

ISO 9001:2015	Document no TI-P-5.3-1	Version no. 13.0	Date effective 01.04.2025
Document Title General Duty List of Officers/Staff of Traction Installation Directorate			



RESEARCH DESIGNS & STANDARDS ORGANISATION
Manak Nagar, Lucknow – 226011

Document No. TI-P-5.3-1

General Duty List of Officers/Staff of Traction Installation Directorate

Amendment History

Sl. No.	Amendment Date	Version	Reasons for Amendment
1.	12.09.2018	1.0	First Issue under New Documentation System for ISO 9001:2015.
2.	27.11.2018	2.0	Second Issue as approved by PED (TI) on NP-25 of File No. TI/GEN/ISO/Policy/17-18 on 27.11.2018.
3.	15.01.2019	3.0	Third issue as approved by ED (TI) on NP-26 of file No. TI/GEN/ISO/Policy/17-18 on 15.01.2019.
4.	16.01.2019	4.0	Fourth issue as approved by PED (TI) on NP-27 of file No. TI/GEN/ISO/Policy/17-18 on 16.01.2019.
5.	06.02.2019	5.0	Fifth issue as approved by ED (TI) on NP-29 of file No. TI/GEN/ISO/Policy/17-18 on 05.2.2019.
6.	14.03.2019	6.0	Sixth issue as approved by PED (TI) on NP-30 of file No. TI/GEN/ISO/Policy/17-18 on 14.03.2019.
7.	25.04.2019	7.0	Seventh issue as approved by PED (TI) on NP-31 of file No. TI/GEN/ISO/Policy/17-18 on 23.04.2019.
8.	11.08.2021	8.0	Eighth issue as approved by PED/TI on 11.08.2021
9.	20.06.2022	9.0	<ul style="list-style-type: none"> i. Joining of Three SSE in TI Directorate. (transfer from QA/Electrical and PSEMU) ii. Joining of Three new JEs in TI Directorate. iii. Joining of one JE in TI Directorate transferred from W. Rly And as approved by PED/TI on 05.08.2020.
10.	05.08.2022	10.0	Tenth issue as approved by PED/TI on 05.08.2022
11.	27.09.2022	11.0	Redistribution of work among Officers and as approved by PED/TI on 27.09.2022.
12.	05.10.2023	12.0	<ul style="list-style-type: none"> (i) Office order no. RDSO-TI/2/2021 dated 14.11.2022, dated 20.01.23, 10.03.23 and 20.03.23. (ii) Office order no. EDTI/Misc/23 dated 27.04.2023. (iii) Office order no. 69 of year 2023. (iv) Office Order vide Note No. DTI/Duty List/revised/2023 dated 24.05.2023. (v) Office Order No.: SPO No. 104 OF 2023 dated 22.05.2023 (vi) Posting of ADEs in TI Directorate vide letter No.
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			<p>EDTI/MISC/23 dated 23.05.2023</p> <p>(vii) Posting of ADE in TI Directorate vide letter dated 25.08.2023.</p> <p>(viii) Posting of ADE (Civil) in TI Directorate vide letter dated 16.08.2023.</p> <p>(ix) Posting of JE in TI Directorate vide office order SPO No. 214 of 2023 dated 18.09.2023.</p>
13.	As Signed	13.0	<p>(i) Transfer of ADE Shri Amit Kumar in other group vide this office letter No. EDTI/Misc/23 dated 11.12.2023.</p> <p>(ii) Re-distribution of work/duties of PSI group supervisors in TI Directorate vide letter dated 30.04.2024.</p> <p>(iii) Posting of Sh Ashok Prajapati Steno –I on 12. 06. 2024 in TI Dte.</p> <p>(iv) Changes in duty list of PSI Supervisors in TI Directorate vide office order date 01.05.24 and 11.07.2024.</p> <p>(v) Transfer of Sh Yogendra nath on 24.07.2024.</p> <p>(vi) Changes in duty list of OHE Design Supervisors in TI Directorate vide office order date 25.07.2024</p> <p>(vii) Posting of DD in TI Directorate vide office order SPO No. 16 of 2024 dated 26.07.2024.</p> <p>(viii) Duties assigned to Shri KK Kassi after joining as DTI-4 on dated 12.12.2024.</p> <p>(ix) Redistribution of work of Shri Girraj Kishore,DTI-1 & Sh KK Kassi, DTI-4</p>

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Purpose

To maintain up-to-date Duty List of Officers and Staff of the Directorate issued by the Traction Installation Directorate. This Duty List shall be reviewed twice in a calendar year i.e., in the month of January and July.

Scope of Application

Applies to Duty list of Officers and Staff of the Traction Installation Directorate.

Procedure / Details

The list is Annexed. While using the list print and use only the Annexed list.

Reference Document

Nil

Reference Documents of External Origin

Nil

Associated Record

Nil

Responsibility and Authority

Activity	Responsible	Approver	Supporting	Consulted	Informed
Creation, maintenance of this Document	Director (TI)	PHOD (Traction Installation)	SSE/JE(TI)	MR (ISO Cell)	All Groups, through intranet.
Compliance of Directives contained in this Document.	All Groups In charges	PHOD (Traction Installation)	SSE/JE (TI)	On need Basis.	All Groups, through intranet.

Abbreviations

PHOD- Principal Head of Department

TI- Traction Installation

PED (TI)-Principal Executive Director (Traction Installation Directorate)

ED (TI)-Executive Director (Traction Installation Directorate)

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- DTI-Director TI
- JD-Joint Director
- DD-Deputy Director
- ADE-Assistant Design Engineer
- SSE-Senior Section Engineer
- JE- Junior Engineer
- LAB-Laboratory
- LIB-Library
- OHE-Over Head Equipment
- PSI- Power Supply Installation
- P&S- Protection & SCADA
- OHE-D- OHE Design
- OHE-E- OHE Equipment
- OS-Office Superintendent

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Annexure

DUTY LIST OF TRACTION INSTALLATION DIRECTORATE

Common Duties

1. Analysis of failures of allocated items and formulation of Action Plan for improvement in their reliability.
2. Carrying out Quality Control Audit of the Vendors.
3. Project related Works.
4. The Supervisors are responsible for Design, Development Prototype Testing, Trials, Failure analysis, Inspection, Preparation of Specification, Preparation of Standard Maintenance Instructions/IN/TC/Reports, Drawings etc. for the items assigned to them, They are also responsible as Custodian for proper upkeep & Maintenance of Files etc. pertaining to their items.
5. Any other Works assigned by Principal Executive Director /Traction Installation

Vacant Post of PED/TI	Over all In-charge of Traction Installation Directorate.
PS to Principal Executive Director /TI Vacant	Taking down Dictations & Typing them neatly, Maintenance of Confidential Records, Attending Telephone Calls, and other Official matter pertaining to Principal Executive Director / TI etc.
Look after by (Brijesh Kumar Verma Steno-III) as interim arrangement	-Same as above-

Designation	Technical Work	Activities
Sh. Nishchal Srivastava Executive Director, ED (TI)	Shall be coordinating for all items of TI Directorate before the issues are put up to PED/TI.	<ul style="list-style-type: none"> • Shall be in-charge of Traction Installation Directorate in absence of PEDTI for routine works. • Coordinating for MP's & MLA's references, Parliament Questions etc. • Establishment, Extension & Creation of Work charged Post etc. • Any other Works assigned by PED/ TI.

Sl. No.	Items	Dealing Person/ Designation
(a)	(i) Office maintenance including DAK Receipt & Dispatch, (ii) Establishment matters (iii) Files Records of all groups, Maintenance of all File, (iv) Audit inspection, MP's & MLA's, Parliament Questions and CA-III references (v) Bill passing and preparation of Pay order,	Sh. Manish Kumar Asthana/OS

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	(vi) To coordinate DTI-1/PIO-TI in dealing RTI cases/matters, (vii) CPGRAM complaints; (viii) Correspondence for extension of Gazetted & Non Gazetted posts, (ix) Swachchata and Shapath Grahan (x) Any other work assigned by Officers in administrative hierarchy. (xi) Cash Imprest and Bills.	
(b)	(i) Office maintenance including DAK Receipt & Dispatch, (ii) Maintenance of attendance register, (iii) Leave Record & Absentee Statement of All Cadres, To send monthly absentee statement of Group D staff (inclusive of Lab) of all Cadres to corresponding establishment section by 25th day of every month. (iv) Issue of Passes, PTOs, Duty Card Pass, Sick Memo etc. (v) Summer Training, Training of officers & staff, (vi) Any other work assigned by Officers in administrative hierarchy. (vii) Monthly progress report of Rajbhasha (PCDO of Hindi) and Quarterly Progress Report of Rajbhasha Hindi, Preparation of Circulation PAD,	Shri Mayank Jr. Clerk
(c)	(i) Taking down Dictations & typing them neatly, (ii) Maintenance of Confidential Records, (iii) Typing of Specification, (iv) Attending Telephone Calls, and (v) other Official matter pertaining to Executive Director (TI) etc.	Smt. Nirmal Rani, Steno-I

Note:

- (i) OS/TI and Jr Clerk/TI will report through DD/TI-1 and DTI-4 regarding office establishment matters. In the absence of DD/TI-1, OS/TI & Jr Clerk/TI will report through ADE/TI-2/ ADE/TI-3
- (ii) For Rajbhasha, Junior clerk will report through DD/TI & DTI-4.
- (iii) OS/TI and Jr Clerk shall mutually look after each other's assigned works in absence/leave/tour of either one.
- (iv) In absence of Shri Brijesh Kumar Verma, Steno, Smt Nirmal Rani, Steno will attend to PED/TI
- (v) In absence of Smt Nirmal Rani, Steno, Smt Anuradha Yadav, Steno-I/TI will attend ED/TI.
- (vi) ADE/TI-2 will coordinate in preparing consolidated Handout (TI Booklet) and PPT of TI Dte. for CRB/MTRS/DG etc. In the absence of ADE/TI-2, ADE/TI-3 will coordinate for this work.
- (vii) In the absence of DD/TI-1, ADE TI-2 will look after miscellaneous work such as Attendance register, Rajbhasha etc.
- (viii) Sh Ashok Prajapati will attend to both officers DTI-2 and DTI-4

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Insulator and Civil Group

Sh. Girraj Kishore, Director/TI-1 (DTI-1) : Overall in charge of following duties:

OHE-E Group	TECHNICAL WORK	MISCELLANEOUS ACTIVITIES
DTI-1	<ul style="list-style-type: none"> (i) Design & Development of Solid Core Porcelain Insulators and Composite Insulators. (ii) Centre for Railway Research Projects (CRR) pertaining to the Group. (iii) Development of Composite Bracket Assembly. (iv) Tools & Plants items (v) ESC Meeting (vi) Civil Design, Drawing, Specification, Development and Policy Matters of following Over Head Traction Equipments (Civil Part) for following subject matter: <ul style="list-style-type: none"> a) Fasteners, Small Part of Steel (SPS). b) Electrical Code, ACTMs, Design Manuals. c) Compliance of inspection Notes of Railway Board, RDSO & Zonal Railways GM. d) Steel tubes/Al. Alloy tubes. e) Power Line Crossings. f) Transmission Lines, Tower. g) Over Head Traction Equipments. i) Requirements for semi high speed, High Speed OHE. j) Schedule of Dimensions. k) Metro/UTHS/DFCCIL related issues 	

Shri Mukesh Kumar, ADE/Civil:

SN	Item	Dealt by	Stand By

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1.	(i) Civil Design, Drawing, Specification, Development and Policy Matters of the following items (Civil Part): (ii) Fasteners, Small Part of Steel (SPS) (iii) Electrical Code, ACTMs, Design Manuals Compliance of inspection Notes of Railway Board, RDSO & Zonal Railways GM	Shri Sujeet Kumar, SSE Civil(D)	Shri Bikesh Kumar, SSE Civil(D)
2.	(i) Civil Design, Drawing, Specification, Development and Policy Matters of the following items (Civil Part): Steel tubes/Al. Alloy tubes (ii) Power Line Crossings (iii) Transmission Lines, Tower (iv) ESC Meeting	Shri Bikesh Kumar, SSE Civil(D)	Shri Sujeet Kumar, SSE Civil(D)
3.	(i) Civil Design, Drawing, Specification, Development and Policy Matters of the following items (Civil Part): (ii) Over Head Traction Equipments (iii) Civil Part of the following: (iv) Requirements for semi high speed, High Speed OHE. (v) Schedule of Dimensions. (vi) Metro/UTHS/DFCCIL	SSE Civil(D) (Vacant)	Shri Bikesh Kumar, SSE Civil(D) Shri Sujeet Kumar, SSE Civil(D)
4.		JE Civil(D) (Vacant)	
5.		JE Civil(D) (Vacant)	

SN	Item	Dealt by	Stand by	Remarks
1.	(i) Specification, Design & Development of Composite Insulators including vendor development (ii) Technical investigation of all type of Composite insulators. (iii) Centre for Railway Research Projects (CRR)	Shri Ved Bhanu Arya (JE/TI)		---

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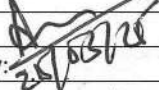
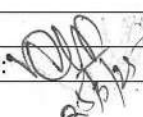
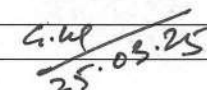
	<p>regarding Composite Insulator.</p> <p>(iv) All policy related matters of Porcelain and Composite Insulators and new developments.</p> <p>(v) Specification, design & Development of porcelain Insulators including vendor development</p> <p>(vi) Technical investigation of all type of Porcelain insulators.</p> <p>(vii) Performance of All Types of Insulators, Compilation of Failure data from Railways</p> <p>(viii) Special Maintenance Instruction (SMI), Instruction, Technical guidelines on insulators.</p> <p>(ix) Tensile Load Testing Machine for testing of all types of 25 kV Porcelain and Composite Insulators before installation.</p> <p>(x) Development Specification and 1600 mm Creepage Distance (CD) Porcelain</p> <p>a. Post Insulator</p> <p>b. Operating Rod Insulator</p> <p>c. Sectioning Insulator</p> <p>Through Expression of Interest (EOI).</p> <p>(xi) Development of 1600 mm Creepage Distance (CD) Composite</p> <p>a. Post Insulator</p> <p>b. Operating Rod Insulator</p> <p>c. Sectioning Insulator</p> <p>Through Expression of Interest (EOI).</p>			
2.	<p>(i) Taking down dictations & typing them neatly, Maintenance of Confidential Records, Typing of Specification, Attending Telephone calls and other official matter pertaining to Director etc. Coordination with TI Office for issuance of Duty Check Pass etc. to Group Staff in the absence of OSTI.</p>	Smt. Anuradha Yadav Steno-I	---	---

Note:

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- i. During leave/Tour of any staff, available staff will look after his/her urgent work.
- ii. All SSEs/JEs may also carry out any other day to day works assigned by Seniors in Administrative hierarchy.

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OVER HEAD TRACTION EQUIPMENT DESIGN (OHE-D)

Sh. Gaurang Gupta, Director/TI-2 (DTI-2): Overall incharge of following duties.

Sh. Amit Kumar , ADE TI-2

OHE Design Group	TECHNICALWORKS	MISCELLANEOUS ACTIVITIES
DTI-2	<p>Electrical Design, Drawing, Specification, Development and Policy Matters of Over Head Traction Equipment for the subject matter:</p> <p>(i) Electrical Code, ACTMs, Design Manuals.</p> <p>(ii) Policy matter/Requirements of High Rise OHE/High Speed OHE/ Metro/UTHS/DFCCIL.</p> <p>(iii) Schedule of Dimensions, Electrical Clearances & Power line crossings.</p> <p>(iv) Guy Rods & Traction Bond, Structure Number Plates & Conventional Section Insulator Assembly.</p> <p>(v) Metro/UTHS/DFCCIL related work.</p> <p>(vi) All type of Auto Tensioning Devices including wire ropes.</p> <p>(vii) Cantilevers/Modular Cantilever System.</p> <p>(viii) Clearance Study for OLS (FOB/ROB/Fly Overs) / Tunnels etc.</p> <p>(ix) OHE Fittings/Components/OHE Conductors.</p> <p>(x) Light Weight Section Insulator/Neutral Section Assembly.</p> <p>(xi) Design of Copper conductor i.e Catenary, Contact, Dropper and Jumpers</p>	
ADE/TI-2	-Same as above-	Any other works assigned by PED/TI, ED/TI & DTI-2

Duty list of OHE(D)Group Staff:

SN	Item	Dealt by	Stand By
1.	(i) Electrical Design, Drawing, Specification, Development and Policy Matters of Over Head Traction Equipment.	Sh.Pramod Kumar, JE(D)	Sh Himanshu Tripathi SSE

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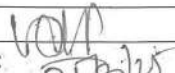
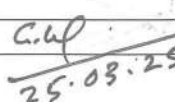
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	<ul style="list-style-type: none"> (ii) Calculations related with OHE system (iii) Electrical Code, ACTMs, Design Manuals. (iv) Policy matter/ Requirements of High Rise OHE/High Speed OHE/ Metro/UTHS/DFCCIL (v) Correspondence with ZRs on above issues (vi) Any other work assigned by controlling officer 		
2.	<p>Design, Development, Drawing, Specification and Policy Matters of</p> <ul style="list-style-type: none"> (i) Structure Number Plates (ii) Conventional Section Insulator Assembly (iii) Coordination for testing of various OHE items received from ZRs for testing in labs (iv) Handling court cases for items transferred from CORE to RDSO (v) Audit and ISO related work pertain to OHE(D) group (vi) Power line crossings (vii) Work related with transmission line of IR, guide line for their maintenance and coordination with state transmission line authorities/Power Grid. (viii) Any other work assigned by controlling officer 	Shri Dharmraj, JE(D)/	Sh Kamal Yadav SSE
3.	<p>Design, Development, Drawing, Specification and Policy Matters of</p> <ul style="list-style-type: none"> (i) All type of wires & Ropes (ii) All type of Auto Tensioning Devices spring ATD and Guy Rods (iii) Cantilevers/ Modular Cantilever System (iv) Clearance Study for OLS(FOB/ROB/Fly Overs)/Tunnels etc. (v) Schedule of Dimensions, Electrical Clearances (vi) Work related with ROCS (vii) Any other work assigned by controlling officer. 	Shri Shrikant Saroj, SSE(D)	Shri Dalip Singh Meena, SSE(D)
4.	<ul style="list-style-type: none"> (i) Design, Development, Specification and Policy matters of <ul style="list-style-type: none"> a. All type of Contact wire b. All type of Catenary wire c. All type of Dropper Wire d. Feeder/Jumper wire 	Sh Kamal Yadav SSE	Shri Dharmraj, JE(D)/

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	<p>(ii) Monitoring of failures & Data updation of conductors failure</p> <p>(iii) Temperature rise and current carrying capacity calculation of contact, catenary and Transmission line wire.</p> <p>(iv) Any other work assigned by controlling officer</p>		
5.	<p>Design, Development, Drawing, Specification and Policy Matters of</p> <p>(i) Light Weight Section Insulator</p> <p>(ii) Neutral Section Assembly</p> <p>(iii) Coordination for various works entrusted to IITs</p> <p>(iv) Development of various AI based maintenance tools viz development of Pantograph Condition Monitoring system etc.</p> <p>(v) Power Point Presentation pertain to OHE(D)</p> <p>(vi) Group</p> <p>(vii) Any other work assigned by controlling officer.</p>	Shri Dalip Singh Meena, SSE(D)	Shri Shrikant Saroj, SSE(D)
6.	<p>Design, Development, Drawing, Specification and Policy Matters of</p> <p>(i) Speed Certificates</p> <p>(ii) Design, Development, Drawing, Specification and Policy Matters of OHE Fittings/Components.</p> <p>(iii) Master List of Drawings/ Spec/ STR/ Instructions/ Reports, Publication Matter, Printing Handout pertains to this group)</p> <p>(iv) Failures analysis of OHE fittings.</p> <p>(v) Development of high speed fittings and Rail Earth Clamp.</p> <p>(vi) All general correspondence related with OHE(D) Group.</p> <p>(vii) Any other work assigned by controlling officer.</p>	Smt Jyoti Srivastava SSE(D),	Shri Shrikant Saroj, SSE(D)
7.	<p>Design, Development, Drawing, Specification and Policy Matters of</p> <p>(i) Modeling of high speed fittings.</p> <p>(ii) Modeling of OHE for high speed operation.</p> <p>(iii) Simulation studies for different OHE speed potential .</p>	Sh Himanshu Tripathi / SSE	Sh Pramod Kumar JE,

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	(iv) Designing of OHE for high speed operation, development of AutoCAD drawings (v) Earthing and bonding studies for 1x25kV and 2x25kV system including AEC and BEC. (vi) Any other work assigned by controlling officer		
8.	(i) Noting and typing of dictations, specification, report or any other typing work assigned by controlling officer, (ii) maintenance of confidential records, (iii) booking of vehicle/rest house, (iv) attending telephone calls, (v) Hindi PCDO, Rajbhasha, other official miscellaneous matters/work pertaining to DTI/2, (vi) ADE/TI-2 & OHE(D)group,	Sh.Ashok Kumar Prajapati, Steno	

Note:

- 1) During leave/Tour of any staff, available staff will look after his/her urgent work.
- 2) Maintenance of files(Current/closed)kept in compactors/archives shall be done by as per assigned duties.
- 3) Any other day to day Works assigned by Senior in Administrative hierarchy.
- 4) Handing over of files between staffs shall be done on paper with intimation to JD TI, wherever applicable.

POWER SUPPLY INSTALLATION (PSI)

Shri Jitendra Kumar, Director/TI-3 (DTI-3): Overall in-charge of following duties:

Shri Ramesh Kumar Pal, ADE/TI-3

PSI Group	TECHNICAL WORKS	ACTIVITIES
DTI-3	(i) Power Supply System for Indian Railways & Non-Railways (Metro) & UTHS, their Substation/Switching Stations, Co-ordination with UTHS. (ii) All type of Transformer including Current Transformer (CT), Potential Transformer (PT) & Auxiliary Transformer (AT) & Accessories. (iii) Circuit Breaker, Interrupter, Isolators (Motorized & Manual), Drop out Fuse & Earthing Switch of all types. (iv) PSI Equipment Layout related to Energy Management,	(i) Documentation, (ii) Up gradation of Documentation Cell. (iii) Meeting Room. (iv) Maintenance of Computers, LAN website up-dation and other IT related work. (v) Any other Works

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	<p>Power Supply Statistics & Power quality.</p> <p>(v) Shunt & Series Capacitor Banks including Capacitive-Resistive (CR) Devices, DRPC & PQR.</p> <p>(vi) Lightening Arresters, Website Up-dation.</p> <p>(vii) Protective Relays, Relay & Control Panels & SCADA System.</p> <p>(viii) Simulation Software of PSI items.</p> <p>(ix) Record Room, Library, Office Automation Equipment.</p> <p>(x) OHE Recording by NETRA Car.</p> <p>(xi) Traction Installation Laboratory and Electrical Development Laboratory. (TI archive room)</p> <p>(xii) Consumable Stores, Dead Stock Register, Purchases of routine nature.</p>	assigned by PED /TI & ED/TI.
ADE/TI-3 Sh. Ramesh Kumar Pal	-Same as above -	<p>(i) Meeting Room.</p> <p>(ii) Up gradation of Documentation Cell.</p> <p>(iii) Maintenance of Computers, Website Up-dation and other IT related work.</p> <p>(iv) Any other works assigned by PED/TI, ED/TI & DTI-3 (PSI).</p>

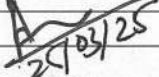
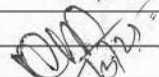
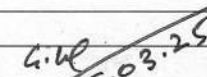
SN	Item	Dealt by	Stand by	Remarks
1	<p>(i) SCADA System, energy management & power supply Statics related to SCADA system.</p> <p>(ii) Simulation Software related to PSI.</p> <p>(iii) Website updating and other IT related work.</p> <p>(iv) Shunt & Series Capacitor Bank including capacitive resistive devices.</p> <p>(v) Metering, Tariff & Power Quality</p>	Shri Vikas K. Chaudhary, (SSE/TI/SCADA)	Shri Ratan K. Singh (SSE/TI/PR)	

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	<p>Measurement.</p> <p>(vi) Harmonic Suppressor (Harmonic filters).</p> <p>(vii) DRPC.</p> <p>(viii) Proliferation of Solar scheme.</p>			
2	<p>(i) Protection system, protective relays, control & relay panels.</p> <p>(ii) CLS panel and LT Distribution panel.</p> <p>(iii) Supplementary Works, out of turn works, Five-year plan and metro work.</p> <p>(iv) Any change in the specification of SCADA (initiated by Mr. Vikash) shall also be examined till finalization of cyber security in specification.</p> <p>(v) PSI Simulation works.</p> <p>(vi) Automatic Fault Locator (AFL)</p> <p>(vii) Power Quality Restorer(PQR).</p>	Shri Ratan Kumar Singh (SSE/TI/ PR)	Shri Vikas K. Chaudhary, (SSE/TI/ SCADA)	
3	<p>(i) Transformer Oil, Bushings, Current Transformer (CT), Potential Transformer (PT) and Auxiliary Transformer (AT).</p> <p>(ii) Bonding & Earthing of PSI.</p> <p>(iii) Development of the specification for Scott connected traction power transformers (54MVA & 60/84/100MVA) and 21.6/30.24MVA and 30/42MVA single phase traction power transformers along with other rating of conventional traction transformers including transformer accessories, instrumentation transformers (CT, PT, Bushings etc.) needed by railways.</p> <p>(iv) Vendor development of all ratings of Scott connected transformers</p>	Shri. Pramod Sahu (SSE/TI/TR)	Shri Dhruv Mourya/JE (Vendor Development)	
4	<p>(i) Development of the specification for single phase dual LV winding power transformer (38/53/63MVA).</p> <p>(ii) Vendor development of all ratings of single phase dual LV winding power</p>	Shri Dhruv Mourya/JE	Shri Gyan Prakash Singh, SSE	

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	transformers and 21.6/30.24MVA single phase Traction Power Transformer. (iii) Documentation Cell, PA system, Library & Cleanliness of Meeting Room.			
5	(i) Specification and Vendor development of 08, 12.3 & 16.5 MVA Autotransformers for 2x25kV AC traction. (ii) Vendor development of 30/42 MVA Single phase Traction Power Transformer. (iii) 50/75/150 MVA 3-Phase Auto-Transformer (iv) All Works matters and Budget. (v) Updation of Project status on IRPSM and CRR Projects.	Shri Ashutosh Gupta, SSE	Sh. Gyan Prakash Singh	
7	(i) Overall in-charge of the TI lab (ii) Testing in Traction Installation Laboratories (iii) Consumable Stores and Purchase (iv) Maintenance/AMC-related work of all machines and equipment of TI Lab. (v) Calibration of all machines and instruments of TI Lab (vi) Verification of all registers and records of TI Lab. (vii) Condemnation of M&P and T&P of TI Dte. (viii) Non-Stock Procurement. (ix) Maintenance of Office Automation Equipment, Plain Paper copier, Scanner, fax machine, etc. (x) OHE recording by NETRA car and Preparation of recording report and submission of Test Reports to ADE/TI-3. (xi) Lightening Arresters (LA)	Sh. Gyan Prakash (SSE/TI)	Shri D.N. Yadav (SSE/TI LAB)	
8	(i) Testing of samples in TI Lab. (ii) Tools & Plant items. (iii) Dead Stock register. (iv) Office equipment, Maintenance/AMC of Computers, Printer & Plotter.	Shri D. N. Yadav (SSE/TI/LAB)	Shri Gyan Prakash Singh, SSE	

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	(v) OHE recording by Netra car and Preparation of recording report.			
9	(i) Power supply system for Railways & Non-Railways (Metro) their Substation /switching Stations (SP, SSP, Pole Mounted SP/SSP) layout. (ii) Specification and vendor development of Circuit Breaker, Interrupter. (iii) Specification of Isolator (Motorised & manual) (iv) Gas Insulated Switchgear (GIS). (v) Drop out Fuse & Earthing Switch of all types. (vi) Monthly Vendor position in DG/Format& online invoice generation of vendors.	Shri Gautam (JE/TI/SWGR)	Shri Pramod Sahu (SSE/TI/TR)	
10	(i) Preparation of Master list of Drawings, Specification, STR,MI etc and updating of these on website of RDSO.	Shri Gautam (JE/TI/SWGR)	-Shri. Vikas K. Chaudhary, (SSE/TI/ SCADA)	
11	(i) Vendor development of Manual & Motoised Isolator. (ii) Battery & Battery Charger. (iii) Preparation & finalization of various layout & drawing in consultation with Sh. Gautam Kumar, JE/TI	Shri Ankit Gupta, JE/TI	Shri Pramod Sahu (SSE/TI/TR)	
12	(i) Taking down dictations & typing them neatly (ii) Maintenance of Confidential Records, (iii) Typing of Specification, (iv) Attending Telephone calls and other official matter pertaining to Director etc.	Smt. Renu Pandey, PS		

Note: I. During leave/Tour of any staff, available staff will look after his/her urgent work.

II. Maintenance of files (Current/closed) kept in compactors/archives by as per assigned duties by all supervisors.

III. Any other day to day Works assigned by Senior in Administrative hierarchy.

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IV. Any work can be allotted by controlling officer to any official in case of urgency to execute the work.

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OVER HEAD EEQUIPMENT Tower Wagon Group DTI-4

Sh. KK Kassi (DTI-4) : Overall in charge of following duties:

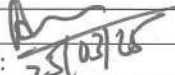
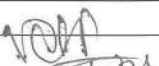

Shri Akhilesh Kumar Shrivastava, DD/TI

OHE-E Group	TECHNICAL WORK	MISCELLANEOUS ACTIVITIES	
DTI-4	<ul style="list-style-type: none"> (i) Twin Tower Wagon, Hybrid Tower car, Dual Mode Tower car, Hydrogen fuel cell based green Tower Car and new development of Tower car. (ii) Maintenance Study Group (TRD). (iii) Design & Development of 4-Wheeler and 8-Wheeler Diesel Electric & Diesel Hydraulic Tower Car. (iv) MRI, NETRA-2, Mast Erection Machine Vehicle (MEMV), Wiring Train (in Composition). (v) Other Utility Vehicles (SPMUV, SPOLT etc). (vi) Compliance of inspection Notes of Railway Board, RDSO & Zonal Railway GM & ESC Meeting. (vii) To provide assistance to PED/ED(TI) 	<ul style="list-style-type: none"> (i) ISO, ML-PCDO, DGPCDO. (ii) Works related to RTI & will act as PIO. (iii) GCM, CBRR, GM's, CEE/CEDE Conference (iv) Publication Matter, General Article, Material for Annual Report & DG speech for Republic Day and 15th August. (v) Coordination for on line Vendor Registration UVAM. (vi) Vendor related position updating. (vii) Cash Imprest and Bills. (viii) Summer Training, Training of officers & staff. (ix) Any other works assigned by PED/TI, ED/TI 	
DD/TI-1	-Same as above-	<ul style="list-style-type: none"> (i) Same as above (ii) Verification of Bills, Imprest & hospitality etc. on AIMS portal. (iii) Issue of check pass/ any other duty pass. (iv) Cadre Position (v) Rajbhasha. (vi) Maintenance of attendance register, (vii) Leave Record & Absentee Statement of All Cadres. (viii) Any other establishment 	
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	office matter. (ix) Any other works assigned by PED/TI, ED/TI & DTI-1.
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SN	Item	Dealt by	Stand by	Remarks
1.	(i) OHE parameters recording car (NETRA-2) (ii) Measurement & Recording Instrumentation (MRI) for Tower Cars (iii) OLMS Project with IIT/KGP (iv) Design & Development of 4-Wheeler Tower Car. Mast Erection Machine Vehicle (MEMV).	Shri Nihal Singh, (SSE/TI)	Shri Ajay Kumar (SSE/TI)	Shri Nihal Singh, SSE/TI, Shri Ajay Kumar Jha and Shri Ajay Kumar,
2.	(i) Design, Specification, Development of 8-Wheeler Tower Cars <ul style="list-style-type: none"> • 8W Diesel Hydraulic Tower Car • 8W Diesel Electric Tower Car (ii) Other Utility Vehicles (SPMUV, SPOLT etc). (iii) Wiring Train (in Composition), Stringing vehicle (iv) Twin Tower Wagon.	Shri Ajay Kumar (SSE/TI)	Shri Nihal Singh, (SSE/TI)	SSE/TI shall mutually look after work assigned to them.
3.	(i) Design, Specification, Development of 8-Wheeler Tower Cars <ul style="list-style-type: none"> • 8W Diesel Hydraulic Tower Car • 8W Diesel Electric Tower Car (ii) Preparation of Maintenance instruction of 8 wheeler and 4 wheeler Tower Wagons. (iii) Hybrid Tower car and Dual Mode Tower Wagon. (iv) Hydrogen fuel cell based Green Tower Car . (v) Any new development in Tower Wagon. (vi) Any other safety related issues like hand gloves and safety shoes.	Shri Ajay Kumar Jha (SSE/TI)	Shri Ajay Kumar (SSE/TI)	

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	(vii) Centralized maintenance of Tower Wagon in line with Track Machine.			
4.	(i) Mechanized Rail Vehicle for OHE Erection, (ii) Specification of Auger Machine (iii) Design, Specification and Development of OLIVIR-G System (iv) Work related to Oscillation Trial of DFCCIL Tower Wagon & speed certificate. (v) Rail Road Vehicle for TRD Works ERRV, (vi) Work related to development of electrics for Tower Cars	Shri Nihal Singh, (SSE/TI)	Shri Ajay Kumar (SSE/TI)	---
5.	(i) Coordinating Meetings Maintenance Study Group (TRD), GMs/PCEEs/CEDEs Conference, Governing Council (GCM) (ii) Central Board of Railway Research (CBRR), (iii) Coordination for vendor registration, vendor related position updating	Shri Ajay Kumar Jha (SSE/TI)	Shri Anurag Shrivastava (SSE/TI)	---
6.	(i) ISO including up keeping Training records of Officers & Staff in coordination with OS/TI (ii) ML-PCDO, DGPCDO. (iii) Tools & Plants items. (iv) Tool & tackles (Pull Lifts Ratchet Lever Hoists etc.), (v) Publication Matter, General Article, Material for Annual Report & DG speech for Republic Day and 15 th August.	Shri Anurag Shrivastava (SSE/TI)	Shri Nihal Singh, (SSE/TI)	---

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7.	(i) Taking down dictations & typing them neatly, (ii) Maintenance of Confidential Records, (iii) Typing of Specification, (iv) Attending Telephone calls and (v) other official matter pertaining to Director etc (vi) Coordination with TI Office for issuance of Duty Check Pass etc. to Group Staff in the absence of OSTI.	Sh.Ashok Kumar Prajapati, Steno	---	---
8.	(i) Compliance of inspection Notes of Railway Board, RDSO & Zonal Railway GM. (ii) Compilation of MSG/ ESC meeting to this group	Shri Hari Ram meena SSE	Sh Anurag Srivastava SSE/TI	

Note:1

- i. During leave/Tour of any staff, available staff will look after his/her urgent work.
- ii. All SSEs/JEs may also carry out any other day to day works assigned by Seniors in Administrative hierarchy.
- iii. During leave/Tour of any staff, available staff will look after his/her urgent work.
- iv. Maintenance of files (Current/closed) kept in compactors/archives by as per assigned duties.
- v. Any other day to day Works assigned by Senior in Administrative hierarchy.

NOTE2:

1. DTI-3 shall look after the work of DTI-2 during leave.
2. DTI-4 shall look after the work of DTI-1 during leave.
3. DTI-1 shall look after the work of DTI-3 during leave.
4. DTI-2 shall look after the work of DTI-4 during leave.

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