving railway employees other than those of loco-running staff, Station Masters and Guards.

2. Workers Education Scheme.

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E(LL)

1. Payment of Wages Act, 1936.
2. Factories Act, 1948.
3. Industrial Disputes Act, 1947.
4. Industrial Employment (Standing Orders) Act, 1946.
5. Employees' Compensation Act, 1923.
6. The Minimum Wages Act, 1948.
7. Employees' Provident Fund Act and Scheme, 1952.
8. The Contract Labour (Regulation and Abolition) Act, 1970.
9. Employees' State Insurance Act, 1948.
10. Employment of Children Act, 1986.
11. Maternity Benefit Act, 1961.
12. Mines Act.
13. Personnel Injuries Act.
14. Trade Union Act, 1926.
15. Payment of Bonus Act, 1965.
16. The Compulsory Deposit Act.
17. The Equal Remuneration Act, 1976.
18. The Bonded Labour (Abolition) Act, 1976.
19. The Hours of Employment Regulations.
20. All policy matters relating to application of existing as well as fresh labour laws to Railway staff.
21. Payment of Gratuity Act, 1972.
22. Irregularities reported under different labour laws by the officers of the Central Industrial Relations Machinery and their rectification.
23. Advance payment of wages.
24. Contributions to National Defence Fund.
25. Pay Roll Savings Scheme, Salary Savings Scheme.

26. Prime Minister's National Relief Fund.

27. Indian Labour Conference and other tripartite meetings.

28. International Labour Organisation.

29. References from the Ministry of Labour on matters affecting Railway employees.

30. Standing Labour Committee National Apex Body.

31. References on Labour Legislation from RDSO Staff.

32. Payment of festival advances.

33. Building Construction Workers Act, 1995.

34. Persons with Disabilities Act (Equal Opportunities Protection of Rights and Full Participation), 1995.

35. Human Rights Commission Act, 1999.

36. Sexual Harassment of Women Employees.

37. National Policy for the Empowerment of Women

38. The Inter State Migrant Workmen(Regulation of Employment and Conditions of services) Act, 1979.

40. Facilities to Disabled persons.

41. Rashtriya Swasthya Bima Yojana.

42. The Unorganised Workers' Social Security Act, 2008.

43. Employment of Manual Scavengers in Construction of Dry Latrines (Prohibition) Act, 1993.

44. Matters pertaining to notices issued by NHRC on Establishment/Staff issued.(**OO No. 24 of 2019**).

45. Parliament Questions on above including employment opportunities in the railway for youths through direct and indirect means, regularization of contract labourers, employment generating schemes, working hours/duty hours for loco running staff, health insurance scheme for license porters, demands for loco running staff.

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ESTT.(WELFARE) Branch

1. Education Policy.

2. Railway Schools – Opening, expansion and upgradation.

3. Grant-in-aid to educational institutions, Non-Railway Schools.

4. Reimbursement of tuition fees.

5. Setting up of Subsidized Hostels.

6. Central Schools (Kendriya Vidyalayas) in Railway colonies.

7. Hostel subsidy and educational assistance to Railway employees.

8. Adult Literacy Scheme.

9. All policy matters relating to issue of passes/PTOs/School Passes/Post Retirement Complimentary Passes/Widow Pass/Residential Card Pass and Special Pass.

10. Issue of Complimentary Card/Cheque passes to non-Railwaymen/Organisation/winners of Chakra Series/Dronacharya Awardees.

11. Complimentary Card Passes to Freedom Fighters and raising debit against MHA.

12. Staff Benefit Fund.

13. Welfare Amenities.-Canteens, Holiday Homes, Institutions Clubs, Ayurvedic/Homeopathic Dispensaries under SBF, Creches, Handicrafts Centre

14. Advances to staff affected by natural calamities.

15. Scouting.

16. Compassionate Fund of India.

17. Ex-gratia compensation to families of Railway Servants who die in harness in the bona fide performance of official duties.

18. Railway Minister's Welfare & Relief Fund.

19. Rail travel facilities to MP's/Ex-MPs, Railway Magistrates, P&T Staff, GRP, Railway Audit Staff.

20. Raising debit against Lok Sabha/Rajya Sabha Secretariat in C/W to rail journey undertaken by MPs and ex-MPs.

21. Uniform to Railway employees – policy.

22. Agreements with Railways of foreign governments for reciprocal concessions to Railway employees.

23. Policy regarding conduct of Pension Adalats.

24. Standing Committee for Voluntary Organisation (SCOVA) Meetings.

25. Conduct of Vocational Course in Railway.

26. Cultural Activities – Promotion of.

27. Facilities of Ayurvedic and Homeopathic Dispensaries/systems of medicines.

28. Implementation of recommendations/suggestions of Education Committee.

29. Welfare activities for the children and dependents of railway employees.

30. All Establishment matters relating to the Territorial Army on the Railways.(vide OO no. 07 of 2022)

31. Parliament Questions on above including girl child scholarship, hostels run by Railways for the children of Railway Employees.

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E(D&A)

1. Policy on Discipline and Appeal Rules – framing of rules, issuing amendments, clarificatory circulars, giving advice on various aspects of D&A matters to Railways.

2. Filing of Special Leave Petitions in Supreme Court arising out of orders passed by CATs/Courts reg. Interpretation of DAR Rules in individual cases of non-gazetted railway employees. References from Railways regarding Court Cases on D&R issues including issues relating to filing of SLPs.

3. Railway Services Conduct Rules – policy, including framing of rules, issuing amendments, clarifying and giving advice in regard to the rules to Railways, and various Branches of Board's office, processing of individual cases of non-gazetted staff of Railways for those rules where the Railway Board is the competent sanctioning authority under the rules.

4. Processing individual cases of retired railway servants (non-gazetted) for cut in their pensionary benefits under President's powers vested in Rule 9 of RS(Pension) Rules, in consultation with UPSC.

5. Processing individual cases of non-gazetted railway servants where the cases are referred to the Board/President by the individual railways where the Board may be appellate/revisionary authority or where the President is the revisionary/reviewing authority; Presidential decision to be taken in consultation with UPSC.

6. Processing individual cases of non-gazetted railway employees where the General Manager disagrees with RRT's advice in individual disciplinary cases.

7. Circulation of Government's instructions in regard to verification of character and antecedents.

8. Public complaints against non-gazetted railway employees including those made by Hon'ble M.P.s, VIPs, etc. except those items specifically earmarked to other branches like TG-II, PG, V(C) etc.

9. National Security/Subversive anti-national activities etc. – cases of non-gazetted Railway employees.

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E(G)

1. Economy in Administrative expenditure, Ban on creation of posts etc.

2. Policy regarding leave reserve in NG categories.

3. Allowance – construction allowances, consolidated travelling allowance etc.

4. Terms and conditions of absorption of ex-company Railway staff.

5. Fixation of pay of re-employed staff after superannuation.

6. Policy regarding commercial employment of officers staff after retirement.

7. Honorary Gazetted ranks.

8. UPSC (Exemption from Consultation Regulations).

9. Purchase and replacement of staff cars and station wagons. All issues relating to officials vehicles and their entitlement.

10. Forwarding of Legal notices and summons relating to establishment matters concerning non-gazetted employees received from Advocate/Courts.

11. Rules regarding patents and inventions and suggestions.

12. Individual references from Railways concerning grant of extra-ordinary leave beyond 5 years to the non-gazetted Railway employees.

13. Domicile, Indianisation – individual references from Railways regarding grant of sanction to.

14. Investigation of arrear claims of (non-gazetted) Railway employees, where paid vouchers are not available (para 1413 A).

15. Payment of fees and honoraria.

16. Rules regarding joining time.

17. Census, elections, National flag.

18. Individual cases of non-gazetted staff regarding regularisation of the period of their retention beyond the age of superannuation.

19. References from Railways regarding individual cases of pension to non-gazetted staff including grant of extra-ordinary family pension (including Court Cases on references received from Railways).

20. All references received from Railways/PUs seeking opinion, clarification on New Pension Scheme (NPS) pertaining to individual non-gazetted staff which may include Court Cases also.

21. References from Railways about individual cases of advances for purchase of vehicles by officers and staff; House Building Advance/final withdrawal from Provident Fund.

22. PF, settlement cases including gratuity and special contribution in individual cases of non-gazetted employees.

23. Reimbursement of legal expenses to Railway servants.

24. Procedure for authentication of written Statements as also signing of Vakalatnamas on behalf of the Union of India.

25. Policy regarding allotment of quarters to Railway staff/officers such as on overriding priority, on compassionate grounds and categorisation of staff as essential and non-essential for this purpose.

26. Procedure to be followed regarding allotment of quarters to officers and staff owning/constructing the houses at or near their place of duty.

27. Remission of rent; Retention of quarters on transfer, leave, retirement, recovery of rent beyond the permissible period (individual cases).

28. Concession of rent – free accommodation.

29. Policy regarding grant of construction /project / survey / compressed Air Zone allowances as also dealing with individual references from Railways connected herewith.

30. Policy instructions regarding spot payments to public witnesses called for inquiries.

31. Border Allowance.

32. Special compensatory allowance to Railway employees at Gandhi Nagar.

33. Condonation of breaks in service for pensionary benefits (only proposals from Zonal Railways).

34. Revised form of service records/books, Identity Cards – policy/instructions reg.

35. Casual Leave/Special Casual Leave – policy/instructions reg.

36. Awards, prizes, commendations, congratulations (including grant of advance increments to loyal Railway Staff/Officers) – Railway Minister's Essay Prize (English); PM's Shram Awards (on the basis of references received from Labour Ministry); and spot Awards/other Awards

announced by the Board Members and Ministers concerning Railways (only proposals on Cash Awards except representations).

37. Punctuality of staff on Railways.

38. Matters relating to Pension, Pension Revision, ARPAN, NPS-Representations/References from Railways.(**OO No. 24 of 2019**)

39. CTSE(Cashless Treatment Scheme in Emergency for Retired Railway Employees and their Family Members)-Representations/References from Railways.(**OO No. 24 of 2019**)

38. Miscellaneous Establishment work not pertaining to any specific branch of Establishment directorate (i.e. excluding the work allotted to/dealt with by other branches in Establishment Directorate) like treatment of the period of absence from duty on account of kidnapping of Railway Staff, general references on post-facto sanction for expenditure incurred during the visit(s) of PM/MR/MOS(R) etc.

39. Parliament Questions on above including accommodation, rest house etc for staff working at road side stations, scheme to honour deserving railway employees, railway quarters.

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E(NG) – I

1. Absorption of medically decategorised staff.
2. Alteration in the recorded date of birth.
3. Change of name.
4. Communication from other Ministries and Government Departments regarding transfer of their employees to Railways.
5. Confirmation.
6. Confidential Reports.
7. Deputation and secondment of non-gazetted employees in India and abroad.
8. Fixation of pay in individual cases, other than those covered under FR 22(C).
9. Forwarding of applications.
10. Incentives to non-gazetted staff for acquiring higher professional qualifications.
11. Promotion (N.G. Staff).
12. Refund of cost of training.
13. Resignation.
14. Selection procedure.
15. Seniority.
16. Transfer.
17. Tenure of Railway Sectional Officers with C.B.I.
18. Special pay in individual cases.
19. Parliament Questions on above including transfers/appointment on fake documents.
20. Procedure relating to Psychological tests for Safety Category candidates. (**vide O.O No. 09 of 2020**)

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E(NG) - II

1. Formulation of Policy regarding direct recruitment in Group 'C' & Group 'D' posts on the Railways: -

   (a) Grant of approval of the Board against filling up of vacancies of Group 'D' posts on the Railways/PUs from open market.

   (b) Laying down of minimum educational qualification for recruitment to Group 'C' & 'D' posts (except Railway School Staff).

   (c) Laying down of upper and lower age limit for recruitment to Group 'C' & 'D' posts.

   (d) Mode of filling up of Group 'C' & 'D' posts viz. percentage of direct recruitment vis-a-vis promotion etc.

   (e) Amendment and addition of new provisions regarding recruitment to Group 'C' & 'D' in the IREMs & IREC.

   (f) Preparing Board's Memoranda & ATSs on various PNM/JCM/Staff Council items.

   (g) Dealing with Parliament Questions, Standing Committee items regarding recruitment against Group 'D' posts.

   (h) Examination of cases forwarded by MPs, MLAs & other VIPs regarding Group 'D' recruitment.

2. Policy regarding recruitment against Cultural–cum-Scouts & Guides quota.

3. Policy regarding recruitment against ex-servicemen quota.

4. Formulation of policy regarding recruitment against Physically handicapped Quota in Group 'C' & "D' posts on the Railways.

   (a) Compilation of Monthly progress report regarding the progress made in filling up the 3% quota earmarked for the physically handicapped and clearance of backlog of such quota.

   (b) Dealing with Parliament Question, PNM items, Board's Memorandum for various committees.

   (c) Dealing with notices from the office of Commissioner for Disabilities regarding infringement of the Persons with Disabilities, Act 1995 and non filling of the vacancies earmarked for recruitment against physically handicapped quota.

5. Formulation of Recruitment policy for appointment against compassionate ground.

   (a) Examination of delayed cases sent to Board by Railways/PUs for approval of appointment on compassionate ground, which are beyond the powers of the General Managers.

(b) Compilation of monthly progress report of various Railways/PUs on the subject of compassionate ground appointments;

(c) Examination/advice on the files sent by various branches viz. E(Rep)I, II, III sections etc. on compassionate ground appointment.

(d) Preparing Board's Memoranda and ATSs on various PNM/JCM/Staff Council items.

(e) Dealing with Parliament Questions, Standing Committees items etc. on the subject of compassionate ground appointments.

(f) Examination of (compassionate ground appointments) cases sponsored by VIPs.

6. Policy regarding appointment of members of families displaced as a result of acquisition of land for establishment or projects on Railways.

7. Engagement of retired Railway employees on daily rate basis.

8. Substitutes-Engagement, Terms and conditions of service.

9. Casual Labour – Policy, Terms and conditions of service.

10. Subject transferred to E(MPP)

11. Recognition of Technical and professional Qualifications.

12. Fixation of pay of ex-Grainshop staff.

13. Incentive increments to sportsperson.

14. War service candidates.

15. Creation of shadow posts, etc.

16. References on establishment matters pertaining to non-Gazetted RDSO staff governed by Railway Establishment Rules.

17. Issues related to jobs on Railways for preventing train accidents.

18. Reservation of posts for physically handicapped.(**OO No. 24 of 2019**)

19. Parliament Questions on above including employment to dependents of Rail accidents/blast victims, women employees in Railway services, female gang man, engagement of retired Railway non-gazetted staff, recruitment of local people.

20. Formulation of policy regarding recruitment against Physically handicapped Quota in Group 'C' & "D' posts on the Railways.

(a) Compilation of Monthly progress report regarding the progress made in filling up the 3% quota earmarked for the physically handicapped and clearance of backlog of such quota.

(b) Dealing with Parliament Question, PNM items, Board's Memorandum for various committees.

(c) Dealing with notices from the office of Commissioner for Disabilities regarding infringement of the Persons with Disabilities, Act 1995 and non filling of the vacancies earmarked for recruitment against physically handicapped quota.

21. Examination fee and allied matters **(vide O.O No. 09 of 2020).**

22. Engagement of Retired Railway Employees for casual work in the RRBs **(vide O.O No. 09 of 2020).**

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E(Co-operative)

1. Formulation of policy regarding organisation, (fixation of area of operation) establishment and development of consumer Cooperative Societies on the Railways.

2. Opening of fair price shops at stations having concentration of 300 or more Railway employees either through the agency of the Railwaymen's consumer co-operative societies or that of State authorised dealers – Board's policy reg.

3. Grant of facilities and concessions to the Railwaymen's Consumer Cooperative Societies – Policy regarding.

4. Grant of Board's approval to the organisation of societies in respect of un-approved centres.

5. Credit sales to the Members of the societies – Policy reg.

6. Parliament Questions on Cooperative matters concerning societies of Railwaymen.

7. Levy of taxes, e.g., sales tax and Municipal taxes on Co-operative societies.

8. Levy of fee for work done for Consumer Cooperative Societies on account of credit sales and recovery through pay bills – Policy reg.

9. Facilities, concession, recovery of dues, loans, fees, interest related to Railwaymen's Cooperative Credit Societies/Bank.

10. Consideration of the complaints regarding the working of the Credit Societies.

11. Recovery of Credit Societies dues from the P.F. assets of the Member Railway employees

12. Board's policy regarding nomination of Railway officers as office bearers and Directors on Cooperative Credit Societies managements.

13. Monthly Progress Report on the Organisation, registration, starting and revival of dormant societies from the Railways.

14. Statements of Quarterly reports in the Progress made in the working of the Societies by the Railways.

15. Matters concerning policy on cooperatives considered by Estimates and Public Accounts Committees.

16. Cooperative publicity and propaganda.

17. All issues related to Railwaymen's Cooperative Housing Societies – on the Railways – Matters relating to.

18. Complaints regarding working of the Cooperative Housing Societies.

19. Celebration on Railways regarding the Co-operative Societies – All India Cooperative Week Celebration.

20. All issues related to Labour Cooperative Societies – Policy regarding.

21. Recommendation of the National Advisory Board for Labour Contract and Construction Cooperative.

22. Grant of facilities to Cooperative Labour Societies

23. (i) Examination/clarification of extant policy regarding cooperative aspect ; and
(ii) Matters involving change in the existing policy or evolving new policy on Co-operative aspects concerning: -
    (a) Goods and Parcel Handling Contracts
    (b) Coal, ash and cinder picking contracts.

24. Liaison with the National Cooperative Union of India/National Federation of Labour Cooperatives and other agencies/organisations connected with Cooperation.

25. Complaints/Representations about Consumer Cooperative Societies.

26. Rent of Building, Electricity, Subsidy etc. related to Consumer Cooperative Society – Policy regarding.

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E(Rep) - I, E(Rep) - II and E(Rep) - III

1. All Individual & Joint representations/references, etc. received from non-gazetted Railway staff, serving or retired, which are received directly or through MPs/MLAs, other public men and various Social Organisations/Trade Unions/Political parties etc on their service matters including pension and other related matters, excluding the following:-

a) References dealing with matters of general policy as distinct from individual grievances.

b) Court /CAT cases and Railways' proposals.

c) All Individual representations in respect of Gazetted Officers/RPF personnel.

d) All individual representations for appointment against Sports Quota.

e) All individual representations received from or in respect of the employees/ex-employees belonging to the SC/ST Communities.

f) Complaints against gazetted/non-gazetted railway officials by public/railway staff which are not connected to service grievance/day to day work.

1.1 All Individual/Joint Representation relating to NPS received from serving or retired non-gazetted Railway employees either directly or through MPs/MLAs/VIPs or from Associations/Federations.

2. In addition to the above E(Rep)II Branch exclusively deals with the following:-

a) All individual requests for direct appointment for all Railways/PUs

b) All individual representations from employees working in other Ministries/ Departments in Delhi either from employees themselves or through MPs/MLAs etc. for transfer and appointment on the Railways on humanitarian/compassionate grounds. These are to be dealt with like other individual representations from Railway employees on staff matters.

3. Monitoring of 'NIVARAN' Portal (**OO No.31 of 2019).**

E(Rep)I Branch deals with references pertaining to North Western, West Central, Central, South Central, Western and Metro Railways, Production Units (excluding RDSO) viz. CLW, DLW, ICF, RWF, DMW, all MTPs (except MTP/DLI), COFMOW, R.E.

E(Rep)II Branch deals with references pertaining to East Coast, NCR, North Eastern, South Eastern, South East Central Railway and Northeast Frontier Railways.

E(Rep)III Branch deals with references pertaining to Northern, Southern,Eastern, South Western and East Central Railways.

4. Individual representations of OBC Railway Employees (***OO No.01 of 2020)***

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E (SCT) – I

1. Policy matters regarding reservation of posts for SCs/STs and OBCs on Indian Railways and other allied matters.

2. Court cases on policy matters.

3. Recommendations of the Parliamentary Committee for the welfare of SCs/STs on the Railways.

4. Matters relating to all India SCs/STs Railway Employees Association including Court Cases.

5. Crash Programme for wiping out the shortfalls of SCs/STs on Indian Railways.

6. Statistical returns such as half yearly/Annual etc. in respect of intake of SCs/STs and OBCs in Railway Services etc.

7. Material for GM's Conference, CPO's Conference, High Power Committee Meetings on SCs/STs.

8. Other facilities to SC/ST employees.

9. Matters relating to All India OBC Railway Employees Federation/Associations including Court Cases.

10. Matters relating to other caste-based unrecognized Railway Employees Associations.

11. Consideration of proposals from Railways/Production Units for dereservation of posts reserved for SCs/STs.

Matters relating to Minorities:

a. Collection, collation & transmission of data regarding intake of minorities, representation of minorities in Selection Committees and total number of minority employees on the zonal railways.

b. Implementation of directions regarding minorities from Ministry of Welfare and Social Justice.

c. Representations received from Minorities except individuals.

d. Compilation of information submitted through PCDOs to MS.

e. Reservation for the economically weaker sections and collection of information thereof. (**OO No. 24 of 2019**).

f. Reference to NCOBC(National Commission for Other Backward Classes) on policy matters for OBC railway Employees.(**OO No. 01 of 2020)**

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E (SCT) - II

1. References received from MPs/MLAs/Ministries etc. regarding redressal of individual grievances of SC/ST employees.

2. Representation received from All India Railway Employees SC/ST Association and its Branches regarding redressal of individual grievances of SC/ST employees.

3. Representations from serving and retired individual Railway employees belonging to SC/ST.

4. Representations from individual SC/ST candidates seeking employment assistance etc.

5. Budget discussions and Parliament Questions on grievances of individual SC/ST Railway Employees.

6. References relating to redressal of grievances of SC/ST Railway employees received from:-

i. Cabinet Secretariat.

ii. Prime Minister's Office.

iii. President's Secretariat.

iv. DOP&T.

v. Commissioner for Scheduled Castes and Scheduled Tribes etc.

vi. National Commission for SCs and STs.

7. Any kind of grievance, through any source, about any railway employee/ex-employee belonging to reserved categories would be dealt by E(SCT)-II Branch, who may take comments from any other Branch, if so required. (Vide O.O. No. 40 of 2018)

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E(Sports)

1. Norms for recruitment against sports quota.

2. Utilisation of quota for recruitment of sports persons.

3. Awards, Reception and Incentives for sports persons.

4. Facilities for sports persons such as Special Casual Leave, Pass on Sports Accounts etc.

5. Allotment of quota for recruitment of sports persons.

6. Recruitment of sports persons against sports quota in Group 'D'/Group 'C' in Intermediate grade

7. Running the Secretariat of Railway Sports Control Board for sports promotion on the Railways including: -

   (i) Advising Railways in Sports matters.

   (ii) Maintenance of liaison with national sport federations and World Railway Sports Union, sports press, media, Department of Sports etc.

   (iii) Coordination with Railway Sports Association.

   (iv) Allotment/Organisation of Inter-Railway Championships in various Games to Railways.

   (v) Sponsorship of Railways Teams for National Championships.

   (vi) Sponsorship of Railways Sportsmen for International Contests.

   (vii) Organisation of National Championships allotted to Railways.

   (viii) Organisation of World Railway Championships allotted by U.S.I.C.

   (ix) Conduct of General Body Meeting of RSPB.

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FINANCE DIRECTORATE

ACCOUNTS(Inspection)

Inspection of various Accounts Offices of all Indian Railways; Issue of Inspection Reports.

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1. Dealing with Batch Cost Reports received from Production Units and in respect of the wagons manufactured in their Railway Workshops.

2. To deal with fixation of sale price of locos produced at C.L.W. and D.L.W. on the basis of recommendations received from those units.

3. Introduction of a system of job costing and the Incentive Scheme in Printing Process on the Railways.

4. Policy of Engine-wise Costing of Locomotive Repairs.

5. To deal with the Training Scheme in cost accountancy at the Institute of Cost and Works Accountants, Calcutta sponsored by the Ministry of Commerce and Industry.

6. To scrutinize all the half-yearly reports on the working of Incentive Scheme submitted by the Railway Administrations and to summarize the results of scrutiny for the Board and MR's information.

7. To deal with Quarterly Report of outturn and cost of steel foundry, C.L.W.

8. Cost Accounting in Railway Workshops.

9. To deal with all cases referred by the Railway Administration to the Board regarding all policy matters relating to Workshop Accounting with particular reference to Cost Accounting, Incentive Scheme and other related matters.

10. To deal with all cases emanating from Establishment Directorates affecting the service conditions and payments to Workshop staff.

11. To function as the Finance Branch of Production & Mechanical (W) Directorate.

12. To deal with all procedural issues arising out of operation on of the head "Development Suspense Account" in Railway Production Units (CLW, DLW & RCF).

13. To guide the Railway Administrations in implementation of the procedure of Cost Accounting devised by the Board for ascertaining the true cost of production of wagons of various types, the manufacture of which has been entrusted to Railway Workshops.

14. Inspection of all Mechanical, Electrical, Civil and Signal Engineering Workshops to assist them in the introduction of Uniform Workshop Accounting procedure and system of job costing including:

a) Introduction of integrated scheme of Time-Keeping and Time-Booking functions;

b) Introduction of Incentive Scheme procedures as per Board's instructions.

15. Formation of the Accounting procedure to be followed by Railway Workshops in respect of work undertaken for Defence Department during the Emergency. To deal with all further references in this connection received from the Defence Ministry and the Ministry of Supply.

16. To scrutinize the export quotation processed by Development Cell of Railway Board.

17. Compilation and Analysis of the following:

a) Unit cost of Rolling Stock manufactured in Production Units.

b) POH outturn of Wagons, Coaches & Locos.

c) POH unit cost of Wagons, Coaches & Locos.

d) Financial effect of Incentive scheme in Workshops & PUs.

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F(E) - I

Associate Finance - Cadre

i) Gazetted cadre of Railway Administrations, Railway Board, RDSO and IRCA.

ii) Non-gazetted cadre of Railway Board, RDSO and IRCA.

iii) Supernumerary posts.

Associate Finance - Recruitment

Recruitment rules and terms of recruitment including number of vacancies to be worked out for gazetted recruitment.

ALLOWANCES -Original Heading

I. Compensatory Allowances

i) Special Duty Allowance.

ii) Special Compensatory (Bad Climate) Allowance.

iii) Special Compensatory (Hill Area) Allowance.

iv) Special Compensatory (Remote Locality) Allowance.

v) Special Compensatory (Tribal/Scheduled Area/Agency Area) Allowance.

II. Conveyance Allowance

i) Fixed Conveyance Allowance.

ii) Conveyance Allowance to Medical Officer.

iii) Cycle (Maintenance) Allowance.

III. Daily Allowance

IV. Travelling Allowance including

i) Air Travel
ii) Composite Transfer Grant
iii) Mileage Allowance.

V. Washing Allowance.

VI. Coal Pilot Allowance.

VII. Sunderban Allowance.

ALLOWANCES – Associate Finance

i) House Rent Allowance.
ii) Project Allowance (Construction Allowance/Survey)
iii) Messing Allowance.
iv) Overtime and Night Duty Allowance.
v) Running Allowance and other allowance to Running staff.
vi) Nursing Allowance, Nursing Uniform Allowance.
vii) Washing Allowance to Nursing Staff.
viii) National Holiday Allowance.
ix) Uniform, Kit Maintenance Allowance and Washing Allowance to RPF/SRPF Group 'A'.
x) Break Down Allowance.
xi) Ration Money Allowance in respect of Non-Gazetted RPF/SRPF personnel.
xii) Air Travel to Group 'A' & 'B' Officers posted in NE Region of N.F. Railway on surrender of Privilege Pass.
xiii) Transport Allowance.
xiv) Split Duty Allowance.

OTHERS

Acts relating to labour matters (i.e. labour laws) excluding P.F. Act, Employees' P.F. Act and Pension Act viz.

i) Chapter VI of Indian Railway Act-Rules made thereunder & subsidiary instructions relating to Hours of Employment Regulations.

ii) Workmen's Compensation Act.

iii) Payment of Wages Act.

iv) Minimum Wages Act.

Adjudicator's Award and implementation of the decision of the Railway Labour Tribunal, 1969.

Schedule of powers in establishment matters pertaining to headings allotted to them.

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F(E) - II

Associate Finance

1. Awards, Rewards and Prizes.
2. Committees and Commissions including appointment of Chairman and Members of Railway Recruitment Boards, Terms of Appointment.
3. Claims Commissioners.
4. Conferences.
5. Employment of Foreign Experts.
6. Emergency Commissions.
7. Fees and Honorarium.
8. Incentives.
9. Patents.
10. Non-practicing Allowance, Officiating Pay, Personal Pay and Special Pay.
11. Staff Cars.
12. Taking over of other establishments – Terms of.
13. Territorial units.
14. Training abroad.
15. Training of Foreigners in India.
16. Investigation of Arrear Claim of Railway Servants.
17. Charge Allowance.
18. Assured Career Progression (ACP)/Modified Assured Career Progression (MACP)/Dynamic Assured Career Progression (DACP).

ORIGINAL HEAD

19. Daily Allowance abroad.
20. Foreign Allowance.
21. Deputation in India & Abroad. *(nodal branch for policy and facilities/privileges to be provided during deputation)
22. Efficiency Bar (abolished after 5th CPC).
23. Foreign Service
24. Incidence of Pay & Allowances, Leave Salary, General Orders (All issues relating to pay fixation and pay protection).
25. Pay –
    Fixation of pay under RS(ROP)
    Rules. Under F.R.
    Next Below Rules
    Increments

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F(E) - III

1. Condonation of break in service:- issue of policy instructions, amendment of existing rules etc. – advice on individual cases referred to by Establishment Directorate.
2. Advice on individual cases of D&A and Conduct Rules including Suspension; removal etc., received from Establishment Directorate - Amendments to FR 53.
3. Advice on individual cases of Grants-in-aid for sports, Scouts (Through SBF) received from Establishment Directorate.
4. Advice on cases pertaining to Fundamental leave Rules, Study leave rules and payment of leave salary thereunder.
5. Advice on individual cases of Casual Leave and holiday received from Establishment Directorate.
6. Passes and P.T.O.s cases received from Establishment Directorate.
7. Individual cases received from Establishment Branches regarding Resignations and premature or voluntary retirement.
8. Pension:

Framing of Liberalized Railway Pension Rules including Rules for family Pension Scheme for Railway Employees, 1964.

9. Policy branch for Pension Rules including New Pension Scheme except issues relating to accounting of NPS Funds to the Trustee Bank, operationalisation of NPS, procedural issues relating to NPS and individual cases, F(E)III would act as a Associate Finance for issues relating to NPS being handled by Establishment and Secretary's branches. However, in cases, where SLP is to be filed in Supreme Court or where the provision contained in pension policy, be it new or old pension scheme, has been challenged or any clarification is to be given in general to all Railways, or Parliament Questions on Pension Rule/Policy (except on Accountal procedure) F(E)III would assume the primary role and such cases would be dealt with by them.)

References from the Railways etc. concerning Railway Pension rules NPS except individual cases which will be dealt with by the concerned Establishment Branches seeking F(E)III's advice.

References from the DOP&PW, Ministry of Finance etc. in regard to amendments and interpretation of the following:

(a) Pension Act.
(b) Pension Rules in general.
(c) Additional Pensions.
(d) Allocation of Pensions.
(e) Railway Services (Extra-Ordinary Pension) Rule.
(f) Commutation of Pension.

(g) Pensionary contribution during foreign service.
(h) I.C.S. Family Pension Fund (Non-European) Rules.
(i) Military Service counting of – for pension.
(j) Railway Pension Rules – Wound or other extra-ordinary Pensions.
(k) Reduction/Withholding of pensions.
(l) Recoveries from Pension.
(m) Ex-gratia Pensions-Grant of – All references from Establishment Directorate regarding pension/death-cum-retirement gratuity/ex-gratia pensions.

10. Provident Fund

P.F. Act

State Railways ……..…Rules
Extension…… Benefits
……Subscription
……Contribution
……. Declaration
Special contribution to……..
Eligibility for payments of ……..moneys
Powers, delegation of under……..rules
General……..(Central Service) Rules
Contributory……..India Rules
Defence Savings……Rules
Company Railways…….Rules
I.C.S……..Rules
A.K.,B.M., & B.D.R. Railways……..Rules
Indian Railway Conference Association……..Rules
References from Establishment Directorate regarding employees ….P.F. Act.

11. Staff Benefit Fund – Files received from concerned Establishment Branches.

Note:- All cases of individual officers and staff including Court cases requiring interpretation, clarification, relaxation etc. of existing policy instructions on the above items of subjects will be dealt with by the concerned Establishment directorate seeking F(E)III's advice as Associate Finance, where necessary.

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F(E) Special

RULES/ORDERS REGARDING:-

1. House Building Advance.
2. Conveyance Advances.
3. Dual Charge Allowance.
4. Other Advances except those from P.F., festival, Flood Advances, T.A. Advance, Advance of pay, etc.

B. ASSOCIATE FINANCE - CADRE.

1. Non-gazetted cadre on Railways and Production Units.
2. Orders relating to ban on recruitment/creation of non-gazetted posts, supernumerary posts on the Railways.
3. Leave reserve percentage (Non-gazetted).
4. Medical Attendance Rules (both Railways & CGHS).
   - i) Reimbursement of medical expenses.
   - ii) Recognition of private hospitals.
   - iii) St. John's Ambulance Brigade.
   - iv) Appointment of Hony. Consultants and house surgeons.
   - v) Part-time dentists.
   - vi) Retired Railway Employees contributory Health Scheme and RELHS.
   - vii) Subsidised Hospitals.
5. Reimbursement of tuition fees and Educational Assistance Rules.
6. Canteens - Revision of pay scales.
7. Co-operative Societies including loans and subsidies to Railway schools and colleges (Regular) - Austerity Type Primary Schools - Grant in Aid to schools and Subsidised hostels.
8. Training in India.
9. Age of Superannuation and Date of Birth.
10. Joining time.
11. Waiting for orders.
12. Notice period.
13. Re-employment during leave and after retirement.
14. Casual Labour.

15. Confirmation and Lien.
16. Imprest.
17. General terms of appointment of Apprentices including their stipends.
18. Scales of pay.
19. Uniform.
20. Schedule of powers in Establishment matters pertaining to headings allotted to them.
21. Addition to pay on account of dual charge.
22. Initial fixation of pay.
23. A.S. of Pay.
24. Ex-gratia payment in case of death while performing bonafide official duty.
25. Appointment against Sports quotas.
26. Appointment against Compassionate ground.
27. *Creation of posts for Government Railway Police (GRP). (Office Order No. 53 of 2016)*

*Note: Individual cases of officers/staff will be dealt with by the concerned branches of Establishment Directorate/Secretary's Directorate.

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FINANCE (F.Ex)

1. Policy relating to availing of external assistance for Railway projects.
2. Associate Finance on matters relating to World Bank/ADB funding of railway projects.
3. Identification, preparation and posing of project proposals for bilateral external assistance from KFW/Germany, ODA/UK, JBIC/ Japan, SFD, etc.
4. Obtaining approval of lending agencies for tender documents, evaluation of bids and award of contracts under external financing.
5. Preparation and submission of claims for disbursement of external aid.
6. Monitoring of commitments and disbursements under external assistance.
7. Arranging of rupee deposit in GOI account in respect of aid disbursements under direct payment procedure.
8. Monitoring of loan covenants in respect of external loans.
9. Audit certification of project accounts under external aid.
10. Policy relating to meeting of foreign exchange cost of imports/ projects.
11. Policy relating to airlifting of imported stores and processing of individual cases beyond powers delegated to GMs.
12. Sanction of foreign exchange to IR officers deputed abroad.
13. Policy relating to market borrowings through IRFC.
14. Execution of MOU between MOR & IRFC and monitoring of performance vis-à-vis targets.
15. Policy relating to lease pricing of assets acquired out of IRFC borrowings and execution of lease agreements between MOR and IRFC.
16. Processing of proposals for External Commercial Borrowings (ECB) through IRFC.
17. Monitoring of transfer of funds by IRFC to MOR.
18. Monitoring of identification of assets against funds provided by IRFC.
19. Payment of lease charges and other dues to IRFC.
20. Payment of lease charges in respect of rolling stock taken on lease under BOLT scheme.
21. Parliament Questions on above including raising of funds through non-conventional sources.

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Finance (Stores) - I

(I) All Cases of RS(I) Branch pertaining to procurement of following items

1. Wagons.
2. Composite Brake blocks for freight & Coaching Stock.
3. Composite Brake Blocks for Diesel & Electric Locos.
4. CTRBs.
5. Spares of CTRBs.
6. Couplers.
7. Spares of Couplers.
8. Air Brakes.
9. M.G. Bogies.
10. Distribution Valves.
11. Laminated bearings & Springs

(II) All cases of RS(PF&FC) Branch

1. C.S. Bogies.
2. H.S. Bogies.
3. Wagons procured under 'OYWS'.
4. Procurement of coaches from M/s BEML & Jessops.
5. Finalisation of prices of coaches.
6. Final modification of wagons.
7. Final modification of coaches.
8. Final modification of components of wagons & coaches.
9. Procurement of MG Locos.
10. Modified Adaptors.
11. Elastomatic Pads.
12. Procurement of BTPGLN, BTPN, BOM, BWTA & BVZC Wagons

(III) <u>All cases pertaining to RS(F) Branch dealing with import of following items :-</u>

1. Critical Items of Rolling Stock namely viz. 4000 H.P. D.S.L. electric Locos.
2. 4000 H.P. electric Passenger Locos.
3. Maintenance spares of cranes.
4. 6000 H.P. electric locos.
5. 140 T Brakedown cranes (full assembled).
6. LHB Coaches, Imported Coaches.
7. Wheelsets.
8. Crane Kits.
9. Light Weight Coaches.

(IIIA) <u>Procurement of Computers – RS(IC)</u>

1) Oil fired steam locos for Darjeeling Hills.
2) Electrics for EMUs (Imported).
3) Re-railing equipments.
4) Rate contract for crane spares (Cowans Sheldown & Gottwald).
5) Any other imported item to be procured under A.D.B./World Bank Loans pertaining to Electric and Mechanical Dtes.

(IIIB) <u>Procurement of wheels & axles from WAP & SAIL</u>

Procurement of kits and spares indigenously manufactured from M/s Jallan, Durga and AgroMach

(IV) <u>All cases pertaining to Development Cell</u>

1) Flasher light for diesel locos.
2) Marked light for diesel locos.
3) 'L' type composite brake blocks for M.G. Diesel Locos.
4) 'K' type C.B. brakes for EMUS and Coaching and 'L' type for Diesel & Electric locos.
5) Centre Buffer couplers for coaches.

6) 3 Phase small meter with Built in Inverter for Diesel Electric locos.

7) Traction Motor, FRP Gear case for WDM-2 Locos.

8) Bogie Mounted Brake System.

9) Arc-Chutes of EP/EM Contractors of Diesel, Electric locos.

10) Elastomatic pads.

11) Micro processor based control system for Diesel locos.

12) Lube oil filter for Diesel Locos.

13) Fuel Projection equipment for Diesel locos.

14) Twin Beam Headlight.

15) Solid wheels for EMUs.

(V) Cases pertaining to RS(G) Branch

Steel requirement for wagons, Examination of final modification, reimbursement of excise duty on bogies and couplers for in-house manufacturers.

(VI) M(C) Branch:-

1. Rolling Stock Programme-Coaching Stock.
2. Production Programme of Coaches.

(VII) M(L) Branch:-

1. Supply of Capital Spares.
2. Finalisation of Rolling Stock Programme (locos) and individual Railways Itemised RSP pertaining to all Mech. And Elect. Items under RSP.
3. Premature condemnation of diesel locos.

(VIII) M(N) Branch:-

Rolling Stock Programme – Pertaining to wagons

(IX) M(W) Branch:-

1. Works Programme – Workshop Steam, Diesel Loco Shed including M(M&P) integrated in works programme.

2. Production Programme of Wagons.

(X) <u>All cases pertaining to Insurance, Sales Tax and Delegation of Powers</u>

1. Purchase of Stores.
2. Local Purchase of material of small value.
3. Direct purchase of DGS&D Items in emergency & in normal circumstances.
4. Cases related to Sales Tax disputes regarding lease wagons of IRFC transaction.
5. RS(G) Branch-Policies relating to procurement of stores requiring Finance concurrence.
6. All Policy matters other than the ones initiated from RS(G).
7. Delhi Value Added Tax.
8. Proposals from various Zonal Railways pertaining to Entry Tax.

(XI) <u>All other works requiring coordination amongst the three branches of Finance Stores Directorate including maintenance of database of important items of work and its updation etc., as per the direction of DF(S)-I, DF(S)-II, ED(F) and EDF(S).</u>

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FINANCE (Stores) - II

Associate Finance for cases received from: -

1. Track Directorate

   All cases of Track-I Branch pertaining to procurement of Track materials namely Rails, Fish Plats, C.I. Sleeper Plates, CMS Crossings, Switches & Crossing and Thick Web Crossings, Procurement of imported steel materials, Glued Joints, Heat-Treated Welded Crossings etc.

   Scrutinising and vetting of indents received from Zonal Railways with regard to above items. Checking and vetting the tender documents before floating of tenders. Checking the quotations and vetting the comparative statements, draft contracts and all other connected post-contractual work etc.

2. Track-II

   All cases of Track-II Branch pertaining to procurement of Concrete Sleepers Elastic Rail Clips, H.M. Fastening and Special Cement, GFN Liners, G.R.S.P, Sal Wooden Sleepers, HCI/SGCI Inserts, HTS Wire, Metal liners, Switch expansion Joints etc.

   Scrutinising and vetting of indents received from Zonal Railways with regard to above items. Checking and vetting the tender documents before floating of tenders. Checking the quotations and vetting the comparative documents, Checking of draft contracts and all other connected post-contractual work etc.

3. Track III

   All cases of Track-III Branch pertaining to procurement of Track Machines, Tie Tampers, Flash Butt Welding Machines Equipment, 'On-track Tampers, ballast cleaning machines, ballast tempers, rail straightening presses, imported gear components, Dynamic Track stabilizer, different types of tampers, rail-cum-road vehicle, camping coaches, Track recording car etc.

   Scrutinizing and vetting of indents received from Zonal Railways with regard to above items. Checking and vetting the tender documents before floating of tenders. Checking the quotations and vetting the comparative documents, checking of draft contracts and all other post-contractual work etc.

4. R.E.(S)

All cases of RE(S) Branch regarding procurement of Railway Electrification Stores Items, Cables Transformers, Electrical Signalling equipments, Insulator, Lightening arrestors, Relays, Copper bars Accessories, Circuit breakers etc.

Scrutinizing and vetting of indents received from Zonal Railways with regard to above items. Checking and vetting the tender documents before floating of tenders. Checking the quotations and vetting the comparative statements, draft contracts and all other connected post-contractual work etc.

5. R.S (Sig)

All cases of RS(Sig) Branch regarding procurement of Invertors, Roof mounted AC package unit, RC fans, Thermal time element Relays, Brush less Alternators, Track Relays, Point Machines, Point Contractor Unit, Micro wave Trans Receiver, Signal lenses, Token less Block Instrument.

Scrutinizing & vetting of indents received from Zonal Railways with regard to above items. Checking & vetting the tender document before floating of tenders. Vetting the comparative statements. Checking the draft contracts & all other related post-contractual work.

6. All cases pertaining to M(M&P) Branch :-

a) Annual M (M&P) Programme of all Railways/PUs.
b) All matters pertaining to out-of-turn sanction for M(M&P), revised cost estimate etc.
c) Rail cranes-140 tonne-Provision in RSP.
d) Rolling Stock Programme – Out of turn sanction of RSP Items and enhance cost.

7. All cases pertaining to Steel Items.- RS(S) Branch.

Examining and vetting of indents, abstracts, contracts and post contract work in respect of following items.-

a) Corrosion Resistant Steel Sheets and Plates.
b) Copper Bearing Mild Steel Sheets and Plates.
c) Structurals and 'Z' Sections.
d) Special Quality Steel to IS.8500.

8. All cases pertaining to RS(Scrap) Branch.

a) Disposal of Scrap.

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F(S)-III

WTA Items: WTA Branch

Examining and vetting of pre and post contract work in respect of following types of Misc. Wheels: -

(i) LHB Loco Wheels.

(ii) ABB Loco Wheels.

(iii) GM Loco Wheels.

(iv) NG Loco Wheels.

2. All cases relating to procurement of Steel Tyres.

3. Procurement of EMU Wheel Centres through Global Tender----- and related work.

4. B.G. Coaching Axles, Axles for Boxn Wagons and IR Bogies.

5. Wheels for metro Coaches and Motor and Trailer Coaches.

All cases pertaining to RS(B) Branch :-

a) Compilation of Board's rolling Stock Budget in respect of locos, coaches, wagons and under frames including revised estimates.

b) Compilation of Board's rolling Stock Programme including revised estimate.

c) Compilation of pools of free supply items, i.e. wheelsets, center buffer couplers, roller bearing axle boxes, etc.

d) Preparation of Annual Plan Proposal in respect of Rolling stock. Planning relating to wagon production and free supply items.

e) Allotment and distribution of free supply items such as wheelsets, CBCs, RBABs, air brakes, laminated springs to Railway workshops.

f) Compilation of wagon production review.

g) Permission for stabling of wagons and chasing their releases.

h) Ordering of wagons to be manufactured in Railway workshops.

Items of RS(P) Branch:

Examining and vetting of indents, abstracts, tender documents, contracts and cases in respect of delivery period extensions for the following items:-

1. Lead Acid Batteries 8 volts /450 AH for BG Locos.

2. Lead Acid Batteries 8 volt /290 AH for MG Locos.

3. Lead Acid Train lighting Batteries 120 Ah and 800AH for Coaches.

4. Lead Acid Batteries 210 AH for AC coaches.

5. VRLA Batteries.

6. T.L. Lamps.

7. T.L Batteries.

8. Pre and Post contract works for procurement of Traction Electrics from

9. Examining and vetting of cases related to fixation of final and provisional prices of BHEL Electrics.

10. Cases related to Break-up of prices of BHEL AC/DC EMU traction Electrics.

11. Vetting of Appreciation Committee Cases received from all Zonal Rlys and PUs.

12. Procurement of Electric Locos.

Electrical TRS

1. Condemnation of Electric Locos.

2. Vetting and examination of cases related to TOT contract.

3. Estimates for Retro fitment and procurement of three phase AC/DC EMU.

4. Pre and post contract work for procurement of Air Drier.

Electric development

1. Estimates for development and procurement of Electrical equipments.

2. Tender work related to setting up of various new projects.

Electric (G) Branch

Vetting and examination of cases received for procurement of Electrical Items.

RS(POL) Items – RS (POL) Branch

Vetting of indents abstracts tender documents, contracts and post contract work related to under mentioned items:-

1. Lubricating Oils for Machinery Plant and Automotives application-all grades.
2. Branded Oils for Locos and Rolling Stock applications
   Servo System-81,100 Servo Press 150, Servo Torque 10, Servo super 40 and Servo gear HP 90,140, SM-140, Servo Lube 100 and Servo Mesh SP257.
3. Multi Grade Oil.
4. Turbine Oil.
5. Servo Grease RR-1(IOC).
6. Servo Gem RR-3.
7. Balmerol Blue Coat-'O' (BL).
8. Servo Coat 170-T(10C).
9. HSD (High Speed Diesel).
10. Primary Oils:- SKO, FO, LDO.
11. AAR approved Greases of CTRBs.

RS (Cab) Branch

Vetting of post contract work related to items mentioned below:-

Signalling cables Screened/Un-Screened Sizes.

2x1, 2x2.5, 4x1.5, 4x2.5, 6x1.5, 8x1.5 9x1.5, 9x2.5, 10x1.5, 12x1.5, 14x1.5, 16x1.5, 18x1.5, 19x1.5, 20x1.5, 24x1.5, 30x1.5, 37x1.5

RS (Tex)

Vetting of post contract work related to items mentioned below:-

1. Cloth Cotton
   a. Drill : cloth IS 177/89 or latest for fabrication.
   b. Cellular : Cloth to IS 1144/80

2. Cloth woolen :

a.	Serge V.No. 1	ISS 2319/87
b.	Serge V.No.4	IS 2319/87
c.	Angola Shirting	IS 8331/93

d. Great Coat Cloth IS 679/74
e Blanketing Blue IS 895/57
f. Water Resistant Cloth IS 679/74

3. Cloth Polyester cotton

a. Shirting IS 11815/86
b. Suiting IS 11248/95

Security Directorate

Cases received from Security regarding sale of scrap of cartridges.

Cases related to Excise and Custom Duty as detailed below :-

1. Cases received from all Zonal Rlys, Production Units and various Directorates of Railway Board for obtaining High Power Committee's Policy decision on ED/CD disputes.
2. Appointment of Lawyer for contesting the cases of all Railways in High Court and Supreme Court.
3. Holding of Meetings among Ministry of Finance, Cabinet Sectt., Zonal Rlys and Production Units.
4. Liasion work with Ministry of Law and Justice, Cabinet Sectt, High Court and Supreme Court.
5. Submission of ED/CD cases received from all Zonal Rlys, PUs and various Dtes of Railway Board to Ministry of Finance and Cabinet Sectt.
6. Purchase of Books relating to ED/CD rules, manuals, Tariffs and procedures etc.
7. Circulation of Notifications received from M/O Finance related to exemption of ED/CD to All Rlys./PUs.

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FINANCE(COMMERCIAL)

A. Associate Finance

Traffic Rates, Commercial and General Directorate including Container Service:

i) Postal Traffic.
ii) General Coaching Traffic rates and fares and concessions thereof.
iii) Military Traffic.
iv) Freight Rates for goods Traffic, Rebates and freight rates and export promotion measures.
v) Rates for carriage of Railway materials.
vi) Demurrage and wharfage charges, siding charges and free time for different types of wagons.
vii) Opening of halts and stations etc.
viii) Compensation claims for goods lost, undelivered etc and those arising out of accidents.
ix) Departmental catering including fixation of rates.
x) Financial participation in State Road Transportation Corporation.
xi) Withdrawls from Station earnings.
xii) Contracts policy regarding award of catering/vending contracts, Bookstalls contracts etc.
xiii) Port Trust Railways.
xiv) Fixation of Tariff for domestic and ISC containers, container corporation(CONCOR).
xv) Palace on wheels, Indrail passes.
xvi) Cases pertaining to CONCOR.
xvii) Accounts cases regarding loss due to frauds, accidents, neglects of duties etc as reported under para 1802 GI.
xviii) Work related to Finance PPP.(**vide OO 01 of 2021**).

B. Original

i) Pilgrim Tax(Terminal Tax on Railway Passengers)
ii) Inter Railway adjustments in cases other than traffic.
iii) Fixation of rates of commission charges on telegrams, credit notes and warrants issued on behalf of Defence Ministry, Police and Meteorological Departments.
iv) Monitoring of Internal Audit Cell & field inspection reports.

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CODE REVISION CELL

Code Revision Cell is the nodal authority for updating, revision & reprinting of following Indian Railways Codes/Manuals.

1. Indian Railway Fin. Code. Vol.I
2. Indian Railway Fin. Code. Vol.II
3. Indian Railway Code for Accounts Department Vol.II
4. Indian Railway Establishment Code. Vol.I
5. Indian Railway Establishment Code. Vol.II
6. Indian Railway Establishment Manual Vol.I
7. Indian Railway Establishment Manual Vol.II
8. Indian Railway Code for Store Deptt. Vol.I
9. Indian Railway Code for Store Deptt. Vol.II
10. Indian Railway Code for Mechanical Deptt.
11. Indian Railway Services (Pension) Rules.
12. Indian Railway Administration & Finance-An Introduction.
13. Indian Railway Code for Traffic (Commercial).
14. Indian Railway Accounts Code Vol.I.
15. Indian Railway Code for Engg. Deptt.

The other functions of the cell includes:

- Arranging for printing of all Codes/Manuals.
- Compilation work and incorporation of Advance Corrections Slips to Codes/Manuals.
- Proof reading of the print material.

- Liquidation of funds.
- Distributions of Code/Manuals to the Zonal Railways & PUs and all other training Institutes.
- Digitization of Codes/Manuals.
- Work pertaining to the Revision of any other Railway
- Code/Manual etc. as directed by Board from time to time. Maintenance of records of examination of issues raised by Railways in regard to implementation of recommendations.

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RAILWAY CONVENTION COMMITTEE - RCC

A. RCC.

i) Work pertaining to constitution of Railway Convention Committee – moving of resolutions in both Houses of Parliament for the purpose.

i) Work relating to selection of subjects for examination by the Committee.

ii) Co-ordination of the work relating to the preparation of Memoranda on the subjects taken up for examination by the Committee.

iii) Submission of replies to the Questionnaires received from the Committee in connection with the subjects selected by them for examination.

iv) Work pertaining to Meetings of the Railway Convention Committee with the representatives of Ministry of Railways.

v) Issuance of instructions to the Zonal Railways, Production units, etc., in connection with study tours of the Committee to Railway establishments.

vi) Work pertaining to resolutions to be moved in both Houses of Parliament for adoption of the recommendations contained in the Railway Convention Committee's Reports, wherever necessary.

vii) Co-ordination of the work relating to the preparation/submission/compilation of the Action Taken Notes on the Recommendations contained in various Reports of the Committee as also follow-up action, if any, in connection therewith.

viii) Co-ordination between the Lok Sabha Secretariat and the Ministry of Railways (Railway Board) on matters concerning Railways as far as Railway Convention Committee is concerned.

ix) Representations received from Railway Convention Committee through the Lok Sabha Secretariat.

B. ESTIMATES COMMITTEE

i) Work relating to selection of subjects for examination by the Committee.

ii) Work relating to the preparation of Memoranda on the subjects taken up for examination by the Committee. (Coordination work is to be done by the Directorate primarily concerned with the subject).

iii) Submission of replies to the Questionnaires received from the Committee in connection with the subjects selected by them for examination.

iv) Work pertaining to Meetings of the Estimates Committee with the representatives of the Ministry of Railways.

v) Issuance of instructions to the Zonal Railways, Production Units, etc. in connection with study tours of the Committee to Railway establishment.

vi) Work relating to the submission of the Action Taken Notes on the Recommendations contained in various Reports of the Committee as also follow-up action, if any in connection therewith. (Co-ordination and compilation work is to be done by the Directorate primarily concerned with the subject).

vii) Co-ordination between the Lok Sabha Secretariat and the Ministry of Railways (Railway Board) on matters concerning Railways as far as Estimates Committee is concerned.

C. COMMITTEE ON PUBLIC UNDERTAKINGS

i) Work relating to selection of subjects for examination by the Committee.

ii) Co-ordination of the work relating to the preparation of Memoranda on the subjects taken up for examination by the Committee.

iii) Submission of replies to the Questionnaires received from the Committee in connection with the subjects selected by them for examination.

iv) Work pertaining to Meetings of the Committee on Public Undertakings with the representatives of the Ministry of Railways.

v) Issuance of instructions to the Zonal Railways, Production Units, and PSUs etc. in connection with study tours of the Committee to Railways/PSUs.

vi) Co-ordination of the work relating to the preparation/submission/compilation of the Action Taken Notes on the Recommendations contained in various Reports of the Committee as also follow-up action, if any, in connection therewith.

vii) Co-ordination between the Lok Sabha Secretariat and the Ministry of Railways (Railway Board) on matters concerning Railways as far as Committee on Public Undertakings is concerned.

D. DRAFT/AUDIT PARAS RELATING TO PSUs UNDER MINISTRY OF RAILWAYS

Submission of replies/action taken notes on the draft/audit paras pertaining to various PSUs under the Ministry of Railways in co-ordination with the Directorates concerned in the Ministry of Railways (Railway Board).

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BUDGET COMMITTEE – I - B(C)-I

i) Draft Audit Paras pertaining to more than one Railway.

ii) Provisional Audit Paras.

iii) Audit Paras – Co-ordination of the work relating to the submission of Action Taken Notes on C&AG's various Reports.

iv) Standing Audit Committee Meetings.

v) Work relating to selection of subjects for examination by the Public Accounts Committee.

vi) Submission of replies to the Questionnaires received from the Committee in connection with subjects selected by them for examination.

vii) Oral evidence of Railway Board before PAC.

viii) Post evidence questionnaires.

ix) Co-ordination of the work relating to the preparation/submission/compilation of the Action Taken Notes on the Recommendations contained in various Reports of the PAC as also follow-up action, if any, in connection therewith.

x) Issuance of instructions to the Zonal Railways, Production units, etc. in connection with study tours of Public Accounts Committee.

xi) Co-ordination between the Lok Sabha Secretariat and the Ministry of Railways (Railway Board) on matters concerning Railways as far as PAC is concerned.

xii) Representations received from PAC through Lok Sabha Secretariat.

xiii) Entry and Exit conferences on Performance Audit.

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BUDGET COMMITTEE-II – B(C)-II

1. Work pertaining to Parliamentary Standing Committee on Railways.

2. Work relating to selection of subjects for examination by the Committee.

3. Work relating to preparation of Memoranda on the subjects taken up for examination by the Committee. (Co-ordination work is to be done by the Directorate concerned with subject).

4. Submission of replies to the Questionnaires received from the Committee in connection with the subjects selected by them for examination.

5. Work pertaining to Meetings of the Standing Committee on Railways with the representatives of the Ministry of Railways.

6. Co-ordination of the work relating to issuance of instructions to the Zonal Railways, Production Units, etc. in connection with study tours of the Committee to Railway establishments.

7. Work relating to the submission of the Action Taken Notes on the Recommendations contained in various Reports of the Standing Committee as also follow-up action, if any, in connection therewith. (Co-ordination and compilation work is to be done by the Directorate primarily concerned with subject).

8. Co-ordination between the Lok Sabha Secretariat and the Ministry of Railways (Railway Board) on matters concerning Railways as far as Standing Committee on Railways is concerned.

9. Forwarding of representations received from the Standing Committee on Railways through Lok Sabha Secretariat to Directorates concerned in Board's Office for disposal.

10. Co-ordination of the work relating to the meetings of Department Related Parliamentary Standing Committee of the Lok Sabha/Rajya Sabha Sectt. involving participation of Railways.

11. Issuance of instructions to the Zonal Railways, Production units, etc. in connection with study tours of the Department Related Parliamentary Standing Committees of the Lok Sabha/Rajya Sabha Secretariat other than Railways.

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FINANCE (BUDGET) DIRECTORATE

FINANCE (BUDGET)

1. Coordination for Organising of Works Programme meetings and sanctioning of FWPs submitted by the Railways.
2. Examination of the Revenue Estimates framed by the Railways and correlating to the extent possible the financial requirements with the targeted physical out put.
3. Exchequer Control Policy.
4. Compilation of the Railway Budget and the preparation of the various budget documents such as the Explanatory Memorandum, the Works, Machinery and Rolling Stock Programme for Railways, the Book of Demands for Grants, the Budget Statements and the Budget Speech.
5. Scrutiny of the August Review and Revised Estimates of the Revenue and Capital expenditure of the Railways.
6. Preparation and presentation of the supplementary demands related thereto.
7. Preparation & presentation of Excess Demands to Parliament.
8. Legislative work connected with the presentation of Budget, Supplementary Demands and Excess Demands and Appropriation Bill etc.
9. Preparation of the cash requirements estimates for the Finance Ministry to enable them to formulate the ways and means budget.
10. Work relating to providing of funds for loans and advances chargeable to the civil Estimates.
11. Printing and distribution of the Budget documents to Parliament and to other agencies.
12. Work relating to the various Railway Funds such as the Depreciation Reserve Fund, the Development Fund, the Pension Fund, the Safety Fund and the Capital Fund.
13. Co-ordination of work relating to the preparation of brief for Minister for reply during the budget Debates in Parliament.
14. Improvement in operating ratio.
15. Parliament Questions on above including low productivity in railways, curtailing wasteful expenditure, internal resource generation scheme, income to be generated by zones while approving their expenditure plans, financial crisis and deficit, burden on Railways due to increase in diesel bill, operating ratio.

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FINANCE (X)-I

Original Subjects:

1. Taxation of Railway properties by the State Governments etc.- payment of Service Charges etc.
2. Taxation on Railway Properties.
3. Taxation of motor vehicles belonging to the Central Government.
4. Assessment of rent of Railway quarters and allied matters relating to the fixation of rent on Railway buildings, retention etc.
5. Recovery of rent for buildings leased to other departments of the Central Government etc.
6. All policy questions relating to income tax.
7. Authorities empowered to sign contracts on behalf of the President of India.
8. Federal financial integration-questions relating to assets and liabilities taken over.
9. Matters pertaining to the Finance Expenditure branch in respect of purchase of Non- Government Railways.
10. Forms of security deposits taken from staff and contractors.
11. Guarantee bond forms from contractors.
12. Financial results of working.
13. Assessment of loss on non-remunerative branch lines.
14. Parliament questions/references and ancillary matters on above subjects including weeding out of uneconomic branch lines, investment on unprofitable rail lines, loss making routes, disadvantageous railway lines, running of trains on rail lines/ rolling stock owned by private companies, decentralization of decision making process, amount demanded as cess to the railways.
15. Matters related to revenue exp of Railway Board/NRM/Railways and its associated bodies.
16. All policy matters related to Works Contract(ServiceTax).
17. All residual matters of Finance Exp specifically assigned.

Associate Finance for:

1. Contingent expenditure.

2. Land- policy matters and estimates for acquisition, transfer, relinquishment and exchange; also for Grow More Food Campaign- leasing/ licensing to schools, private parties, Government Departments etc.

3. Fixation of floor space area of office accommodation for various categories of staff.

4. Schools and Health Units, etc. Non- recurring expenditure on schools, institutes, Officer's clubs, canteens, co-operative societies, hospitals, social welfare centres and other staff welfare works.

5. Matters pertaining to GRP in association with Security Directorate.

6. RPF/RPSF matters (except Establishment and Stores).

7. Reimbursement of legal charges.

8. Matters relating to fixation of arbitrator's fees and scales of fees of lawyers.

9. Civil Defence expenditure.

10. Deployment of army units for civil purposes.

11. Grants in aid/loans to non-Government institutions except railway cooperative societies.

12. Sidings including assisted/ private sidings for other Government Departments, public enterprises and private parties.

13. Defence sidings and other related issues.

14. Staff quarters- laying down standards of construction and ceiling costs. Estimates for construction and repairs, policy regarding allotment and eligibility, approval for construction of quarters for staff of other departments, viz. P&T, GRP, RPF, Customs etc.

15. Scrutiny of half yearly progress reports and financial reviews in respect of all works referred above.

16. Entertainment and hospitality expenditure.

17. Service buildings/ staff welfare works- Construction of buildings for hospitals, health units, running rooms, rest houses, railway schools, Officers clubs, co-operative societies, technical training schools, institutes etc. Construction estimates, acquisition/ sale of railway buildings.

18. Proposals for works under PH 51, 52 and Other Specifies works PH 64.

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FINANCE (X)- II

Original Subjects:

1. Rules of allocation of expenditure (excluding classification of expenditure).
2. Methodology for working out financial viability of projects.
3. Assessment of over- capitalisation, fixation of the rate (per cent) for test of remunerativeness of schemes.
4. Railway Safety Works Fund- operation of.
5. Productivity test/ review of open line works.
6. Delegation of financial powers to GMs in works matters and coordination in respect of other matters where more than one subject including F(X)II is involved.
7. Scrutiny of proposals for inclusion in PWP- examination of Preliminary/Final Works Programme.
8. Parliamentary questions/references of MPs etc pertaining to the subjects of the section

Associate Finance

1. Surveys-preliminary/ final location, engineering and traffic surveys.
2. Construction of new lines and related matters, restoration of dismantled lines, doubling and gauge conversion of lines.
3. Proposals for Works Programme and estimates for line capacity works, including doubling, yard remodeling, crossing stations, provision and lengthening of loops.
4. **All matters in respect of JVs and in respect of following PSUs – IRCON, RVNL, RITES, Railtel, BWEL (Bharat Wagon Engineering Ltd.), BSCL (Burn Standard Company Limited) & BCL (Braithwaite Company Limited).**

5. Proposals for Works Programme and estimates relating to the plan heads

    i. Workshops and Production Units
    ii. Signal and Telecommunication
    iii. Railway Electrification
    iv. Other Electrical Works
    v. MTP
    vi. Computerization
    vii. RDSO
    viii. Road Safety Works
    ix. Bridge Works

6. Accommodation works such as level crossing, manning of unmanned level crossings and improvement in existing standards of level crossings, road under/ over bridges and incidence of cost of the same.

7. Passenger and Other Railway users amenity works.

8. Track renewal works and annual programme for the same.

9. Bridges (other than road over/ under bridges) including decking of Railway bridges.

10. Water Supply Schemes.

11. General conditions of contract – revision of, amendments to, deletion from, interpretation of etc.

12. Purchase of service vehicles (excluding staff cars) included in works estimate.

13. Proposals for Expanded Board.

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LIBRARY

1. Selection of books and publications on rail transport and various other subjects from: -

    (i) Books received for approval from various local booksellers.
    (ii) Recommendations of books from officers and staff of Railway Board.
    (iii) Current literature and various trade lists, catalogues, bibliographies.

2. Acquisition of books and publications:

    (i) Through purchases from various local and foreign book-sellers and publishers and through our Embassies after approval of the Library Committee.
    (ii) Through gifts from Central and State Governments, Indian and Foreign Railways, various commercial bodies and private institutions.

3. Organisation of the collections: -

    (i) Preparation of materials (e.g. stamping, perforation, plating of books, labelling etc.).
    (ii) Accession of books in the Accession Register.
    (iii) Classification of publications according to universally accepted Classification Scheme and putting Call Nos.
    (iv) Cataloguing entry of books in the computer.
    (v) Placing of books on the shelves in classified order.

4. Periodicals :

    (i) Procurement of journals through subscriptions and gift from various countries.
    (ii) Renewal of subscriptions and follow-up of issues not received regularly.
    (iii) Recording and arrangements of journals.

5. Current awareness services:

    (i) Scrutinising and abstracting of important articles from technical journals in the Library.
    (ii) Preparing list of the latest books added to the library depending upon the acquisitions.

(iii) Bibliographical services on demand.

6. Reference service and loan of books:

(i) Charging and discharging of publications to the officers and staff.
(ii) Assisting the borrowers in finding out material for their reference.
(iii) Issuing of reminders to the borrowers and the follow-up process for the books which are not returned in time.
(iv) Issuing "No Demand Certificates".

7. Library services to Indian Railways:

(i) Correspondence with various Railway Organisations in connection with library matters.
(ii) Advice to the Railways about the organisation of libraries.

8. Facilities offered to the Research Scholars from various Universities and officials from other Government Departments.

9. Verification of bills for payment, checking with the order file, entry in bill register, etc.; Audit Report; binding and repairing of publications; Inter-library loans; misc. work etc.

10. Functioning as nodal agency for transmission of grey literature to Central Secretariat Library.

11. Arrangement of Newspapers etc. and its payment.(OO No. 106 of 2018)

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HEALTH DIRECTORATE

HEALTH

1. Organisation Planning, Guidance and General supervision of technical aspect of the medical and health department.

2. Duties and responsibilities of medical and health staff.

3. Appointment of House Surgeons, Interns JRs including DNBs & SRs & their service conditions etc.

4. Sharing of fees by doctors.

5. Medical institutions included in works programmes.

6. Compilation, printing and distribution of the all Indian Railway Pharma policy.

7. Medical Examination of Railway Employees in service.

8. Recommendations of the visual sub-committee and clarifications thereof.

9. Revision of rates of diet charges.

10. Retired Railway Employees Contributory Health Scheme & Retired Employees Liberalised Health scheme. Smart Card Scheme for RELHS beneficiaries.

11. Reimbursement of medical expenses to serving and Retired Rly. Employees, etc.

12. Permission for referring complicated cases to Private Hospitals/Institutions regarding special treatment and Board's sanction for making advance payments for the same.

13. Artificial limbs - new projects.

14. Medical examination and certification under the Workmen's Compensation Act and the Factories Act.

15. Medical Boards.

16. Medical classification of staff.

17. Accident Relief Medical Equipment, Augmented First Aid Equipment, accident reports and any other issue relating to Railway accidents.

18. Consideration of CRSs reports in regard to medical department.

19. St. John Ambulance Brigade.

20. Technical advises in regard to Indigenous system of Medicine.

21. All issues relating to UIMC.

22. Quantitative Management Techniques to be applied in health delivery schemes.

23. Convening of CMDs Conferences.

24. Budgeting and control of expenditure on medical and health services on the Railways.

25. Corrections in the Indian Railway Medical Manual.

26. Examining of ISI specifications - its adoption on Railways/hospitals/accreditation of hospitals and labs.

27. Registration of firms by Railways for supply of medicines, equipments etc.

28. Hospital Management Information System.

29. Training of Gazetted and non-gazetted medical staff in non-Railway institutions within India.

30. Nominations of doctors for committees, seminars, conferences in consultation with ERB-I.

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HEALTH AND FAMILY WELFARE

1. All issues related to Health & Family Welfare programme in Indian Railways including co-ordination etc. with Ministry of Health & Family Welfare.

2. M.C.H. and EPI services as integral part of the Family Welfare Programme.

3. Sanitation in Railway colonies and few stations.

4. HIV/AIDS programme.

5. Industrial Health Programme.

6. Drinking water policy.

7. All issues relating to Food Safety and Standards Act and rules there under including review of performance by Railways.

8. Establishment matters of group C&D staff of medical department.

9. Multiskilling of Health Unit Staff.

10. Control and Eradication of communicable diseases.

11. Appointment and extension of Honorary Consultants, HVS, on call special (on case to case basis).

12. Recognition of private hospital and institutions for treatment of Railway employees.

13. Policy regarding study leave and deputation of Doctors.

14. Medical attendance and treatment rules-referral of Railway Employees to other Hospitals.

15. Indian Railway T.B. Association.

16. Narrative reports of zonal Railways and Hospital statistics.

17. Statistics of Health & Medical Departments – Annual Narrative Reports from Zonal Railways.

18. Permission to treat other Government employees/outsiders in Railway hospitals.

19. Patient satisfaction schedules including evaluation etc.

20. All policies relating to medical colleges, nursing colleges under PPP mode including MOU with Ministry of Health & Family Welfare.

21. Human Resource Planning in respect of new hospital projects.

22. Patient Satisfaction Schedules – evaluation etc.

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Item No. 14 earlier (Subject of Dental Surgeon) transferred to E(GR)-II Branch vide O.O. No. 51 of 2018

Gati Shakti Directorate

(Subject List at Annexure-I as per Office Order No. 37 of 2022)

GS/SD-I Branch

(Earlier STATION DEVELOPMENT-I Branch/ LM/PA)

1. Passenger Amenities – Provision of Minimum Essential Amenities/basic amenities* at stations (see note below).

2. Annual Works Programme for PH-53, Passenger Amenity Works.

2.A All matters related to Sanctioning individual works against Umbrella Work under PH-53 related to Major Upgradation of Railway Stations. Parliament work including Parliament/Consultative committee, VIP references and RTIs on the above subject.

3. Details of amenities at stations as maintained through PAMS (Passenger Amenity Management System).

4. Execution and progress of other sanctioned Passenger Amenities' work.

5. Provision of facilities for persons with disabilities, etc.

6. Extension/Raising levels of platforms, which do not involve Yard remodeling in respect of execution of sanctioned Passenger Amenities work.

7. Provision/Extension of cover over platforms in respect of execution of sanctioned Passenger Amenities work.

8. Renovation/Remodeling of Station Building in respect of execution of sanctioned Passenger Amenities work.

9. Provision/Extension of foot over bridges at stations/platforms for bonafide passengers in respect of execution of sanctioned Passenger Amenities work.

10. Development of circulating area within the station premises in respect of execution of sanctioned Passenger Amenities work.

11. Provision waiting hall/rooms in respect of execution of sanctioned Passenger Amenities work.

12. Approach road-Construction/maintenance of station approach roads within the Railway premises.

13. Provision of water supply in Railway stations.

14. Planting of shady trees on platforms.

15. Beautification of stations by planting ornamental trees, foliage etc.

16. CA-iii references relating to the above.

17. All issues related to the sale/availability of sanitary napkins through sanitary napkin vending machine on Railways.(OO No.44 of 2018)

18. Multi Functional Complex – All MFC works including Operation/Licensing (*OO No. 36 of 2018)*. However, for leasing/licensing of land for MFCs the file be routed through LML.

19. Construction/Erection of statues of National Leaders, Portraits, Plaques in Railway establishments stations.

20. Installation and Erection of Monumental Flag at Stations.

21. Parliament Questions on the above.

***Note:** The term basic amenities/infrastructural facilities at station in any reference/Question shall be dealt with as under:-

a. If the issue raised is regarding lack of basic amenities/infrastructural facilities without making reference to any specific amenities, the same shall be dealt with by **L&A Dte.**

b. If the issue raised regarding basic amenities/infrastructural facilities is qualified by provision of specific amenities like lifts/escalators, foot over bridges etc, the same shall be dealt with by **Traffic Commercial Dte.**

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GS/SD-II Branch

(Earlier STATION DEVELOPMENT-II/ WCS)

1. Development of World Class Stations in PPP mode.

2. Redevelopment of Railway Stations and issues related to Railway Stations Development Corporation Limited.

3. Development of stations on PPP basis.

4. Expert Committee earlier headed by Mr. D. Bandopadhyay/Dr. Amit Mitra

5. All matters related to Major Upgradation of Railway Stations viz. Monitoring the progress of work, Handling relevant data from and communication with RLDA/Zonal Railways(Except those specifically assigned to SD-I branch.

6. Parliament work including Parliament/Consultative committee, VIP references and RTIs on the above subjects.

WORKS – I Branch

1. Policy and overall coordination for construction of new lines, gauge conversions and Doubling works with Zonal Railways.

2. Correspondence relating to General Charges in Estimates and yardstick for officers.

3. All matters pertaining to New Lines, Gauge Conversions, Doublings, Traffic Facilities Plan Heads of five Railways viz. Southern, South Western, Central, Northeast Frontier, West Central, North Western, Western, North Eastern Railway involving:

   (i) Processing cases for sanctioning of surveys, survey estimates, etc.

   (ii) Coordination with Ministry of Environment and Forests for acquisition of forest land for railway projects.

   (iii) Scrutiny of Survey Reports.

   (iv) Scrutiny of projects through Expanded Board – Consisting of Railway Board, Ministry of Finance, Planning Commission, MOSPI, etc.

   (v) Processing works for sanction by the Board and MR. Reference to the Planning Commission, Cabinet Committee on Infrastructure and correspondence with other Directorates, Departments and Ministries wherever required for clearance and allocation of funds.

   (vi) Scrutiny of works estimates, material modifications, revised estimates, completion estimates etc., for sanction.

   (vii) Allotment of funds for projects, re-appropriations, etc.

   (viii) Monitoring progress of projects.

4. Railway Development in N.E. Region:- Liaison with NEC/MHA/DoNER Policy regarding non-lapsable funds in respect of NE region projects.

5. North Eastern Council meeting and meeting of Committee of Ministers for Economic Development of N.E. Region – Railway matters.

6. Disposal of all references received from different Parliamentary Committees and as also Expert Committees regarding construction of New Line, Gauge Conversion and Doubling -

7. Coordination with Ministry of External Affairs as regards all matters relating to construction of rail link between Nepal, Bhutan, Bangladesh, Myanmar and India.

8. Monthly submission of information to Cabinet Secretariat.

9. All matters related to RVNL.

10. To coordinate periodic monitoring of projects implementation including technical issues, and construction activities of DFCCIL.

11. Monitoring of scrap disposal – targets and achievements by all Construction Units.

12. Material Planning for Construction Units of all Indian Railways.

13. Vision 2020 – Engineering issues relating to Works Directorate.

14. Chief Administrative Officer (Construction)/Chief Engineer (Construction) Conferences and other meetings with Zonal Railway officers.

15. Parliament Questions on above including issues related to Railway Routes/Lines not in use/Disused Railway lines, Receipts related to Engine Escape Line, construction of new Railway terminal, participation of Private Companies for laying new lines doubling, gauge conversion, foundation stone laying ceremonies for various projects and details of projects in various States and on zones, details of land acquired by Railways.

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WORK-II Branch

1. All matters (including Parliament Work, Consultative Committee and Informal Consultative Committee Meetings, etc.) regarding construction of New Lines, Gauge Conversion, Doubling, Restoration of Dismantled Lines and Traffic Facility projects on Eight Railways viz. Eastern, East Central, Northern, North Central, South Central, South Eastern and South East Central Railways. The items involved are similar to as enumerated for Work-I section.

2. Overall coordination in Works Directorate of:

   (a) Doubling and Traffic Facility Works.

   (b) Specifications and Technical matters relating to construction.

   (c) Policy and Guidelines regarding Surveys; and

3. Issue & monitoring of inspection notes of ME and Board Members.

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GS/Elect.Branch

(Earlier RE(E) Branch)

1. Policy matters regarding electrification and electrification activities on various Railways including related subjects pertaining to RE(S&T) works.

2. Processing of new electrification schemes, scrutiny of study reports, preparation of memorandum for Board's consideration and approval.

3. Processing of estimates of various electrification schemes including surveys for electrification and sanction thereof.

4. Scrutiny and processing of Tenders in connection with railway electrification schemes.

5. Inclusion of electrification schemes in the Works Programme and budgeting for various electrification schemes.

6. Planning of electrification schemes for inclusion in the Five Year Plan frames.

7. Review, coordination and overall control over the progress of various ongoing electrification schemes.

8. Fixing of target dates and review of economic benefits of electrification for various electrification schemes.

9. All matters of RE in connection with new proposals.

10. DC to AC conversion in Mumbai.

11. Co-ordination with DFCCIL for work relating to electrification with 2 * 25 KV system for Eastern and Western DFC.

12. Submission of performance reviews pertaining to Railway Electrification to World Bank, Planning Commission etc.

13. Preparation of paras, updating the data etc. on electrification for inclusion in various reports published by Indian Railways.

14. Technical guidance on electrification to other countries as & when required.

15. Coordination with P&T authorities, Ministry of Power, State Electricity Boards etc. in connection with supply of power for electrification projects all over Railways.

16. Coordination, control and processing of signal & telecom. Works and coordination with P&T authorities for all S&T and cabling works.

17. Processing of estimates for provision of colour light signalling and telecom cabling and sanction thereof in connection with electrification schemes.

18. Coordination and control with RDSO for various technical aspects in connection with electrification projects. RE/SE Railway etc. for indigenous development of components for overhead equipment/switching stations and traction sub-station and cable accessories.

19. Processing sanction for all staff matters and coordination with Establishment Directorate and Secretary's Branch for RE Projects on various Railways.

20. Watching stores position with various electrification projects for progress, rationing of critical stores together with their distribution.

21. Processing and coordination with DRP, EA and other concerned Directorates for initial studies for extension of Electrification Projects, Planning of new projects for Board's approval.

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GS/Elect(S)Branch

(Earlier RAILWAY ELECTRIFICATION (STORES) – RE(S))

1. Procurement of Railway Board controlled items of stores or any other critical item of stores which Railway Board decides to procure for Railway Electrification Projects.

2. Clubbing of requirements of open line.

3. For similar items of stores against the indents received from Railways.

4. Processing all cases pertaining to procurement of items of Stores for RE Projects at Railway Board level.

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Land & Amenities Dircetorate(L&A Dte.)
LM(B) Branch

1. (a) Construction of Service Buildings, Hospitals, Schools, Clubs, Institutes, Community Halls, Holiday Homes, Rest Houses, *Barracks, roads (other than station approach roads),* Hostels, Parks, Stadium and Cinema Halls on Railways.

   (b) Construction and Maintenance of Staff Quarters, Officers' Bungalow/Flats, fittings and acquisition of land thereof.

   (c) Licensing of surplus service building to Welfare Organisations.

2. (a) Policy on water Supply.
   (b) Civil Engineering Works relating to sanitation in Railway Quarters/colonies.

   (c) Framing of policies/Programmes/Initiatives and monitoring of implementation on matters relating to water conservation including rain water harvesting, water recycling plants and water audits. *(OO No. 105 of 2018)*

3. (a) Hiring of private houses/flats for residential use of Officers.
   (b) Licensing/Leasing/Transfer of surplus railway quarters for welfare purposes.

4. Indian Railway Welfare Organisation (IRWO) – Organisational set up, policy and assistance to its activities (Appointment of Senior Officers of IRWO)

5. Works Programme for Plan Head "Staff Quarters".

6. Railway Mining Safety Wing.

7. Provision of water supply in Railway Establishments (excluding stations)

8. Quarrying operation.

9. Permission for additions/alterations to Railway Buildings used as Temples, Churches, Mosques at present.

10.
   (a) Policy on construction/erection of statues of National Leaders in Railway premises, portraits and plaques.
   (b) Construction/Erection of statues of National Leaders, Portraits, Plaques in Railway establishments(excluding stations)

11. Provision of safety measures in high rise building at construction stage.

12. Deposit works Rail Mail Service Buildings at construction stage.

13. Parliamentary Work and Annual Works Programme in connection with the above subjects under Plan Head "Staff Amenities" and "Other Specified Works"

14. New Zones/New Divisions – Execution portion.

15. Works Standard Committee – All matters related thereto.

16. Building materials – Policy regarding economy in use and cost.

17. CIDC/IBC – Correspondence related to.

18. Construction/raising/planning of boundary wall to prevent accident on track or similar issues etc.

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LM(L) Branch

1. Commercial utilisation of railway land/air space and issues related to RLDA.
2. **Commercial Farming alongside railway tracks.** *(Office Order No. 36 of 2018)*
2. Policy relating to acquisition of Railway land.
3. Transfer/relinquishment of Railway land.
4. Nodal Dte for Leasing and licensing of Railway land – Fixation of norms, rates etc. (All proposals on MOU/agreements/policies containing railway land/building issues should be routed through L&A Dte for comments).
5. Leasing/licensing of land to schools/staff welfare organisations/religious institutions/Railway Mail Services etc.
6. Licensing of railway land for GMF.
7. Licensing of borrow pits for fishing.
8. Licensing of Collieries/mines.
9. Afforestation on railway land/Environment.
10. Earning from land resources.
11. Policy relating to renewable source of energy.
12. Act:-

    i) Land Acquisition Act.
    ii) Defence of India Act relating to Railway lands.
    iii) Delhi Master plans relating to Railway lands in Delhi.
    iv) Public Premises Eviction Act(Eviction of unauthorized occupation).

13 Encroachments on Railway land – prevention and removal

14. Certification/Maintenance of Land Plans.
15. **Way leave facilities/charges through Railway land**. *(Office Order No. 36 of 2018)*
16. National Policy on Resettlement & Rehabilitation.

17. **Provision of fencing/boundary wall to prevent encroachment and to deter littering on the Railway Land**. *(OO No. 36 of 2019)*

18. **Planning and Operation of Pay and Use Toilets in other areas (other than within station premises & its circulating area)like approach roads near LC gates etc.** *(Office Order No. 36 of 2018)*

19. Co-ordination work for all Parliamentary Committee.

20. NOC from Railway for construction on private land adjacent to Railway land.

21. **Laying of oil pipelines (Crossing of pipelines, transmission lines etc.)** *(Office Order No. 48 of 2016)*

22. Notifications for acquisition of land under RAA-2008 for plan heads 51, 52, 53, 64 and DFCCIL

23. Parliament Questions on above including Sukhi Griha Scheme, Pollution & Environmental impact, leasing of Real Estate assets, re-habilitation schemes, national rehabilitation and settlement policy.

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LEGAL DIRECTORATE

LEGAL CELL

1. Legal cell renders legal advice/ opinion and other related matters arising out of the following subjects that are referred to it by the various Directorates/officers/cells and Branches in the Ministry of Railways (Railway Board):-

   a) Indian Railways Act and Railway Board Act and Rules or Regulations thereof.

   b) Railway Protection Force Act and Railway property (Unauthorised Possession) Act, and rules and regulations thereof.

   c) Service matters including cases arising under D&A rules, conduct rules, etc.

   d) Pay and allowances of Railway Servants.

   e) Accidents and compensation relating to Indian Railways Act and Law of Torts.

   f) Sales Tax cases.

   g) Taxation of Railway property.

   h) Organisation of the legal Cell in the Board's office and streamlining of Legal Service on the Railways and Production Units in addition to Metropolitan Transport Projects (R).

   i) Contract cases and vetting of various specimen agreements/ contracts/ collaboration agreements.

   j) Empanelment/ appointment of Counsel/ presenting officers for various High courts. Administrative Tribunals on the Railways and settlement of their terms of engagement etc.

   k) References received from MR/MOS(R) regarding empanelment of Railway advocates for the subordinate courts on the Railways and Railway Claims Tribunals.

   l) Arbitration cases and appointment Umpires/Arbitrators there to and their fees.

   m) Railway strike cases.

   n) To act as Nodal Agency for all Arbitration cases.

   o) Labour Laws/ Labour matters including interpretations of Industrial Disputes Act, Payment of wages Act, Minimum wages Act, workmen's compensation Act, Trades Union Act, contract Labour (Abolition and Regulations) Act, Factories Act, Bonus Act and other Labour enactments, etc.

p) Conveyance.

q) Rendering advice on the proposals regarding engagement of Advocates by various Directorates to contest Railway cases.

2. Legal advice to Railways, RDSO, RRBs, RRT, RLO, Production Units and Metro Railways.

3. Preparation/vetting of statements of cases on the important question of Law of general importance on which the opinion of the Attorney General, solicitor General of India and the Addl. Solicitor General of India is required and on the desirability or otherwise for filing special Leave Petition under Article 136 of the constitution against the judgements of various High Courts/ CATs and / or other Tribunals like Labour Courts, Industrial Tribunals.

4. Review of cases pending before Supreme Court of India, various High Courts in India, CAT and other Administrative Tribunals.

5. Review of pending cases of various Railway Administrations and Productions Units and MTP(R)s before various High Courts in India, CAT and other Administrative Tribunals.

6. Review of cases pending before Arbitration/Umpires on various Railway Administrations and Production Units and MTP(R)s.

7. Nodal Directorate with LA as Nodal Officer in respect of Court Cases filed/pending in various High Courts and Supreme Court of India for conducting Litigation, Dissemination of information in Litigation, Coordination with all the Officials concerned and for preparing Para-wise remarks, filing of counters, filing of appeals, etc.

8. Law Library - Maintenance of law books and other periodical law journals and reports.

9. Examination of matters of legal nature referred to by MR/MOS(R) and Members of the Board, including CRB.

10. Examination of matters regarding Railway Administrative legal issues as forwarded by Ministers.

11. Examination of legal issues including amendments to various Railway Act as referred to either by Ministry of law, Justice and Company Affairs or Department of Administrative Reforms and Public Grievances or about which a reference has been received with reference to a Parliament Question.

12. Parliament Questions on court cases of Railway employees, cases pending in courts.

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MANAGEMENT SERVICES DIRECTORATE

E(GC)

1. Creation of gazetted posts (except in Railway Schools) on the Zonal Railways, Production Units and Training Institutions.

2. Upgradation of posts within the gazetted cadre on the Zonal Railways, Production Units and Training Institutions.

3. Extension of currency of temporary gazetted posts on the Zonal Railways, Production Units and Training Institutions.

4. Review of temporary gazetted posts on the Zonal Railways, Production Units and Training Institutions for conversion into permanent ones.

5. Compilation of statistical information regarding number of gazetted posts on the Zonal Railways, Production Units and Training Institutions – permanent, temporary and workcharged.

6. Cadre, review of organised Class I services and miscellaneous departments on the Railways including Manpower Planning of Gazetted Cadre.

7. Processing of sanctions for provisional payment of salaries to incumbents of temporary posts on the Railways, etc. that are being operated beyond the sanctioned currencies.

8. Issue of sanctions for transfer of elements from one post to another on the basis of specific orders passed by the Board.

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E(GP)

1. Regular promotions from Group 'B' to Group 'A'/Junior Scale in all the Departments excluding Medical Department of Indian Railways.

2. Regular promotions from Group 'C' to Group 'A'/Junior Scale in RPF.

3. Policy regarding Adhoc promotions from Group 'B' to Group 'A'(Senior Scale) in all departments of Indian Railways excluding RPF.

4. General Policy regarding Promotions from Group 'C' to Group 'B' posts in all Departments except RPF & Medical Departments of Indian Railways.

5. Officiating promotion to senior scale of Temporary Assistant Officers.

6. Monthly Statements regarding appointments and promotions to Group A and Group B Services on Railways.

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E(GR) - I

1. Combined Engineering Services Examination.

   i) Arranging for medical examination of candidates recommended by the UPSC on the results of Engineering Services Examination.

   ii) Arranging for the verification of character and antecedents of the above candidates;

   iii) Allotment of candidates to different services under different Ministries.

2. Assessment of vacancies and direct recruitment through UPSC to Railway Services, Class I and Class II.

3. All matters relating to recruitment and training of Special Class Railway Apprentices of the Mechanical Engineering Department.

4. Specialists and Miscellaneous posts – Recruitment to.

5. National Register of Scientists – Attachment and Secondment of officers from the pool of Scientists, Technologists and Engineers.

6. Appointment of Emergency Commissioned Officers or their release from the Defence Forces in vacancies reserved for them from 17.5.1963 onwards; fixation of pay and seniority.

7. Formation of new services.

8. Compulsory Liability Scheme – Instructions regarding conditions of training etc. and nominations of officers for training.

9. Recruitment of candidates in IRTS, IRPS, IRAS and RPF on the basis of Civil Services/Allied Examination.

10. Issuing compendium of Rules relating to the Engineering Services covered by the Combined Engineering Services in consultation with the UPSC.

11. Interpolation of seniority of special class apprentices and directly recruited Assistant Mechanical Engineers.

12. Transfer of probationers in various services till they are confirmed.

13. Framing/Revising/Amending Recruitment Rules in respect of all Gazetted posts on Indian Railways including RDSO which includes, namely, organized services like IRSE, IRSSE, IRSEE, IRSS, IRSME, IRTS, IRAS, IRMS, various Gazetted posts of Medical Department, RPF and non-organized services viz. CMT, Printing & Stationery, Statistical Department, Hindi Officers, Law Officer etc. (All Group 'A' and Group 'B' posts).

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E(GR) – II

1. Rules for Combined Medical Services Examination.
2. Calculation of vacancies and placing of indents with the UPSC regarding Medical recruitment in Group 'A' for the Railways.
3. Verification of certificates of the candidates before appointment.
4. Medical Examination of candidates before appointment.
5. Initial appointment of Doctors/allocation to various railways.
6. Revival of candidature in case of lapsed offers in consultation with the UPSC and their allocation to Railways.
7. Verification of character and antecedents of candidates.
8. Extension of joining time to the candidates.
9. Policy regarding appointment of doctors on contract basis.
10. Policy regarding engagement of part-time General duty doctors and part-time specialists on Indian Railways.
11. Inter Railway transfer of doctors during probation period.
12. References received from Members of Parliament, VIPs relating to appointment of doctors.
13. References received from Indian Railway Promotee Officers' Federation.
14. Formal meetings with the representatives of Indian Railway Promotee Officers Federation.
15. References received from Federation of Railway Officers' Associations.
16. Formal meetings with representatives of Federation of Railway Officers' Associations.
17. Issue of passes/casual leave to representatives of officers federations when holding General Body/Governing Council meetings.
18. Re-employment of retired doctors in Junior Scale and Senior Scale posts.
19. Miscellaneous co-ordination work pertaining to Management Services Directorate.
20. Pay fixation of doctors on appointment.
21. *Dental Surgeon. (**Vide O.O. No. 51 of 2018**)*

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E(MPP)

Man–Power Planning

1. Manpower data details of non-gazetted staff - Sanctioned Strength, On roll, creations and surrenders – Railway-wise, Department-wise, Group-wise except policy matters.

2. Surplus staff and their redeployment details of non-gazetted staff – Railway-wise, Department-wise, Group-wise and its policy matters including seniority.

3. Vacancy Bank of Railway Board, its accounting, railway-wise position in Railway Board Vacancy Bank and details of Vacancy Bank position of the railways.

4. Manpower Data of non-gazetted staff based on BOS. Railway-wise, Department-wise and category-wise analysis of data.

5. Multi-skilling its policy and details.

6. Rightsizing – policy matters.

7. Coordination with the various Ministries of the Government as well as Planning Commission in relation to manpower of non-gazetted staff.

8. Parliament Questions on above including Shortage of staff, improving Efficiency and performance of Railway Employees number of Railway employees in each Group, vacant posts, vacancies, retrenchment, safety related posts.

9#. Creation & extension of non-gazetted posts in relaxation of ban orders.

Training

1. Initial training of all categories of non-gazetted staff -Directly Recruited and Intermediate Apprentices - preparation of training modules and course contents.

2. Promotional training of all categories of non-gazetted staff stage-wise - preparation of training modules and course contents.

3. Refresher training of all categories of non-gazetted staff - preparation of training modules and course contents.

4. Training Allowance for all training centres including the CTIs – its policy.

5. Selection of lecturers, instructors– its policy.

6. Technical Audit of the training centres catering to non-gazetted staff and their capacity utilization.

7. Messing arrangements in the training centres catering to the non-gazetted staff.

8. Policy matters concerning training in consultation with E(TRG).

ACT APPRENTICES

1. Trade Apprentices under the Apprentices Act 1961—stipend, details of training and policy matters.

2. Engineering Graduates, Diploma Holders – stipend , details of training and policy matters.

3. Absorption of Act Apprentices on Indian Railway.

4. All Parliament Questions, CA-iii references, court cases, RSRC items, Parliamentary Committees PNMs, JCM/DC, PREM items pertaining to the above subjects.

Transferred from E(NG)-II

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E (TRAINING)

1. Participation in Trainings, Seminars, Workshops, Conferences of Officers and staff in Non-Railway Organizations.

2. Preparation of Budget Estimates for officers/staff working in Railway Board for: -

   (a) Training in India in non-Railway organisations;
   (b) Training abroad; &
   (c) Participation in Seminars/Conferences/Workshops.

2.1 Nodal branch for processing of proposals relating to training/seminars/conferences/workshop in India by non-railway institutes and nodal branch for Training/study visit abroad .

3. Training on Indian Railways of: -

   (a) Foreign nationals;
   (b) Officials of Central Government/ State Government / Government and Semi Government Organisation; &
   (c) Officials of other non-Railway Organisation.

4. Training abroad of Railway personnel

   i) under Aided schemes;
   ii) at Government expenses;
   iii) under contract with foreign firms; &
   iv) under miscellaneous arrangement.

5. Policy and work regarding forwarding of applications received from Railway employees against overseas scholarships advertised by other coordinating Ministries.

6. In service training of officers including probationers of eight organised services in Railway Training Institutions.

7. All matters relating to departmental training including examination during probationary training of probationers of eight organised services.

8. Training of probationers at the Lal Bahadur Shastri National Academy of Administration (LBSNAA/Mussourie).

9. Assessment Reports of probationers of eight organised services appointed through UPSC.

10. Resignation of probationers of eight organised services.

11. Technical Reports in respect of officers and staff trained abroad.

12. Service Agreements for Special Class Apprentices.

13. Grant of advance increment to individual probationers, subject to their passing of Departmental Examination.

14. All policy matters concerning initial fixation of pay and counting of service in previous Government employment of probationers of the eight organised services.

15. All policy matters concerning training in consultation with E(MPP).

16. Grant of incentives to Railway employees for acquiring higher qualifications.

17. Language examination for directly recruited officers.

18. Parliament Question on above including shortage of qualified engineers on railways.

19. Subjects related to Rail University (***vide Office Order No. 80 of 2020***)

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E(RRB)

21. Policy, Procedure, Monitoring of recruitment for Group 'C' staff through RRBs.
22. Appointment of the Chairmen, Member Secretaries of RRBs processed by E(O)-III Branch, Selection of Dy.Secretaries, Assistants Secretaries of RRBs processed by E(RRB) Branch.
23. Policy for Posting/Transfer of Non-Gazetted Staff in the RRBs.
24. Review of strength of RRBs.
25. Service conditions of Non-Gazetted staff in the RRBs.
26. Matters relating to procurement of Mechanical Electrical and Electronic aids for the RRBs.
27. All matters relating to the recruitment viz. from the stage of placing indents by the indenting units to the stage of issuing panels of empanelled candidates by RRBs for Group 'C' DR Quota posts, setting of GDCE Question papers.
28. Court Cases and allied matters.
29. Review of monthly/yearly progress reports.
30. Matter relating to special recruitment drives for SCs/STs etc.
31. Implementation of Official Language and allied matters by the RRBs.
32. Determination of territorial jurisdiction of RRBs.
33. References from Federations relating to recruitment of Group 'C' through RRBs.
34. Alternative appointment to Group 'C' candidates recruited through RRBs due to failure in prescribed medical standards.
35. Individual references from the candidates relating to recruitment through RRBs.
36. Transfer of panels beyond the jurisdiction of RRB.
37. Cancellation of indents/panels.
38. Cancellation of examinations partially or fully.
39. Reduction/increase in the notified vacancies through RRB.
40. Matters relating to the Railway Recruitment Control Board.
41. Meetings of Railway Recruitment Control Board with RRBs.
42. Parliament cases/RTI cases/CPGRAMS cases regarding Group 'C' recruitment through RRBs.
43. RRCB Website
44. Policy related to Online indents through OIRMS (Online Indent Recruitment Management System) for Group 'C' posts only

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MECHANICAL ENGINEERING DIRECTORATE

MECHANICAL (COACHING) – M(C)

(Revised Vide OO No.36 & 40 of 2019)

1. Coach Building Programme in Railway workshops.
2. Fixation of authorised stock – All types of coaches including AC & Non AC PCVs & OCVs.
3. Replacement requirements, distribution allotment and readjustment in the authorised holdings of coaching stock.
4. Layouts and Design of all passenger carrying coaching vehicles (PCVs) including AC coaches, EMUs, DMUs, MEMUs, etc. and other coaching Vehicles (OCVs).
5. Condemnation of coaching stock.
6. Provision of amenities in coaches.
7. Sanction to estimates of coaches.
8. Programming the construction of special coaching stock like Mail Vans, Military Vehicles, Refrigerated Vans, Reserved Vehicles etc. for other Government Departments.
9. Maintenance of coaches in service.
   a) Provision of Bio-toilets with S-trap & improved flushing system.
   b) Ventilation with Bio-toilets.
   c) Dustbins in toilets – coaches.
10. Corrosion problem in steel-bodied coaching stock.
11. Vestibuling of coaches.
12. C&W defects causing detention.
13. Complaints in respect of above.
14. Design safety aspects of all coaching vehicles including AC & Non-AC PCVs, OCVs, EMUs, DMUs and MEMUs.
15. Coach maintenance infrastructure, planning and design of maintenance facilities.
16. Coach watering **including quick watering arrangements.**

17. Coaching toilet policy and design & maintenance of coach toilet systems.

18. Rail Tourism: Design of special coaches & designer coaching stock and maintenance arrangement for such trains.

19. Issues related to on board passenger amenities.

20. Parliament Question on above including ISO certification of trains, on-board facilities/amenities on trains including local and EMUs/DMUs garbage management in trains, on Board Diagnostics on locomotives, handicapped friendly coach, Pit lines, anti-climbing features to reduce the impact during collisions, automatic fire detection and fire alarm system on trains, etc.

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MECHANICAL (N)

1. Requirement and distribution of wagons.
2. Sale of wagons from line.
3. Condemnation of wagons.
4. Processing of Minutes of Carriage and Wagon Standards Committee.
5. Carriage & Wagon Advisory Committee Meetings.
6. Sanction of estimates and completion reports pertaining to wagons ordered on 'Private building' only.
7. Wagon design collaboration.
8. Wagon designs.
9. Inter Railway Transfer of wagons.
10. Conversion of wagons from one type to another.
11. Policy regarding fitting of the Centre Buffer Couplers Stock.
12. Use of Aluminum/Stainless Steel in wagon building.
13. Amendments and modification to IRCA Conference Rules, Part III pertaining to wagons.
14. Ordering of prototype wagons on Railway Workshop/wagons builders.
15. Maximum permissible speeds for Rolling Stock (wagons).
16. Improvements in brake systems on goods stock.
17. Accidents of Goods trains due to Mechanical failure.
18. Overloading of wagons.
19. Policy regarding maintenance and repairs of wagons.
20. Patents of new wagon designing and components.

21. NRUCC and Operating Committee items pertaining to wagon designs and defects.

22. Maintenance charges of wagons and sale of wagons to outside parties.

23. Wagons design loan charges.

24. Wagons required by Defence Department and their modification.

26. Neutral Control Examination of wagons by the NCO staff.

27. Staff matters of NCO in consultation with concerned HR Branches in Board's Office *(OO No.124 of 2018)*

28. Amendments and modifications to wagon Maintenance Manual.

29. Change in Headquarter offices of Drivers.

30. Weighbridges – Maintenance Policies on Management and further proliferation/replacements of Electronic in-motion weighbridges (EIMWBs). (Office Order No. 32 of 2017)

31. Parliament Questions on above including Mechanical failure/train parting, Neutral Control Wing of Indian Railway, rolling stock spread across Railway Track, steps taken to increase the freight carrying capacity of trains.

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MECHANICAL (LOCO) – M(L)

1. All policy matters related to maintenance and operation of diesel/steam locomotives, DMUs, Rail buses and rail cars.
2. Planning for requirement of diesel/steam locomotives, DMUs, Rail buses and rail cars.
3. Allotment/transfer of diesel/steam locomotives, DMUs, Rail buses and rail cars.
4. All policy matters related to technological upgradation and modernisation of diesel/steam locomotives, DMUs, Rail buses and rail cars. Diesel Hydraulic, Diesel Electric, Battery operated and Hybrid Shunting Locomotives.
5. Planning for capital spares for diesel locomotives, DMUs, Shunting Locomotives, rail buses and rail cars.
6. Monitoring of punctuality of trains hauled by diesel/steam locomotives, DMUs, rail bus and rail cars.
7. Monitoring of performance parameters such as engine failure, outage, unit cost and utilization of diesel/steam locomotives, DMUs, Shunting Locomotives, rail buses and rail cars.
8. Coordination with RDSO, CAMTECH, DLW, DLMW, ICF, Dankuni, Haldia regarding technical matters pertaining to diesel/steam locomotives, DMUs, rail buses and rail cars.
9. Coordination in respect of Bulk Indent Meeting (BIM), Diesel Maintenance Group (DMG) and Loco Standards Committee (LSC).
10. Policy matters relating to management and training of crews, running allowance, simulators, etc.
11. Policy matters relating to running room, running room staff, box porter, call boy. Nodal Directorate for issues pertaining to running staff management.
12. Policy matter relating to diesel and steam maintenance staff.
13. Material for annual Budget documents pertaining to diesel/steam locomotives, DMU, Shunting Locomotives, rail buses and rail cars.
14. Energy conservation on Railways.
15. Development of alternative sources of energy such as fuel cells, LNG, CNG, Bio-diesel, gas turbine Locomotives, Multi Gen set Locos, etc.
16. Staff strength on mechanical department.
17. Running Room Improvement Committees recommendations and Running Room Shield.

18. Entitlement of running room facilities.

19. Crashworthy design of locomotives.

20. Policy regarding sale of diesel locos to non-IR users.

21. Emission & pollution control norms for Rolling Stock with diesel, CNG, LNG, Bio-diesel engines.

22. Distribution power for long haul and push-pull train operation.

23. Speedometer, speed recorders, event recorders, GPS based remote monitoring and optimized driving and on-board safety devices for locomotives.

24. Parliament Questions on above including demand for Drivers and other staff required for introduction of new trains, over aged locomotive in operation, reduction in work load of loco pilots.

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FUEL BRANCH

1. All policy matters related to procurement of high speed diesel oil, lubricants, loco coal and hard coke for use in diesel and steam locomotives on Indian Railways.

2. Monitoring of the consumption of high speed diesel oil, lubricants, loco coal and hard coke.

3. All policy matters related to dispensation of high speed diesel oil and lubricants through Railway diesel installations.

4. Monitoring of the quality of high speed diesel oil and lubricants supplied to Railways.

5. Monitoring of implementation of fuel economy measures on Indian Railways.

6. Liaison with organisations such as IOC, BPCL, HPCL, CIL, BCCL for supply of high speed diesel oil, lubricants, hard coke and coal for use on Railways.

7. Liaison with RDSO for technical specifications of high speed oil and lubricants used on diesel locomotives.

8. Liaison with CMA/Dhanbad for supply and quality of loco coal/hard coke to Railways.

9. Collection and compilation of statistics from Railways regarding consumption of high speed diesel oil, lubricants, loco coal and hard coke.

10. Energy conservation on Railways.

11. Development of alternative sources of energy such as bio-diesel, fuel cells, LNG, CNG, etc.

12. Budget for fuel consumed on Railways.

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MECHANICAL (SAFETY)- M(SAFETY)

1. Accident due to mechanical defects on all Zonal Railways.
2. Implementation of RAEC recommendations.
3. Annual Safety reviews of Indian Railways.
4. Correspondence regarding accidents/derailment etc. with Zonal Railways and other Directorates.
5. All Safety matters concerning Mechanical Directorate.
6. Any other work entrusted by Additional Member (ME).
7. CRS recommendations.

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MECHANICAL(DRAWING) – M(D)

1. Maintenance of Charts and graphs concerning operation, workshop activities & Mechanical planning.
2. Preparation of tracings and Maps.
3. Maintenance of workshops and loco sheds layout drawings.
4. Maintenance of diagram books of Rolling stock.
5. Maintenance of Index section of all Indian Railways.
6. Maintenance of IRS and ISI Specifications concerning Mechanical Department.
7. Maintenance of the approved layout of BG, MG & NG Coaching stock.
8. Maintenance of statements regarding power position Engine failures, POH/IOH/NPOH outturn of Rolling stock from the workshops, position of overdue POH of Rolling Stock, Average cost of repairs of Rolling stock; performance and utilization statistics of locos, Carriage and wagons, list of running sheds, sickliness and central repair depots on the Indian Railways. Quarterly position of locos & carriages owned by the Indian Railways. Monthly position of wagons owned by the Indian Railways. Details of Rolling stock by ages.
9. Ineffective time of engine on POH in the workshops, rolling stock taken off the line, Position of overages rolling stock, daily ineffective position of wagons. Monthly Ineffective position of Rolling stock and such other statistics concerning to Mechanical Department.
10. Typewise ownership of wagons.
11. Monthly condemnation of Rolling stock.
12. Position of yearly condemnation of Rolling stock.
13. Maintenance of detachment of sick wagons from goods trains enroute (Monthly).
14. Detailed particulars of type wise coaches owned by the railways(BG&MG yearly).

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MECHANICAL ENGINEERING (P.U.) & (W) DIRECTORATE

M(M&P)

1. Annual Machinery and Plant Programme of all Railways /Production Units.
2. All matters pertaining to out-of-turn sanction for M&P, revised cost estimates etc.
3. Review of progress of procurement/commissioning of machines.
4. Review of utilization of M&P in Railway Workshops.
5. Procurement of special purpose machine tools for Railways and Production Units.
6. Liaison with COFMOW on all matters.
7. Inventory and age of M&P on Railways.
8. External Aid/Loans for M&P.
9. Accidents and implementation of committee's recommendation.
10. Rail cranes on Railways, planning and provision in RSP.
11. Accident Relief Trains on Railways.
12. Re-railing equipment and Hydraulic Rescue Devices.
13. Children's Train.
14. Ferry Services.
15. Painting Technology.
16. Inventions & Patents pertaining to Mechanical Directorates.
17. Correspondence with Bureau of Indian Standard pertaining to Mechanical Branch.
18. Arrangement of training for technicians of Railways and Production Units in maintenance and operation of machine tools.
19. Refire boxing – requirement/accessories.
20. Coordination on behalf of Mechanical Directorate for Wheel Maintenance Hub.
21. Disaster Management Training for Breakdown Staff – Planning for insfrastructure.
22. Policy pertaining to Staff deployed for Disaster Management including Yardsticks, Selection, Training, Allowances, Incentives, Personal Protective Equipment and Uniform.

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MECHANICAL (W) – M(W)

1. Works Programme: Workshops Steam and Diesel locomotives sheds, sickliness and depots of all Railways and the Production Units viz., C.L.W., D.L.W., I.C.F., RWF., R.C.F., and D.M.W. (including machinery and Plant integrated in works programme).

2. Rationalization of workshop capacity.

3. Productivity, Planning, Control and Management.

   Incentive Scheme in Railway Workshops (Mechanical, Electrical, Civil Engineering and S&T Workshops), Work Study in Railway Workshops.

4. Development of repair and maintenance facilities.

5. Development of maintenance facilities:
   Expansion and remodeling of existing steam/diesel loco sheds, sick lines etc. Setting up new sheds, sick lines etc

6. Other miscellaneous items concerning repair, maintenance and manufacture of rolling stock in Railway Workshops and Production Units.

7. Processing the minutes of meetings of C.M.Es.

8. Overall incharge of all activities of development Wing of the Railway Board.

9. Maintains liaison with Railway Stores Directorate in respect of the following:

   i) Smooth flow of inputs for Wagons Production.

   ii) Wagon Production from various Units.

10. Liaison with Addl. Director (I&L), RDSO, Lucknow and his organization in respect of Wagon components and Wagons.

11. Parliament Questions on above including Maintenance Yard, Rail Industrial Parks in the country, reduction in number of workers in Railway PUs.

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Mechanical(PU)-M(PU)

1. Rolling Stock Programme – Coaching Stock (Coaches, EMUs, DMUs, MEMUs, OHE Cars, Rail Buses etc.), Wagons, Locomotives (Diesel & Electric), Overall coordination of RSP, allotment of funds under RSP and reappropriations.

2. Issue of Production Programme relating to Coaching stock, Diesel/Electric Locomotives, Wheels and Axles from Production Units.

3. Control, review and development of Production in Production Units: C.L.W., D.L.W., I.C.F., R.W.F., R.C.F., D.M.W., Rai Bareli, Bela and new Units.

4. Planning of production in the Production Units for export and Non Railway Customers including exports through PSU's.

5. Liaison with other Directorates in the Railway Board and also with other Ministries regarding matters relating to Production Units.

6. Deal with all matters in respect of Production Units connected with reference from:

    a) Public Accounts Committee.
    b) Estimates Committee.
    c) Parliament Questions.
    d) Queries from MPs and other Committees which are set up from time to time.

7. Processing of Itemized Rolling Stock Programme of various Zonal Railways received from the respective Directorates, after financial vetting and inclusion thereof in the Pink Book against programmed deliveries and New Acquisitions.

8. Maintenance of registers for production programmes of locos and coaches.

9. Other miscellaneous items concerning repair, maintenance and manufacture of Rolling Stock in Production Units.

10. Liaison with Railway Stores Dte. And others in respect of BEML & other PSUs on manufacturing for Railways.

11. Coordination for International Railway Equipment Exhibition (IREE).

12. Coordination for items pertaining to Railways for Index of Industrial Production (IIP).

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DEVELOPMENT CELL – DEV. CELL

1. Self Sufficiency and Import Substitution:

   i) Development of items other than Signalling (Electrical Spares Components also).

   ii) Placement of Developmental orders for new technology items, imported components and/or short supply items necessitating multi-sourcing. This prima- facie includes:

      (a) Procurement work.
      (b) Progress and Post contractual work.
      (c) Monitoring the performance of products supplied against developmental orders.
      (d) Decentralization of developed items for purchase on Railways and Production Units.

   iii) Liaison with the Ministry of Industry, Department of Science & Technology, Ministry of Steel, Department of Electronics, DGFT for special licensing.

   iv) Processing of Customs Duty Exemption for RDSO and other projects of Economic Development.

   v) To examine and recommend applications for foreign collaborations & Industrial Banks.

   vi) To deal with policy matters on indigenous development and import substitution.

   vii) To review the progress of indigenisation of rolling stock in Production Units viz DLW, CLW, ICF, RCF and DMW.

   vi) Liaison with Ministry of Finance for export promotion and other incentives/benefits to compete in international market.

2. Introduction of New Technologies:
   (In consultation with concerned ED)

   a) Technological upgradation of rolling stock.
   b) Import of rolling stock with transfer of technology.
   c) Import of rolling stock components with Transfer of Technology

d) Finalisation of arrangements for TOT i.e inclusion/adoption of new technology on IR or in the Public Sector on merit basis

e) Joint Venture with Foreign and Indigenous suppliers/Firms.

3. Export/Sale Promotion**:**

a) Nodal Directorate for coordinating Export Promotion Committee meetings.

b) Single window clearance for export enquiries for Railway Rolling Stock(new and second hand) the components & other equipments e.g DG sets etc.

c) To receive quotations from the Production Units for export of rolling stock.

d) Scrutiny of the quotations with a view to make it competitive.

e) To coordinate with Export Agencies viz RITES & IRCON etc.

f) To coordinate with Ministry of Commerce in the matter of Export Promotion.

g) Sale of rolling stock (new & old) and other equipments such as DG sets, Power Packs & Spares to PSUs and Private Sector.

h) To deal with policy of Export/Indigenous sales.

i) To explore potential trade with other countries arising out of Government to Government agreements & Soft Loans etc.

4. Development of New/Alternative Materials for Rolling Stock Components in Liaison with RDSO, other Ministries and Research Institutes in India and Abroad.

5. Multi-sourcing of rolling stock items having limited sources to develop healthy competition.

6. Development of Environmental friendly items of rolling stock.

7. Coordination with RA/Berlin for information exchange and potential technology transfers with European Organizations to be reviewed quarterly.

8. Coordination of IT applications of Mech. Department.

9. Miscellaneous:

i) Sale of Tender documents.

ii) Liasioning with International Organizations such TTCI, AAR, UIC and other Institutions connected with railway transportation.

iii) Lisioning with Government Research Agencies like TIFAC & IITs etc.

iv) Assistance for setting up of Railway Pavilion for Rolling Stock models/Equipment in exhibitions in India & Abroad.

v) To attend working of the following committees:-

a) Development Council for the Scheduled Industries.
b) Development Council for non-ferrous metals.
c) Development Council for Machine Tools.
d) High Level Committee for Import Substitution.
e) Panel on Steel Casting Industry.
f) Panel on Steel forging industry.
g) Committee for Secretaries on Public Sector Enterprises.
h) Licensing Committee meetings.
i) Development Commissioner, SSI and Ancillary Industries Meeting.

10. Weigh bridges – Development of new technology of Electronic in-motion weighbridges (EIMWBs). (Office Order No. 32 of 2017)

11. Parliament Questions on above including manufacture of high axle load wagons, installation of Wild System.

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OFFICIAL LANGUAGE DIRECTORATE

HINDI(OL) - I

1. Creation of Gazetted and Non-Gazetted post:-

i. On receipt of proposals for creation of Gazetted and Non Gazetted posts from the Zonal Railways, sending them to the Human Resource Department viz. Establishment(Gazetted Cadre) and Establishment(Non Gazetted) Sections for further action.

ii. Submission of draft proposal for creation of Gazetted ad Non-Gazetted posts of Directorate of Official Language of ERB-I and ERB-II respectively

2. To send the administrative and miscellaneous matters concerning Gazetted and Non-Gazetted posts of Zonal Railways to the concerned sections for further necessary action. To send Administrative and Establishment related matters of Directorate of Official Language of Railway Board to the ERB-I and ERB-II for further.

3. Use of Hindi in correspondence, noting, drafting -Policy & complaints.

4. Use of Hindi in Name-Boards, Sign-Boards, Recruitment/ Departmental examination, Reservation Charts-policy & complaints.

5. Circulation of Annual Programme received from Ministry of Home Affairs.

6. Holding meetings of Mukhya Rajbhasha Adhikaris and Senior Rajbhasha Adhikaris, issuing of minutes and action thereon.

7. Making arrangements for inspection of various Railway Offices by Parliamentary Committee on Official Language and follow up action on the assurances.

8. Nomination of Mukhya Rajbhasha Adhikaris & Dy.Chief Rajbhasha Adhikaris.

9. To notify Railway offices and specify subjects for implementation of Hindi:-

   i) under Rule 10(4) of OL Rules, 1976.

   ii) under Rule 8(4) of OL Rules, 1976.

   iii) for doing cent -percent work in Hindi in Board's Office and on Railways.

10. Follow up action on PCDO's of GMs.

11. Follow up action on the items related to the branch mentioned in the minutes of the following meetings:-

    i) Railway Board Official Language Implementation Committee.

    ii) Railway Hindi Salahakar Samiti.

    iii) Zonal Railway Official Language Implementation Committees.

    iv) Divisional Official Language Implementation Committees.

    v) Workshop Official Language Implementation Committees.

    vi) Station Official Language Implementation Committees.

12. Conversion of all Electronic Equipments, Computers etc. in bilingual form and to ensure purchase of these equipments in bilingual form in the beginning.

13. Bilingual Websites of Railway Board & Railways.

14. To organize Computer Exhibitions/Demos.

15. All issues related to Official Languages Act including use of Regional Languages on Railways.

16. Parliament Questions on above including importance to be given other regional/national languages, sign Boards of Railway stations in regional language, use of language on Railway Information Boards, naming of Railway stations in regional languages etc.

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HINDI OL-II

1. Compilation and Review of Quarterly Progress Reports received from the following:-

   i) Zonal Railways.

   ii) Production Units.

   iii) Attached & Subordinate offices.

2. Compilation and review of Quarterly Progress Reports received from various Sections of Railway Board and sending the compiled report to Ministry of Home Affairs in every Quarter.

3. To organize meetings of Director OL with Board Members, AMs, Executive Directors for Hindi Implementation from time to time issuing of minutes and follow up action thereon.

4. Issue of guidelines/check - lists relating to the Inspection of Railway Offices.

5. Follow up action on the Inspection Reports of officers of OL Directorate of Railway Board and Mukhya Rajbhasha Adhikaris, Dy. Mukhya Rajbhasha Adhikaris & Senior Rajbhasha Adhikaris of Zonal Railways/PUs etc.

6. Follow up action on the Inspection Reports of officers other than Hindi Department of Railway Board & Zonal Railways etc. regarding use of Hindi.

7. Compliance of Section 3(3) of Official Language Act on Railways and in Railway Board and setting up of check points.

8. Use of Hindi in correspondence, noting & drafting, Name Boards & Sign Boards, various items of official working -Implementation.

9. Compliance of targets fixed in Annual Programmes through Quarterly Progress Reports.

10. Follow up action on the items related to the branch mentioned in the minutes of the following meetings:-

i) Railway Board Official Language Implementation Committee.

ii) Railway Hindi Salahakar Samiti.

iii) Zonal Railway Official Language Implementation Committees.

iv) Divisional Official Language Implementation Committees.

v) Station Official Language Implementation Committees.

vi) Workshop Official Language Implementation Committees.

vii) Meeting of Mukhya Rajbhasha Adhikaris.

viii) Meeting of Dy.Mukhya Rajbhasha Adhikaris/Senior Rajbhasha Adhikaris.

11. To provide material in respect of use of Hindi for "Indian Railway Year Book" and "Indian Railway Annual Reports and Accounts".

12. To provide material regarding use of Hindi to be included in the Budget Speech of MR.

13. Submission of reply of RTI cases relating to above subjects.

14. Submission of information on the above subjects in connection with Parliament Committee on Official Language.

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HINDI (G) - I

1. Hindi translation, vetting and typing of the following documents received from various branches of Railway Board:

   i) Letters.

   ii) General Circulars.

   iii) Office Orders.

   iv) Orders.

   v) Office Memorandum.

   vi) NBR Certificates.

   vii) Search Memos etc:

   viii) Gazette Notification of general type.

   ix) Cabinet Notes on Economic Affairs and Cabinet summary.

   x) Resolutions.

   xi) Commendation Certificate etc.

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HINDI (G) - II

1. Hindi Translation, vetting and computer typing of the following documents received for Minister/ State Minister, CRB, Board Members:

   i) Reply to the letter received from various MP's.

   ii) Speeches.

   iii) Messages.

   iv) Interviews.

   v) Tour Programmes.

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HINDI (Spl) - I

1. Hindi Translation of Codes, Rule-books and Manuals/Training Modules published by the Railway Board.
2. Hindi rendering of corrections of Codes, Manuals/Training Modules etc. and the circular letters under which such corrections are to be notified or circulated.
3. Hindi rendering of Tender Notices, Bid Invitations, Expression of Interest, Request for Qualification (RFQ), RFP and their Corrigendum, Tender Forms, Recruitment Rules, Financial Sanctions and Statutory Notification.
4. Compilation of English-Hindi equivalents of terms and expressions commonly used in notings on files in Railway offices.
5. Compilation of Railway Technical terms, evolution, additions & publication of Railway terminology in Hindi.
6. Hindi rendering and proof checking of Railway Board's Telephone Directory.
7. Nomenclature of Railway Offices, Institution etc in Hindi and to prepare their abbreviated forms.
8. Preparation and supply of help literature in Hindi.
9. Compilation and review of reports received from Zonal Railways & PUs etc. regarding Hindi translation of Rule Books, Station Working Rules etc. follow up action thereon.
10. Follow up action on the items related to the branch mentioned in the minutes of the following committees.
    - i) Railway Board Official Language Implementation Committee.
    - ii) Railway Hindi Salahakar Samiti.
    - iii) Zonal Railway Official Language Implementation Committees.
    - iv) Divisional Official Language Implementation Committees.
    - v) Workshop Official Language Implementation Committees.
    - vi) Station Official Language Implementation Committees.
    - vii) Meeting of Mukhya Rajbhasha Adhikaris.
    - viii) Meeting of Dy.Chief Rajbhasha Adhikaris/Senior Rajbhasha Adhikaris.
11. Publication and supply of Rajbhasha Calendar, Poster and MR Sandesh (Hindi Diwas).
12. Constitution of Railway Lexicon Committee.
13. Parliament Questions and RTI issues related to the Branch.

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HINDI (Spl.) - II

1. Hindi rendering of various Tariffs such as Goods Tariffs, Coaching Tariffs, Military Tariff and Red Tariff etc. published by I.R.C.A.
2. Translation of correction slips (in Hindi) as issued to various Tariffs etc.
3. Hindi translation & printing of the classified list of Gazetted Officers.
4. Hindi translation of Agreements/contracts issued by different branches of Stores and Traffic Commercial Directorates of Railway Board and preparation of their Templates.
5. Hindi translation of Summary of the end results FREIGHT Services Units Cost, End Results Coaching Services Profitability Units cost.
6. Hindi translation of Local, Standard & Statutory Forms used in Board's office.
7. Hindi rendering of Annual Confidential Reports of Railway Officers.
8. Follow up action on the items related to the branch mentioned in the minutes of the following Committees:-
   - i) Railway Board Official Language Implementation Committee.
   - ii) Railway Hindi Salahakar Samiti.
   - iii) Zonal Railway Official Language Implementation Committees.
   - iv) Divisional Official Language Implementation Committees.
   - v) Workshop Official Language Implementation Committees.
   - vi) Station Official Language Implementation Committees.
   - vii) Meetings of Mukhya Rajbhasha Adhikaris.
   - viii) Meetings of Dy.Mukhya Rajbhasha Adhikaris/Senior Rajbhasha Adhikaris.
   - ix) To prepare information related to the Branch for the questionnaire to be prepared for the inspection of Parliamentary Committee on official language.
9. Hindi translation of letters of Right to Information Act, 2005 received from the various branches of Railway Board.
10. Hindi translation of MOU's received from different branches of Railway Board.
11. Hindi translation of Rates circulars of different branches of Railway Board.
12. Hindi translation of Vigilance Bulletin of Vigilance Directorate of Railway Board.

13. Hindi translation of minutes of various meetings to be held in Railway Board.

14. International treaty.

15. Inspection notes, Tour notes of officers below the rank of Board Members.

16. Compilation of quarterly Hindi reports of local, standard and statutory forms received from all Zonal Railways.

17. To collect the information regarding the bilingual form of tariffs of all Zonal Railways.

18. Parliament Question related to the Branch.

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HINDI (Parliament)

Hindi rendering of the following papers/documents required to be laid before Parliament:-

1. Statements to be made by the Ministers in Parliament in response to different motions/notice, Assurances, Promises etc.

2. Replies to the points raised by MPs in the Parliament during the discussion on Railway Budget.

3. Parliamentary proceedings in Hindi/English.

4. Hindi rendering of recommendations and Action Taken Notes including minutes relating to Parliamentary committees, C&AG reports viz PAC, Estimates Committee, Standing Committee, Consultative Committee etc.

5. Points raised by MPs in the meetings of the Informal Consultative Committee pertaining to all Zonal Railways.

6. Agenda, Memoranda and Minutes of the meetings of the National Railway Users Consultative Council.

7. Budget documents and other reports presented to Parliament alongwith the Railway Budget.

8. Hindi rendering and printing of Supplementary and Excess Demands for Grants presented in Parliament in Hindi and English simultaneously.

9. Brochures, Reports by the Commissions, Committees and Tribunals covering Ministry of Railways which are required to be presented in Parliament.

10. Memoranda and Action taken Notes pertaining to Committee on the welfare of SCs/STs.

11. Questionnaires pertaining to individual Railway required to be submitted before the Commission for the welfare of SC & STs.

12. Official Reports like Study Group Reports of Efficiency & Research Directorate of Railway Board which are circulated to Railways and other Attached and Subordinate Offices.

13. Translation, Printing etc. of Annual Statistical Statement of Indian Railways.

14. Translation of all the letters/circulars, office memorandum, fax messages related to Budget and Parliament affairs and all types of Govt. Reports required to be laid before Parliament or not and correspondence related to these reports.

15. Any other work regarding Hindi rendering for presentation in Parliament.

16. Translation, proof-reading and printing of the following three books:-

    i) Appropriation Accounts Part I – Review.

    ii) Appropriation Accounts Part II.

    iii) Detailed Appropriation Accounts Part – II (Annexure-G).

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HINDI (Samiti)

1. Railway Hindi Salahakar Samiti:

   i) Constitution/Reconstitution:

   ii) Arranging meetings in every quarter.

   iii) Preparation of Action Taken Reports, Agenda, Briefs on new items, minutes and other ancillary work connected with the meetings of Salahakar Samiti.

   iv) Issue of Card passes to members of Railway Hindi Salahakar Samiti and their renewal.

   v) Making necessary arrangements for inspection of the various Railway Offices by the Members of Railway Hindi Salahakar Samity and follow up action on the inspection reports.

   vi) Nomination of the Members of the Railway Hindi Salahakar Samity as 'Observer Member' for attending the meeting of Official Language Implementation Committees for various Zonal Railways/other Offices participation in the meetings and related to follow up action.

2. Railway Hindi Salahakar Sub - Committee:

   i) Constitution/Reconstitution.

   ii) Arranging its meetings periodically.

   iii) Preparation of Action Taken Report, Agenda, Briefs, Minutes and other ancillary work related to it.

3. Railway Board Official Language Implementation Committee:

   i) Constitution/Reconstitution.

   ii) Arranging its meetings in every quarter.

   iii) Preparation of Action Taken Report, Agenda, Briefs on new items, Minutes and other ancillary work connected with the meetings of Railway Board Official Language Implementation Committee.

4. Zonal Railway, Divisions, Workshops and Stations Official Language Implementation Committees:-

   i) Keep watch on the regular meetings.

   ii) Review of the minutes of these meetings.

5. Issue of card passes to various Hindi Organizations engaged in propagation of Hindi.

6. Follow up action on the items related to the branch mentioned in the minutes of the following meetings.

   i) Railway Board Official Language Implementation Committee.

   ii) Railway Hindi Salahakar Samiti.

   iii) Zonal Railway Official Language Implementation Committees.

   iv) Divisional Official Language Implementation Committees.

   v) Workshop Official Language Implementation Committees.

   vii) Station Official Language Implementation Committees.

   viii) Meetings of Mukhya Rajbhasha Adhikaris.

   viii) Meetings of Dy.Chief Rajbhasha Adhikaris/Senior Rajbhasha Adhikaris.

7. Follow-up action on the reports of Officers of OL Directorate regarding participation in the meetings of OLICs set up on Zonal Railway and PUs.

8. <u>Hindi Libraries:</u>

   i) Setting up of Hindi_Libraries in Railway offices/stations.

   ii) Arranging furniture etc.

   iii) Provision of reading room etc.

   iv) Honorarium to the part time Librarians.

   v) Incentive for trainees.

   vi) Circulation of List of books by Deptt. of Official Language, Ministry of Home Affairs to Zonal Railways/PUs.

   vii) Review of the expenditure incurred by Railways on purchase of books.

   viii) Other ancillary work connected with purchase of books & magazines.

9. RTI cases related to the Branch.

10. Preparation of the information related to the section in regard to the inspection of Parliamentary Official Language Committee.

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HINDI (Traning)

1. Medals/ Awards for commendable work in Hindi:

   i) Rail Mantri Rajbhasha Medals to SAG officers for doing commendable maximum work in Hindi.

   ii) Kamla Pati Tripathi Gold Medal to GMs for doing commendable work in Hindi.

   iii) Rail Mantri Silver Medal to HODs for doing commendable work in Hindi.

   iv) Lal Bahadur Shastri Taqniki Moulik Lekhan Puraskar Yojana for writing books in Hindi on technical subjects.

   v) Premchand Award Scheme for writing excellent fiction in Hindi.

   vi) Maithilisharan Gupt Award Scheme for writing excellent poetry in Hindi.

   vii) Individual Cash Award Scheme for doing maximum work in Hindi for Railway employees/officers.

   viii) Hindi Dictation Award Scheme for giving maximum number of Hindi dictations in a year.

   ix) Branch-wise collective Cash Award Scheme for doing maximum work in Hindi.

   x) Rail Yatra Vrittant Scheme for writing experiences in Hindi about railway journey.

   xi) Circulation & follow up action on the Award Scheme of various Ministries/Departments.

   xii) Follow up action in regard to Indira Gandhi Puraskar Yozana of the Deptt. of official Language, Ministry of Home Affairs as well as Incentive Scheme of other Ministries.

   xiii) Incentive scheme for doing official work (Noting/drafting) in Hindi.

2. Shield/Trophies for doing maximum work in Hindi.

   i) Rail Mantri Rajbhasha Shield/Trophy to be given to Railways/PUs for doing maximum work in Hindi.

ii) Acharya Kishori Das Vajpai Running Shield for Railway Board Directorates.

iii) Acharya Mahavir Prasad Dwivedi Running Shield for best Division situated in "A" & "B" regions.

iv) Acharya Raghuvir Running shield for best division situated in "C" regions.

v) Shiv Sagar Mishra Running shield for Production Units in "A" & "B" regions.

vi) Rail Mantri Rajbhasha Shield/Trophy for production Units situated in 'C' region.

3. Organizing Various Hindi Competitions:

i) Rail Mantri Hindi Essay Competition for writing essays in Hindi.

ii) All India Railway Hindi Essay, Elocution and Noting and Drafting Competitions.

4. Organizing Rajbhasha Exhibitions/Celebrations:

i) Rajbhasha Exhibitions.

ii) Akhil Bhartiya Rail Natyotsava.

iii) Celebration of Hindi Diwas/Hindi Week on Zonal Railways as well as in Railway Board.

iv) Poetic symposium.

v) Technical and other seminars.

5. Training of officers/employees:

i) To organize Practical Hindi Training for non-Hindi Railway Employees.

ii) To organize conversational Training in Hindi on Southern, South-Central, Eastern & S.E. Railways.

iii) Grant of personal pay after passing Hindi Examinations under Hindi Teaching Scheme.

iv) Holding of training programmes for officers/employees yet to be trained in Hindi by way of arranging regular classes, intensive courses, correspondence courses etc.

v) Interaction with Voluntary Organizations conducting Hindi Examinations for training of non-Hindi speaking employees of Railways.

vi) Nomination of Railway staff to Central Translation Bureau for training in Translation.

vii) Review of the half yearly reports of all Zonal Railways/PUs for opening training centres in consultation with OL Department of Ministry of Home affairs.

viii) Honorarium to part-time teachers.

ix) Imparting Hindi key board training on bilingual computer.

x) Quarterly report in regard to imparting training through Hindi in Central Training Institutes, Zonal and other training centres.

xi) RTI cases pertaining to Hindi Training Branch.

6. Follow up action on the items related to the branch mentioned in the minutes of the following meetings:

i) Railway Board Official Language Implementation Committee.

ii) Railway Hindi Salahakar Samiti.

iii) Zonal Railways Official Language Implementation Committees.

iv) Divisional Official Language Implementation Committees.

v) Workshop Official Language Implementation Committees.

vi) Station Official Language Implementation Committees.

vii) Meetings of Mukhya Rajbhasha Adhikaris.

viii) Meetings of Dy.Mukhya Rajbhasha Adhikaris/Senior Rajbhasha Adhikaris.

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RAIL RAJBHASHA PATRIKA CELL

1. To collect books containing orders regarding implementation of Hindi and other books/magazines on Official Policy and their distribution.

2. Miscellaneous work related to printing of books and magazines etc.

3. To prepare mailing list/telephone numbers of various officers related to Official Language, Hindi literators and persons engaged in propagation of Hindi.

4. Printing of Rail Rajbhasha Patrika and other related work.

5. Compilation of orders.

6. Preparation of messages/speeches of MR, MOS(R)/ Board Members and other Senior Officers.

7. RTI matters related to Rail Rajbhasha Patrika Section.

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PAY COMMISSION DIRECTORATE

PAY COMMISSION – III/P.C.-III

I. P.C.-III(Cadre Restructuring)

1. Reclassification of Artisan staff.
2. Cadre restructuring of Group 'C' & 'D' categories on Railways/PUs/RDSO.
3. Railway Employees Insurance Scheme.
4. Central Government Employees Group Insurance Scheme.
5. Standardisation of designation of Group 'C' & 'D' staff.
6. Annual Review of Gr. 'C' & 'D' cadres on Railways/PUs/ RDSO.

II. P.C.-III(Court Case)

1. Court cases pertaining to PC-III, PC-IV, cadre restructuring of Group 'C' & 'D', reclassification of artisan staff etc.

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PAY COMMISSION – IV/P.C. –IV

1. Implementation of 3rd & 4th Pay Commission's recommendations and clarificatory orders on the same.

2. DA/DP/Dearness Relief/Interim Relief applicable to Railway servants during 3rd & 4th Pay Commission period.

3. 3rd & 4th PC scales of pay of Railway servants.

4. Fixation of pay in revised (3rd & 4th PC) scales of pay.

5. Classification of services in revised (3rd & 4th PC) scales of pay.

6. Selection Grades in Gr. 'C' & 'D' in 3rd CPC scales of pay and Group. 'A' services in 4th CPC scales of pay.

7. Rates of stipend to Apprentices/Trainee during 3rd & 4th CPC period.

8. Rates of various allowances during 3rd & 4th CPC period.

9. Qualification Pay for Accounts Staff in 3rd & 4th PC scales of pay.

10. Stagnation increment in 4th CPC scales of pay.

11. Qualification Allowance & NPA to doctors in 3rd & 4th CPC scales of pay.

12. Special Pay to Sr. Clerks/CG-I in non Sectt. Administrative offices during 3rd & 4th CPC period.

13. Pay structure and other matters relating to Library staff on Indian Railways arising out of recommendations of review committee.

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PAY COMMISSION/P.C. - V

1. Issue of instructions pertaining to implementation of the Vth Pay Commission's recommendations, in regard to pay scales.

2. Clarificatory orders on the above.

3. Revision of following Allowance on implementation of Vth CPC's recommendations:-

   i) Medical Allowance to Railway Pensioner/family pensioners.

   ii) Transport Allowance.

   iii) Family Planning Allowance.

4. Departmental Anomalies Committee.

5. Revision of rates of stipend after Vth Pay Commission.

6. Classification of Service.

7. Dearness Allowance and Dearness Relief – revision of scale.

8. Modified Assured Career Progression Scheme (MACP).

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PAY COMMISSION/P.C. – VI

1. Co-ordinations/liasioning with other Ministries/Departments & Directorates of Railway Board in connection with implementation of 6th CPC recommendation.

2. Implementation of the 6th Central Pay Commission's recommendations in regard to the revised pay structure.

3. Railway Services (Revised Pay) Rules, 2008.

   - Applicability and scope of revised pay rules.
   - Adoption and implementation of revised pay structure and issue of schedules of pay.
   - Exercise of option.
   - Fixation of initial pay in the revised pay structure.
   - Stepping up of pay.
   - Fixation of pay in the revised pay structure of employees appointed as fresh recruits on or after 1.1.2006.
   - Increment in the revised pay structure.
   - Fixation of pay in the revised pay structure subsequent to 1.1.2006.
   - Fixation of pay on reappointment after 1.1.2006 to a post held prior to that date.
   - Fixation of pay on promotion on or after 1.1.2006.
   - Interpretation and relaxation of the rules.
   - Clarification and modification of the rules.

4. Fixation of pay on promotions in same Grade Pay.

5. Fixation of pay on placement in higher Grade Pay on non-functional basis.

6. National Anomalies Committee.

7. Departmental Anomalies Committee.

8. General Classification of Railway Service posts in the 6th CPC pay structure.

9. Dearness Allowance on 6th CPC pay.

10. Dearness Relief to Railway pensioners w.e.f. 1.1.2006 onwards.

11. Railway Board Tenure Allowance to officers of organized Group 'A'; services.

12. Additional Allowance payable to running staff.

13. Court cases on subjects dealt by the branch.

14. Parliament Questions on subjects dealt by the branch.

15. Parliamentary Committee matters on subjects dealt by the branch.

16. PNM/NFIR, PNM/AIRF, PNM/AIRPFA items.

17. NC/JCM, DC/JCM, Staff Council items.

18. FROA, IRPOF items etc. on the above policy issues.

19. Other misc. issues arising out of 6th CPC not allotted to any other branch.

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E(P&A) - I

Formulation of policy and issue of instructions/clarifications on the following subjects:

1. Age of superannuation.

2. Voluntary retirement.

3. Premature retirement in the public interest.

4. Re-employment/extension in service beyond the age of superannuation.

5. Special Allowance to all categories of non-gazetted staff on the Railways.

6. Night Patrolling Allowance.

7. PCO Allowance.

8. Risk Allowance to specified Group D categories on the Railways.

9. Scales of pay and qualifications of Railway school teachers.

10. Career Advancement scheme for Lecturers of Railway Degree College/ Secunderabad.

11. Grant of LAP, LHAP, Commuted Leave, Leave not due, Extraordinary Leave, Leave applicable to teaching staff in Railway schools, Maternity Leave, Paternity Leave, Child Care Leave, Hospital Leave, Leave to Apprentices/ Probationers, Leave preparatory to retirement under the Railway Services (Liberalised Leave) Rules 1949.

12. Allowances to Nurses viz., Nursing Allowance, Uniform Allowance, Washing Allowance.

13. Daily Officiating Allowance for short-term vacancies upto 21 days to the specified categories exempted from the minimum limit of officiating of 45 days.

14. Revision of rates of National Holiday Allowance.

15. Allowances to RPF/RPSF personnel viz., Ration Money Allowance, Cash Compensation for holidays/closed days, Washing Allowance to non-

gazetted personnel. Uniform Allowance, Initial Grant/Renewal Grant, Kit Maintenance Allowance to gazetted RPF/RPSF officers.

16. Annual Allowance to Doctors and Post Graduate Allowance to Medical officers for possessing Post Graduate Degree/ Diploma qualifications.

17. Outturn Allowance to Teleprinter Operator.

18. Anomaly in the matter of implementation of pay scales of certain staff of Stores Deptt.(pre-revised scales).

19. JCM/PNM/Staff Council items, Court cases/filing of SLPs,

20. Parliament questions on above including exodus of employees from Railways.

21. Liberalized Active Retirement Scheme for Guaranteed Employment for Safety Staff (LARSGESS).

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E(P&A) - II

Formulation of policy and issue of instructions/clarifications on the following subjects:

1. Running allowance and other allied issues pertaining to Running staff and revision of rates thereof :

   (i) Kilometreage allowance.

   (ii) Allowance in lieu of kilometreage.

   (iii) Allowance in lieu of running room facilities.

   (iv) Breach of rest allowance.

   (v) Outstation (detention) allowance.

   (vi) Outstation (relieving) allowance.

   (vii) Accident Allowance.

   (viii) Shunting duty allowance.

   (ix) Waiting duty allowance.

   (x) Officiating allowance for undertaking duties in higher grade posts.

   (xi) Classification of trains as High Speed Trains for the purpose of grant of Trip Allowance.

   (xii) Classification of Ghat sections for the purpose of grant of inflated kilometreage.

   (xiii) Computation of kilometreage for passenger services.

   (xiv) Computation of kilometreage for slow moving trains.

   (xv) Incentive scheme for Through Goods trains.

   (xvi) Identification of services/sections/special circumstances for grant of minimum 120 kms.

(xvii) Running staff working pilots.

(xviii) Determination of pay element.

(xix) Identification of allowances/circumstances etc. for reckoning of pay element.

2. Classification of categories as Running staff.

3. Mode of filling up posts of Loco Running Supervisors.

4. Scheme of Productivity Linked Bonus and review thereof at regular intervals.

5. Ad hoc bonus to RPF/RPSF personnel.

6. (i) Grant of House Rent Allowance and Compensatory (City) Allowance.

(ii) Classification of cities for the purpose of grant of House Rent Allowance and Compensatory (City) Allowance.

(iii) Initial sanctions for grant of House Rent Allowance and Compensatory (City) Allowance based on dependency certificates.

7. Exercise of option for fixation of pay.

8. Breakdown Duty Allowance and revision of rates thereof.

9. Night Duty Allowance and revision of rates thereof.

10. Hospital patient care allowance/patient care allowance and revision of rates thereof.

11. Stagnation increment prior to IV CPC scales of pay.

12. Anomaly in fixation of pay under FR 22 C and stepping up of pay prior 1-1-1986.

13. Pre-revised scales of pay of non-gazetted employees.

14. JCM/PNM/Staff Council items, Court cases/filing of SLPs.

15. Parliament Questions on above including recommendations of Running Allowance Committee.

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PLANNING DIRECTORATE

(Revised Subject List Vide OO No. 90 of 2017)

1. Preparation of Annual Plans/Ministry of Railway's Five year Plan & Corporate Plan – coordination with Niti Aayog.

2. Matters relating to Annual Plan & Five year Plans of other Central Ministries, State Governments and Union Territories and their Public Sector Undertakings.

3. Long term capacity enhancement programmes.

4. Coordination with Niti Aayog and other Ministries in respect of (2) to (3) above.

5. Examine and recommend investment proposals of different Directorates.

6. Nomination of officers to represent Railways on Inter-Ministerial/Departmental Task Forces/Working Groups/Study Groups in respect of the above (1 to 5) developmental plans.

7. Review of rolling stock requirements.

8. Processing and clearance of electrification and dieselization schemes.

9. Port connectivity projects except for the projects under Participative Schemes..

10. Privatization of Railway assets.

11. Nodal branch for IRCA.

12. Ongoing MUTP/MUT Project – scrutiny of various works, planning, financing through multilateral agencies.

13. Integrated Planning. Coordination of work in different Directorates in Boards' Office in relation to the planned development of Railways.

14. Provision/Shifting of Goodshed/Goods yard.

15. All issues/proposals related to new Railway Crossing/Block Stations (Construction/Policy). Norms for New Station.

16. RFD and related issues.

17. Matters pertaining to PCPIR.

18. Policy and Individual cases of RFD and PCPIR.

19. Meetings in Cabinet Secretariat of Special Groups to review long term capacity and investment policy.

20. Transport Policy and other initiatives relating to energy and environment.

21. Multi-Modal Logistics Parks.

22. Technology upgradation – coordination with different directorates dealing with track, rolling stock and signaling system.

23. LRDSS – Forecasting future freight demand under various growth scenarios by parametric analysis to assist in the planning process, Procuring simulation software modules for demand forecasting through CRIS, etc.

24. Conversion of existing station into sub-urban station.

25. Company Affairs of all Central Public Sector Enterprises (CPSEs) under the administrative control of Ministry of Railways.

26. All policy issues in regard to PSUs.

27. Issue of GOI guarantee to all PSUs of MoR.

28. Foreign visits of Chairman and MDs of PSUs.

29. Creation of posts in CPSEs requiring approval of Ministry of Railways.

30. Other establishment issues including 'Revision of Pay' in all CPSEs.

31. Initiation and coordination of annual MOUs to be signed between CPSEs and Ministry of Railways. (the above issues will be dealt in consultation/coordination with nodal directorates)

32. Audit Paras of RITES, IRCON and KRCL and other paras requiring coordination with all CPSEs.

33. Coordination and approval of DPE from the Rule of Immediate absorption for below Board level posts for all CPSEs.

34. Issues related to Performance Related Pay (PRP) and Performance Management System (PMS).

35. Appointment of part time Chairman and Government as well as Independent Directors on the Boards of all CPSEs.

36. Cost sharing arrangements on projects jointly with the State Governments other than the DFC/HSR/Participative Schemes.

37. Coordination with various Missions and Embassies of India in cases related to PSUs.

38. CA-iii references of RITES, IRCON and Konkan Railway. Other such cases are to be dealt by the respective nodal directorates.

39. Co-operation with Foreign countries and co-ordination with MEA in cases related to PSUs.

40. Parliamentary Business i.e. laying of Annual Reports of PSUs and MOUs in the Parliament, replies to assurances given in the Parliament.

41. Co-ordination with DPE in regard to issues relating to CPSEs.

42. Dividend by PSUs and Review of Financial performance of PSUs.

43. Up-gradation and recategorization of CPSEs, grant of Mini-Ratna and Nav-Ratna status to CPSEs.

44. Nomination of President's nominee for AGM/EGM of CPSEs.

45. Amendment in Memorandum & Articles of Association of CPSEs.

46. Transfer of shares, modification in share holding pattern etc.

47. RTI cases pertaining to RITES, IRCON and KRCL or on policy issues being dealt by Planning Directorate.

48. Policy on eligibility criteria for Board level posts in CPSEs.

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INFRASTRUCTURE DIRECTORATE

INFRASTRUCTURE CELL

(*Revised Subject list vide OO No. 90 of 2017*)

1. All Issues related to Dedicated Freight Corridors/DFCCIL & HSRs/Mumbai Ahmedabad High Speed Rail Corridor project.
2. All issues related to Delhi, Mumbai Industrial Corridor (DMIC).
3. Railway expansion programme involving investments on items like high-speed rail, Golden Rail Corridor etc.
4. Multilateral/Bilateral funding i.e, WB, ADB, JICA etc.
5. International cooperation.
6. Dealing with SAARC, UIC, BIMSTEC, UNESCAP, International Rail Connectivity etc.

6a. Nodal Directorate for cooperation/connectivity issues with neighboring countries viz. Nepal, Bhutan, Bangladesh, Pakistan, Sri Lanka etc. except issues pertaining to train services/rail traffic which would continue to be dealt with by TT Directorate. (OO. 87 of 2018)

7. Nodal Directorate for PPP, Coordinating Role for all types of PPP Policy in rail sector and setting up of SPV for infrastructure projects including DFC.
8. Co-ordination with Niti Aayog and Ministry of Finance in PPP policy matters.
9. Private Participation on Railways.
10. Nodal Directorate for Rail Development Authority(RDA).
11. PMO specific issues/projects

Note:- The executive responsibility for PPP Projects would be that of Nodal Directorates and the Zonal Railways. The Nodal Directorates and Zonal Railways would continue to identify projects for PPP. However, for synergetic and coherent development of such projects, they would inform the PPP cell and seek the advice of the Cell from time to time, In the case of identification and development of PPP projects by the PPP cell, the cell would involve the Nodal Directorates throughout the process to ensure that the Nodal Directorates contribute effectively in shaping the outline of the project and taking up the project for execution.

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Project Development Cell

1. To create projects with all approvals, land available for allocation and with the complete Detailed Project Reports for adoption/investment by investors.

2. To identify issues that need to be resolved in order to attract and finalise the investment and put forth these before the Empowered Group of Secretaries (EGoS)

PROJECT DIRECTORATE

PROJECT CELL

Dealing with all projects included in the Works Programme under the Plan Head "Metropolitan Transport Projects."

This includes: -

1. Sanction of estimates.
2. Processing of tenders requiring Boards approval.
3. Formulating replies to draft audit paras received from PAC relating to the on-going MTP projects.
4. Monitoring of progress and submission of periodical flash/progress reports to Ministry of Programme Implementation/Cabinet Secretariat/Planning Commission.
5. Legislative proposals on Metropolitan Transport Projects.
6. Five Year Plan/Annual Plan Budget.
7. Parliament Questions, briefs, cut motions, etc. on aspects relating to the on-going MT Projects.
8. Reference from VIPs, State Governments on the on-going MT Projects.
9. Consultancy assistance from abroad required for the MT Projects under executions.
10. Liaison with RDSO on the technical issues relating to the projects.
11. Points/information raised by RCC & Standing Committee on Railways relating to MT projects.
12. Processing of survey reports for sanction of the works under MTP Plan Head.

    This includes:-

    i) The operation and maintenance of all MTP Projects after completion- which will be dealt with by concerned directorates in the Board's Office. However, this directorate will be the nodal directorate for all metro projects under construction and monitor the progress of works till they are completed.

    ii) Processing of proposals for Development of Inter Modal Transport System in different cities. Including survey/studies.

    iii) Liaison with National Capital Region Planning Board and co-ordination work in regard to proposals formulated by the Board for the rail projects for the NCR.

iv) Administration for the following Act:

(a) The Metro Railways (Construction of Works) Act. 1978.

(b) The Calcutta Metro Railway (Operation and Maintenance) ` Temporary Provisions Act, 1985.

v) All matters relating to the Technical planning and Coordination of all Metro Railways projects.

13. To deal with the references from Ministry of Urban Development in regard to technical aspects of the rail based Mass Rapid Transit Systems (MRTS) for the cities, such as given below, including scrutiny of project reports; Civil Engineering structures; rolling stock; signalling; tele-communication; traffic and transportation; ventilation; and safety measures etc.

14. Liaison and correspondence with the Ministry of Urban Development, Ministry of Surface Transport/Planning Commission on the policy issue relating to Mass Rapid Transit Systems for the cities, such as unified Metropolitan Transport Authority, Metropolitan Transport Consortium Fund etc.

15. MUTP – Mumbai Urban Transport Project.

16. Parliament Questions on above including integrated transport system for linking Railway Staiton, Metro Station and National Highways, Mono Rail Projects.

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PUBLIC RELATION DIRECTORATE

P.R.

1. Channelling of information for the Ministry of Railways to media through PIB.
2. Management feedback through 'Daily Press Clippings'.
3. Liaison for press work with various units of the M/o I&B such as DD, AIR, DAVP, Publication Division, Dte. of Film Festival, Dte. of Field Publicity, etc.
4. Organising special articles and features in the media for the Ministry of Railways on special occasions.
5. Entering special requests from the media for news material concerning the Ministry of Railways.
6. Organising press tours, press conferences and preparing briefs for MR/MSRs/CRB and other Board Members.
7. EQ reservation for media persons.
8. Advertising Policy in print and electronic media, conceptualising advertising campaigns for Indian Railways, advertising at Board's level and monitoring of advertising at Zonal Railways/ Production Units.
9. Production of Radio/TV spots, quickies, films/documentaries and their broadcast/telecast on AIR/TV Channels.
10. Printing of publicity materials, eg., Books, Information booklets, Brochures, Pamphlets, etc.
11. Participation in national/international exhibitions.
12. Permission for photography and film shooting in Railway premises and the policy thereon.
13. Publication/distribution of "Indian Railways" and "Bharatiya Rail Magazine", Rail Bandhu.
14. Indian Railway Logo (Policy and Changes).
15. Preparation/Co-ordination for material regarding achievement made by IR for PIB and for PMO.
16. Co-ordination with regard to various railway functions on PR aspects.
17. Allied matters relating to the above subjects.
18. Parliament Questions on above including amount spent on advertisement/advertisement issued by Railways.

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SAFETY DIRECTORATE

Safety (Accidents)

1. Train accidents (consequential and indicative) **excluding** cases of train wrecking, trespassing and run over, persons falling out of running trains, casualties in roof-top travelling, cases of landslides, breaches, OHE breakdowns, public agitations, etc.

2. Monitoring of consequential train accidents.

3. Receipt and circulation of consequential and indicative train accident messages.

4. Compilation & updating of Accident related data and statistics.

5. Analysis of consequential train accident statistics and trends.

6. Maintenance of Monthly Statement 'A' & 'B' showing detailed statistics of train accidents on Indian Railways.

2. Preparation of briefs for visits of Ministers, Board, Parliamentary Standing Committee and other similar Committees.

8. Preparation of briefs for various meetings, such as Board's Safety Meetings, Minister's meetings with Board, PREM meetings, Consultative Committee of Members of Parliament, General Managers' Conference, COMs' conference CSOs' Conference, etc.

9. Submission of Monthly Review of train accidents to Board.

10. Para on Safety for Monthly Summary for the Cabinet.

11. Compilation and Printing of the Annual Safety Performance Booklet of Indian Railways.

12. Chapters on 'Safety' for 'Indian Railways 'Annual Report & Accounts' and Indian Railways 'Year Book'.

13. Establishment matters relating to staff in Safety Control.

14. Parliamentary business related to above items, including Calling Attention Notices, Cut Motions, Suo Moto Statements and Motions on Demands of Grants, etc. relating to Train Accidents and Safety.

15. Rajbhasha related work of Safety Directorate.

16. RTI cases related to above items.

17. Any other work assigned by senior officers.

18. All Parliament Questions, RTI etc. relating to Railway accidents. **(*vide O.O. No. 15 of 2020*)**

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Safety (Rules)

1. All matters relating to General Rules and Subsidiary Rules.
2. Matters pertaining to Station Working Rules (SWRs).
3. Accident Manual related work.
4. Recommendations of Commissioners of Railway Safety relating to Rules.
5. References of Zonal Railways relating to Operating Rules.
6. Issues related to replacement of Guard's Boxes.
7. Parliamentary Business related to above items.
3. RTI cases related to above items.
4. Any other work assigned by senior officers

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Safety (Inquiries)

1. Rules of Accident Inquires – Commission of Inquires, CRS Inquires, Departmental Inquires, etc.
2. Watching progress of finalization of accident inquires conducted by the Railways, including inquires entrusted to the Railway Administration by Commissioner of Railway Safety and Departmental inquires.
3. Examination of Reports of Departmental (Non-CRS) Inquires conducted by Zonal Railways in Board reported cases and recommendations made therein.
4. Monitoring of finalization of DAR cases against staff involved in train accidents (including CRS cases).
5. Norms for award of punishments in train accidents.
6. Maintenance of statistics regarding punishment in train accidents (including CRS cases).
7. Review of adequacy of punishments in train accidents (including CRS cases).
8. Criteria for award of Safety Shield
9. Data compilation of Accidents for award of Safety Shield.
5. Suggestions/proposals regarding safety in train operation or enhancement of safety by way of innovations from outsiders.
6. Reference of PMO, MPs, VIPs and other dignitaries.
7. References of staff Federations and Unions.
8. Special Railway Safety Fund (SRSF).
9. All Safety related issues pertaining to ACD, TPWS, VCD, Fog Safe Device and other such technologies.
10. Nodal section for execution of SIMS work.
11. Condonation of infringement of Schedule of Dimensions relating to S&T.
12. Parliamentary business related to above items.
13. RTI cases related to above items.
14. Any other work assigned by senior officers.

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Safety (CRS)

1. Examination of the Accident Inquiry Reports of the Commissioners of Railway Safety and Judicial Commissions on serious train accidents.

2. Examination of the recommendations made by the Commissioners of Railway Safety and Inquiry Commissions in consultation with various Directorates in Board's office.

3. Monitoring the implementation of the accepted recommendations of CRS/Inquiry Commission on the Railways.

4. Liaison with the Ministry of Civil Aviation and Commission of Railway Safety regarding train accidents inquired into by the Commission of Railway Safety and other issues related to IR. *(Administrative aspect viz. 'Administrative Convenience of Commission of Railway Safety involving Office Maintenance etc. stands transferred to C(E)-I vide O.O. No. 37 of 2018)*

5. Annual Report on the working of the Commission of Railway Safety.

6. Compilation of material connected with CRS inquiries for inclusion in the Annual Safety Performance Review.

7. Maintenance and updating of data-base of Accidents inquired into by CRS including recommendations, follow-up, responsibilities, DAR, etc.

8. Issues connected with Railway Safety Authority.

9. Condonation of infringement of Schedule of Dimensions.

10. Safety related issues of Level Crossings including Public Awareness Campaigns. Closure, Merger, Demanning of Level Crossings, replacement of LC gates with ROB/RUB/LHS.

11. Parliamentary business related to above items.

12. RTI cases related to above items.

13. Any other work assigned by senior officers.

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Safety (Disaster Management)

1. All matters relating to Disaster Management.

2. Co-ordination with other Ministries and Departments, NDMA, NIDM, NDRF, etc. on disaster management.

3. Monitoring and coordination of implementation of NDMA guidelines.

4. Preparation and updating of Disaster Management Plan, Crisis Management Plan, Emergency Support Function Plan, etc. of Ministry of Railways.

5. Monitoring the implementation of recommendations of the High Level Committee on Disaster Management, Disaster Management Review Committee, etc.

6. Disaster Management training – Coordination with IRITM, Lucknow, etc.

7. Disaster Management/Safety related National Seminars and Conferences.

8. Analysis of SPAD Cases and their follow up including DAR.

9. Issues relating to running staff.

10. Analysis of over 10-hour-duty cases of loco pilots.

11. Issues related to asset/equipment failures.

12. Preventive action on train accidents involving fire, including pantry cars.

13. Relief and restoration equipment – ART/ARME/Cranes.

14. Web site management and other IT related works of Safety Directorate.

15. Parliamentary business related to above items.

16. RTI cases related to above items.

17. Any other work assigned by senior officers.

18. Accident Free Service Award to select Safety category staff; Zonal Safety and other Awards; Policy to reward persons who help in averting train accidents.

19. Issues regarding training of Safety Category Staff including PME, Refresher, Safety Camps etc.

20. Issues related to Psycho-testing of Safety related staff, coordination with RDSO's Psycho-Technical Cell on Safety related matters, Assessment Centres.

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Item Nos. 18, 19 & 20 transferred from Safety(Imp.) vide O.O. No. 24 of 2018

SAFETY (IMPLEMENTATION) – Safety (Imp.)

1. Monitoring of Implementation of recommendations of High Powered Railway Accident Committees and Railway Safety Review Committee, HLSRC, etc.
2. Implementation of accepted recommendations of Commission of Railway Safety and Commissions of Inquiry on items relating to Safety (Imp.).
3. Monthly reports from Zonal Railways on Safety, including MCDO, and maintenance of relevant data (excluding accident statistics).
4. Inspection Notes of Board Members, other Safety Officers – follow up.
5. Inspections and spot checks on actual practices being followed on Railways in the observance of rules and regulations affecting safe operation of trains.
6. Inter-Railway Safety Inspections and Safety Audit – follow up.
7. Railway Board Safety Teams.
8. Safety Drives and Safety Action Plan.
9. Coordination of activities of Safety Organisation on Zonal Railways, including Safety set up.
10. Enhancing and strengthening communication with field units regarding safety instructions; Activities relating to enhancement of safety in train operation.
11. Special Railway Safety Fund (SRSF).
12. Follow up action on corporate documents e.g. 'White Paper on Safety on IR', 'Corporate Safety Plan', 'Vision 2020', etc.
13. Follow-up action on decisions taken in various meetings/conferences/committees and studies on items pertaining to Safety (Imp.).
14. Issues related to provision of Hand Signal Lamp and Tail Lamp etc.
15. Work connected with award of Safety Shield.
16. Parliamentary business related to above items.
17. RTI cases related to above items.
18. Any other work assigned by senior officers.

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Three Items viz. 15, 17 & 18 earlier transferred to Safety (DM) vide O.O. No. 24 of 2018.

SECRETARY DIRECTORATE

Cash - I

Railway Board's office Budget

1. Maintenance of expenditure registers in respect of major head "345-Indian Railways Policy Formulation, Direction, Research and other Misc. Organisation- Grant No.-1- Railway Board/ Grant No.2 Annexure 'C' item No. III (i) – Misc. Railway Board", Grant No.13, Grant-14(b) & Grant No.31-Civil Demand- Railway Board.
2. Reconciliation of accounts in respect of the above with the Pay & Accounts Office, Railway Board.
3. Preparation of Revised Estimates and Budget Estimates, Final Modification, August Review, separately under the headings:-

i) Pay and Allowances of Officer - Gazetted.

ii) Pay and Allowances of Staff Non-Gazetted- Group 'C' & 'D'.

iii) Other Allowances and Contingency expenses of Railway Board and Establishment outside Delhi.

iv) Miscellaneous other charges.

4. Preparation of Appropriation Accounts at the close of each financial year in respect of Grant No.1 and Grant No-2, C-III(i)-Railway Board, Grant No. 13 and Grant No.31-Civil Demand- Railway Board.
5. Preparation of Staff Statement No.40 forwarded to Stat Branch for printing.
6. Working out of average cost of employees of Board's Office separately for Group 'A', 'B', 'C' & 'D'.
7. Preparation of objective type expenditure in connection with Grant.1 and Grant.No.2- Railway Board.
8. i) Preparation of objective type expenditure in respect of Civil Demand 31- Loans & Advances to the Officers/ staff of Railway Board, compilation of Estimates under Grant No. 13= P.F., Pension & Other retirement benefits Railway Board Statement No.vii of Grant No.14 (b)- Appropriation to Pension Fund.

ii) Compilation of Estimate under Grant No.13- Pensionary Benefits.

iii) Preparation of Budget Estimates in respect of Railway Employees Insurance Scheme.

9. To attend to disputes and furnishing information in connection with Railway Board's Budget to Railway Convention Committee.

Miscellaneous Works

10. Arranging spot payment of TA/DA to the MP's and non-official members of NRUCC.
11. Arranging advance payment bills in respect of Ministers, Board Members and Other Officers/Staff in connection with their Foreign Tours and finalise their TA/DA bills after completion of their Foreign Tours.
12. To attend meetings and arrange spot payment to the MPs and non-official members of Railway Hindi Salahkar Samiti at Head Quarters and outside Head Quarters which is almost a regular feature.
13. Preparation of TA/DA bills and calculations of Income Tax schedule in favour of the non- official members of other Committees appointed.
14. Preparation of Honorarium/Remuneration Bills in respect of Chairman and other members of Passenger Amenities Committee, Passenger Services Committee, Railway Safety Review Committee, Consultant to MR/MOS(R) and other Expert Committees.
15. Preparation of Advance Payment Bills and TA/DA bills of officers of the Board's Office in connection with their Training abroad.
16. Preparation of information in regard to the expenditure incurred on foreign tours by Ministers in connection with Parliament Questions and also to collect information from E(O)II Branch in respect of the official delegations abroad for incorporation in the Parliament Questions.

Gazetted Officers

17. Preparation of bills – Regular Salary, Supplementary Salary bills, TA/DA bills, Preparation of monthly expenditure statement in respect of Ministers for submission to the Ministry of Cabinet Affairs. Preparation of bills of Officer/Staff- reimbursement of Medical expenses, tuition fees, taxi charges, honorarium and advances viz. Motor Car, Motor Cycle, House Building, Computer Advance, S.R.P.F. Advances and Final withdrawal from S.R.P.F.
18. Arranging payment of Air passage bills in respect of air journeys undertaken by Ministers and other officers of Railway Board and other Railways.
19. Assessment of Income Tax of Officers.
20. Correspondence in respect of recoveries of Railways dues about Transit Camp, Flats, Rest Houses, Electric and Water Charges, Railway Clubs etc. and preparation of Last Pay Certificate of officers on transfer.

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CASH - II

1. Preparation of Bills of Class-III Staff:-

   i) Regular monthly salary alongwith different allowances.

   ii) Educational Assistance and Tuition Fees reimbursement.

   iii) Honorarium/ Translation charges/ Cash Awards.

   iv) Reimbursement of Medical Expenses/Advances/final withdrawal.

   v) Ration Money.

   vi) Telephone Bills.

   vii) Reimbursement of Telephone Bills.

   viii) Leave Salary Bills/Leave encashment and GIS accumulation Bills for retiring staff.

   ix) Preparation of Last Pay Certificates.

   x) Income certificates for submission to various authorities.

   xi) CA-25 Bills for the payment of unpaid amount.

   xii) Productivity Linked Bonus.

2. Recoveries/ Deductions of: -

   i) Compulsory and Voluntary contribution towards SRPF.

   ii) Central Govt. Employees Group Insurance Scheme/ REIS.

   iii) C.G.H.S.

   iv) Quarter rent/ License fee charges of Directorate of Estate/ Railway's Quarters.

   v) Water and Electricity Charges- NDMC and Railway Quarters.

   vi) Over-payments.

vii) Loans and advances together with interest accruing thereon wherever applicable.

viii) Loan and subscription towards Co-operative Societies- Railways and Railway Board.

ix) Railway Board Recreation Club dues.

x) Income Tax and surcharge thereon.

xi) Contribution towards Relief Funds.

xii) Postal Life Insurance.

xiii) Life Insurance Corporation's premium.

xiv) RBMSA's membership fee.

3. Verification of: -

i) Pay and SRPF dues particulars for SRPF advance/ Final withdrawal applications.

ii) Pay and CGHS deduction particulars for issue of new CGHS Cards.

iii) Pay and Loan particulars for various Government recognized societies.

iv) Pay and allowances particulars in Quarter allotment application forms of Northern Railway/ Directorate of Estate.

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CASH – III

I. Preparation of Bills of Class-IV staff:-

1. Salary of Part-I, II, Special and Canteen staff.
2. Loans, advances & different allowances applicable to Class-IV staff.
3. Educational assistance and tuition fees.
4. Medical reimbursement.
5. Stitching/liveries charges.
6. Leave Salary bills/Leave encashment and GIS accumulation bills for retiring staff.
7. TA etc. for staff settling on retirement at native places.
8. Income certificates for submission to various authorities.

II. Recoveries of:-

1. Compulsory and voluntary GPF/SRPF/NCPF.
2. Central Government Employees Group Insurance Scheme/REIS.
3. C.G.H.S.
4. Quarter rent/licence fee charges.
5. Water and Electricity charges.
6. Loan and subscription towards Cooperative Thrift and Credit Society.
7. Railway Board Recreation Club dues.
8. Loans and advances together with interest accruing thereon wherever applicable.

III. Cash Imprest:-

1. Maintenance and payment of petty cash from Imprest.
2. Submission of recoupment vouchers to PAO/Railway Board.
3. Submission of monthly account of the amounts received during the month to PAO for further consolidation.

IV. Miscellaneous Bills:-

1. Honorarium and cash awards.
2. Translation honorarium charges (foreign languages).

3. Staff Benefit Fund relating to class –III and IV staff.

4. Firms contingent bills.

5. Newspaper cost reimbursement bills.

6. Entertainment charges bill of Railway Board Staff Canteen, Parliament Canteen and Northern Railway Catering.

7. Deposit of earnings and refund of loans/advances to Reserve Bank of India, New Delhi.

8. Procurement and distribution of Service Postage Stamps to Issue(D), PR(M) and other branches of Board's Office.

9. Receipt of charges for Holiday Homes/Rent Houses under the control of Railway Board at Shimla, Mussourie and Nainital.

10. Refund of earnest money deposited as Tender fees to various parties/firms for various activities.

V. <u>Verification of</u>:-

1. Pay and PF dues particulars for SRPF/GPF/NCPF advance/final withdrawal applicants.

2. Pay and CGHS deduction particulars for issue of new CGHS cards.

3. Pay and loan particulars for various Government recognised societies.

4. Pay and Allowances particulars in quarter allotment application forms of Northern Railway/Directorate of Estates.

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CENTRAL REGISTRY

I. Receipt/Marking of Dak:-

1. Courier Dak received from different Zonal Railways.
2. Local Dak received from different Ministries and other local bodies.
3. Dak received through ordinary Postal Dak.
4. Dak received through Registered Dak.
5. Dak received through Diplomatic Bags.
6. Dak received from President's Secretariat and Prime Minister's Secretariat.
7. Court summons, legal notices from local courts and other legal bodies.
8. Dak/files received from different Branches of Board's Office for branches shifted to Pragati Maidan.

II. Distribution of Dak:-

1. Distribution of official as well as private letters received through postal dak to different officers and staff in different floors.
2. Distribution of Registered Dak received through GoI Dak Khana to Officers and Branches.
3. Distribution of Court Summons, Notices, U.O. Files, Telegrams and other important documents.
4. Distribution of official Confidential letters to different branches etc. which are received in Railway Board.
5. Distribution of Dak/Files received from Railway Board's Branches/Officers working in Pragati Maidan.

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CHASING

1. Chasing of VIP references concerning more than one Directorate received from Ministers/Chief Ministers/MPs/MLAs and other high dignitaries addressed to MR/MOS(R)/Board Members etc with the following exceptions:-

   (a) Those references which are addressed to MR/MOS(R)/Board by recognized/Unrecognized Union/Federations/Associations directly or forwarded through MPs/MLAs etc

   (b) Directorate which is concerned with maximum number of items in reference will co-ordinate such a reference with other Directorate(s) and put up a consolidated reply covering all the points raised therein directly to MR/MOS(R).

   However, in case equal number of items concern more than one Directorate, the Chasing Section will then co-ordinate information and put up a consolidated reply covering all the points raised in the reference, to MR/MOS(R).

2. Chasing of orders passed by Board Member(s) on VIP/MPs references concerning more than one Directorate.

3. Parliament Questions in respect of the disposal of VIP/MPs references received in MR/MSR's Office.

4. References received from Prime Minister's Office concerning more than one Directorate and take appropriate necessary action thereon.

5. Co-ordination work in respect of references marked by Minister/Minister of State/Board Members for action.

6. Procedural matters/ guidelines regarding disposal/ submission of CA-iii cases/references to the Minister(s).

7. Meeting of Chief Ministers with Minister and issue of minutes thereof.

8. All files on which the Ministers have asked for any information to be obtained or have passed any orders.

9. Inward letters on which the Ministers have indicated their desire that special action should be taken.

10. Cases/receipts which the Board may desire to be specially watched.

11. Any other cases/receipts which may be indicated as requiring special attention.

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CONFIDENTIAL CELL

1. Confidential Reports, Processing, maintenance of APARs and dossiers of Group 'A' Officers.

2. Policy matters relating to career planning of Railway Officers on the Zonal Railways/PUs.

3. Assisting Secretary, Railway Board in all the establishment work of Senior Officers on Zonal Railways/PUs viz. of framing of panels, promotions, transfers etc. Processing of ACC cases.

4. Central deputation under Central Staffing Scheme (DS/Dir/JS/AS/Secretary levels).

5. Representations/Court Cases/RTI on all the above mentioned subjects.

PROSECUTION CELL

1. Handling of all establishment and the other administrative functions of Prosecution Cadre (***vide Office Order No. 84 of 2020****)*

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E(O) - I

1 Discipline and appeal cases of all Gazetted officers on Railways/Production Units etc.

2. Withholding/reduction of pension of Gazetted officers of Railways/Production Units etc. as a result of departmental/judicial proceedings.

3. General Rules regarding fixation of seniority of officers on Recruitment/Promotion/Absorption in Group 'A'.

4. Seniority of officers and initial fixation of pay (Date of increment on time scale-DOITS) on permanent promotion to Group 'A' against promotion quota in the Junior Scale in various All India Services.

5. Grant of extension of service to individual Gazetted officers, excluding those working in Board's office and RDSO etc.

6. Cases of re-employment of Gazetted officers.

7. Grant of Disability Leave to Gazetted Officers.

8. Premature retirement of Gazetted officers of Indian Railways/Production Units etc as also Railway Board Secretariat Service.

9. Voluntary retirement from service of Group-A officers of Indian Railways/Production Units etc.

10. All matters relating to ex-states Railway Gazetted officers on subjects mentioned in items 1 to 9 above.

11. Representations from Gazetted officers in respect of matters relating to subjects dealt with in E(O)I Br.

12. Issues relating to according sanction for prosecution against Gazetted Officers.

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E(O)-I/CC

Court cases arising out of the subjects dealt with by E(O)-I branch including filing of SLP in Supreme Court.

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E(O) - II

1. Application forwarding of:- Applications from Gazetted Officers for posts outside the Railways.

2. Date of Birth:- Cases relating to alteration in the dates of birth of gazetted officers.

3. Deputations within India:- All cases of deputation of Gazetted Officers to other Government Departments, State Governments and undertakings in the Public.

4. Deputation outside India:- All cases of deputation of gazetted officers outside India.

5. Permanent absorption:- Permanent absorption of Railway officers on deputation to Public Sector Undertakings.

6. Employment:- Permission to Gazetted Officers to take up commercial employment after retirement under Railway Services (Pension) Rule, 1993.

7. Experts:- Obtaining the services of experts for the Indian Railways either under various aid agreements or under collaboration agreements. Making available services of Indian Experts to foreign countries.

8. Foreign Assignments:- Foreign assignments of gazetted officers.

9. Conduct Rules:- Individual cases of gazetted officers of Railways under Railway Services (Conduct Rules).

10. Railway Inspectorates Transfer of Railway Officers:- Transfer of Railway Officers to the government Inspectorate of Railway (now known as Railway Safety Commission).

11. I.R.C.A. Establishment matters:- Deputation of Railway Officers to IRCA and creation and extension of posts in IRCA in scales equivalent to gazetted posts on the Railways.

12. Fixation of pay:- Individual cases of fixation of pay of officers excluding probationers and Temporary.

13. Special Pay (i.e. Dual Charge Allowances):- All cases relating to grant of dual charge allowance to Railway Officers.

14. Provident Fund:- Cases relating to settlement of P.F. claims of individual officers.

15. Pension:- Cases relating to pension of individual officers.

16. Cases related to all Individual/Joint Representation relating to NPS (New Pension Scheme) received from serving or retired Gazetted Railway employees either directly or through MPs/MLAs/VIPs or Associations/Federations and references received from Railway/PUs seeking opinion, clarification on NPS pertaining to Gazetted Officers which may include Court Cases also.

17. Railway Rates Tribunal- Establishment matters:- All establishment matters relating to the Railway Rates Tribunal.

18. Railway Advisers Organisations – Establishment matters:- All establishment matters relating to the Railway Adviser's Organisations including posting and transfer of officers in those organisations but excluding the grant of leave.

19. Deputation of:- Obtaining on loan State Government Officers for Gazetted posts on Railways which are decided to be filled by State Government Officers (including the post of Chief Security Officer but excluding other Gazetted posts in the Security Department).

20. Railway Claims Tribunal – Establishment matters:- Selection and Appointment to the posts of Chairman, Vice Chairman (Judicial & Technical), Members (Judicial & Technical), Registrar and Additional Registrar.

21. References related to absorption on Gazetted Posts on IR of non-Railway employee/ PSUs employee.

22. References, if any, on permission to Railway Officers working in Government funded institutions to accept the Directorship of private companies.

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E(O) - III

1. Promotions to Administrative Grades.
2. Seniority of Officers (Administrative Grade).
3. Transfer of all Gazetted Officers excluding Probationers who are yet to be confirmed.
4. Leave other than disability leave to individual Gazetted Officers (excluding leave to probationers).
5. Grant of Ex-India study leave to Gazetted Officers.
6. Resignations of individual Gazetted Officers working in Administrative Grades.
7. Death Reports of individual Gazetted Officers.
8. Complaints against Gazetted Officers excluding those with Vigilance angle and those from and on behalf of non-gazetted staff pertaining to their grievances in service matters.
9. Individual case of Gazetted officers for re-imbursement of legal expenses including reference from Railways for re-imbursement pertaining to Gazetted Officers.
10. Grant of leave & encashment of leave to General Managers/equivalents and heads of Training Institutes and Organisations
11. Certificates to Gazetted Officers under 'NBR'.
12. Certificates (Administrative) to Gazetted Officers.
13. Preparation of Cadre Statements in Administrative Grades in respect of all Departments.
14. Maintenance and printing of classified list.
15. Tour Programme of General Managers/equivalents etc.
16. Parliament Questions on above including sexual harassment by Railway Officers, Railway Engineers joining private companies.

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E(O) - III/Spl

1. To deal with Court Cases which arise out of the Orders issued from E(O)III Section regarding promotion of Officers to the various Administrative Grades and transfers of Group 'A' Railway Officers.

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ERB – I

1. Original creation of posts of Section Officers, Deputy Directors/Under Secretaries and above; subsequent extension of these posts.
2. Original creation of ex-cadre Class-II, Class-I, posts and subsequent extension of these posts.
3. Promotion of Group 'B' Officers of the Railway Board Secretariat Service and RBSSS to the Grade of Deputy Director/Under Secretary/Principal Private Secretary, Deputy Secretary/Joint Director etc.
4. Confirmation of gazetted officers of Railway Board Secretariat Services.
5. Transfer of officers on deputation to Board from other services of Government of India, Zonal Railways etc.
6. Transfer of RBSS and RBSSS officers on deputation to other Government Services.
7. Tenure of officers in Board's Office.
8. Individual cases of fixation of pay of Section Officers, Deputy Directors/Under Secretaries and above.
9. Re-employment of Class-I Officers in the Board's Office.
10. Commercial Employment of Class-I Officers retired from Board's Office.
11. Promotion of Assistants to Section Officer's Grade. Select List of Section Officers.
12. Promotion of Personal Assistants as Private Secretaries. Select List of Private Secretaries.
13. Appointment of the personal gazetted staff of Minister of Railways, Minister of State for Railways and Deputy Minister of Railways.
14. Fixation of seniority of gazetted officers of Railway Board Secretariat Service and RBSSS.
15. Amendment to RBSS Rules, 1969 and RBSS (Section Officer's Grade) Limited Departmental Competitive Examination, Regulation etc.
16. Extension of service to all gazetted officers in Board's Office.
17. Cadre Review/Restructuring of Officers of RBSS & RBSSS.

18. Nomination of Class-I and Class-II officers of Board's Office to various training courses and programmes like ISTM training, Zonal Railway training etc. except Foreign Training.

19. Issue of No-objection Certificate to Gazetted Officers in Board's Office for passport etc.

20. Sanction of LAP to the Class-I and Class-II Officers in Board's Office.

21. Maintenance of Casual Leave/Restricted Holiday records of Class-I and Class-II Gazetted Officers.

22. Grant of leave ex-India, grant of special casual leave, grant of leave in lieu of joining time etc., sanction of advance of pay in the event of transfer, deputation /leave to the Class-I and Class-II Gazetted Officers of the Board's Office.

23. Grant of study leave to officers working in Railway Board.

24. Grant of child Care/Maternity/Paternity leave to officers working in Railway Board.

25. Encashment of leave in respect of officers working in Railway Board.

26. Notification in case of retirement, death and voluntary retirement of officers.

27. Maintenance of record of immovable property returns in respect of all the Gazetted Officers posted in Board's Office.

28. Process and also record the intimation with regard to various issues attracting provisions of R.S. (Conduct) Rules, 1966.

29. DAR action under R.S. (D&A) Rules against Gazetted officers posted in Board's office.

30. Framing/amendment of Recruitment Rules for the various Class-I and Class-II Ex-cadre posts.

31. Creation of posts of Private Secretaries (Group 'B') in Board's Office and extension of these posts.

32. Transfer and posting of officers in RDSO.

33. Selection/DPCs of Group 'A' Officers in RDSO.

34. Tenure of Group 'A' Officers in RDSO.

35. Service matters relating to R.L.O. Staff.

36. Issue of Resolutions/Notifications/Orders regarding constitution of various Committees, finalization of terms and conditions applicable to the Chairman/Members of the Committees appointed for the specific purposes and processing of papers for Notification of Commission, Terms & Conditions of the Commission/Members of the Commission concerning Ministry of Railways other than those relating to CRS and Commissions under the Commissions of Inquiry Act being dealt with by other concerned branches (Safety & E(O)-II).

37. Process the cases for nomination of Members, Change of composition etc. of the Committee constituted by Secretary Directorate.

38. Extension of the period of duration of the Committees.

39. Nomination of Railway Board's representatives in Semi-Government Bodies, Corporation etc.

40. Nomination of representatives of Indian Railways to serve on the Committees appointed by other Ministries, BIS etc.

41. Enrollment of Membership of Indian Railways with other Institutes/Organisations/Associations.

42. Payment of annual subscription for renewal of membership of Indian Railways with various National and International Institutes/Organisations/Associations like IRCA, UIC, ORE, IRTM, UIMG, etc.

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ERB – II

The following matters relating to the non-gazetted cadres of RBSS (Assistants), RBSSS (Personal Assistants and Stenographers), RBSCS (Upper Division Clerks and Lower Division Clerks), non-gazetted staff of other small isolated cadres (Hindi Assistants, Staff Car Drivers, Telephone Operators, Drawing Office Staff, Crypto Cadre, Computer Cadre, Roneo Cadre, Canteen, Horticulture, Wireman/Batteryman) and Ex-cadre staff, drafted from zonal railways:

1. Determination of year-wise vacancies.

2. Completion of joining formalities on fresh appointment/promotion/drafting from zonal Railways.

3. Promotions/selections within non-gazetted posts.

4. Fixation of pay on initial appointment and promotion within non-gazetted posts.

5. Maintenance of Service Books and Personal files.

6. Confirmation of staff on completion of probation period.

7. Preparation of Select Lists (excluding in the grade of Upper Division Clerks – which is prepared by ERB-VI Branch).

8. Preparation and maintenance of Seniority Lists.

9. Preparation and maintenance of reservation rosters.

10. Postings/transfers of staff.

11. Forwarding of applications to UPSC, SSC, Zonal Railways and other Ministries/PSUs/Autonomous bodies for various examinations, selections and deputations.

12. Furnishing of various staff statements (PLB, Annual Staff Statement-40, Pension Fund etc.).

13. Deputation of staff to other Ministries, PSUs and autonomous bodies.

14. Processing cases of resignation, voluntary retirement and repatriation of staff.

15. Framing of Recruitment Rules in respect of small isolated cadres (except for Hindi Assistants – which is being dealt with in ERB-VI Branch.).

16. Deputing staff to ISTM for various training courses except for DR Assistants Foundational Training Course which is conducted by ERB-VI Branch.

17. Processing cases for grant of MACP to cadre staff and fixation of pay accordingly. Finalisation of MACP cases in respect of ex-cadre staff in consultation with their parent railways.

18. Processing cases of appointment in the personal establishment of Hon'ble Ministers of Railways.

19. Preparation of monthly Staff Office Orders.

20. Issuing Service Certificates/NOCs for various purposes.

21. Extension/re-employment in service of non-gazetted staff beyond the age of superannuation.

22. Review of non-gazetted staff for premature retirement.

23. Creation/Up-gradation of temporary posts (Group 'B' – non-gazetted and Group 'C').

24. Transfer of posts from Zonal Railways.

25. Cadre restructuring of small isolated cadres.

26. Revision of Pay scales & rates of special allowance as per Pay Commission Report.

27. Extension of currency of temporary posts, Issuing of Monthly Provisional Payment Authority for the intervening period, if any.

28. Downsizing of cadre – surrender of posts.

29. CA-III reference, RTI matters and Court Cases on above matters.

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ERB – III

THE FOLLOWING SUBJECTS RELATING TO OFFICERS/STAFF POSTED IN RAILWAY BOARD'S OFFICE:-

1. Sanction of advances for purchase of Motor-car, Personal Computer, Scooter/Motor-cycle and Bicycle. Orders of rebate in interest on the said advances except bicycle advance.

2. Sanction of House Building Advance for purchase of ready built house/flat, plot for construction of house, etc. Orders of rebate in interest on HBA.

3. Sanction of Final Withdrawal/advances from State Railway Provident Fund/GPF for various purposes like betrothal, marriage, purchase of consumer item, medical treatment, etc.

4. Medical Reimbursement and permission for undergoing treatment/test from CGHS recognized hospitals/laboratories of all officers/staff (except the erstwhile Group 'D' staff).

5. Appointment of Authorised Medical Attendant.

6. Sanction of Honorarium.

7. Sanction of awards recommended/announced by AMs/DGs/Secy/Board Members/Ministers other than those dealt by O&M Branch viz. awards distributed during the Railway Week Functions held in Rail Bhavan and during the Central Railway Week Function, etc.

8. Obtaining NOC and sanction of settlement dues, such as Pension/Family Pension, Gratuity, SRPF & CGEIS dues, etc on superannuation/voluntary retirement/death/permanent absorption in PSUs, etc. (excluding erstwhile Group 'D' staff). Revision of pension/family pension on account of Central Pay Commission recommendations.

9. Nominations for PF, Gratuity & CGEIS.

10. Verification of forms for issue of new CGHS plastic cards and issue of Railway Medical Cards/RELHS cards to serving/retired employees. Carrying out changes in the existing card on account of addition/deletion of names, change of residence, etc. Issue of surrender certificate with regard to CGHS card.

11. Nominations of non-Hindi knowing staff for training in Prabodh, Praveen and Pragya.

12. Typewriting and stenography training in Hindi for stenograhers and PA and related award.

13. Preparation & furnishing of Hindi Quarterly/Half-yearly and Hindi Progress Report.

14. Sanction of Transport Allowance to blind/physically handicapped employees.

15. Intimation/permission under Railway Service Conduct Rules in respect of non-gazetted staff (except erstwhile Group 'D').

16. Estimation of allocation of funds for various advances/awards through Budget estimates/revised estimates/final modification.

17. Calculation of CGHS contribution & forwarding the information to CGHS Department.

18. Night Duty Allowance.

19. Issues relating to NPS for Officers/Staff working in Board's Office.

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ERB – IV

Following subject matters pertaining to non-gazetted staff (excluding erstwhile Group 'D') posted in Railway Board

1. Sanction of all kinds of regular leave including Child Care Leave and Ex-India Leave.
2. Leave Encashment during service period/on superannuation/voluntary retirement/in death cases.
3. Audit Reports regarding leave and increments.
4. Fixation of pay consequent to the revision of pay scales under Pay Commissions.
5. Drawal of Annual Increments, grants of Advance Increments on passing Typewriting Test, Hindi Stenography & Hindi Pragya Examination and achievements on Sports Grounds.
6. Grant of advance increment/lumpsum amount on acquiring higher qualification in different disciplines.
7. Grant of 'Family Planning Allowance'.
8. Salary Attachment.
9. Bi-monthly Typewriting Test conducted by Staff Selection Commission (SSC).
10. Issue of guarantee for Central Secretariat Library Membership (for gazetted employee also).
11. Issue of guarantee letters in respect of water and electricity to NDMC and only water for Delhi Jal Board on allotments of Government Quarters (for gazetted employee also).
12. Verification of priority dates on application for allotment of Government accommodation & issue of pay fixation sheet indicating Grade Pay in wake of 6^{th} CPC.
13. Verification of leave for the deceased employees for Postal Life Insurance/Life Insurance.
14. Co-ordination of all matters related to Railway Board Non-ministerial Staff Association, Railway Board Ministerial Staff Association and RBSS Group 'B' Officers' Association in Office Council and Departmental Council of DOP&T.
15. Preparation of Panel for Invigilators/Supervisors and Assignment of duty to the Invigilators in examinations conducted by SSC/UPSC.

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ERB - V

FOLLOWING SUBJECTS PERTAINING TO ERSTWHILE GROUP 'D' STAFF {REDESIGNATED AS MULTI-TASKING STAFF (GROUP – 'C')} OF RALWAY BOARD:-

1. Recruitment.
2. Seniority.
3. Confirmation.
4. Fixation of pay and grant of increment.
5. Grant of MACP, Special Pay.
6. Creation and extension of posts.
7. Scheme of deployment.
8. Posting, transfer etc.
9. Deputation in CCB/Vigilance Directorate.
10. Opening and maintenance of service books, service verification, alteration of date of birth and verification of service particulars.
11. Leave.
12. Disciplinary cases.
13. Retirement/Final Settlement.
14. Various Returns to Employment Exchange and E(SCT) Branch.
15. Forwarding of applications to SSC and other various offices of Government of India.
16. Territorial Army and Home Guard Duties – permission reg.
17. Correspondence with the Directorate of Estates relating to House Rent etc.
18. Reimbursement of medical expenses.

19. Compassionate Appointment in erstwhile Group ‘D’ post now Group ‘C’ post.

20. Liveries:

    (i) Procurement of liveries from the local Market as well as through DGS&D.

    (ii) Distribution.

    (iii) Maintenance of Stock Register.

    (iv) Reimbursement of stitching charges.

    (v) Reimbursement of the cost of shoes and chappals.

21. Creation of post of TADK for Directors and above level officers in Railway Board and extension of currency of the post of TADKs.

22. Forwarding of requests to Northern Railway for appointment, transfer, change of category etc. of TADK to the Director and above level officers of Railway Board.

23. Matter relating to “Railway Board Non-Ministerial Staff Association” and Staff Council.

24. Issues relating to New Pension Scheme (NPS) of erstwhile Group ‘D’ (now Group ‘C’) staff of Railway Board.

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ERB –VI

1. (A) Matters relating to framing and amendment of:

   i) Railway Board Secretariat Clerical Service Rules.

   ii) Recruitment Rules for Hindi Assistants.

   (B) Matters relating to amendment of Railway Board Secretariat Service Rules and Railway Board Secretariat Stenographers' Service Rules pertaining only to non-gazetted cadres.

2. Direct Recruitment to the posts of Assistant and Stenographer Grade 'D' through Staff Selection Commission.

3. Holding of limited Departmental Competitive Examinations either in Board's Office or through Staff Selection Commission for the post of:

   i) Personal Assistant.

   ii) Stenographer Grade 'D'.

   iii) Upper Division Clerk

   iv) Lower Division Clerk.

   Issue of result/panel in the above cases (actual promotion orders will be issued by ERB-II).

4. Preparation of Select List of Upper Division Clerks.

5. Promotion of erstwhile Group 'D' staff to the posts of Lower Division Clerk on the basis of seniority.

6. Selection to the posts of Telephone Operator and ex-cadre posts in Group 'C' in Board's Office.

7. Appointment on compassionate grounds to the post of Stenographer Grade 'D' in Board's Office.

8. Verification of character and antecedents and medical examination of candidates, wherever required.

9. Conducting of Foundational Training Course for Direct Recruit Assistants.

10. Disciplinary cases of all non-gazetted staff (excluding erstwhile Group 'D' staff redesignated as Multi Tasking staff in Group 'C') of Board's Office.

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GENERAL BRANCH

1. Issue of Republic Day, Independence Day, President Reception & Army Day Celebrations invitation cards, etc.
2. Translation of documents/letters received in foreign language – Arrangements for.
3. Updation of names of Ministry of Railway's Officers in the relevant website for Delhi Official Directorates.
4. Co-ordination work for hoisting of National Flag at half mast in case of death of High Dignitaries.
5. Provision of display cards of various meetings, seminars, presentations, etc.
6. List of holidays.
7. Co-ordination with Election Commission of India on General Elections to the various assemblies of State Government and centrally administered areas.
8. Circulation of orders in staff matters i.e. closing of office etc. on the occasion of visits of foreign V.I.Ps.
9. Death of High Dignitaries – closing of offices and industrial establishments.
10. Verification and maintenance of Residential addresses of all officers/staff of Railway Board.
11. Address of Ministers/Members – intimation of changes, etc.
12. Inclusion of names and addresses of officers/organizations in the Mailing List on request.
13. Issue of Identity Cards/Temporary passes for entry in Rail Bhawan.
14. Loss of Identity Cards etc. and its replacement.
15. Printing of Gate Passes/Identity Cards for Reception.
16. Issue of Home Ministry Validation Slips.
17. Issue of No Demand Certificate.
18. Arrangement for purchase of publications, books, specifications, Maps etc.
19. Gazette of India – supply of and arrangement of payment etc.

20. Collection of funds on charity accounts – Flag Day, Red Cross Day.
21. Observance of different Day viz UNO, Anti-Terrorism etc
22. Circular of Search Memo of lost files.
23. Maintenance of Notice Board.
24. Night Duty Clerk and other clerks on duty on holidays.
25. Issue of Metal Passes – coordination with all Indian Railways. Recovery, supply and minting, etc.
26. Issue of all types of passes/PTOs including privilege, Card Pass/ Cheque Pass, school/duty/settlement /Complimentary/higher classes etc.
27. Issue of Suburban Monthly/Quarterly tickets.
28. Issue of luggage pass of Household effects, Motor cars, etc.
29. Action on lost card/cheque passes, their penalty etc.
30. Corrections in the passes issued by Zonal Railways.
31. Permission for guardian/escorts on privilege/school passes.
32. Cancellation of passes.
33. Issue of ACC authority slips on Metal Passes.
34. Issue of concessional certificates for Rail Facilities to officers going abroad.
35. Transfer and receipt of Pass/PTO account from Zonal Railways and vice versa for serving employees/retired staff.
36. Indent for printing of Passes/PTOs, card passes, MSTs etc. with the printing press.
37. Blank supply of Pass/PTO Card Passes etc. to Zonal offices attached with Railway Board viz. RDSO, RLO, Railway Audit, CRs, etc.
38. Preparation of lists of Complimentary Card/Cheque Passes for E(W) branch.
39. Miscellaneous receipts, including reply of Zonal Railways.
40. Pasting of T.C. Receipts.

(Earlier Item No. 20 of Supply of Newspaper transferred to Library vide OO No. 106 of 2018)

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G.(Accommodation)

1. Office Accommodation.
2. Residential Accommodation.
3. Maintenance of Rail Bhavan, Additions and alteration in Rail Bhawan etc.
4. Liaison for allotment of General Pool Accommodation to officers and staff from Directorate of Estates and allied matters thereof.
5. Retention of Railway accommodation by officers.
6. Appointment of cycle stand contractor.
7. Allotment of transit accommodation to tenure officers/staff of the Board's Office.
8. Allotment/retention of Railway quarters belonging to Railway Board.
9. Allotment of officers Rest House at Delhi, Shimla, Srinagar, Pahalgaon etc.
10. Allotment of Conference Hall, Committee Room, Lunch Room for official meetings and Conferences in Rail Bhawan.
11. Reservation of accommodation in Holiday Homes, Retiring Rooms at New Delhi Station to the Heads of the Departments.
12. Allotment of Holiday Homes/Rest Houses under direct control of Board's Office to officers and staff.
13. Fire fighting arrangements in Rail Bhawan.
14. Preparation of Budget for maintenance of Rail Bhawan, under Rent, Rates and Taxes.
15. Payment of rental charges to Directorate of Estates and recovery of maintenance charges from CPWD.
16. Recovery of proportionate charges incurred on additional services from other departments housed in Rail Bhawan.
17. Provision of Air-conditioners, room coolers, water coolers etc. in Rail Bhawan.
18. Mutual exchange of residential accommodation with Directorate of Estates in cases when an officer is posted in Board's Office.
19. Making available and displaying portraits of Mahatma Gandhi/President/Prime Minister in Rail Bhawan.
20. Energy Conservation in Rail Bhavan.
21. Allocation of office order/staff Notice numbers and keeping proper record thereof.
22. Allotment of Bungalows to Board Members.

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ISSUE(D)

1. Dak through courier service to Zonal railways. Railway production units and MTP/Railways.

2. Registered postal dak.

3. Ordinary postal dak.

4. Telegraph messages.

5. Local dak delivery through messenger system.

6. Foreign postal dak.

7. Foreign dak through External Affairs diplomatic bags.

8. International speed post.

9. National speed post.

10. Distribution of Railway Board's circulars and dak of officers and branches issued by Railway Board.

11. Correspondence with Private Couriers, Contract of International courier, Bills of Speed Post, Telegram, Private Courier, Operation etc. of Franking Machine etc.

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ORGANISATION & METHOD UNIT/O&M

1 Preparation of Manual of Office Procedure (MOP), its amendment /implementation in Board's Office, issue of General Administrative / procedural instructions in Board's Office and on Railways as directed by Board/MR or advised by DAR&PG on O&M measures.

2 O&M measures and implementation of other administrative instructions in Board's Office as advised by DAR&PG or by Board.

3 Powers and functions of Railway Board as per AOB & TOB Rule and Indian Railway Board Act, 1905.

4 Issue of formal office order in respect of financial and administrative powers in Board's office as processed and forwarded by concerned Directorate with the approval of the Board/MR.

5 Preparation and maintenance of Organisational Chart of the Railway Board.

6 Work distribution between Minister of Railways (MR), Ministers of State for Railways, and Board Members as decided by MR.

7 Issue of formal office orders in respect of work allocation/revised duty list as processed and forwarded by concerned Directorate with the approval of the EDs/AMs/Advs/Board.

8 Change in designation of Officers (Gr 'A' & 'B') both on Railways/PUs and in Railway Board as proposed by concerned Directorate.

9 Issues relating to limits/sanction/procedure to be followed for claiming overtime allowance in Board's Office only.

10 Coordinating collection of information for Cabinet Secretariat, Deptt. of Personnel & Training (DOP&T) and Deptt. of Administrative Reforms & Public Grievances (DAR&PG) on O&M related issues like monthly report on important events pertaining to Indian Railways, issues deliberated during Cabinet Meeting, COS meeting, comments called for from M/o Railways in respect of Cabinet Note etc.

11 Notification and application in Railway Board of amendments in "Allocation of Business Rules, `1961" and "Transaction of Business Rules, 1961", published by the Cabinet Secretariat.

12 Preparation and maintenance of subject list specifying subjects dealt with by various branches.

13 Collection of information in respect of Level Jumping/Channels of submission of cases and their level of disposals from all Branches and Officers in Board's Office. Issue of general instructions in this regard.

14. Various aspects relating to Records Management and revision of Record Retention Schedules in consultation with DAR&PG and National Archives of India (NAI).

15. Observance of punctuality in attendance in Board's Office and inspections thereof.

16. Coordination with DAR&PG for funds under their scheme of modernization of Government offices excluding work relating to preparation of design, layout, estimate and actual execution of work.

17. Processing of Prime Minister's Award and Padma Series Award concerning nominations from Ministry of Railways.

18. Policy issues on awards for officers/staff working in Board's office. Processing of Railway Week Awards including Organisation of Railway Week Central Function presided by Hon'ble M.R.

19. Processing for CRB's award during Railway Week function being held in Board's office.

20. Efficiency Shield for the best-kept Branch in the Board's Office.

21. Co-ordination of important decision of Cabinet concerning Ministry of Railways.

22. Inspections of branches as and when directed by Board/Secretary, Railway Board.

23. Allocation of disputed receipts including Parliament Questions/RTI Cases to Officers concerned

24. Coordination of work relating to work measurement study of non-technical staff/different sections in Board's office as being carried out through trained personnel or by any committee/ or any outside agency.

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PARLIAMENT

1. Coordination with various Directorates in Ministry of Railways regarding legislative/non-legislative business sponsored by this Ministry.

2. Liaison with Ministry of Parliamentary Affairs, Lok/Rajya Sabha Secretariat regarding legislative/non-legislative business sponsored by Ministry of Railways.

3. Furnishing Brief Notes for inclusion in the President's Address to both the Houses of Parliament while inaugurating the Budget Session.

4. Reports of the Committees on Government Assurances and Committees on Subordinate Legislation of Lok Sabha & Rajya Sabha.

5. Coordination & monitoring of processing/submission of Parliament Questions to Ministers & respective Parliament Secretariat.

6. Arrangements for holding Briefing Meetings of Board Members with Ministers in regard to Starred Questions in Lok/Rajya Sabha.

7. Coordination & monitoring of Implementation of Assurances given by Ministers in Parliament.

8. Obtaining information from Railways/Production Units etc. regarding officers nominated for dealing with Parliament Questions for circulation in Board's Office, Zonal Railways/ PUs, etc.

9. Circulating calendar of sittings, including Budget Programme, of both Houses of Parliament at the commencement of each session.

10. Obtaining passes and staff car parking labels from Parliament Secretariats.

11. Procurement of Parliament Debates from Lok/Rajya Sabha Secretariat.

12. Work relating to the Meetings of Consultative Committee of MPs for Ministry of Railways in coordination with Ministry of Parliamentary Affairs.

13. Arrangement for conducting Meetings of Informal Consultative Committees of MPs for each Zonal Railway in coordination with the concerned Zonal Railway and Ministry of Parliamentary Affairs.

14. Scrutiny of MPs' Speeches in Budget Debates for highlighting MPs' suggestions/demands; Circulation thereof to concerned Directorates for sending written replies from MR.

15. Arrangements for holding Ministers' meetings with Leaders of political parties in Parliament.

16. Preparation of Reviews of the Parliamentary work transacted during the Parliament session.

17. Monitoring the disposal of Matters raised under Rule 377 in Lok Sabha and by way of Special Mentions in Rajya Sabha.

18. Monitoring Electronic transfer of the Parliament Questions /Answers by concerned Directorates to Lok/Rajya Sabha Secretariat.

19. Monitoring supply of material by the concerned Directorates, called for by other Ministries/Departments in respect of their Parliament Questions.

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PROTOCOL CELL

1. Chartering of IAF air planes for Ministers during Rail accidents and other emergencies.

2. Arrangement of Passports/Visas for Board's and Zonal Railways Officers and their air tickets for their official tour abroad.

3. Arrangements of air tickets (domestic & International) for Ministers and Board Officers for official purpose.

4. Receiving and seeing off VIP Foreign delegation at the Airport visiting India as guest of the Indian Railways; their Boarding and lodging arrangements at hotels; Arrangement of official dinners/lunches in their honour.

5. Control of Railway Board Staff Cars and provision of hired vehicle for Railway Board.

6. Control of Railway Board Staff Canteen and all catering arrangements at meetings/conferences held in Railway Board.

7. Arrangement of flowers/bouquets for official purpose.

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RECORD

1. Recording of files received from various Branches of Board's Office.

2. Up-keep of recorded files.

3. Review of records in consultation with National Archives and also with the Branches concerned.

4. Weeding out of Proceedings no longer required to be retained.

5. Transferring of records of permanent value to N.A.I.

6. Maintenance of Registers in which recorded slips are pasted.

7. Return of Records of permanent value withdrawn by the Branches of Board's Office to N.A.I.

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RONEO

I. 1. To attend to Roneo work emanating from various Directorates of Board's Office.

II. 1. Correspondence with Stationery Branch regarding repairs to machines and other correspondence relating to Roneo Section.

2. To keep account of Roneo Paper used in the Section.

3. Submission of progress of daily work done by the Roneo Section to US(E).

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R.B.(W)

1. All matters relating to Railway Board Staff Benefit Fund including maintenance of the accounts.

2. Holiday Camps for Non-Gazetted Employees.

3. Holiday camps for Children of Non-Gazetted Employees.

4. All matters relating to Railway Board Sports Association including maintenance of accounts etc.

5. Relieving of Officers/Staff for participation in the various All India Railway and Inter Ministry Tournaments.

6. Organising All India Railway Championship as assigned by Railway Sports Promotion Board (RSPB).

7. Conducting various Inter-Directorate Tournaments.

8. Arrangements for participation of Railway Board Sportspersons in National events.

9. Grants of incentives to sportsmen.

10. Maintenance of stock registers for sports equipments.

11. Maintenance/Booking of Railway Board Staff Community Centre Laxmibai Nagar, New Delhi including maintenance of the accounts etc.

12. Providing immediate financial assistance to the family of serving Non-Gazetted employees in the event of premature demise. Providing assistance to the dependant of the deceased employee in completing necessary formalities for settlement of dues.

13. Providing First-Aid to all Officers/staff in cases of accidents and sudden illness in Board's Office and making arrangements for proper treatment and admission to hospital, if required.

14. Attending to complaints/grievances of staff regarding their personal problems and forward to concerned authorities for their solution.

15. Organising Monthly Retirement Function.

16. Scouting and Trekking activities.

17. Sponsoring Officers/staff for participation in All India Railway & Inter Ministry Cultural Competitions.

18. Organising Railway Week Function in Board's Office.

19. Organising Quami Ekta Week, Sadbhavana Diwas in Board's Office.

20. Family Planning activities.

21. Matter connected with the requests of Railway Board's Officers/Staff for financial assistance from Railway Minister's Welfare & Relief Fund.

22. Arranging Blood Donation Camps.

23. All matters relating to RWWCO.

24. Attending to RWWCO work like welfare activities of the Railway employees and their wards.

25. Civil Defence measures viz. conducting training classes for first Aid, Fire Fighting etc.

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STATIONERY

1. Procurement and issue of:-

   i) Stationery – general and specially printed stationery drawing items and consumables for various office equipments and other miscellaneous items like glass tumblers, crockery etc. through centralised agencies like the Office of the Controller of Stationery, Kendriya Bhandar, Super Bazar, Co-operative Societies or local market.

   ii) Calendars and diaries through the DAVP, Northern Railway Printing Press and local market.

2. Procurement/Reimbursement, issue, maintenance/repairs, condemnation and disposal of:-

   i) Office furniture and furnishing articles like tables, chairs, carpets, suit cases, file bags, table glass etc.

   ii) Various office equipments like multi function devices, Fax machines, photocopier machines, calculators, shredding machines, wall clocks, cycles, tyres and tubes, wall fans and pedestal fans.

   iii) Cleaning materials.

3. Entering into contracts for removal/lifting of wastepaper, dry-cleaning/washing, booking binding and making of rubber stamps and engagement of coolies.

4. Stock entries of various articles in different registers and accountal of receipts, issue and the balance periodically.

5. Preparing and supplying the Rubber stamps and also leather bindings of books/files.

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HERITAGE CELL

1. Coordination work in respect of Rail Museums.

2. All issues related to National Rail Museum at Delhi.

3. Policy regarding identification and preservation of India's rail heritage including DHR and Mumbai CST already declared as world heritage sites.

4. a) Coordination for implementation of the designs in respect of narrow gauge/mountain railways. *Operational., Technical and Policy issues related to the working of the five Heritage Hill Railways viz. Darjeeling Himalayan railways, Kalka-Shimla Railway, Nilgiri Mountain Railway, Neral-Matheran Railway and Kangra Valley Railway and liaison with concerned Zonal Railways*. (OO No. 30 of 2019).

   b) Upgradation of designs of rolling stock as upgraded from time to time related to Heritage.

   c) Monitoring and coordination for implementation of all RSP items related to narrow gauge/mountain railways rolling stock as included in RSP from time to time.

5. Coordination with all concerned Directorates in Board's Office with regard to above items.

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File Tracking System Cell/ FTSCell

1. All issues relating to installation & maintenance of File Tracking System software developed by NIC in Board's office.

2. Issues related to customization of FTS software as per specific requirement of Board's office.

3. Collection of data from different directorates for customization.

4. Creation of new login Id and updation of data on FTS.

5. Attending day to day complaints in coordination with NIC.

6. Ensuring use of FTS in Board's office instead of making physical entry of receipts/files in different registers.

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SECURITY DIRECTORATE

SECURITY (E)

1. Promotion/Selection of Class-III posts in R.P.F. and formation of panels thereof.

2. Deputation of RPF officers.

3. Re-employment and deputation of police and military officers in the R.P.F. below the rank of administrative officers.

4. Rules and Regulations governing the R.P.F. administration on Railways, i.e., recruitment, initial training, promotion, cadre review and connected issues.

5. Appointments on compassionate grounds.

6. Appeals and Petitions from R.P.F. staff requiring establishment related issues (other than DAR).

7. Appeals and Petitions from R.P.F. gazetted officers (D.G. being the appellate/reviewing authority for R.P.F. staff) relating to DAR.

8. Cash Rewards, etc. and sanction thereof.

9. Inter-Railway transfers of R.P.F. Staff and transfers within Railways.

10. Constitution of Selection Boards/Examination Boards and according approval to selection proceedings other than those related to training.

11. Constitution of Selection Boards/Examination Boards and according approval to selection proceedings related to training.

12. Creation of posts.

13. Any other establishment matter not covered above.

14. Training of R.P.F. personnel in R.P.F. Training Schools & Academy.

15. Training of R.P.F. personnel in other training Centers, Academies including foreign training.

16. Appeals and Petitions from R.P.F. non-gazetted staff (D.G. being the appellate/reviewing authority for R.P.F. staff) relating to DAR.

17. Training of Assistant Security Commissioners.

18. Setting up of Libraries at R.P.F. Training Schools & Centers.

19. Legal assistance to R.P.F. personnel in a suit or proceedings against them for any act done in the discharge of their duties.

20. Training Calendars.

21. Training policies.

22. Inspections and Reports of Training Centers.

23. Pension, Family Pension, Extra Ordinary Family Pension and Ex-gratia Payment.

24. Manpower in Training Centers of R.P.F.

25. Terms and conditions of deputation and re-employment of military and police officers in the R.P.F. in Class-III posts.

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SECURITY (Crime)

1. Crime Reviews.
2. Monitoring of cases of theft of Railway Materials and booked consignment and issues connected therewith.
3. Assaults.
4. Firing by R.P.F.
5. Cases relating to RP (UP) Act.
6. Heinous crimes, viz., murders, dacoities, robberies, rapes.
7. Theft of passengers' belongings and drugging.
8. Other incidents related to occurrence of crimes concerning passenger area and passenger security.
9. Theft of ammunition.
10. Sabotage and tampering with track.
11. Public complaints on the above subjects.
12. Alarm chain pulling and hose pipe disconnections – arrangement of R.P.F./police assistance for drivers against these menaces.
13. All complaints against GRP including general complaints regarding misbehaviour, bribery, atrocities, etc.
14. Cases of accidental death other than R.P.F. personnel, reports and enquiries thereof.
15. Arrangement of R.P.F./Police assistance for raids on anti-social elements and ticketless travelling.
16. Theft of Railway Cash.
17. All cases of explosions except 'Explosion in Trains' and also those cases of 'Explosion in Trains' which occur in disturbed and vulnerable areas. Protection of vulnerable important Railway installations and incidence of expenditure, Central vis-à-vis States.
18. Parliament Questions on above including safety of Railway Tracks, death of Railway men on Railway Track while on duty. Night patrolling, sensitive Railway Stations, pilferage of goods transported by Railways.

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SECURITY (A.B.E.)

1. Recruitment, initial training, appointment of constables and followers in RPSF.

2. Seniority, promotion, transfer and deputation of non-gazetted staff in RPSF.

3. Change of cadre of non-Gazetted staff in RPSF.

4. DAR, court cases and complaints against RPSF personnel except those dealt by IG/Admn.

5. Staff benefit fund in RPSF.

6. Advances – House Building Advance, conveyance advance, etc in RPSF.

7. Deployment/movement of RPSF companies.

8. Welfare, accommodation, specific special reports and parliament work concerning RPSF.

9. Appointment on alternative job and on compassionate grounds in RPSF.

10. Settlement of pensionary dues to non-gazetted staff of RPSF.

11. Budget and annual statistical statement of RPSF.

12. Issue of Duty Card passes to RPSF personnel.

13. Training Centre for RPF Dog Squad at DBSI.

14. PCDO of RPSF battalions and monthly diaries of gazetted officers.

15. Matters concerning deputation, refresher training of RPSF.

16. Matters concerning stores, arms and ammunitions, imprest, vehicles of RPSF battalions.

17. RPSF Association matters.

18. Deputation of RPF/Railway Protection Special Force Battalions to the MHA, State Government for operational duties etc.

19. Ceremonial/passing out parades – RPSF participation.

20. Deployment of RPSF in disturbed areas & elections.

21. Publication of Rail Sainik magazine.

22. Procurement and distribution of small arms and ammunition for RPF and RPSF.

23. Procurement of component parts/armourers' tools/spares and their distribution among zonal Railways/RPSF Battalions.

24. Physical verification of arms and ammunition on zonal Railways/Battalions.

25. Monthly, half yearly and annual verification reports of arms and ammunition – processing thereof.

26. Liaison with Ministry of Home Affairs and Ministry of Defence regarding procurement and distribution of arms and ammunition.

27. Disposal of unserviceable arms and ammunitions.

28. Arming of RPF as a result of its being made an Armed Force of the Union – Liaison with CRPF, CISF, BSF etc, and Processing proposals thereof.

29. Physical and weapon training to Railway employees in Railway Training Institutes.

30. Dog Squads.

31. Sports including All India Police Games and All India Police Duty Meet – Participation of RPF.

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SECURITY (Special)

1. Drafting, Amendment, Printing and Notification of RPF Acts, Rules and Regulations.

2. Works relating to implementation, interpretation of and recommendations for provision of the Railways Act, 1989 with Security angle.

3. Interpretation and revision of Railway Property (Unlawful Possession) Act, 1966.

4. Liaison with Ministry of Law and Ministry of Home Affairs regarding revision, implementation and interpretation of statutes relating to RPF working.

5. Relaxation of RPF Rules & Regulations and sanctions thereof.

6. Coordination with outside Organisations including seeking of sending of information about RPF establishment.

7. Consultative Committee Meetings – processing of replies to the points raised & coordination.

8. Examination of reports to committees like OEC, HPC, RRC and Norms Committee and further processing thereof.

9. Works Programme including training infrastructure (Physical & Equipment).

10. M & P Programme.

11. Policy decision regarding RPF/RPSF/AIRPFA Associations – Formation, recognition, meetings.

12. Integrated Security Scheme.

13. Civil Defence Schemes.

14. Defence of India Rules – Protected and Prohibited places and other matters relating thereof.

15. Policy decision – sharing of costs between Railways and State Governments, augmentation of GRP, clarification relating thereto.

16. Incidence of expenditure – Central vis-à-vis States.

17. Accommodation & Passes to GRP – liaison with State Governments.

18. Unauthorized occupation by GRP.

19. Security of Rail Bhavan – Security instructions regarding handling of classified documents.

20. Awards of President's Police Medals/Police Medals for distinguished meritorious services on the occasion of Republic and Independence Days.

21. Review of reports received from the Zonal Railways and to conduct monthly check of branches of Rail Bhawan for submitting a report to the Ministry of Home Affairs.

22. Security schemes as prepared by the State Governments and coordinated by Railways.

23. RPF Web Site Management.

24. Industrial Security Scheme for Railway Projects and Workshops in coordination with State Governments.

25. PREM/JCM meetings, etc. – Agenda, Action taken notes.

26. Examination of CAG Audit Paras & Performance Audit on Security Management.

27. Safety Audit Paras.

28. Disaster Management related issues.

29. Internal administration of fire services.

30. Preparation of briefs, notes and status reports on law and order, security, etc. in Railways to various committees/Ministries/Board Members, etc.

31. Awards – MR's Best Investigation Award, MR's Bravery Award, DG Insignia, Gallantry, Other Awards.

32. Police Commemoration Day.

33. R.S.K.N.

34. PM’s Scholarship Scheme.

35. Material for MR’s Speech, Year Book, Railway Magazine, Interviews (matter requested by ADG/PR), etc.

36. Annual NHRC Debate Competition.

37. Standing Committee related issues.

38. Issues relating to hiring of vehicles by RPF/RPSF.

39. Nodal section for RTI.

40. Standardization of fire equipments and liaison with Ministry of Home Affairs in this connection.

41. Annual Reports of fire service units and processing thereof.

42. Formulation of fire prevention policy and procurement of fire prevention equipments.

43. Cases of accidental death other than RPF personnel, Reports and enquiries thereof.

44. Parliament Questions on above including Security Audit of Stations, loss to Railways due to agitations/bundhs, including fire fighting arrangements at Railway Stations.

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SECURITY (Confidential Cell)

1. Photography of restricted places and issue of permits to foreigners' request received through Public Relations Directorate.

2. Conducting of surprise checks and submission of Reports to MHA (IB) Quarterly.

3. Village Responsibility Schemes.

4. Security arrangements for VIPs in trains and in Railway Premises – MR/MSR/DMR tour programmes.

5. Strikes schemes – co-ordination with States and Zonal Railways apportioning of costs.

6. Review of Naga activities/Terrorist activities in Punjab, Naxalite Activities in Andhra Pradesh etc.

7. Deployment of RPF in disturbed areas & elections.

8. Arrangement of security for VIP trains, foreign cultural delegations and exhibition trains.

9. Processing of incidental reports received from the Emergency Cell of Railway Board/Railways.

10. Secret Service Funds – Co-ordination with Zonal Railways.

11. Top Secret Seals – Submission of report to MHA.

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CCB CELL

1. Raids for recovery of Railways' stolen property and arrest of criminals committing crime on the Railways.

2. Conduct/make enquiries in important cases of crime being committed in particular section of Zonal Railways and also conduct enquiries on receipt of serious complaints from any part of the Country.

3. Collection of criminal intelligence with a view to liquidating the gangs of criminals operating on any part of the Indian Railways. Besides, observe surveillance over the activities of criminals and to make surprise checks etc. as and when required.

4. Manning and maintaining the Security Control Room of Railway Board round-the-clock.

5. Compilation of crime figures of all Indian Railways.

6. To analyze crime situation and to furnish reports in cases referred for arbitration.

7. Special reports on fire incidents – enquiry and processing thereof.

8. MAC & SMAC.

9. Periodical conferences of Chief Security Commissioners with DG/RPF and Railway Board.

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INTERNAL VIGILANCE CELL

1. To suggest ways and means for better supervision and firmer control to prevent chances of corruption in RPF/RPSF.

2. Detect cases of corruption either suo-moto or on receipt of complaint, enquire into these matters thoroughly and pursue the matter for awarding suitable punishment to the defaulter.

3. To suggest ways and means to create awareness amongst the Rail users against corrupt practices by RPF/RPSF.

4. To ensure compliance of Standing Orders/Instructions specially those meants for helping the travelling public and streamlining operational procedure to eliminate malpractice.

5. Assessment of scope, extent, modes and points of corruption in RPF/RPSF.

6. Preventive action in the form of secret watch, preventive checks, surveys and raids with a view to eliminating corruption or other malpractice.

7. Collection of information regarding operation of gangs with the implicit or explicit connivance of RPF/RPSF.

8. To conduct/make enquiries into complaints of Corruption and malpractices against RPF/RPSF.

9. To conduct/make enquiries into allegations of criminal misconduct, breach of discipline, negligence, corrupt-practices, abuse of authority, disobedience of Standing Orders issued from time to time, insubordination and breaches of provisions of RPF Rules.

10. Elimination of delay, inefficiency, and other lapses in official work particularly from the angle of corruption.

11. Compilation of lists of RPF/RPSF officers and men having bad reputation whose honesty and integrity is held doubtful.

12. To conduct surprise raids in areas where large-scale pilferage is taking place due to complicity and/or negligence of RPF/RPSF.

13. To monitor progress of enquiries and quantum of punishment in enquiries initiated as a result of IVG recommendations.

14. To submit Monthly/Quarterly/Annual Statements and periodical returns.

15. To submit quarterly statements regarding publicity in press about action taken by the IVG.

16. Tours and Inspection Notes by I.G. and other superior officers.

17. Annual Administration Reports.

18. Complaints against superior officers of R.P.F./R.P.S.F.

19. Withdrawal of court cases arising out of Rail Roko agitations, obstructions, damage of Railway Property etc. by public.

20. PCDOs & Monthly Diaries.

21. Court cases of various Nature.

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SIGNAL DIRECTORATE

SIGNAL

I SIG/P - Policy Matters

Policy on Signalling Systems

1. Track Detection System- DC Track circuit, Audio Frequency Track Circuit, Communication Based Track Control System, Single Section / Multi section Axle Counter & other track circuits.
2. Electronic Interlocking / Electrical Relay Interlocking for stations and sections.
3. Train Collision Avoidance Device (TCAS).
4. Train Management Systems.
5. Continuous Automatic Train Control Systems/CBTC etc.
6. Train Protection & Warning System/ETCS etc.
7. Block Proving by Axle Counter and Block Instruments.
8. Automatic Block Signaling & Semi Automatic Signalling.
9. Intermediate Block Signalling / Block Huts.
10. Level Crossing – Safety Devices & Interlocking arrangement, Warning system for Gateman and Road user. Provision of communication at LC Gates.
11. Cross Approval of Electronic Signal Equipment.
12. LED Signal lamps.
13. Data Loggers at Colour Light Signalling stations.
14. Signaling in 25 KV RE areas.
15. Electric Lifting Barriers.
16. Integrated power supply (IPS) and LM & VRLA Batteries.

17. DG set for Signalling systems.

18. Codal life of S&T equipments

19. Policy on Private Siding – Construction & Maintenance.

20. Procurement Policy for safety items – Cables, IPS, Batteries, LED Signal, etc.

Development of Advanced Signalling

1. Prototype Development & Trials for new Signal Equipment.

2. Train Protection & Warning System (TPWS) – Pilot Project on North Central Railway & Southern Railway.

3. Train Collision Avoidance Device (TCAS) – Development.

4. Implementation Strategy of On-Board Train Protection Systems on Indian Railways (TCAS & TPWS).

5. Electronic Interlocking.

6. Relays – Metal to Metal, Metal to Carbon.

7. Single Section Digital Axle Counter.

8. Multi Section Digital Axle Counter.

9. Functional Requirement Specification of Modern Signalling Sub-Systems.

10. Train Management Systems.

11. Private Number Exchange (PNE) Equipment for Gate Communication.

12. Battery Life Enhancer.

13. Software Design Tools for Signal Maintenance & Circuit Design.

14. Interlocking Design Automation, Verification & Validation.

15. ICT Expert Committee.

Co-ordination with RDSO - Technical Wing of Railway Board

1. Development of FRS for Modern Signalling Sub-Systems.
2. TPWS Specification.
3. Specification, Inspection Reports & matters related with RDSO.
4. Working Groups for AFTC.
5. Working Group for Data Loggers.
6. Working Group for Signal Interlocking and Interlocking Practices.
7. Cross Approval – Status.
8. CBRR & GCM of RDSO.
9. Nomination of Select Committee and Working Groups.
10. Signaling Cables.
11. Vendor Approval – Development of Sources.
12. Indigenous Development and Manufacturing of Signaling equipment.
13. Trials & Development activities for new concepts & technology.
14. Project Review Committee Meeting with DOE, DSIR etc.
15. Technical correspondence & reports.
16. Approved List – Updating every six months.
17. Expression of Interest.
18. Transfer of Technology.
19. Encouraging Indigenous Production & Industry.
20. Obsolescence Management of electronic equipments.

II SIG/S - Safety Performance

General Performance:

1. Reliability/Availability & Safety improvement.
2. Punctuality position.
3. Asset Reliability - MTBF/MTTR.
4. Asset reliability-Signalling Action Plan.
5. PCDO to CRB.
6. PCDO to ML.
7. SPJ Shield for best performance.
8. Innovations.
9. Status to Board Members (ML, FC, CRB).
10. Monitoring of restoration works & Non-Interlocked working.
11. Achievements of Signal Directorate – Last 25 years (data).

Safety Performance

1. Unusual Incidents and wrong side failures – Investigation & corrective action.
2. Accidents – Enquiries, Report, Follow up.
3. Annual Report of Commissioner of Railway Safety.
4. General correspondence on Accidents.
5. Railway Safety Review Committee (RSRC-98).
6. Action on Accident Enquiry / CRS / CCRS / Enquiry Commissions.
7. Disaster Manager Review.
8. Signaling for operation during FOG, Modified Automatic Signalling.

9. Safety drives and inspection.

III SIG/T - Technical Issues

1. IR Signal Engineering Manual – Correction Slip, Reprinting and Distribution.
2. G&SR – Co-ordination for correction slips related with Signalling.
3. Block Working Manual.
4. Rule for opening of Sections & Schedule of Dimension – Related with Signalling.
5. Maintenance policy / Strategy for Signalling Sub-systems.
6. Asset statistics.
7. S&T Work Load (ZISTUS).
8. MIS for S&T Deptt.
9. Signal Directorate's Website & updating.
10. ODC movement clearance & clearance for running of new type of loco, rolling stock or composition.

IV SIG/HS - High Speed Corridors & PSUs

1. Modern Signaling in Dedicated Freight Corridors.
2. Modern Signaling in Metros.
3. Modern Signaling on High Speed Rail Link.
4. Technical & Safety clearance of Metro & other projects MRVC, DMRC, BMRCL, KMRCL, DFCCIL, RVNL, RCIL, IRCON, RITES.
5. G&SR and IRSEM for Kolkata Metro.
6. Co-ordination with PSUs like RVNL, MRVC, DMRC, RVNL, DFC, BMRCL, KMRCL, RCIL, IRCON, RITES.
7. Works assigned to RVNL

V SIG/M - Meetings and Conferences,

1. MR's Safety Review Meeting.
2. GMs Conference – Brief & Talking Points.
3. Board Meeting / Review.
4. SSC – Signal Standards Committee.
5. CSTE's Conference & CSE's Conference
6. Meeting with CCRS/CRS.
7. CSTE/C & Proj's Works Planning & Review Meeting. Workshop Production Schedule
8. Maintenance Study Group (MSG).
9. IRSTE/IRSE Seminars, Conferences & Conventions.
10. TCAS/TPWS- Implementation and Review Meeting.

VI SIG/TW - Training & Workshops

Training

1. Training & allotment of IRSSE probationers.
2. STTC – including new Training Centers – Training facilities.
3. IRISET – Gazetted Training, Supervisors Training.
4. Equipment Training – India/Abroad.
5. Training on Advanced Technology Equipment – EI, Data Loggers, IPS, LED.
6. IRISET Advisory Committee.
7. Utilization of Training facilities.
8. Special course for SAG officers.

Workshops

1. Review of Workshop Performances & Products.
2. Monitoring of Production of important workshop items.
3. Modernization of workshops.
4. Setting up of new workshop called Rail Electronic Signal Component Factory at Coochbehar.
5. Co-ordination with Podanur, Gorakhpur, Ghaziabad, Bycula, Kharagpur, Ahmedabad and Ajmer S&T Workshops.

VII SIG/IC - International Co-operation

1. Funding of Railway Projects - JICA -DFC Project, KfW Loan.
2. MOU with Foreign Railways.
3. Foreign Technology Collaboration.
4. Business delegation from Foreign Railways and Railway Industry Association.
5. MR/PM's visit to foreign countries.

VIII SIG/G - General Issues

1. Representation from staff/references from public.
2. Annual Narrative – Year Book Report, Railway Magazine, Material for Press Release.
3. Inspection note of CRB / Board members and Additional Member.
4. Brief to CRB / ML / AM(Signal) on visit to Railways.
5. Banning of Business Dealing & Black Listing of firms / vendors.
6. Fire & Theft cases.
7. Assistance required from Board.

8. Patents, IPR and Copyright.

9. Committee of Directors / EDs / Advisers / AMs.

10. D&AR Cases of S&T Staff/Officers.

IX SIG/E - Establishment Matters

1. Staff Matters and S&T Cadre – Gazetted / Non-Gazetted.

2. Yard stick for NG staff for maintenance of Signalling.

3. Yard stick for Gazette Cadre for maintenance.

4. Coordination with regard to Gazetted Establishment Matters pertaining to Signaling Department.

5. Inter-Ministerial issues – exempting S&T for disability quota.

6. Educational qualifications of JE/SEs & Technicians.

7. Review of syllabus for LDCE for Gr. B ASTEs.

X SIG/WP - Works Programme, Budget, Works Planning and Expenditure Control

1. S&T estimates – Procedure/Practice

2. PH 29 & 33 Works Programme (Preliminary, Final, Supplementary)

3. Funds Projection for Signalling works under PH 29, 33 & PH 16

4. Progress of S&T Works – Targets.

5. Funds utilization and expenditure control.

6. Monitoring of Modern Signalling - TPWS, TCAS, TMS, Large EI, RRI, Auto Signalling etc.

7. Progress and Monitoring of Signalling works sanctioned under S&T Plan Head PH33, Road Safety under PH29 and Line Capacity Enhancement work under PH16.

8. Project Planning for 12th Five Year Plan.

9. Compliance of MR's Budget Speech

10. Intra Division – Estimate verification / Comments with regards to signaling works sanctioned as a part of Doubling, New Line, Crossing Station, Yard Remodeling, Railway Electrification.

11. Sanction of Detailed / Revised Estimates at MR's level.

12. Detailed / Revised Estimates and Other Plan Head – Sub-estimates

13. Annual / Five Year Plan / Co-corporate Plan

14. Corporate Safety Plan (2003-13)

15. IRPMU- KfW funded Modernization of Signaling on GZB-CNB

16. Vision 2020 Document - S&T Modernization

17. Classification of Routes

18. Allotment of Budget

19. Terms of Reference of Consultants.

20. Re-appropriation of funds.

21. Mid Term Appraisal of 11th Five Year Plan.

22. M&P.

Parliament Questions on above including signaling system on Railways for safety of passengers, technology for preventing train collisions.

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STATISTICS & ECONOMICS DIRECTORATE

STAT - I

1. Collection of material for addition/alteration/deletion to and from the existing list of subjects included in the General Managers' Annual Narrative Reports; issue of call letters to the Railway Administrations indicating subjects to be commented upon in their Annual Reports; receipt of General Managers' Annual Narrative Reports and their distribution to the various Directorates.

2. Collection of material for incorporation in Indian Railways Annual Report and Accounts; finalisation of paragraph headings and drafting of paras relating to Stat-I; editing of the various draft paragraphs in the chapters of Indian Railways Annual Report & Accounts, assigned to Stat. Directorate; co-ordination and preparation of final draft chapters for approval of ED(S&E); calling for photographs for inclusion in Indian Railways Annual Report and Accounts and submission for selection by ED (S&E); arrangements for the printing and distribution of Indian Railway Annual Report and Accounts.

3. Printing of Railway Budget publication – 'Indian Railways Annual Report & Accounts', which entails co-ordination, collection of material, drafting/editing & finalization of various chapters of the publication. Distribution of the publication to Zonal Railways and various organizations including Embassies, Indian High Commissions and various Missions abroad.

4. Receipt of the information from individual Railways for incorporation in the History of Indian Railways; arrangements for the printing of sketch maps of individual Zonal Railways for inclusion in the History of Indian Railways.

5. Compilation of Annual Statistical Statements No.18 (Engine Hour) and No.40 (Staff Statistics) and interpretation, clarification and revision of instructions relating to these Statements as contained in the Manual of Statistical Instructions Vol.II and issue of relevant correction slips.

6. Revision, printing & distribution of the Manual of Statistical Instructions, Volumes-I and II and issue of correction slips.

7. Collection of data from Zonal Railways for updating and printing of Railway Map of India in the scale 1:3.5 M, from Survey of India, Dehradun.

8. Collection of Density Statements and Density Charts from Zonal Railways.

9. Correspondence with Central Statistical Organisation, Finance Commission and other Ministries on statistical matters.

10. Fixation of the cost of services payable to Zonal Railways by the Director General Commercial Intelligence and Services, Kolkata for supply of data of Inland Trade Statistics.

11. Audit paras and ATNs in respect of ''staff productivity'' as far as Stat Dte. is concerned.

12. Organising meetings of Statistics & Analysis Officers of Zonal Railways.

13. Collection of the General Managers' Annual Narrative Reports from the Zonal Railways, Production Units etc. and their distribution in Railway Board.

14. Co-ordination of RTI cases pertaining to Stat. & Econ. Directorate and issuance of necessary guidelines to branches of Stat. Directorate.

15. Parliament Questions, CA(iii) references and RTI cases in respect of subjects allotted to the Branch.

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STAT - II

1. Compilation of Periodical Tri-monthly 10-days Advance Statement of Approximate Gross Earnings and Traffic Handled on originating basis consisting of earnings under various heads, viz., Passenger, Other Coaching, Goods, Sundry as well as number of passengers booked under Suburban and Non-Suburban sections.

2. Monthly: -

(a) Compilation of monthly advance statement of gross earnings of the Indian Railways taken from the 10/11 day statements of advance figures of gross earnings and traffic handled and position of earnings to end of each month as compared with Budget Proportions, and submission thereof to the Board and other officers.

(b) Compilation of approximate figures of earnings under various heads viz. passenger, other coaching, goods, sundry and gross earnings, number of passengers booked under suburban, non-suburban and total, class-wise. No. of wagons loaded by various commodities and tonnage originating for Monthly Railway Statistics brought out by Stat IV Branch.

(c) Compilation of information relating to wagons loaded and tonnage lifted with manganese and iron ore for the use of the Director, Indian Bureau of Mines, Ministry of Steel and Mines, Government of India, Civil Lines, Nagpur.

(d) Compilation of wagon loading--Barometer showing total number of wagons loaded by various commodities for the use of Central Statistical Organisation, Ministry of Planning & Programme Implementation, Ministry of Food etc. and Traffic Directorate of Railway Board.

(e) Calculation of daily average wagon loadings--originating and transshipment-- for each month and maintenance of these figures for the use of Traffic Transportation Directorate.

(f) Examination of the Test Check Reports on the variations between the approximate and the actual earnings of 40/50 selected big stations submitted by each of the Zonal Railways.

(g) Compilation of information of monthly actual and approximate earnings, number of passengers booked, details of wagon loadings by commodities as well as number of wagons loaded (in terms of 4-wheelers), Railway-wise, under 'Revenue', 'Non-revenue', and 'Total' in respect of Broad Gauge and Metre Gauge for and to end of each month for inclusion in ED(S&E)'s Monthly Economic Digest brought out by Stat (Econ) Branch.

(h) Compilation of figures of tonnage and earnings of parcel traffic of Indian Railways.

(i) Compilation and maintenance of figures of monthly wagon loadings by Plan-Heads, passengers originating and tonnage lifted for the purpose of preparation of Charts.

3. Half-Yearly maintenance of data relating to commodity-wise movement of parcel traffic between pairs of points on sampling basis.

4. Compilation of Annual Statements No. 17 and 25 for printing in Indian Railways Annual Statistical Statements.

5. Compilation of quarterly data pertaining to passenger traffic for MR's/MOS(R)'s meetings.

6. Interpretation, clarification and review of instructions relating to statements pertaining to the Branch.

7. Compilation of monthly Commodity Loading (Wagons, Tonnes and starting Wagon Loads).

8. Compilation of Monthly Statement No.6B (Parcel and Luggage Traffic).

9. Compilation of Annual Statistical Statements No.17 (Train and Engine Kilometrage) and No.25 (Density of Traffic) and interpretation, clarification and revision of instructions relating to these Statements, as contained in the Manual of Statistical Instructions Vol.II.

10. Parliament Questions, CA(iii) references and RTI cases in respect of subjects dealt with by the Branch.

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STAT - III

1. Compilation of Annual Statistical Statements No.2B (Capital outlay of Branch Lines worked by Government Railways), No.5 (Capital-at-Charge, Revenue Earnings and Expenses), No.6 (Details of Gross Earnings), No.7 (Working Expenses), No.8 (Kilometrage Statement), No.9A (Description of the Railway worked), No.9B (Number of Stations classified), No.10 (Rolling Stock in service on ownership basis), No.12 (Passenger Revenue Statistics), No.15 (Results of working of coaching and goods services), No.26A (Repairs of Rolling Stock), No.26B (Cost of Repairs and Maintenance of Rolling Stock), No.27A (Fuel Consumption by Classes of Fuel), No.27B (Fuel Consumption by Classes of Services), No.30 (Analysis of Working Expenses), No.38A (Value of Stores purchased), No.38B (Stores purchased through different agencies and modes of procurement), No.43 (Cost of Police Force and Railway Protection Force) and No.44 (Sub-standard Staff Quarters).

2. Co-ordination, printing and distribution of the publication 'Indian Railways Annual Statistical Statements'.

3. Compilation of Passenger Revenue Statistics based on Monthly/Cumulative Statement No.6A.

4. Compilation, printing and distribution of (i) annual pamphlet of Locomotive, Carriage and Wagon Workshop Repairs Statistics, (ii) half-yearly pamphlet of Operating Statistics of Marshalling Yards, Terminal Goods Stations and Break-of-Gauge Transshipment Points.

5. Maintenance of Monthly Statement No.12 (Cost of Repairs and Maintenance of Rolling Stock).

6. Interpretation, clarification and revision of instructions contained in the Manual of Statistical Instructions Vols. I and II, pertaining to Statements dealt with by the Branch.

7. Compilation of Passenger Revenue Statistics, based on Monthly/Cumulative Statement No.6-A for

   (i) incorporation in the monthly booklet of Statistics of Passenger and Freight Traffic.

   (ii) maintenance of monthly/cumulative statistics for record.

   (iii) supply of quarterly data for World Bank and MR's / MOS(R)'s meetings etc.

8. Domestic Statistics of Zonal Railways--Maintenance and distribution of the pamphlet.

9. Compilation and supply of data required by Estimates Committee, Railway Convention Committee, Finance Commission etc., on various aspects of railway working.

10. Compilation and supply of data on various subjects required by different Directorates of Board's Office and other outside agencies like, C.S.O., Labour Bureau, Directorate of Employment and Training etc.

11. Interpretation, clarification and revision of instructions relating to statements pertaining to the Branch.

12. Consolidation of statistics of passenger and mixed trains according to composition as per Railway Time Tables.

13. Parliament Questions on above including Rail density.

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STAT - IV

1. Compilation of Monthly Statements No.1A (Passenger Train Performance – Punctuality Statistics), No.1B (Passenger Train Performance), No.2 (Goods Train Performance), No.3A (Passenger and Goods Train Performance), No.4A (Rolling Stock – Locomotive - Performance), No.4B (Rolling Stock – Carriage & Wagon - Performance), No.5A (Fuel and Power Statistics), No.5B (Lubricating Oil Statistics), No.8 (EMU Suburban Train Performance), No.9 Part-I & II (Train Performance of Narrow Gauge Government Railways) and No.19 (Supplementary Information to Monthly Statements No.1B to 4B).
2. Compilation, printing and distribution of two statistical booklets, viz., (i) Monthly Railway Statistics and (ii) Supplement to Monthly Railway Statistics.
3. Compilation of yearly statistics of average number of trains run daily.
4. Compilation of yearly statistics of average speed of Mail and Express, Other Passenger and EMU trains (Broad Gauge & Meter Gauge).
5. Compilation of Annual Statistical Statements No.20 (Running of Trains and Speed of Goods Trains), No.21 (Shunting and Light Running), No.22 (Engine Usage), No.23 (Loads of Trains) and No.24 (Vehicles and Wagons and their usage).
6. Interpretation, clarification and revision of instructions contained in the Manual of Statistical Instructions Vols. I and II, and issue of related Correction Slips.
7. Supply of Statistical data to Budget Branch for incorporation in the Railway Budget documents.
8. Supply of Statistical data to Efficiency and Research Directorate for the yearly Award of 'Pandit Govind Ballabh Pant Shield' to the best performing Zonal Railway.
9. Supply of information in respect of certain monthly operating statistics to the World Bank through Planning Branch.
10. Interpretation, clarification and revision of instructions contained in the Manual of Statistical Instructions (Vol. I and II) and issue of related Correction Slips as far as the statements dealt with in the Branch are concerned.
11. Compilation of statistical information as required by the officers of Board's office from time to time in respect of statements dealt with by the Branch.
12. Supply of data to Stat (Drg.) for preparing graphs for Board Members.
13. Compilation of data regarding Wagon Turn Round.

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STAT - V

1. Compilation of Monthly/Quarterly Statement No.7A (Revenue Earning Goods Traffic on originating basis) showing Tonnes Originating, NTKMs, Earnings and Average Lead.

2. Collection of Monthly Statement No.7B – detailed Revenue Loading Statistics on originating basis.

3. Compilation of Monthly Statement No.7C – Goods Revenue Statistics on carried basis.

4. Working out monthly/quarterly targets of NTKMs for each Plan Head Commodity.

5. Compilation and processing of Distance Zone-wise Annual Statistics of Revenue Earning Goods Traffic on originating basis.

6. Updating of Commodity Code List and allotment of Commodity Codes in consultation with Traffic Commercial Directorate.

7. Compilation of Annual Statistical Statements No.13 (Goods Revenue Statistics on carried basis), No.28 (Efficiency Statistics), No.31 (Oil Consumption Statistics), No.32 (EMU etc. Statistics), No.33 (Rail Car/Bus Statistics) and No.45 (Performance of Metro Railway, Kolkata).

8. Interpretation, clarification and revision of instructions contained in the Manual of Statistical Instructions Vols. I and II, pertaining to Statements dealt with by the Branch.

9. Collection, processing and finalization of data in connection with Productivity Linked Bonus.

10. Maintenance of Station Code lists.

11. Compilation of monthly report of Revenue Earning Goods Traffic (with cumulative figures) for submission to the Prime Minister's Secretariat through Planning Directorate.

12. Analysis of monthly/cumulative Railway-wise Tonnes Originating, NTKMs and Average Lead as compared with corresponding month of the previous year.

13. Collection of statements and tapes from the Zonal Railways for compilation and processing of Distance Zone-wise Annual Statistics

of Revenue Earning Goods Traffic in co-ordination with the Computer Centre of the Board's Office for Traffic Commercial Directorate for their Budgetary exercises.

14. Compilation and supply of data for MR's/MOS(R)'s Quarterly Performance Review Meetings with Board.

15. Yearly updating of Commodity Code List in consultation with Traffic Commercial Directorate and supply to Zonal Railways and other Directorates for necessary action.

16. Compilation of quarterly commodity-wise figures of Revenue Earning Goods Traffic i.e. Tonnes Originating/NTKms as compared with the figures of corresponding quarter of the last year as well as targets for PREM meetings.

17. Compilation, printing and supply of the publication Goods Revenue Statistics of Indian Railways.

18. Compilation of monthly/cumulative statement of Non-Revenue Goods Traffic on All India basis as compared to previous year for submission to the Board.

19. Compilation and supply of statistics on Revenue and Non-Revenue Traffic (Goods) in various forms to :-

(i) Traffic Transportation, Traffic Commercial, Planning, Efficiency & Research, Finance (Budget) and other Directorates for incorporation in Budget Documents.

(ii) RCC, Estimates Committee and other such bodies.

(iii) C.S.O., Indian Bureau of Mines and other agencies.

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STAT (Accdt.)

1. Compilation of quarterly and annual data in respect of number of accidents, casualties, cost of damage etc.
2. Compilation of quarterly Statement No.18 (Accident Statistics).
3. Compilation of Annual Statistical Statements No.16 (Tonne Kilometrage), No.19A (Vehicle & Wagon Kilometres), No.19B (Goods Train Performance), No.41 (Accident Statistics) and Annual Passenger Zone Statistics (Class-wise and Distance Zone-wise).
4. Interpretation, clarification and revision of instructions contained in the Manual of Statistical Instructions Vols. I and II, pertaining to Statements dealt with by the Branch.
5. Estimation and compilation of monthly train kilometres data.
6. Bringing out in-house annual publication of 'Statistics of Accident and Unusual occurrences on Indian Railways'.
7. Preparation of quarterly review of accidents, casualties etc. on Indian Railways and Production Units for circulation to the Commissioners of Railway Safety, Safety and other Directorates, Railways etc.
8. Preparation and printing of the annual publication Statistics of Accidents and Unusual Occurrences on Indian Railways.
9. Preparation of annual data in respect of Passenger Zone Statistics for use of Traffic Commercial and other Directorates.
10. Compilation of information in respect of accidents etc. for the annual publication Indian Railways Safety Performance brought out by Safety Directorate.
11. Compilation of total number of accidents and those falling under Section 113 to be sent to CRS by Safety Directorate.
12. Compilation of data in respect of casualties to Railway employees on Indian Railways for the Labour Bureau, Shimla.
13. Compilation of statistics for chapters on 'Safety' and 'Passenger traffic' of Indian Railways Year Book and Annual Report.
14. Preparation of history of Non-government Railways for incorporation in the publication History of Indian Railways.
15. Compilation of accident statistics for supply to Central Statistical Organisation.

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STAT (Econ)

1. Printing of Railway Budget publication – 'Indian Railways Year Book' which entails co-ordination, collection of material, drafting/editing & finalisation of various chapters of the publication and its distribution to Zonal Railways and various organizations.

2. Collection of data from Zonal Railways for updating and printing of Railway Map of India in the scale 1:10 M from Survey of India, Dehradun.

3. Printing of annual publication 'Indian Railways Facts & Figures'.

4. Collection of data from Zonal Railways and extracting data from PCDOs to bring out 'Monthly Evaluation Report'.

5. Collection of data for supply to International Union of Railways for publication in the International Railway Statistics.

6. ABC analysis of commodity-wise revenue earning freight data in respect of Tonnage, NTKMs and Earnings.

7. Collection and compilation of statistical and economic data for the various studies undertaken by E.D.(S&E) in regard to the different aspects of railway working and the economics of transport;
Compilation of statistics relating to the working of foreign railways--some special aspects--from time to time.

8. Calculation of operating efficiency indices of Indian Railways.

9. Collection and processing of data of ED (S&E)'s Monthly Economic Digest presenting current trends in economic conditions in the country having a bearing on rail transport, alongwith data of railway operations.

10. Analysis of data contained in Monthly Evaluation Reports of Zonal Railways.

11. Compilation and supply of data for International Railway Statistics.

12. Compilation of data required by various Ministries and other offices of Central and State Governments.

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STAT (Inspection)

1. Conducting spot checks to ensure accuracy and observance of the correct procedure in the compilation of various statistics at source, such as:-

   (a) At Stations : Tri-monthly advance statement of gross earnings and traffic handled, Statement of wagons loaded with selected commodities, Statement of marshalling yard, Statement showing detention of wagons at Terminal Goods Stations, Statement showing detention of wagons at break-of-gauge transshipment points, Statement showing number of unserviceable wagons and detention of damaged wagons in traffic yards & sick lines and Statement of ineffective coaching stock in coaching sick line depots.

   (b) In Diesel and Electric Shed: Engine utilization statement, Statement of fuel and lubricating oil issued to locomotives and for other than locomotive purpose.

   (c) In Workshops: Statement of carriage and wagon performance and Statement of locomotive, carriage and wagon workshop repairs.

   (d) In Divisional and Headquarter Offices : Tri-monthly advance statement of gross earnings and traffic handled, Punctuality statistics, Engine failure statistics, Statement of average starting wagon loads and checking the method of compilation of fundamental units in the Compilation Offices.

2. Finalization and follow-up action on Inspections Reports.

3. Monitoring proper utilization of Statistical Inspectorial Staff on Zonal Railways.

4. Ensuring deployment of staff to attend various initial, refresher, orientation and special courses at ZRTI, N.W. Railway, Udaipur.

5. To conduct special investigations as directed by Board.

6. Initiating special statistical inspections and drives in connection with important facets of Railway operation and maintenance, processing reports received from the Railways and pointing out common irregularities for taking corrective action.

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STAT (Cost Analysis)

1. Formulation/review of rules for allocation and determining ratios for distribution of joint expenses over different gauges; division of working expenses between Coaching and Goods Services; evaluation of operation of the Electrical Multiple Unit (Suburban) Services.

2. Formulation/review of procedure for working out unit costs of various functional groups in the Rail Transport in respect of Goods Services and Coaching Services.

3. Formulation/review of procedure for determining the variable and fixed costs and incremental costs for specific movements.

4. Formulation/review of procedure for working out (a) Line haul costs of : (i)Through Goods (ii) Van and Shunting Goods Services and (b) costs of depreciation of railway assets for cost study purposes.

5. Collection of basic data from statistics of performances and annual Capital and Revenue Accounts (working expenses required for cost analysis).

6. Analysis of working expenses and performance data received from Zonal Railways for determination of All India Shunting and Train Engine Hour Costs in respect of Broad Gauge and Meter Gauge.

7. Annual analysis of working expenses for Coaching and Goods Services for All India Railways and each Zonal Railway, in respect of Broad Gauge and Meter Gauge under Rules of classification of Revenue Expenditures.

8. Determining cost of working EMU and non-EMU services – railway-wise and gauge-wise.

9. Study of special problems relating to costing of specific items of Rail Transport and economics of special movements as and when required by the Board.

10. Working out cost of Social Service Obligations.

11. Revision of hire charges for locos and coaches.

12. Cost analysis of coal movement and revision of freight charges on railway coal (RMC).

13. Study relating to economics of movement of certain selected commodities.

14. Disposal of Audit paras/points raised by Standing Committee/Railway Convention Committee (RCC) etc. and processing of ATNs thereof in respect of subjects dealt with in the Branch.

15. Working out Escalation Factor-Price Index based.

16. Costing of Engine Hour Rates for Ballast trains.

17. Special studies required for determining ratios for distribution of joint expenses of constituent elements under each functional group of coaching and goods services.

18. General review of booking of expenses under Rules of Classification of Revenue Expenditure as well as by different gauges by the Accounting Units on Zonal Railways.

19. **Parliament Questions/RTIs/other issues etc.related to Losses/Subsidy in Passenger Segment/Fares.(OO No. 68 of 2019).**

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STAT (Drawing)

1. Preparation of graphs for incorporation in the publications viz., 'Indian Railways Annual Report & Accounts', 'Indian Railways Year Book' and 'Indian Railways Facts & Figures'.
2. Updating and printing of Railway Map of India in the scales 1:3.5 M and 1:10 M, from Survey of India, Dehradun.
3. Preparation of bilingual graphs showing Operating, Commercial, Revenue, Staff, etc. Statistics for distribution to Press Reports during CRB's post-Railway Budget Press Conference.
4. Preparation of bilingual Display Charts for CRB's post-Railway Budget Press Conference.
5. Preparation of graphs for monthly Statement No.7A (Revenue Freight Statistics).
6. Compilation of data in respect of State-wise Route and Track Kilometers.
7. Preparation of Zonal Railway-wise 'Traffic Density Chart'.
8. Collection and preparation of important monthly statistical data with graphs for updating folders of hon'ble MR, MSRs, Board Members, etc.
9. Preparation of Name Plates and Certificates to awardees, etc.
10. Preparation of Key Statistics from 1950-51 onwards.
11. Preparation of graphs, charts etc. on demand by various Directorates of Railway Board.
12. Maintaining information about new lines opened etc. as supplied by WDO-I and preparation of System Maps of Zonal Railways for incorporation in the publication History of Indian Railways.

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STORES DIRECTORATE

R.S.(B)

I Rolling Stock Budget

1. Compilation of Board's Rolling Stock Budget in respect of Locos, Coaches, Wagons and under frames including

   a) August Review
   b) Revised Estimates
   c) Final Modification.

2. Appropriation of accounts relating to subjects detailed at (1) above.

3. Compilation of Board's Rolling Stock Programme.

4. Cash authorisation to Zonal Railways in respect of wagons, components, coaches, ex. BEML.

5. Compilation of pools of free supply items.

6. Exercising budgetary control over expenditure.

7. Processing of Itemized Rolling Stock Programme in respect of wagon portion of various Zonal Railways for financial vetting and inclusion thereof in the Pink Book against Programmed Delivery.

8. Processing of Itemised Rolling Stock Programme in respect of wagon portion of various Zonal Railway (New Acquisition) for Board's/MR's approval and inclusion thereof in the Pink Book against New Acquisition.

II. Planning and progressing work relating to wagon production and free supply items.

1. Preparation of estimates in respect of wheelsets, air brakes, HT couplers, CS Bogies and CTRBs.

2. Allotment and distribution of free supply items to wagon manufacturers in private and public sectors such as wheelsets and CTRBs.

3. Allotment and distribution of free supply items such as wheelsets, air brakes, HT couplers, CS Bogies and CTRBs to Railway workshops.

4. Release of CTRBs to railways for maintenance purpose.

5. Loan of free supply items to wagon manufacturers.

6. Matters pertaining to damaged wheelsets, air brakes equipment and CTRBs.

7. Compilation of wagon production reports.

8. Production programme and placement of wagon orders to be manufactured in railway workshops.

9. Maintenance of progress report about the manufacture of wagons in railway workshops.

10. Maintenance of registers for production programme of locos, coaches and wagons.

11. Maintenance of allotment registers for locos, coaches and wagons.

12. Maintenance of narrative reports received from RDSO in respect of wagon production.

13. Maintenance of records in respect of wagons released to traffic.

14. Maintenance of records in respect of wagons procured under IRFC's funds.

15. Matter related to provision of free supply steel and physical verification thereof in liaison with steel cell Calcutta.

16. Liaison with other branches of Stores Directorate in connection with procurement of material for wagons.

17. Sanction of estimates received from Railways in respect of manufacture of wagons.

18. Meeting with the Board and wagon builders regarding problems in production of wagons.

19. Meeting with Board regarding progress of Plan Expenditure.

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RS(F)

1. Procurement of Wheels, Axles and wheel sets and from indigenous sources i.e. from RWF & SAIL.

2. Distribution of wheels, axles, wheel sets to Zonal Railways, PUs and other users.

3. Procurement of locomotives (Diesel & Electric), their equipments and Power packs from imported and indigenous sources including initial requirement of imported spares ordered with the locomotives.

4. Procurement of Accident Relief Cranes by import and spares/kits for them.

5. Import of Rolling Stock and its components without transfer of technology.

6. Procurement of other general items by import.

7. Progressing of contracts in respect of above.

8. Inspection of imported material abroad.

9. Placement of orders for Locomotives on CLW/DLW.

10. Procurement of Electrics for AC/DC EMUs.

11. Procurement of Oil Fired Steam Locos for Darjeeling Section.

12. Shipping Co-ordination Committee, Shipping and Chartering Organisation.

13. Marine insurance.

*****

R.S.(G)

1. All policy matters pertaining to Stores Code correction.
2. COS Conference.
3. Consultative Committee pertaining to Stores.
4. Complaint cases of Railways & PUs.
5. All procurement policy and policy related to various aspects of supply chain management. Publishing of tenders on website-Framing of Policy guidelines and monitoring of its implementation.
6. Stores Rejection (including warranty rejection).
7. Write off sanction of irrecoverable cases, related to stores department.
8. Time barred cases.
9. Delegation of Purchase Powers to Railways/PUs and Formation of Tender Committees/Schedule of Powers in Railway Board purchase tenders.
10. Formation/implementation of recommendations of various Committees regarding review/functioning of Stores purchase and action plan of stores.
11. Policy for vendor development and approval.
12. Policy for Inspection by RITES/RDSO/Zonal Railways etc.
13. PCDO/MCDO from COSs/GMs.
14. Nomination of IRSS Officers for seminars.
15. Training of IRSS officers and Probationers.
16. All matters of general nature pertaining to Store Dte. including policy issues on Stores.
17. Centralisation and De-centralisation of items.
18. Co-ordination with other Ministries on procurement policies.
19. Nodal section for RTI pertaining to Stores Dte.
20. Compendium for 'Rules for entering into contracts'.
21. IRS conditions of contract and other rules relating to Public Procurement.
22. Parliament Questions/Budget Information etc relating to policy of Stores procurement.

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R.S.(I)

1. Procurement of Wagons against Rolling Stock Program.

2. Excise duty matters relating to Wagon contracts.

3. Procurement of Centre Buffer Couplers and Draft Gears for Wagon manufacture in Railway Workshops.

4. Procurement of Cartridge Taper Roller Bearing for Wagon manufacture & spares for maintenance in Railway Workshops.

5. Procurement of Composition Brake Blocks.

6. Court Cases/Arbitration cases relating to post purchase contracts of above items.

7. Co-ordination with DRS(I&S) for supply of Steel and supply to Wagon Builders.

8. Co-ordination with CMM(BI) for supply of free components to Wagon Builders and completion reports of various contracts.

9. Closure of various contracts.

10. Procurement of Grease seal.

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R.S.(IC)

1. Distribution of Plan Outlay for Inventories under the heads Stores Suspense, Workshop Manufacturing Suspense (WMS) and Miscellaneous Advance Capital (MAC) for Budget Estimates, Revised Estimates & Final Modification.

2. Stores Suspense - Examination of Monthly statements of Stores balance submitted by Railways/PUs and correspondence therewith.

3. Fixation of Action Plan Targets in respect of Turn Over Ration of Stores Directorate.

4. Compilation of Stock sheets for items stocked by stores department, pending with Railways/PUs and monitoring.

5. Compilation of all Railway quarterly progress statements for Inactive, Surplus and Overstock stores items in Stores Department and its review.

6. Inventory Management.

7. Printing of Price list (PL) Books.

8. Value analysis of inactive items separately for items not moved fro 12-24 months and items not moved for more than 24 months.

9. Categorisation of stores stocked on Railways.

10. Study of Inventory on Foreign Railways for comparison with Indian Railways.

11. The concept of Value Engineering/Value Analysis Study with a view to reduce the cost of materials used on Railways.

12. Computerization of Purchase Offices & Stores Depots on Railways/PUs.

13. Printing of compendium of statistical information on Material management.
14. Periodical Inventory Control Meetings.

15. Paras for Annual Report and Year Book and Statements 39-A & 39-B – Material Management pertaining to Stores.

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R.S.(PF&EC)

1. Procurement of BVZC wagons by different parties through Railway Board.

2. Preparation of brief/rejoinders in connection with arbitration/court cases pertaining to final modification, escalation claims, bogies.

3. Procurement of defence wagon contract under 'Deposit Work' including finalisation of accounts.

4. Pre & post contract work in respect of procurement of N.G. Locomotives.

5. Pre & post contract work in respect of procurement of Constant Contract Slide Bearers.

6. Pre & post contract work in respect of procurement of Elastomeric Pads.

7. Pre & post contract work in respect of procurement of modified Adaptors.

8. Pre & post contract work in respect of procurement of Coaches from BEML.

9. Pre & post contract work regarding procurement of AC & DC EMUs: from BEML & Jessops.

10. Assessing demand of Free Supply Items of Coach order and advising to procuring authorities.

11. Pricing of coaches/EMUs for BEML & Jessops.

12. Pre & post contract work in respect of procurement of Rail buses, Rail cars.

13. Pre & post contract work in respect of procurement of Postal Vans for Deptt. of Posts.

14. Pre & post contract work in respect of procurement of Casnub, BCCN, BCX, High Speed bogies.

15. Pre & post contract work in respect of procurement of Co-Co bogies.

16. Escalation claims/representations pertaining to old wagon contracts and wagon Pricing Report.

17. Placement of orders to ICF, Bharat Earth Movers Ltd. And M/s Jessops for the coaches etc.

18. Disputed warranty claims cases pertaining to wagon orders.

20. FINALISATION COST OF MODIFICATION

- Evaluate RAD claim in respect of wagon (all types), C.S. bogies, Couplers, Air brakes, Coaches/EMUs.

- Holding meetings with RDSO to sort out problem regarding RAD claims.

21. OWN YOUR WAGON SCHEME

- Coordination work between commercial, Stores Directorates, wagon builders, RDSO, traffic, mechanical and commercial Directorate.

- Prepare initial estimate for wagons being procured under the scheme.

- Advising demand of free supply steel to DRS(I&S)/ Kolkata and liaisoning for timely supply of steel to wagon builders.

- Pre & post contract work relating to procurement of BTPGLN, BTPN etc. wagons under "Own Your Wagon Scheme".

- Finalisation of accounts in respect of all orders under 'OYWS' with coordination of FA&CAO's Eastern, Southern, Northern Railways.

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RS (P)

Procurement work relating to following items is handled in the Section.

1. BHEL – Procurement of traction electrics.

   - Fixation of provisional/final prices for the same.

2. Procurement of locos from BHEL.

3. Restructuring of Gazetted and Non-Gazetted cadre.

4. Manpower planning and establishment matter of stores department.

*****

R.S.(S)

1. Assessment of requirements of steel for Railways, Production Units, Wagon Builders, Bridge Girders, Fabricators etc.

2. Policy and procedure for indenting and procurement of steel.

3. Policy and procedure regarding disposal of overstock and surplus of steel.

4. Policy and procedure for procurement and supply of steel to Wagon Builders from main plants as well as from Railway's stocks.

5. Procurement of indigenous short-falls through imports.

6. Indigenous procurement of special steel and spring steel.

7. Dealing with court cases, arbitration proceedings, etc. arising from contracts issued by Railway Board.

8. Watching progress of supply of steel for Railways/Production Units/Wagon Builders, etc. and dealing with relevant correspondence including P.C.D.O.

9. Dealing with Draft para, audit notes, P.A.C. recommendations, etc. relating to steel contracts.

10. Assisting EDRS(S) for preparation of notes and aid memoir for various periodical meetings, such as COS's meeting, GM's Conference, etc.

11. Liaison with other concerned Ministries, such as Ministry of Steel, Shipping and Transport, etc.

12. Collection of steel statistics from zonal Railways, production Units, Wagon Builders, maintenance of buffer stocks, etc.
13. Policy & Instructions to Railways regarding payment to the Steel Plants for supply of steel.

14. The work involving receipt of indents from Railways, preparation of tender documents, floating of tender, evaluation of offers, placement of contracts, processing of contracts in compilation of deliveries and finalisation of items etc.

*****

RS (Signal)

1. Processing Appreciation Committee cases received from DLW for approval of Board/MOS(R)/MR and other related issues.

2. Processing Appreciation Committee cases received from RCF for approval of Board/MOS(R)/MR and other related issues.

3. Processing Appreciation Committee cases received from MRVC for approval of Board/MOS(R)/MR and other related issues.

*****

R.S.(Tech.)

1. Maintenance and keeping up-to-date specification for Wagons, Draft Gear coupler, EMU Coaches and Bogies etc.

2. Verification of the cost of bought-out of various wagon builders to determine the block price of bought-outs while fixing wagon prices with a specified base date.

3. Critical Review & Finalisation of steel requirements consumed by the wagon builders for respective type of stock for the purpose of material escalation claims.

4. Review of all technical details/financial implications due to grant of relaxation/deviations/modifications to all wagon builders and Coach Manufacturers against the individual orders placed on them.

5. Preparation & revision of Annexure-V and PVC Clause for all type of wagons, EMU Coaches, Draft Gear, Coupler, Bogies and Bogie frame.

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R.S.(WTA)

1. Bulk Indent Planning of requirements of Wheels, Tyres and Axles for Indian Railways/Production Units. Procurement through Imports of WTA items not available indigenously.

2. Procurement of steel tyres.

3. Procurement of Wheels, Axles & Wheelsets from indigenous sources other than RWF & SAIL/DSP.

*****

R.S. (POL)

1. Procurement of Primary Oils consisting of:

   i) High Speed Diesel (HSD)
   ii) Superior Kerosine Oil (SKO)
   iii) Light Diesel Oil (LDO)
   iv) Furnance Oil (FO).

2. Procurement of Branded Crank Case Lube Oils for Diesel Locos:-

   Servo RR-606 Multigrade (IOC)/MAK RR-513M Multigrade Oil (BPC)/HPRR-813 Multigrade (HPC).

3. Procurement of Branded Greases consisting of:-

   i) AAR approved Grease for CTRB.
   ii) Servo Gem RR-3 of IOC or equiv.
   iii) Servo Coat-170-T of IOC or equiv.

4. Procurement of Branded Crack Lane Lube Oils for Locos & Rolling Stock:-

   Servo Prime-76 (IOC), Turbinol-77 (HPC) & Bharat Turbinol-78 (BPC).

5. Conclusion of the Running contracts & Rate contracts through indigenous procurement of POL items and related matters:-

   i) Scrutiny of Indents.
   ii) Consolidation of Indents.
   iii) Vetting of Indents including the required quantity.
   iv) Floating of tenders.
   v) Preparation of tender.
   vi) Preparation of Comparative Statement and evaluation of offer of tender etc.
   vii) Finalisation and placement of Rate & Running Contracts for POL items.

6. To monitor the current policy in regard to Administrative Price Mechanism (APM) before deciding the rate contracts.

7. Liaisoning in regard to the problem of Railways and Oil Companies.

8. Monitoring the progress of all contracts i.e. Rate Contracts and Running Contracts.

9. Streamlining of logistic movement of Branded Crank Case Oil for Diesel Locos.

10. Updating of Railways Consumer Depots of Primary Oils.

11. On completion, finalisation of the contracts after obtaining Completion Reports from the Consignee Railways.

12. Maintenance of Quality files of each POL files.

13. Maintenance of Technical files relating to RDSO approval of POL items.

14. *All Policy matters concerning Marine Insurance of Railway Property from imports including marine insurance contract* (Office Order No. 69 of 2015)*.

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** (i) All past contracts will continue to be handled by Fianance Directorate, as far as the post contract issues are concerned.*

(ii) Stores Directorate will handle fresh contract entered into by Stores Directorate.

(iii) Delegation of powers for marine insurance tender will be as per delegation of powers for stores tenders.

(iv) Contracts for two years may be entered instead of having contract on year-to-year basis.

(v) The tender for Ist contract will be floated by Stores Directorate after six months or date of issue of suitable delegation whichever is later. Meanwhile, if there is any necessity of entering into fresh contract, the same may be handled by Finance Directorate.

RS (Tex)

1. Procurement of Textile items and related policy including KVIC, ACASH, WDC etc and all matters related to Uniforms.

*****

R.S. (CAB)

1. In regard to decentralized item viz. Railway Signalling Cable Unscreened (consisting of 18 sizes), Elastomeric Cable for Electric Locos (consisting of 15 sizes), Elastomeric Control Cable (consisting of 2 sizes), Elastomeric Cable for Diesel Locos (consisting of 8 sizes) and Dynamic Breaking Resisters, finalisation of tenders floated and post contract work.

2. Progressing of contracts and their finalisation on completion, after obtaining completion reports from consignee Railways.

3. Maintenance of Policy Files/Technical files relating to RDSO approval of cable items.

4. Replies of PCDO/MCDO to the concerned Railways.

*****

RS(L)-I Section

1. Liaison with various Directorates of DGS&D.

2. Circulation of Rate Contracts, Periodical amendments thereof to all Railways.

3. Monitoring of rejection and recovery cases received from the zonal Railways/ Production Units for DGS&D RC items.

4. Progressing and chasing with Railways and Firm for DGS&D RC items.

5. Receipt and issue of Liaison work.

*****

R.S.(L)-II Section

1. Banning business dealings with firms.

2. Co-ordination of Policy Matters with DGS&D.

3. Representative of Ministry of Railways for CCMs and SRC Sub committee meetings conducted by DGS&D.

4. To co-ordinate with CCA regarding pending recoveries and transfer of credit to Railways towards rejections against DGS&D Rates Contract/Running contract.

5. Issue of circulars on suppliers issued by DGS&D.

6. Processing of cases of banning/suspension of business dealings with suppliers by Ministry of Railways.

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RS(M)

1. Work related with coordination, monitoring and logical implementation of MMIS over Zonal Railways.

2. Development, coordination and monitoring the progress of implementation of E-procurement excluding E-Auction.

3. Handling of Audit para at Railway Board level.

4. Dealing with issues pertaining to DC/JCM/PREM Meetings.

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R.S.(Printing)

1. All matters relating to Printing Presses of Indian Railways.
2. Gazetted and Non-Gazetted Cadres of Printing Presses of Zonal Railways.
3. Railway Board Orders & Circulars with respect to E-Printing.

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RS(S)-II

1. Policy and procedure regarding utilization and disposal of all types of scrap.

2. Monitoring of arisings and disposal and fixation of targets of scrap disposal for Railways and PUs.

3. All issues relating to E-auction.

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TELECOM DIRECTORATE

TELECOM

1. Policy matters in regard to Telecommunication on Railways.

2. Policy matters in regard to provision of PSTN phones (wired or wireless) Railway Telephones, mobile phones, CUG schemes and services thereof.

3. To examine the Telecom works in Railways Five Year Plans and to give necessary directions and matters relating to Telecom Action Plan, Annual Plan, Corporate Plan etc.

4. To scrutinize the Telecom projects submitted by the Railways and deal with correspondence regarding estimates, Budget provision, Works Programme pertaining to Telecom works. To scrutinize tender committee proceedings submitted by Railways for acceptance of Board/MOS(R)/MR.

5. To give directions on technical issues referred to by the Railways on works, initiate proposal for their improvement and watch progress of the works.

6. To keep in touch with modern developments in telecommunications.

7. Policy regarding procurement of Radio Equipments MW/UHF/VHF equipment, Electronic exchange, Optic Fibre Cables and deal with correspondence arising out of the above orders placed by the Board in respect of floating of Tenders, technical clarifications, release of foreign exchange, issue of Import Licence, clearance from Ministry of Information Technology etc.

8. To provide new telephones (Mobile/Wireless) and other Telecom equipments including Colour TV VCR, Cable connection etc. and shifting of Telephones in Board's office; provision of cordless phones at residences.

9. Arrange payment of MTNL/DOT telephones in Office and residences of Railway Board's officers, its verifications/recoveries/adjustments/ reimbursement etc. of the telephones bill and keep liaison with MTNL/DOT.

10. All matters relating to Facsimile, Trunk Board and Public Address System in Board's office including those in conference/committee room.

11. Printing of Telecommunication Manual.

12. Training of S&T officers.

13. Matters pertaining to Passenger amenities like Passenger Enquiry System, Coach Guidance System etc. Integrated Passenger Information System, Display Boards at stations and in running trains.

14. All matters pertaining to Train Radio Communication. Driver-Guard communication, Universal Emergency Communication, MTRC, all VHF Sets.

15. Monitoring of freight computerisation projects on Railways (Telecom Segment).

16. Progress of Rail Tel Corporation of India Limited & Correspondence with other PSUs.

17. All matters in relation with satellite communication, satellite hub, VSAT terminals, transponders bandwidth etc.

18. All matters in relation with Real-time Train Information System.

19. All matters related data networks of Indian Railways examination of all proposals involving expenditure and data networks irrespective of application, use of networking technology for data network.

20. Matters related to IPv4 and IPv6 migration of all data networks on Indian Railways.

21. Matters related to mobile satellite TV terminal.

22. All matters related to provision of Passenger Information System at stations and on trains.

23. PA systems in trains.

24. All matters related to communication and networking for various application/systems like control, scada, data loggers etc.

25. Provision of OFC and Quad Cable in Railways.

26. Video Telephony and Video conference including IP telephony.

27. All matters related to Data Network Security.

28. All matters relating to Rail net & E-mailing system.

29. Internet in running trains including infotainment services.

30. All matters related to provision of CCTVs for security.

31. Communication System for Disaster Management.

32. Video Surveillance System for Stations & Running Trains.

33. Review of monthly PCDOs received from the Zonal Railways and Preparation of brief for ML's visit to Zonal Railways & Railway Board's Review Meeting with Railways, Foreign delegates meeting with MR, MSR, CRB and Board Members.

34. To maintain and scrutinize the quarterly progress reports in respects of Telecom works in progress received from the Zonal Railways.

35. To help Railways in getting frequency authorization, site clearance and operating license for wireless stations and all correspondence in this connection with Ministry of Communications and Railways.

36. Power and Telecommunication Coordination Committee. To coordinate with Railways and Central Electricity Authorities in matters of PTCC.

37. Telecommunication Projects under BOLT scheme.

38. (i) Matters relating to National Capital Region Planning Board (ii) Bombay Urban Development Project, (iii) Calcutta Urban Development Project etc.

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CIPHER

1. To collect High Grade Cipher Documents from Joint Cipher Bureau, Ministry of Defence and then distribute same to the Zonal Railways. Maintenance of ledger account of all cipher documents received and supplied to the Railways.

2. Encryption and decryption of all outgoing and incoming sensitive and secretive type of cipher messages.

3. To keep liaison between Railway Ministry and Cipher Policy Committee and Cipher Technical Committee, issuing guidelines and instructions to the Zonal Railways.

4. Inspection of Cipher offices of the zonal Railways.

5. Budget work connected with production of cipher documents for use on the Railways and distribution of expenditure share amongst Zonal Railways and Railway Board.

6. Represent Railways in the cipher committee.

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TRACK DIRECTORATE

TRACK – I(Revised Vide OO No.89 of 2019)

A) Track Procurement & Policy

1. Development/improvement of track material: Floating of tenders and placement of contracts and distribution of new/improved Switches, Switch Expansion Joints and Crossings viz., Thick Web Switches, Switch Expansion Joints, Wieldable CMS Crossings, etc., and monitoring of contracts thereof.

2. Planning, procurement, import and export of rails including endforged, corrosion free and head hardened rails, allotment of rails, issuing of bulk indents of rails and work relating to production schedule meeting. Allotment of track materials to private and assisted sidings.

3. Matters related to Insulated Glued Joints.

4. Monitoring receipt and utilization of new and second hand track materials for the Railways.

5. Flash Butt Welding Plants on Zonal Railways and matters related to Mobile Flash Butt Welding.

6. Matters related to AT welding.

7. Rail wields failures and USFD testing.

8. Permission for sale of second hand P.Way materials to Private parties.

9. Matters related to prevention of Corrosion of rails.

10. Matters related to Fish Plates.

11. Allotment of wagons for fabrication of End Unloading Rakes (EURs).

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TRACK-II

1. Development, procurement, allotment & policy issues related to:

   (a) PSC BG line sleepers

   (b) Special Cement for concrete sleepers.

   (c) Setting up of New Concrete Sleeper Plants on Zonal Railways.

   (d) Shifting of Concrete Sleeper Plants from one Zonal Railway to other Zonal Railway.

2. Development, trial and all policy matters related to P.Way items viz.

   (a) Modern Elastic Fastening systems

   (b) Elastic Rail Clips

   (c) Grooved Rubber Pads

   (d) Metal Liners.

   (e) GFN liners.

   (f) SGCI Inserts.

   (g) HTS wire for PSC Sleepers.

   (h) BG/MG turnout Sleepers.

   (i) Composite Sleepers.

   (j) Alternative to wooden sleepers.

   (k) Zero Toe Load Fastening for Steel Channel and H-Beam Sleepers.

   (l) Anti-Vandal Elastic Fastening Systems.

3. Allotment and Policy matters related to use of wooden sleepers on Indian Railways.
4. Any other subject allotted by Member Engineering.

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Track – III

1. Planning and procurement of Track Machines, projection in 5 year plan/corporate plan.

2. Inclusion of Track Machines in RSP, provision in Annual Budget.

3. Procurement of Track Maintenance and Track Relaying Machines through Global/Local tenders.

4. Procurement of different spares for various Track Machines through tenders.

5. Post contract management – interaction with suppliers – local and foreign.

6. Fixation of targets and compilation of progress of work of Track Machines/Track Relaying Machines, Track Recording Cars, OMS – 2000 Ballast Cleaners and other Track Machines working on zonal railways and submission to Board (ME).

7. Arranging courses of training for IR personals on Railways on principle of maintenance and operation of machines in Railway Workshops/Firms workshops.

8. Indigenization of spares/components, interaction with RDSO, Zonal Railways/manufacturers of Track Machines in this regard.

9. Recommendations of expert committee on Track Machines – follow up action thereon.

10. Development of organization and infrastructure, resting facilities including camping coaches on Zonal Railways for operation and maintenance of Track Machines.

11. Follow up action on recommendation of Committee on machines and manpower deployment.

12. Implementation of Mobile Maintenance Unit on Railways.

13. Standing Committee on Track Machines – follow up action and manpower deployment.

14. Monitoring the working of Track Recording Cars, up gradation and modification of Track Recording Cars.

15. Standing Committee on Small Track Machines – issue of orders conveying approval of small machines manufacturers, interaction with RDSO in this regard and follow up action.

16. Submission of periodical returns of important items concerning Track Machines to Board (ME), follow up action thereon and items of assistance forwarded by Zonal Railway.

17. Arranging POH of track machines at CPOH/ALD/NCR and CPOH/RYP/SCR and related matters.

18. Condemnation of track machines.

19. Implementation of Rail Grinding on Indian Railways.

20. Finalization of specification of track machines and small track machines.

21. Supporting rolling stocks for track machines.

22. Procurement of Vehicles for USFD (***vide OO No. 89 of 2019***)

23. Replies to Audit Paras on above and submission of Action Taken Notes(ATNs).

24. Replies to Parliament Questions on above.

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TOURISM AND CATERING DIRECTORATE

TG-III

BOOKSTALLS

1. Award of bookstalls licence.
2. Royalty/lumpsum licence fee and security deposit.
3. Type of literature to be sold at Bookstalls.
4. Sale of scientific literature on sex education.
5. Sale of books banned by Ministry of Home Affairs or State Governments' restriction on publications.
6. Bookstall Advisory Committee.

CATERING/VENDING

7. Catering Licence policy regarding award of refreshment rooms/stalls, vending licence, examination of agreements.
8. Complaints against catering licensees.
9. Fixations and recovery of licence fees and other charges from catering licencees.
10. Transfer of catering licence to the legal heir after the death of catering licencee.
11. Policy regarding prevention of subletting of licence.
12. Weights and measurements – under Metric system – adopted by Railways.
13. Sale of packaged drinking water bottle.
14. Setting up of food Plaza, Fast food Units and food courts.
15. Award of fruit vending licence on stations-representation and complaints.

16. Payment of Sales Tax/Service tax/VAT by catering licensees.

17. Catering services to the passenger in the event of late running of trains/accident/diversion of trains.

18. Contract-cum-departmental purchase/use of block stock and equipment's in catering establishment in Railways.

19. Provision of catering arrangement on station.

20. Policy in regard to type of meat sold in contract-cum departmental establishment.

21. Complaint book at catering establishments in static and mobile units.

22. Sale of milk on Milk Stalls, opening of milk bars/parlours.

23. Use of edibles oils in cooking of food under catering Policy.

24. Sale of cheap hygienic (Janta meals) food packets at stations.

25. Use of stainless steels utensils and cooking arrangements.

26. Menu and tariff of Janta meals, tea/coffee, Breakfast and standard meals and menu /tariff of Rajdhani/Duronto/Shatabdi trains and Mail/Express trains.

27. Introduction of departmental catering including in Rajdhani/Shatabdi/Duronto Express and Mail/Express trains.

28. Profit and loss account of departmental catering units – examination of.

29. Regarding quality and quantity of food and standards of service in departmental catering.

30. Staff requirements-scale and economy in expenditure therewith.

31. Sale of local specialties at stations.

32. Opening of Jan-Aahar Outlets.

33. Setting-up of base kitchens/Cell-Kitchens.

34. Procedure regarding presentation of bills by bearers – compliants.

35. Constitution and functions of catering supervisory committee.

36. Constitution and functioning of local Advisory Committee at Departmental stations.

37. Privatisation of Railway catering.

38. Policy regarding payment of commission to vendors.

39. Requirements of dining cars, design etc.

MISCELLANEOUS STAFF POLICY

40. Award of Miscellaneous Articles stalls.

41. **CHEMIST STALL POLICY**

42. **Policy on Automatic Vending Machines.**

Parliament Questions on above including number of long distance trains without pantry car, criteria for issuing vending passes at Stations.

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Tourism Cell

1. Planning, management and operation of the Luxury Tourist Trains in association with State Tourism Corporations/Indian Railway Catering and Tourism Corporation.

2. Joint fixation of tariff and fixation of commission to tour operators in respect of Palace on Wheels.

3. Planning, management and operation of tourist trains like Bharat Darshan, Buddhist special, Bharat Tirth and other similar trains.

4. Planning, management, operation and marketing of the Fairy Queen in India and abroad and fixation of tariff and its review from time to time.

5. Fixation of tariff for special charter trains on Hill Railways.

6. Policy regarding Indrial Passes, fixation of its tariff and appointment of GSAs for its sale in overseas countries.

7. Liasoning with Ministry of Tourism, State Governments and other tourism bodies on issues related to tourism.

8. Promotion of tourism by way of advertisements, participation in tourism fare/exhibitions in India and abroad. Maintaining the budget for tourism promotion. Printing material for tourism promotions.

9. Policy/management of Rail Yatri Niwas's at New Delhi and Howrah and BNR hotels at Puri and Ranchi.

10. All issues related to Railway Yatri Niwas and Railway Hotels.

11. Suggestion regarding improvements in the existing rates and services pertaining to Tourist Fares.

12. Tourist Traffic-Policy, facilities provided for them, issues related to exclusive coaches for foreign travelers, etc.

13. Preparation/Printing of Rail Tourism Brochures and Display Panels.

14. Parliament Questions on above including budget hotels.

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TRAFFIC COMMERCIAL DIRECTORATE

T.C.-I

(Revised vide OO No.127 of 2018)

1. Free time for loading/unloading of wagons and levy of Demurrage Charge
2. Free time for removal of goods from railway premise and levy of Wharfage Charge
3. Guidelines for advance stacking of goods at railway premise
4. Waiver/Write off of Demurrage/Wharfage charge
5. Siding Charge
6. Shunting Charge
7. Notification of All India Engine Hour Cost
8. Freight on through distance basis
9. Goods sheds/Sidings - uniform working hours and business hours
10. Terminal Management System(TMS)
11. 'Notified Station' for removal of goods without delay- issue of Gazette Notification
12. Payment of freight - various modes like Cash, Demand Draft, Postal order, Cashless mode, E-payment system, Debit/Credit card using Point of Sale machines etc.
13. Electronic registration of demand for wagons (e-RD)
14. Wagon Registration Fee
15. Weighbridges - commercial justification
16. Weighment of wagons, exemption from weighment, procedure to deal with overloaded wagon, Detention charge for load adjustment etc.
17. Punitive Charge for overloading in wagons

18. Preparation of railway receipt(RR), electronic transmission of railway receipt(eT-RR)
19. Delivery of goods
20. Recovery of undercharges (Demurrage/Wharfage etc.)
21. Permission for operation of container traffic at railway terminals (notified as Container Rail Terminal)
22. Haulage Charge for container traffic – issue of circular
23. Charging of Military Special/Goods traffic – issue of circular
24. Goods sheds - Facilities to labourers as general welfare
25. Commercial aspects of the reorganization of IRCA
26. Indo-Nepal/Indo-Pakistan/Indo-Bangladesh railway traffic - commercial aspects on issues mentioned herein.
27. Ports - commercial aspects on issues mentioned herein
28. Red Tariff - compilation of rules regarding carriage of dangerous goods issued by concerned directorates
29. Parliament Questions, References on above.

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T.C. – II

1. Special Trains/coaches

   i) Charges for special trains, reserved carriages, saloons, tourist cars, dining cars.

   ii) Charges for accommodation required for high officials.

   iii) Waival of detention charges for carriages allotted to Railway Employees.

   iv) Tariff rules for IRCTC.

2. Fare and surcharges on passenger tickets.

   i) Notification of passenger fares.

   ii) Notification of fares for season ticket.

   iii) Notification of fares for Rajdhani/Shatabdi/Jan Shatabdi/Garib Rath/Duronto and any other new train service.

   iv) Differential fare for peak/non-peak season.

   v) Notification of sleeper surcharge, reservation fee, enhanced reservation fee, Development surcharge, Mela surcharge and any other passenger surcharge.

   vi) All issues related to Superfast Surcharge consequent upon declaration of the train as Superfast Train.

   vii) Revision of cost of platform tickets.

   viii) Rules for charging of children.

3. Classification of passenger ticket.

4. Languages to be printed on passenger tickets.

5. Circular journey tickets, combined tickets, rules for break of journey, rules for extension of journey.

6. Introduction of cheap tickets.

7. Non-availability of tickets.

8. Distance restriction for travel by certain trains.

9. Concessions:

    i) Disabled persons and patients.

    ii) Senior Citizen.

    iii) Students, research scholars.

    iv) Accredited Press Correspondents.

    v) Sports persons

    vi) Doctors, Nurses.

    vii) Conferences, scouts, kisans.

    viii) War widows including widows of Kargil Martyrs, IPKF personnel & policemen killed in terrorist action.

    ix) Awardees Teachers, National Awardee children, Industrial workers, Police Medal.

    x) Concession regarding hill station return tickets.

    xi) Concessions during fairs/melas.

    xii) Concessional/free season tickets.

    xiii) Ad hoc concessions.

10. Rail travel coupons to the members of State Legislatures.

11. Policy on coaching refunds.

    i) Cancellation charges.

    ii) Preponement and postponement of tickets.

iii) Issue of Ticket Deposit Receipt (TDR).

iv) Exceptional Data Report (EDR).

v) Issue of duplicate tickets.

vi) Clerkage charges.

vii) Issue of Gazette notification for refund and cancellation rules.

12. Policy on credit cards.

13. Rules for season tickets.

14. Police Railway warrants.

15. Shortage of change at stations.

16. Declaration of private cash by booking staff.

17. Printing of coaching tariffs.

18. Parliament Questions on above including carrying of pets in trains.

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T.C.-III

1. Principal rules and procedures for preferment and settlement of claims in respect of booked Goods and Animals.
2. Powers of GMs/CCOs and other officers for settlement of claims.
3. Inter- Railway Liability and Staff Responsibility in compensation claims.
4. Unconnected and missing wagons-policy.
5. Policy dealing with Open/Assessment delivery.
6. Issue of shortage certificates - policy.
7. Damage by wet - Policy.
8. Working of Claims offices including Mobile Claims Offices on Zonal Railways.
9. Sanction for filing appeals in Supreme Court in compensation claims cases.
10. Reweighment of wagons/consignments - policy.
11. Auction of unclaimed articles.
12. Claims on Newspapers/Magazines booked under monthly accounts system - policy.
13. Issue of clear RRs and said to contain RRs. Policy.
14. Claims on POL traffic - Policy.
15. Provision of tarpaulins - Policy.
16. Reconciliation of missing & unconnected coal wagons of Power Houses/State Electricity Board, match adjustment of coal - Policy.
17. Policy dealing with claims of FCI, Fertilizer, Sugar, Cement and Iron & Steel consignments.
18. CCOs Conference.

19. Accident claims compensation under Section 124 & 124-A of Railways Act. - Policy.

20. Ex-Gratia to victims of train accidents - Policy.

21. Passenger Insurance Scheme - Policy.

22. Prevention of claims of booked consignments - policy.

23. Monthly Claims Prevention reviews.

24. Claims Prevention checks/ drives on Zonal Railways.

25. Tour/Inspection of MT/AM(C)/ED(PG) in the matter of Claims Prevention.

26. Delivery of perishables in absence of RR/PWB.

27. Parliament Questions on above including corruption in delivery of goods viz reaching late/less in quantity than the actual one or bribing issue, issues related to insurance.

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T.C. – IV

1. Prevention of evasion of sales tax on goods carried by rail-countersignature of railway receipts by officers of sales tax and excise departments of State Governments/Municipal bodies.
2. Delivery of goods against indemnity notes.
3. Traffic suspense.
4. Claims statistics of booked consignments:
   i) Cause-wise and Commodity-wise (both annual and quarterly).
   ii) Monthly statement of compensation claims and Court cases.
   iii) Monthly statement of high valuation claims.
   iv) Monthly statement of Advance Claims Statistics of receipts and disposal of claims for compensation.
5. Periodic/Monthly reviews on the basis of claims for compensation preferred on All Indian Railways.
6. Individual complaints regarding settlement of claims for compensation preferred on All Indian Railways.
7. Individual complaints regarding tracing of consignments booked to destinations over Indian Railways.
8. Individual requests for re-booking of consignments booked to destination over Indian Railways.
9. Individual requests for open/assessment delivery pertaining to consignments booked to Indian Railways.
10. Individual complaints pertaining to claims for freight wharfage and demurrage charges.
11. Examination of suit-barred and time-barred cases of claims for refund referred to by the Zonal Railways.
12. Notices under 80 CPC relating to claims for compensation for consignments booked to destination over Indian Railways.
13. Satisfaction of Court Decrees (Sec. 82 CPC) pertaining to claims for compensation.
14. Para on claims for compensation for incorporation in the Indian Railways Reports and Accounts.
15. Para for compensation claims for Ministers' Budget.

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T.C.(FM)

I. Parcel Marketing:-

1. Special Schemes for development of Parcel Traffic.
2. Policy for leasing of parcel space in the Brake vans & Parcel Vans.
3. Policy for leasing of Parcel Cargo Express trains.
4. Movement of parcel traffic including perishables.
5. Policy for allotment of Parcel Vans (Priority Schedule).
6. Rationalization scheme for booking and carriage of parcel traffic.
7. Refrigerated Vans (VPRs) for perishable cargo.
8. Privately owned Treasury Vans for transportation of currency.
9 Assessment for requirement of all type of parcel stock.
10. Proposal for procurement of all type of Parcel Vans (VPH/VPU/VPR etc.).
11. Policy for running of Parcel Express trains (Railway operated).
12. Client specific logistics.
13. Development of new customized parcel vans/ wagons.
14. Closure/Opening of stations for parcel traffic.
15. Restriction/Ban on movement of parcel traffic.
16. Attaching/Balancing of VPs.
17. Mechanical handling & Palletisation of parcels.
18. Target for Parcel earnings, Review performance of loading and earnings.
19. Forwarding and Clearing Agents working in parcel office.
20. Freight Forwarder scheme for parcel traffic.

21. Tatkal Parcel Service for parcel traffic.

22. Implementation of PMS project – issues related to commercial matter.

23. Clarification to all policy matters.

I.1

1. Revision of rates for parcels, luggage, and other coaching traffic.
2. Carriage of election material.
3. Carriage of treasure by rail.
4. Concessions in regard to transport of consignments carried during natural calamities like floods, cyclones, droughts, etc.
5. Haulage rates for postal vans and mail bags.

II. Freight Marketing:-

1. Policy for premier customers and classification of premier customers.

2. Development of new customer facilities.

3. Transportation of Automobiles traffic (in NMG rakes and other rolling stock).

4. Special scheme for freight traffic i.e. Freight Forwarder Scheme for goods traffic, Speed link Express, Quick Transit Service etc.

5. Development of Intermodal transport system

   (a) Road Railer system (Rail-Road Traffic).

   (b) Roll-on-Roll Off (Ro-Ro) system.

6. Marketing & Sales activities on zonal railways, MCDO of the CCM(FM)s of the zonal railways.

7. Compilation of performance of various marketing schemes.

8. Development of new customized wagons.

9. Clarification to all above policy matters.

III. Interaction of the Railway with trade & industry:-

1. Organize meeting of –

   (a) Trade and industries.

   (b) CCM(FM)s of the zonal railways.

2. Coordination with groups of chambers of commerce viz. CII/FICCI/ASSOCHAM/CMA etc.

3. Meeting/Conference of CCM(FM)s of the zonal railways.

IV. Customer Service - Infrastructure:-

1. **Procurement of wagons through private investment.**

   (i) 'Own Your Wagon' Scheme

   (ii) Wagon Investment Scheme.

   (iii) Liberalized Wagon Investment Scheme.

   (iv) Special Freight Train Operator (SFTO) Scheme.

   (v) Auto Freight Train Operator (AFTO) Scheme.

2. **Development of terminal through private investment.**

   (i) Private Freight Terminal (PFT)

   (ii) Terminal Development Scheme (TDS)

   (iii) Terminal Incentive cum Engine-on-load scheme (TIELS)

   (iv) Development of Automobile and Ancillary Hub.

3. **Development of Warehousing through private investment**.

   (i) Formulation of policy for setting up of warehouses by CWC.

   (ii) Formulation of policy for setting up of warehouses through public private partnership.

(iii) Setting up of temperature controlled Perishable Cargo Centre under Kisan Vikas Project.

Clarification to all above policy matters I, II & III.

V. Sidings:-

1. Coordinating matters relating to marketing of sidings traffic.

2. Nodal branch for all issues related to working on Sidings after it is notified for commercial operation viz. non-recovery of damages and re-railing charges from siding owners, non-recovery of wagon repair charges from private siding owners etc.

VI. High Profit Yielding Commodities:-

1. Identification of,

2. Monitoring loading and earnings.

3. Coordination with trade to increase rail borne traffic.

VII. Strategy to improve rail coefficient:-

1. Marketing strategy to improve low rail coefficient traffic like automobiles traffic.

2. Development of special design for wagons.

VIII. City Booking Agencies/Out Agencies:-

1. City Booking Agencies.

2. Out Agencies.

3. Street Collection and delivery services.

XI. Parcel handling contracts.

Policy regarding absorption of Parcel porters in Railway Service, Court Cases.

X. Uneconomic Branch Lines.

Issue of Notification for closure of Uneconomic Branch Lines and Ferry Services.

XI. Rail Road Co-ordination

(i) Central Government (Railway) contribution to State Road Transport Corporation (SRTC).

(ii) Nomination of Railway Officer for SRTC.

XII. Revision of Manual/Act

(i) Commercial Manual – (Compilation of amendments issued by various branches/Directorates of Railway Board, Printing and distribution of)

(ii) Railways' Act 1989 – (Compilation of amendments issued by various branches/Directorates of Railway Board, Printing and distribution of) ED/TR, Nodal Officer for Railways' Act, 1989 Act.

XIII. Mechanical handling and Pallestisation

Participation in meetings held by Bureau of Indian Standards (BIS) regarding examination of national standards and specifications for pallets etc.

XIV. Parliament Questions on above including marketing of/transportation of Agricultural Products, Traffic relating to Automobile sector handled by Railways, Cold Storage at Railway Stations, Retail Trade, concession to Industrial Units, setting up of Freight Terminals, etc.

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T.C.(Rates)

1. Classification of commodities.
2. Packing conditions of commodities.
3. Special condition attached to certain commodities.
4. Minimum weight conditions (MWC) of commodities.
5. Permissible Carrying Capacity (PCC) of wagons.
6. Haulage charges over Port Trust Railways.
7. Terminal charges over Port Trust Railways.
8. Commercial Committee's reports and proceedings.
9. Rates for Railways Materials and Stores (RMC Rates).
10. Rates applicable over non-government railways.
11. Budget instructions regarding goods traffic.
12. Examination of traffic survey and reports regarding gauge conversions, new projects etc.
13. Printing of goods tariffs.
14. Examination of requests for grant of concession in freight.
15. Discount/Incentive/Rebate/Concession Schemes.

    i. Quotation of special rates and rate reducing powers of General Managers- Station to Station rates.
    ii. Volume discount schemes.
    iii. Merry-Go-Round Scheme
    iv. Cargo aggregation scheme
    v. Freight incentive scheme for loading of consignments in flat and open wagons.
    vi. Freight Incentive Scheme for traditional empty flow directions.
    vii. Freight Incentive Scheme for freight forwarders.
    viii. Freight Incentive Scheme for incremental traffic.
    ix. Rebate in Railway freight in respect of traffic moving in privately and jointly owned special type wagons.

16. Freight rates for fodder.

17. Freight rates for livestock.

18. Prevention of cruelty to animals during rail transportation.

19. Booking of cattle and other animals by goods train.

20. Routing of traffic.

21. Inflation in chargeable distance in respect of goods traffic.

22. Distances for charge.

23. Trainload/Block Rakes benefit for bulk traffic.

24. Conditions for loading in Block Rake, Mini Rake, Two-Points Rake, Two and Multi-Points Rake, rakes from two or more originating terminals.

25. Specific gravities of POL products and calibration of tank wagons for the purposes of levying freight.

26. Rules regarding booking of bulky goods.

27. Misdeclaration of commodities-penalty for.

28. Levy of other than freight charges:

    i. Rates for Over Dimensional Consignments (ODC)/infringement charges.
    ii. Reweighment charges.
    iii. Haulage Charges on wagons sent for reweighment.
    iv. Dummy wagons charges.
    v. Engine Hire Charges for ballast trains.
    vi. Engine haulage charges.
    vii. Crane Charges.
    viii. Crane Haulage Charges.
    ix. Empty wagon Haulage Charges on private account.
    x. Haulage charges for special types of wagons and special trains on private account.
    xi. Charges for Accident Relief Trains (ART).
    xii. Levy of Terminal Charges over Railway owned Terminals/Sidings/Stations.
    xiii. Levy of transshipment Charges/dump charges on goods traffic.

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T.C. (CR)

1. Preparation of Tariff proposals for annual Railway Budget, and preparation of the Budget documents "Memorandum Explaining the proposals for adjustments in Freight and Fare rates" in the Railway Budget.

2. Research and Review of Goods, parcel rates and passenger fares for different classes.

3. Collection of information and data for studies on different aspects of Commercial working and other ancillary matters.

4. Formulation of new schemes and proposals for maximizing earnings.

5. Matters specially referred to by the Board for conducting specific Studies on Commercial matters, like Railway Fare and Freight Committee.

6. Preparation of Passenger and Goods fare/freight tables for publication by IRCA.

7. Fixation of special rates for Rajdhani/Shatabdi, Duronto and Garibrath express etc. trains.

8. Fixation of special haulage rates for Container trains.

9. Press conference, Budget discussion, Parliament Question, Standing Committee and Consultative committee etc. – briefs thereof.

10. Parliament Questions on above including issues related to increase in passenger fares.

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TG – I

1. **Consultative Committee/Councils**.

   i) National Railway Users' Consultative Council (NRUCC).

   ii) Zonal Railway Users' Consultative Committee (ZRUCC).

   iii) Konkan Railway Users' Consultative Committee (KRUCC).

   iv) Divisional Railway Users' Consultative Committee (DRUCC).

   v) Suburban Railway Users' Consultative Committee (SRUCC).

   vi) Station Consultative Committee (SCC).

2. Reservation facilities.

   i) Train reservation (General) Policy and Rules.

   ii) H.O.R. facilities.

   iii) Allotment/enhancement of reservation quota to stations.

   iv) Quota for Defence department in trains.

   v) Tatkal Reservation Scheme.

   vi) Upgradation Scheme.

   vii) Jansadharan Ticket Booking Sewaks and Gramin Ticket Booking Sevaks.

   viii) Value Added Tour Packages of Indian Railways Catering & Tourism Corporation. (IRCTC).

3. Travel Agents.

   i) Rail Travellers' Service Agents (RTSAs).

   ii) Rail Tourist Agents (RTAs).

4. Ticketing

   i) Self-Printing Machines (SPTMs).
   ii) I & e-ticketing.
   iii) Scheme of Frequent Travellers (SOFT)
   iv) Coupon Based ticketing System on Suburban sections.

5. Refunds

i) Individual CA(iii) cases regarding grant of coaching refund not involving any policy matters.

6. Passenger Marketing.

i) Occupancy and earnings of Shatabdi and Rajdhani Express trains.

ii) Waiting list analysis of major trains.

iii) Passenger Census.

iv) Passenger Profile Management (PPM) Scheme.

7. Earmarking of coaches.

8. Automated Teller Machines.

9. Parliament Questions on above including ATMs at Railway Station.

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TG – II

1. Handling of passenger complaints relating to reservation/booking/enquiry against booking clerk, reservation clerk, enquiry clerk and train manning staff received by Board Members and Offices of MR/MSRs.

2. Matter pertaining to Customer Care Institute.

3. Matter relating to training of commercial staff in association with Training Directorate.

4. Policy relating to grant of license to Licensed Porter, transfer of badge, supply of uniform and fixation of portage charges.

5. Co-ordination of Union items pertaining to TG-I, TG-II, TG-IV, TG-V and TC-II.

6. Issues related to Commercial Department Office on Railways.

7. Parliament Questions on above including shifting of Commercial Department Office.

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TG – IV

1. New demands/proposals for improvement/upgradation of Passenger Amenities at Railway stations other than Minimum Essential Amenities.
2. New proposal for inclusion of any station under the modernisation scheme viz. Model Station Scheme, Modern Station Scheme and Adarsh Station Scheme.
3. Lack of amenities at railway stations other than Minimum Essential Amenities/Basic Amenities*(see Note below).
4. Provision of wheel chairs and Battery operated carts for the disabled passengers at railway stations.
5. Policy for allotment of PCO/STD Booths at railway stations
6. Halt station – Opening, Closure, re-opening, upgradation to flag station & policy on these issues.
7. Change of name of railway stations.
8. National Train Enquiry System.
9. Public Announcement System at Railway platforms.
10. **Commercial Development of station and its air space including circulating area.** (Office Order No. 36 of 2018).
11. Planning and Operations of Pay and Use Toilets in lands within station premises and within circulating areas of railway stations (OO No. 36 of 2018)
12. Sanitation at railway stations **including adequate dustbins and Mini-Incinerators at Station.**
13. Provision of retiring rooms at railway stations.
14. Allotment of shoe shine contract at railway stations.
15. Allotment of Barber Shop at railway stations.
16. CA-iii references relating to the above.
17. Parliament Questions on the above.

***Note**: The term basic amenities/infrastructural facilities at station in any reference/Question shall be dealt with as under:-

a. If the issue raised is regarding lack of basic amenities/infrastructural facilities without making reference to any specific amenities, the same shall be dealt with by **SD-I branch of SD Dte..**

b. If the issue raised regarding basic amenities/infrastructural facilities is qualified by provision of specific amenities like lifts/escalators, foot over bridges etc, the same shall be dealt with by **Traffic Commercial Dte.**

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TG – V

1. Policy regarding ticketless travel and maintenance of statistical data in this regard.

2. Action Plan for ticket checking.

3. Incentive scheme for ticket checking.

4. Checks and reports regarding on-board deficiencies to other departments.

5. Policy regarding manning of coaches.

6. Selection of trains for provision of Rajdhani type facilities.

7. Touts.

8. Magisterial Scheme.

9. Alarm Chain Pulling.

10. Central Ticket Checking (CTC) Squad.

11. Smoking on trains.

12. Policy regarding unauthorised hawkers, beggars on trains and railway stations (pertaining only to ticket checking).

13. CRS recommendations regarding safety as related to commercial issues on passenger trains.

14. Parliament Questions on above including functioning of Railway Courts.

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PUBLIC GRIEVANCES

1. Policy regarding functioning of Public Grievances Redressal Machinery on the Railways.
2. To review the functioning of Public Grievances Redressal Machinery on Railways-meetings with Addl. General Managers in connection thereto.
3. Individual grievances of rail users regarding deficiency in service provided by Railways received directly by the Board and through Directorate of Public Grievances (DPG) (Cabinet Secretariat).
4. Individual grievances of non-gazetted retired railway employees excluding R.P.F. staff regarding non-payment of settlement dues and pension/ex-gratia pension received only through Department of Pension & Pensioners Welfare (DOP&PW).
5. Review of monthly P.C.D.Os. regarding functioning of Public Grievances Redressal Machinery on Zonal Railways.
6. Consumer Protection Act – policy regarding thereto and notices served by Consumer Courts to the Ministry of Railways.
7. 20-Point Programme (Annual Plan and Quarterly Progress Report) as per Department of Administrative Reforms & Public Grievances (DOAR&PG) Directorate.
8. Submission of Newspapers Monthly/Quarterly report to DOAR&PG.
9. Special Monitoring of DOP&PW cases referred by Department of Pension & Pensioners Welfare.
10. Special Monitoring cases referred by Department of Administrative Reforms & Public Grievances (DOAR&PG), Sardar Patel Bhavan.
11. Co-ordination with regards to the meetings held by Cabinet Secretary to review the Public Grievances Redressal Machinery.
12. Co-ordination with regards to Special Monitoring Cases referred by Prime Minister's Office pertaining to Public Grievances Redressal Machinery.
13. Coordination of references relating to Administrative Reforms Commission concerning Railways.
14. Parliament Questions regarding Public Grievances Redressal machinery on Railways.

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RTI CELL

1. Receipt and Registration of RTI references under RTI Act, 2005 like initial application, 1st Appeal, 2nd Advance Appeal, CIC's notices for Hearing & CIC Decisions.

2. Preparing the files and transfer to the concerned PIOs and Appellate Authorities of Railway Board and other Public Authorities outside the jurisdiction of Railway Board.

3. Dealing of Policy matters related to the implementation of provisions of RTI Act, 2005.

4. Compilation and submission of RTI Statistics returns received from Zonal Railways, PSUs, PUs to CIC and other concerned Authorities.

5. To receive initial fee and documents charges submitted by the applicants and keep accountal thereof.

6. Co-ordination with DOPT, CIC and other agencies in the matter of RTI.

7. Nodal Branch for RTI.

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TRAFFIC TRANSPORTATION DIRECTORATE

TT-I

1. All matters pertaining to cement traffic. Periodic maintenance of statistics related to the cement traffic
2. All matters pertaining to RDSO.
3. Meetings of Mineral Advisory Board
4. RTC for movement of all commodities except coal & POL
5. Movement of departmental wagons/departmental materials- issues, policies & maintenance of related statistics
6. All matters pertaining to Traffic blocks.
7. All matters pertaining to PCDOs of both GMs/COMs
8. All matters pertaining to Inspection notes of Board Members/AM/EDs/Directors
9. All staff related matters.
10. Coordination work related to misc. meetings related to traffic department
11. All policy issues to Konkan Rly
12. All policy issues related to FOIS
13. All matters pertaining to military movement and policies (MILRAIL)
14. All matters pertaining to ports.
15. All Planning related issues handled by TT Dte
16. All matters pertaining to higher axle load.
17. Asset management & related statistics including production, condemnation, POH/ROH of wagons/loco.
18. Lime & limestone other than those meant for steel plants.
19. Parliament Questions on above including earning from rake points, block rakes, goods rakes, Freight Terminals, railways operating assets.

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TT-II

1. All matters pertaining to liquid traffic moving in tank wagons except cement, fly ash etc.
2. RTC related to POL traffic - proposals of new sidings
3. Assessment of rolling stock (tank wagons) for provision in the annual rolling stock programmes on additional account.
4. Authorized loads of POL goods trains
5. Tank wagons production review
6. Standardisation of tank wagons
7. Clearance of pipeline projects
8. Proposals for new POL sidings
9. Calibration of various types of tank wagons
10. JCM, PNM & PREM items.

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TT-IV

1. All Issues related to train services/rail traffic with respect to Indo-Pak Railways incl. parliamentary questions, CAiii references,
2. All matters pertaining to Freight Train Operations, Originating Freight loading targets, Performance and Measures for achieving target, Operating Efficiency, Monthly Operating Review, Freight performance of KRCL - related issues & policies
3. All matters pertaining to COM's/CFTMs conference- related issues
4. All matters pertaining to President, PM,MR,CRB,MT and associated offices excluding Inspection notes.
5. Performance review of zonal railways, brief for Board
6. Assessment of rolling stock for provision in the annual rolling stock programme as well as Plan periods on additional account except tank wagons.
7. All matters pertaining to indents - incl. outstanding indents etc.
8. Accident cases (recommendations of CRS/CCRS and CCRS's reports on safety matters), matters pertaining to safety in train operations.
9. All matters pertaining to NF Railway traffic and maintenance of related statistics
10. Issues/policies related to quota /restrictions and maintenance of related statistics
11. Parliament questions on above including booking & transportations of goods, working capacity of goods trains.

*****

TT-V

1. All matters pertaining to coal traffic.
2. RTC related to coal traffic
3. Preparation of Periodical report for Cabinet
4. Weighbridges

*****

TT-III/ Desk-I

1. Movement of salt – edible, industrial
2. Rationalisation scheme
3. Traffic Transportation shield
4. Preparation of list of Two point combination etc.
5. Court cases
6. Audit Paras and C&AG meeting & reports
7. All matters pertaining to:-

   Ores, Iron & Steel traffic, Movement of RMSP, Export ore etc, Personal effects, P&T stores, bone and bone meals, rubber goods, Machinery and Steel furniture and Electric Appliances.
8. Railway Reform Committee
9. Public Accounts Committee
10. Estimates Committee
11. Railway Convention Committee
12. Traffic planning & Five Year Plan etc.

*****

TT-III/ Desk-II

1. Preferential Traffic Order

2. All matters pertaining to foodgrain/pulses movement incl. export

3. All matters pertaining to movement of livestock, fodder, jute products.

4. All matters pertaining to container traffic including Double Stack Container.

5. All matters pertaining to movement of all relief materials.

6. Assisting DTT/POL in cases related to "Right to Information Act".

7. Meetings of various Committees incl. High Powered Price Monitoring Board in Cab Sectt.

8. Sponsoring authorities for movement of goods in higher priority

9. Public Distribution System

10. All matters pertaining to:-

    Medicines, drugs & glucose
    Wine and spirit
    Tea & coffee
    Empty barrels & containers
    Hides & skins
    Fertilisers(transferred from TT-VI vide O.O. 02 of 2021)

*****

TT-III/ Desk-III

1. All matters pertaining to:-

Fertilisers(transferred to TT-III vide OO 02 of 2021)
Potatoes
Onions
Spices like jeera, garlics etc.
Paper inc. raw material to paper mills
Soap & soap stone

2. Issues related to train services/rail traffic with respect to Nepal & Bhutan Railways.

*****

TT-III/ Desk-IV

1. All matters pertaining to:

   Sugar, sugarcane, jaggery etc.
   Oil in drums and tins (indigenous only)
   Timber, firewood and charcoal
   Exhibition goods
   Aluminum incl. raw material to aluminum industry
   Glass incl. raw materials to glass industry
   Refractries incl. raw materials to refractories
   Tobacco and tobacco products
   Stone and boulders
   Non ferrous metals, mica, zinc copper etc.
   Chemicals, detonators for mining, firewood
   Other misc. goods
   Myroballan
   Railway materials
   Oilseeds and oil cakes
   Cotton, wool, textiles including raw material for textile mills

2. Export of above noted commodities

3. Nodal branch for Issues related to train services/rail traffic with respect to Bangladesh Railway.

***

VIGILANCE DIRECTORATE

VIGLIANCE – I

I.

1. All policy and general matters relating to Vigilance Organization in Railway Board and Zonal Railways, procedure for consultation with CVC, preventive checks, focal points of corruption and vigilance aspects of public complaints and D&A rules.

2. Training Courses for Vigilance Officers/Inquiry Officers organised by CVC and RSC, Vadodara and Training Courses for inspectors of the Vigilance Organisation.

3. Training Courses for Vigilance officers and non-vigilance officers dealing with DAR cases, arising out of Vigilance Investigation.

4. Empanelment of Retired Railway Officers for their subsequent appointment as Inquiry Officers in departmental inquiries arising out of vigilance investigations.

5. Co-ordination meeting with CBI and necessary follow-up action.

6. All work relating to CVOs Conference and follow-up action.

7. Monitoring of CA-iii references and submission of monthly statement.

8. Monitoring of complaints received from anti-corruption Cell of PMO, alleging corruption in Railways.

9. Printing of Vigilance Bulletin every six month.

10. Policy matters relating to banning of business with firms/contractors.

II.

1. Recruitment of Investigating Inspectors, Havildars and Sainiks in the Vigilance Directorate of Railway Board and matters connected with their service condition including extension of their tenure and their repatriation to parent cadres and their deputation to CVI etc. References regarding extension of tenure of Vigilance Inspectors on the Railways.

2. Budget estimates and Secret Service Funds etc.

3. Issue of Vigilance Identity Cards to Investigating Inspectors, Havildars and Sainiks.

4. Review of DAR cases against Gazetted officers.

5. Monthly review of cases sent/received from CVC.

6. Preparation of material for Railway Board's report, Budget Speech etc. in respect of Vigilance matters.

7. Preparation of periodical statistical returns for submission to CVC and DOP&T.

8. Preparation of annual statistical compendium on the work done by the Vigilance Organisation during the year.

9. All work relating to periodical reports/returns received from the Railways including compilation of all statistical data.

10. Updation of Vigilance Manual and correspondence thereto.

11. Parliament Questions on above including Revenue Leakages

*****

VIGILANCE – II

1. Dealing with complaints preventive checks/Decoy checks and others to:-

   i) Traffic (Commercial) Department.

   ii) Traffic (Transportation) Department.

2. Correspondence with Railways on the above.

3. Investigation of such complaints after taking order of competent authority and processing the reports.

4. Taking necessary follow up action on the above cases.

5. Dealing with weekly diaries, tour programs and TA bill of Inspectors attached to JDV(T).

6. Processing of CVC references, Parliament Questions, etc. pertaining to the above subjects. (This will, however, be coordinated by Vigilance – I).

7. Processing of investigation of Commercial/Traffic departments investigated by Railway Vigilance/Board Vigilance and all other items of work connected.

*****

VIGILANCE – III

1. Vigilance-III branch deals with complaints having a vigilance angle/vigilance cases involving gazetted officers and staff of various technical departments viz. (i) Civil Engineering (ii) Mechanical Engineering (iii) S&T (iv) Electrical Engineering, working in the zonal Railways, Production Units, RDSO, WAP, RSC, MTPs RE Organization, etc.

2. Processing of investigation reports in cases against officers of Engineering Departments investigated by SPE and all other items of work connected therewith.

3. Correspondence with the Railway/SPE/CBI and CVC on items (1) and 2 above.

4. Taking follow-up action.

5. Investigation of complaints ordered by the MR/MSR/Board involving Engineering Officers, processing of reports thereon and taking follow up action in consultation with CVC.

6. Issues arising out of vigilance cases/investigation, taking remedial measures to plug loopholes in rules and procedures.

7. Suspension of business dealings with unscrupulous contractors etc. in consultation with Works Directorate.

8. Liaison with E(O) I branch in regard to disciplinary cases where Board is the disciplinary authority and in regard to cases of retired officers taken up under Railway Services (Pension) Rules, 1993.

9. Liaison with CVC, CBI and various SPE units.

10. Processing of reports arising out of surprise and preventive checks of points/places of corruption and follow up action.

11. Submission of various CVC returns and other statistical statements provided by Board.

12. Control of investigating inspectors attached with this branch and dealing with their weekly diaries, TA bill etc.

13. Processing of CVC references, PMO references, Parliament Questions, furnishing of material to Consultative Committee, CA-iii references and issues related to procedures for conducting surprise/mandatory checks.

*****

VIGILANCE – IV

1. Dealing with complaints and other information pertaining to:

   i) Stores;

   ii) Personnel;

   iii) Security;

   iv) Accounts;

   v) Medical Department;

   vi) General (Complaints pertaining to Schools and Colleges (other than ZTSs), Law, Rajbhasha and Sports Departments).

   vii) Railway Recruitment Boards.

2. Correspondence with Railways to the above.

3. Investigation of such complaints after taking orders of competent authority and processing the reports.

4. Taking necessary follow up action on the above cases.

5. Dealing with weekly diaries, tour programme and TA bill of Inspectors attached to JDV(A&P), DDV(R&SC), JDV(S), DV(P), EDV(A) and EDV(S).

6. Processing of CVC reference, etc. pertaining to the above subject.

7. Parliament Questions on above including corruption and malpractices in Railway Purchase System, enquiry of malpractices on Railway PSUs.

*****

VIGILANCE (Confidential)

1. All policy matters relating to agreed/secret list of gazetted officers and preparation thereof, matters pertaining to appointment of vigilance officers on the Railways/Railway Board, Vigilance clearance in respect of gazetted officer and policy matters relating to vigilance clearance.

2. Scrutiny of complaints received from the public, VIPs/MR Cell and submission thereof to the respective offices and preparation of order sheet explaining the line of action to be taken by the branches. Issue of vigilance identity cards to the officers working in the Board's Vigilance Directorate, General Assistance to DDV(Int.).

*****

VIGILANCE (Special Squad)

1. Organizing decoy and preventive checks in reservation and booking offices, in trains and other mass contact areas.

2. Processing all the reports from Investigating Inspectors of Vigilance (Special Squad).

3. All complaints of corruption pertaining to non-gazetted staff of mass contact areas such as Booking, Reservation, Train and Coolies/Luggage porters.

*****

VIGILANCE (Indian Railway Cyber Cell)

1. To deal with Cyber Crime & Frauds related to services provided by IT system under purview if Indian Railway. **(vide Office Order No. 52 of 2020)**

1. Maintenance of records of the following:

   (a) Plans, estimates and surveys reports of new lines, gauge conversion projects, restoration, doublings and other traffic facility works.

   (b) Restricted maps of the Survey of India (about 5000 nos.)

   (c) Brief History of Railway Projects.

   (d) Statistical data about projects mentioned in (a) above.

   (e) Cost index figures relating to construction work.

2. Preparation of layout plans and rough estimates for the proposals received by the Board from other Ministries, MPs, State Governments or arising during the course of discussions in Parliament, Parliament Questions and Consultative Committee Meetings, etc.

3. Preparation of reference maps for officers of the Works Directorate and other senior officers.

4. Preparation of Statewise maps, districtwise detailed maps for Board Members and MR, CMs', PMO, & Cabinet Secretariat for discussion of progress of projects and development of railway network in their States.

*****

Environment & Housekeeping Management

(Revision in Duty list vide OO No. 105 of 2018)

1. All matters pertaining to framing of policies, programmes, initiatives in consultation with executing Departments/Directorates and monitoring of implementation on matters relating to :-

   (a) Housekeeping/cleanliness of Coaching Trains (including EMUs/MEMUs), Railway Stations (all categories) within and outside circulating area at stations, Coach Maintenance Depot.

   (b) On Board Housekeeping Services (OBHS).

   (c) Pest & Rodent Control at Railway Stations, Coaching Depots and Coaching Trains including EMUs/MEMUs.

   (d) Linen Management in trains and at stations.

   (***Execution of above to remain with concerned Directorates in Board's Office, as was done earlier prior to formation of EnHM Unit. In respect of Cleanliness at Stations (all categories) including circulating area of stations, execution would be handled by Traffic Commercial Directorate, matters pertaining to colonies and other railway premises to be dealt with by respective Divisions***) (OO No.111 of 2018)

2. Capacity Building including training, seminars and workshops on Environment & Housekeeping related matter.

3. All matters pertaining to Swacch Bharat Abhiyaan including coordination with Directorates.

4. Solid Waste Management- Policy & monitoring. (Execution to remain with concerned Engineering, Mechanical or Traffic Department).

5. Environment Management Plan including accreditation.

6. Climate change and Sustainable development.

7. Co-ordination on all environmental & housekeeping cases of National Green Tribunal (NGT).

8. Coordination with Ministry of Environment, Forest and Climate Change (MOEFCC) in all related issues regarding (4, 5 & 6) above.

9. Inter-Ministerial and inter-departmental coordination on climate change and related matters.

10. Parliament Question, RTI, Audit para, NGT, Court cases, CA-iii references on above issues as a single agency.

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Mission Implementation Monitoring Cell

1. Monitoring of expenditure incurred by M/o Railways in accordance with the Budgetary provisions.

2. Monitor progress of implementation of various Budgetary initiatives.

3. Collection of data information from various Directorates of Railway Board, Zonal Railways and PSUs such as RVNL etc.

4. Assisting in review and monitoring inter alia all vision and mission items having financial linkage, capacity augmentation projects including DFC, PPP Projects such as station redevelopment and cost sharing projects etc.

5. Projects related to System re-engineering.

(Office Order No. 89 of 2015)

******

Non-Fare Revenue Directorate

(Revised vide OO No. 36 of 2018)

1. Advertisement at Stations;

2. Advertisement in coaches (both inside/outside) and on locos;

3. Advertisement through hoardings on land alongside tracks and on land near railway stations;

4. Parking of vehicles in railway land other than at stations;

5.` Advertisements on wagons, FOBs, ROBs, RUBs, Railway buildings, Loco Sheds, Production Units, Structures on Railway premises (like water tanks, microwave towers, OHE masts etc);

6. Onboard (trains) and off-board (Stations) entertainment, magazines on trains, displays at Railway premises including stations (LED screens Video walls, Tran slides etc);

7. Sponsorships of activities and events at stations, branding etc;

8. Radio, Video, Internet, Wi-Fi, Mobile Apps, Interactive services (like video games etc) in railway premises including stations;

9. To provide innovative suggestions ideas and inputs related to Tourism and Tourist trains for increasing revenue which will be taken up by TC&NFR Directorate for suitable implementation in consultation with IRCTC and State Tourism Departments.

Mobility Directorate

1. Identification & prioritization of train corridors for raising speed;
2. Identification of path for timetabled freight trains;
3. Timetabling issues pertaining to speed of coaching;
4. De-bottleneck of the particular stretch of the network;
5. Monitoring progress of capacity augmentation works required to increase speeds;
6. Asset failures affecting mobility and corrective action;
7. Right powering;
8. Condition of rolling stock and speed potential;
9. Permissible speed on track structure;
10. Permanent and Temporary speed restrictions;
11. Other low cost initiatives like IBH and IBS if required;
12. Replacement of Locos hauled trains by DEMU/MEMU; and
13. Any other items/subjects assigned by Board.

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DIRECT BENEFIT TRANSFER CELL (DBT CELL)

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1. Identification of specific schemes administrated by Ministry of Railways which could be shifted to DBT (Direct Benefit Transfer) platform. These schemes may be from Commercial, Establishment, Finance and other Directorates;

2. After step (1) is complete, to initiate and maintain the implementation of such shift;

3. Digitization of beneficiary data;

4. Making the DBT scheme Aadhaar enabled by 31/12/16;

5. Automation of processes of beneficiary selection/release of sanctions;

6. Develop live MIS portal for continuous monitoring/tracking of fund flow

7. Integration of the MIS portal of the Ministry of Railways with the Government of India's DBT portal.

*****

FINANCIAL SERVICES CELL.

1. Accessing long term debt funds for railway projects-

    a) Insurance, Pension & Provident Funds
    b) Infrastructure Development Funds
    c) Institutional Finance
    d) Other sources of long term debt funds

2. Assisting Technical Directorates in devising suitable financial models/structures and institutional arrangements for availing funds, including project financing;

3. Assisting Infra Dte. in matching the available basket of projects with the optimum resource form the pool of funds available with IR;

4. Addressing concerns of Banks/FIs relating to security and risk mitigation;

5. Assessing and monitoring debt service liabilities of Indian Railways and provisions required;

6. Any other similar work that may be entrusted by Board (FC) to the Cell from time to time.

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STATION DEVELOPMENT

1. All matters pertaining to Redevelopment of Stations by commercial development of Railway Land.
2. Construction of stations on PPP basis.
3. Redevelopment of station through RLDA/IRSDC
4. Redevelopment of stations through partnership with foreign Government or their entities, PSUs and JVs with State Government.
5. Issues related to redevelopment of station through Railways

   (a) Getting approval of all the documents for various agreements
   (b) Monitoring and supervising consultants for the network.
   (c) Monitoring and supervising the works done by Consultants for the architectural work, organization structures.
6. All matters pertaining to Passenger Amenities (including Adarsh Stations, MFCs).
7. Annual Works programme for Plan head 53.
8. All matters relating to various committees including Parliamentary/Consultative Committee works relating to above subjects and co-ordination in respect of items of JCM/PNM.
9. All Parliamentary and Audit matters related to above subject.
10. Approach road construction/maintenance of station approach road within the Railway premises.
11. Provision of water supply at station premises.
12. Construction /Erection of statues of national leaders in Railway premises.

****

MR Coordination Cell

1. Dealing with and coordinating all the complaints, representations and grievances received by Hon'ble MR;

2. Dealing with and coordinating VIP and CA-iii references received in the office of Hon'ble MR;

3. Coordination with the Parliament Branch and Budget Branch of Railway Board;

4. Receipt and dispatch sections of MR's office;

5. Handling of all calls, mails and SMSs to the office /residence/camp offices of MR;

6. Handling the engagements, Protocol of Hon'ble MR;

7. Dealing with allocation of PPS/PS/Steno/Typists, Drivers and MTS etc working in MR's office;

8. General administration and IT required for office of MR;

9. Other Miscellaneous duties/work/functions;

10. Any other work/functions entrusted by Hon'ble MR from time to time.

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MoS(R) Coordination Cell

1. Dealing with and coordinating all the complaints, representations and grievances received by Hon'ble MoS(R);
2. Dealing with and coordinating VIP and CA-iii references received in the office of Hon'ble MoS(R);
3. Coordination with the Parliament Branch and Budget Branch of Railway Board;
4. Receipt and dispatch sections of MoS(R)'s office;
5. Handling of all calls, mails and SMSs to the office/residence/camp offices of Hon'ble MoS(R);
6. Handling the engagements, Protocol of Hon'ble MoS(R);
7. Dealing with allocation of PPS/PS/Steno/Typists, Drivers and MTS etc working in MoS(R)'s office;
8. General administration and IT required for office of MoS(R);
9. Other Miscellaneous duties/work/functions;
10. Any other work/functions entrusted by Hon'ble MoS(R) from time to time.

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ACCOUNTING REFORMS PROJECT/CELL

I **Administrative functions:**

i. To attend all review meetings of the Mission and represent/accompany FC/Railways at all events requiring the presence of the AR functionary of the Railway Board, including those held in other Ministries;

ii. Monitor the professional aspects of the AR project headed by Chief Project Manager/AR/NR as well as other Regional Project Managers as and when they are positioned;

iii. Coordinate with all other Directorates in Railway Board for timely completion of the AR project;

iv. Process for the constitution of any special committees/support teams at either Railway Board or Zonal level.

II **Professional functions:**

i. Formulate the overall structure of the AR project as well as its roll out on all Zonal Railways and obtain necessary approvals of the competent authority;

ii. Be the single point contact for the apex authorities of professional bodies like ICAI / ICWAI and CRIS in all matters relating to AR project; especially in matters relating to policies, government views on accounting matters etc;

iii. Arrange for obtaining approval of the competent authority (those requiring full Board's / FC's / AMs Committee approval) for all policy guidelines of the Accounting Reform project – more specifically as in :

a. **Accrual Accounting**- Adoption or otherwise of IFRS Accounting Standards, Accounting principles, key Accounting policies for IR; formats and general content of notes to accounts; schedules accompanying financial statements; standardization of terminology in accrual based commercial accounting system on IR etc.

b. **Outcome Budgeting**- Determination of outcomes at organization level, department level, functional/mission level, Zonal level; their alignment and cross function responsibility matrix for Demands 3-13,16 and other centrally operated demands like 1, 2, 14 & 15.

c. **Performance Costing**- Identification of LoBs and LOSs; correlation of performance parameters for determining the viability of each line in a manner suitable for regulatory accounting; identifying cost / responsibility / profit centres on Zonal Railways including stations, yards, workshops, depots, hospitals, schools etc. based on the activity carried out in each unit; approving formats of data collection as proposed by CPM/AR/NR in consultation with the implementation agency.

iv. Conduct quarterly reviews, on behalf of FC/Railways, of all major milestones as per MR's dashboard with all stakeholders including GMs/Advisory Committees/AMs Committee etc;

v. Approve training modules for awareness and implementation for the roll out, at the Zonal Railways, of Accrual Accounting, Outcome Budgeting and Performance Costing, to be developed by Director / CTARA;

vi. Coordinate with FA&CAOs of all Zonal Railways for timely implementation of the Accounting Reforms Project.

******

ONE ICT CELL

1. Processing of all new IT projects of Indian Railways and Monitoring their implementation.

Annexure – I

SUBJECTS DEALT BY TC(RCT) BRANCH

1. Implementation of Railway Claims Tribunal Act, 1987 and subsequent amendments thereto.

2. Framing of rules and instructions governing the service conditions of Members of RCT.

3. Framing of procedures for claims in RCT.

4. Defending the policy of Government of India (as per RCT Act.1987) in CATs, High Courts and Supreme Court.

4. All Parliamentary matters/questions concerning RCT.

5. Provisioning of Officers (below JA Grade) and Staff in RCT and cadre management through zonal railways.

6. Complaints against Officers/Staff of RCT.

7. Computerization/web-upgradation, housing and jurisdiction of 21 Benches of RCT located in 19 cities of India.

8. Maintaining Statistical data of claim cases (Goods, Accident,untoward incidents and refund) pending in various Benches of RCT.

9. Information sought through RTI and CA-iii cases pertaining to RCT.

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PAY COMMISSION-VII

1. All Co-ordination relating to 7th CPC

GST Cell

1. Coordination with GSTN and GST Secretariat on relevant GST matters
2. Coordination with Zonal Railways for ensuring rollout of GST arranging formal/periodical meeting obtaining feedback from Nodal Officers.
3. Taking decision on ensuring Business Process Reengineering to ensure protection of Railways interest and leveraging the new GST Law for benefit of Indian Railways.
4. Dealing with policy matters pertaining to GST as applicable in Indian Railways.
5. Taking decision on IT intervention required for smooth rollout of GST.
6. Issue of formats and documentation as required for Management Information System under GST Act.
7. Recommending changes in Codes and Manuals of the respective Departments for ensuring GST compliance.
8. Serving as referral body on issues raised by Zonal Railways/Production Units for seeking clarification from Department of Revenue.

****

E-Office Cell

1. To Coordinate with Conveners of the Directorate/Cell and nominated Nodal Officers of the branch;

2. Maintaining and carrying out correction in e-office system in respect of updated list of Conveners and branch level Nodal Officers;

3. To handle all work of E-Office Administrator/Content Manager other than those handled by nominated Nodal Officer within their unit;.

4. To ensure functioning of dedicated training centre for E-Office atleast for 15 months so as to ensure proper training of all officers/staff working in Board's Office. In the first stage, to conduct all necessary training modules required for implementation of E-Office for the two Master Trainers/content managers (i.e all Nodal Officers and their second in command) ;

5. To ensure compliance of all orders/instructions issued with regard to e-office;

6. To act as a dedicated cell for PSC & PTF for arranging their meeting and carrying out their directives;

7. To process all issues/cases related to both pre & post e-office implementation;

8. To handle all references/issues like Parliament matter, CA-iii, RTI etc related to E-Office;

9. To assess the requirement of NIC hired staff, both number of personnel required and time limit upto which required. Their phased withdrawal over a period of time say two year or three years post e-office implementation particularly after 100% smooth transition to paperless office;

10. Facilitating and ensuring gaps in infrastructure for e-office;

11. To monitor and review E-Office implementation at regular interval or as and when required/asked for;

12. Any other work as may be assigned by Project Steering Committee and Project Task Force after due diligence.

A. E-OFFICE PROJECT STEERING COMMITTEE (PSC)

i) Setting the scope, long term goals & targets;

ii) Provide project oversight, direction, approach, best model and guidance as needed for the overall implementation of the project. Transition and transition strategy for e-office in the defined time frame;

iii) Budget allocation/approval;

iv) Process re-engineering i.e, examine and approve revised procedure from the existing procedure/command structure wherever required, guidelines and approval for best practices and Standard Operating Procedures for e-office;

v) Allocation of required resources for smooth implementation;

vi) Digitization Strategy including time frame;

vii) Ensure meeting the Legal requirements of E-Office, IT Act 2000 and its amendment, prescribe e-goverance standards etc;

viii) Promote a Participative strategy for enabling a system driven approach instead of person driven approach;

ix) Regular review and enforcement for smooth implementation of E-Office.

B. PROJECT TASK FORCE (PTF)

i) PTF would assist in providing the required infrastructure/logistical support for smooth implementation of E-Office;

ii) Coordinate with PSC, ensuring compliance of its decision/directive;

iii) Act as a bridge between PSC and E-Office Cell, identifying/taking decisions on problem areas or referring it to PSC for decision, identify & recommend the modified office procedure to PSC in respect of smooth working of PSC;

iv) PTF would also function as the Spot Purchase Committee for items required for implementation of e-office and other linked projects like Digitization and shall be empowered to place orders for products and services required for E-Office and Digitization.

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Annexure-I

Composition and Broad Duty List of Gati Shakti Directorate

1. The Directorate would be headed by AM/PED (GS) and assisted by the other officers.

S.No.	Officers	Brief Duty List
I	AM/Principal Executive Director(PED)	Overall coordination including arranging meeting of the Expanded Board for Railways (EBR), Interface with all ministries including NITI Aayog, Ministry of Finance, Ministry of Statistics and Programme Implementation etc.
II	ED/GS(Civil 1) (IRSE) with 2 Directors	Appraisal and Sanctioning of Projects, Detailed estimates/Revised estimates, Sanction and examination of surveys, DPRs. Plan Head 11 – New Line Plan Head 14- Gauge Conversion Plan Head 15- Doubling Plan Head 16- Traffic Facility
III	ED/GS (Civil 2) (IRSE) with 3 Directors	Progress & Monitoring of sanctioned Projects Plan Head 11 – New Line Plan Head 14- Gauge Conversion Plan Head 15- Doubling Plan Head 16- Traffic Facility Plan Head 81- Sanction and Progress, Monitoring of MTP Projects, State JVs
IV	ED/GS(Traffic) (IRTS) with one Director	Scrutiny of survey reports, DPRs of New Line, GC, Doubling, Traffic Facilities from Traffic requirement and overall Planning perspective, recommending investment proposals (Planning). Prioritizing the works as per operational requirements.
V	ED/GS(Electrical) (IRSEE) with one Director	Plan Head 35- RE Works
VI	ED/GS(S&T) (IRSSE) with one Director	Plan Head 33- S&T
VII	ED/GS(Finance) (IRAS)	Associate Finance

	with 2 Directors	
VIII	Economic Adviser (IES) (Part-time)	For all projects
IX	Dy. CSC/GS (RPF JAG/ SG Officer)	Security related matters for all projects

2. Broad functions of Gati Shakti Directorate would be as under:

a. Planning and prioritization of projects related to Gati Shakti Dte.
b. Sanctioning of Survey – Preliminary Engineering Technical Survey(PETS), Final Local Survey (FLS)
c. Examination of Survey reports and Detailed Project Report (DPRs)
d. Appraisal and Sanctioning of New individual works/Umbrella Works by Competent Authority depending upon the cost of project.
e. Arranging meeting of the Expanded Board for Railways (EBR) and taking necessary actions thereafter Interface with NITI Aayog and Ministry of Finance, Ministry of Statistics and Programme Implementation.
f. Preparation of the Cabinet Note for approval of the Cabinet Committee on Economic Affairs (CCEA) for projects.
g. Sanction of detailed estimate, revised estimate including material modification.
h. Audit of various projects if there are delays, and bringing out reasons for taking corrective actions.
i. Monitoring of the projects through Project Management Unit (PMU)
j. Co-ordination with State and Central Government for Forest Clearance, Wildlife Clearance, Land Acquisition, Power Supply.
k. Attending review meetings regarding sanction/progress of railway projects being held by PMO, Cabinet Secretariat and the concerned Ministries wherever required.
l. Dealing with all related Parliamentary matters, RTI and Standing Committees.
m. Policy matters related to project management, Gati Shakti initiative.

3. Some of the activities like preparation of reports, presentations liaisoning, co-ordination with various stakeholders etc. would be undertaken through outsourced staff by hiring young professionals through service contracts for Gati Shakti Directorate to assist the officers in their day to day working.