

1.0 RESPONSIBILITY OF OFFICERS AND SR. SUBORDINATES

1.1 Executive Director:

- Plan and organise the Project/Study assigned to Traffic Directorate.
- Perform all the functions of the head of the Traffic Directorate in RDSO.
- Coordination with all other Directorates of RDSO.
- Interaction with Railway Board and Zonal Railways for carrying out and completion of Project/Study.
- Plan and organise technical advice to Design Directorates from the point of view of operating and commercial rules & regulations and users' requirements.
- Development and implementation of quality system in the Directorate,
- Identification of training needs of personnel of this Dte. and organise their training
- Manpower planning and human resource development.

1.1.1 **Powers:** Executive Director/Traffic being directorate head shall exercise all the power in relation to matter pertaining to policy and administrative decision of Traffic Directorate.

1.2 Deputy Director:

- Assist ED/Traffic in Plan, organize and execution of Studies/Projects.
- Plan and organize all the work undertaken by Traffic Directorate.
- Finalise draft material GCM, CBRR, MR & CRB visit and other meetings.
- Finalise draft material for PCDO to MT.
- Management of manpower and monitoring the performance of ATO and CTA/STA's.
- Guide ATO and CTA/STA in deciding format and type of data required for Studies/Projects.
- Implementation of corrective and preventive measures.
- Coordinate internal and external ISO Audits.
- PRO in RTI and CPGRAM cases.
- Finalise draft material for RDSO High Lights, Annual Report and other periodical statements.
- Any other job assigned by superiors.

1.2.1 **Powers:** All the decisions taken by DD/TR shall be subject to the consent/permission and final approval by ED/TR.

1.3 Assistant Traffic Officer:

- Assist Planning, organize and execution of Studies/Projects and preparation of draft reports under direction of ED/Traffic.
- Prepare material for GCM, CBRR, MR & CRB visit and other meetings.
- Assist and supervise collection of data for Studies/Projects.
- RTI and CPGRAM cases.
- Implementation of corrective and preventive measures.
- Quality system implementation in the Directorate.
- Prepare draft material for RDSO High Lights, Annual Report and other periodical statements.
- Handle Inter directorate correspondence.
- Any other job assigned by ED/Traffic.

1.3.1 Powers: All decisions taken by Assistant Traffic Officer shall be subject to the consent/permission and final approval of ED/Traffic.

1.4 SR. SUBORDINATES:

1.4.1 CTA-1

- Preparation/Collection of necessary data/material in studies/projects specifically allotted and draft report preparation
- Collect and maintain Rail transport related statistics
- Dealing of all Carriage and Wagon related projects and studies
- Associate in Test and Trials
- Associate with other CTAs in collection of data and preparation of draft reports of various studies/projects.
- All ISO related work.
- Updation of RDSO web site.
- Participation in Test and Trials.
- Maintenance of all Traffic Directorate reports.
- Maintain Line Capacity Statement of all Zonal Railways.
- Maintain Safety/Accidents related statistics including Annual Statements, etc.
- Dealing of training related matters.
- Assist ATO in preparation of MCDO and other periodical letters.
- Assist ATO in RTI and CPGRAM cases.
- Routine work of CTA-2 in case of his leave/absence.
- Any other work/study allotted by superior officers.

1.4.2 CTA-2

- Preparation/collection of necessary data/material in studies/projects specifically allotted and draft report preparation
- Preparation and Updation of Traffic Directorate's Brochure and Power Point Presentation
- Dealing of all Signaling & Telecommunication and Civil Engineering related projects and studies and Tail Lamp and Hand Signal Lamp related studies including specification.
- Maintenance of all PCs, Printers, UPS, and other peripherals including maintenance of Antivirus Software, AMC, condemnation, procurement and safe keeping of related CDs.
- Conduct Computer Simulations on various softwares and their analysis, preparation of draft reports.
- Participating in Test and Trials.
- Associate with other CTAs in collection of data and preparation of draft reports of various studies/projects.
- Routine work of CTA-1 in case of his leave/absence.
- Any other job assigned by superior officers.

1.4.3 CTA-3

- Undertake studies pertaining to commercial working assigned to Traffic Directorate and preparation of draft reports.
- Collect and maintain commercial figures for different classes of passengers, distance, category and other related statistics.
- Conduct Passenger Opinion Survey in regard to Amenities desired vis-à-vis amenities available.
- Assess traffic projections and its likely share to the railways. Measures needed to attract other traffic to railways.
- Studies related to freight terminal facilities for better customer services and quicker release of wagons.
- Liaison with Freight Marketing Directorate of Railway Board for new strategies on freight marketing.
- Participation in Test and Trials.
- Maintaining file on Commercial Circulars issued by Railway Board.
- Dealing with other miscellaneous Directorate's works.
- Routine work of CTA-2 and STA in case of their leave/absence.
- Any other study/work allotted by superior officers.

1.4.4 CTA-4

- Preparation/collection of necessary data/materials in studies/projects specifically allotted.
- Handle correspondence pertaining to safety matters referred by Safety Directorate of Railway Board, inter directorate correspondence, Railways & from other agencies including CRS reports.
- All safety and GR related projects.
- Co-ordination in Test and Trials.
- Associate with other CTAs in collection of data and preparation of draft reports of various studies/projects.
- Maintain record of Final Speed Certificates of all types of rolling stock.
- Maintain literature of the developed railways, practices available and their applicability in Indian Railways.
- Associate with CTA-1 in ISO related works.
- Maintaining all Zonal Railways GRs/SRs, Accident Manuals, Block Working Manuals, Working Time Tables, Public Time Tables, Operating Manuals, System Maps, etc.
- Routine work of CTA-3 in case of his leave/absence.
- Any other study/work allotted by superior officers.

1.4.5 STA

- Preparation/collection of necessary data/material in studies/projects specifically allotted and draft report preparation.
- Associate in Test and Trials
- Associate with CTA-2 in computer simulation studies including data feedings and maintenance of PCs and peripherals.
- Associate with other CTAs in collection of data and preparation of draft reports of various studies/projects.
- Participation in Test and Trials.
- Arrange RDSO pilot and supervise movement of stock and maintain record pertaining to movement of rolling stock to and from RDSO Yard.
- To receive/dispatch and manage official correspondence when office Supdt/Traffic is on leave.
- Any other work/study allotted by superiors.

1.4.6 Office Superintendent:

- To look after general working of office along with proper up keep of office
- Upkeep official records and files.
- To receive/dispatch and manage official correspondence as per prescribed procedure of office manual.
- To process the dak as per manual of office procedure and ensure timely submission of the periodic and other statements including Hindi statement.
- Put up reminders for disposing of reference before target date.
- To watch and keep a record of Project/Study files and the cases where consultancies has been given to various technical directorates on their files in association with the concerned CTA/TR or STA/TR who has been assigned that specified Project/Study.
- To ensure proper recording, indexing and weeding of files to prevent their undesired growth.
- To maintain Dead Stock of Traffic Dte.
- Maintenance of leave record, tours programme, cash imprest and its timely recoupment, issue of duty cheque passes, attendance register and handle related correspondence.
- Handle all ministerial work related to this directorate.
- All work related with Accounts, Finance & Audit including Budget and timely disposal of audit and account inspection reports.
- Action on ED's meetings, GCM, CBRR, MR & CRB visit and other meetings.
- Filing of all policy circulars, letters and their proper upkeep.
- Put up the proposal for condemnation of unusable stock and arranging their shifting to stores after necessary formalities.
- Any other work entrusted by the superior officers.

(Manoj Kumar Sinha)
Executive Director/Traffic