

भू-तकनीकी इंजीनियरी निदेशालय
Geotechnical Engineering Directorate

सं.: जीई/जन/73/आर टी आई खण्ड-2

दिनांक : 26 सितम्बर 2012

विषय: Implementation of Section 4(1b) of RTI Act-2005.

संदर्भ: ED/Admn-II' Note no. ED/Admn-II/RTI/2012, Dated 07.09.2012.

Reference above, the item wise information to relevant paras of Clause 4 (1) (b) of RTI Act 2005 pertaining to GE Directorate as per **ISO 9001:2008** is given as under :-

(ii) The powers and duties of its officers and employees:-

Work instructions for Duties of Officers and Staff in Geotechnical Engineering Directorate as per *ISO 9001:2008, Document No. GE-WI-4.2.3-4:*

4.1 Sr. Executive Director/Executive Director/Geotechnical Engineering :

Planning of works, planning and execution of research projects, general management, inter-Directorate co-ordination at RDSO and co-ordination with Zonal Railways & Railway Board in the fields of 'Geo-technical Engineering'.

4.2 Director/Geotechnical Engineering/I:

He will be assisted by ARE/GE-I, concerning SSREs/SREs/Field Units of respective Zonal Railways, SSREs/SREs of PMR Cell, Stores, Computer Cell, and OS/GE. Main duties will be as under :

4.2.1 GE Office maintenance, Store & Computer matters.

4.2.2 Geo-synthetics matter, blanket matter

4.2.3 IIT/Kanpur, IIT/Delhi and IIT/Kharagpur projects, BESU

4.2.4 TSC matters

4.2.5 PMR Cell

4.2.6 Conceptualization of new projects in GE.

4.2.7 Heavy axle load matters

4.2.8 Computerized management of library

4.2.9 Field trial of Geo Grid formation Rehabilitation in SCR

4.2.10 Development of Fog Dispersion system

4.2.11 Consultancy for instrumentation and monitoring for HAL(IIT/Delhi)

4.2.12 Formation Rehabilitation with Jute Geo Textile

4.2.13 Training work (FRQC)

4.2.14 Work associated with NDMA

4.2.15 Bridge transition system

4.2.16 He will co-ordinate activities of G.E. Directorate as Director-in-charge along with co-ordination with all the units of G.E. Directorate and will also make liaison with other Directorates of RDSO.

- 4.2.17 Monthly PCDOs, Meetings of Governing Council, CBRR & Track Standards Committee, Mission Areas approved by Governing Council, Railway Standing Committee, Parliamentary References and other coordinating functions.
- 4.2.18 Quality super-check of new constructions, rehabilitation of railway formation & other consultancies including functioning of GE Cells etc. along with co-ordination on various topics on East Central Railway, East Coast Railway, Northern Railway, Northeast Frontier Railway, Southern Railway, Central Railway, South Central Railway, South Eastern Railway & South East Central Railways.
- 4.2.19 In-charge of GE Office and establishment. All group 'C' & 'D' staff will be under his direct control.
- 4.2.20 Research/Consultancy Projects with renowned research/academic institutions as per needs & requirements from time to time.
- 4.2.21 General maintenance/improvements in the infrastructural set-up of G. E. Directorate.
- 4.2.22 In-charge of Stores subject of G.E. Directorate: Planning, procurement and condemnation as per time-to-time requirements and technological advancements. He will be assisted by ARE/GE-I on the subject.
- 4.2.23 All issues of geo-technical engineering concerning to IRPWM & IPWE Diary.
- 4.2.24 Other study topics as assigned to staff under his administrative control.
- 4.2.25 Any other work assigned from time to time.

4.3 Director/Geotechnical Engineering-II

He will be assisted by ARE/GE-II, concerning SSREs/SREs/Field Units of respective Zonal Railways,SSREs/SREs of G.E.Laboratory, in-charge of Geo-technical Engineering Library and drawing cell and ISO Cell. Main duties will be as under :

- 4.3.1 FRM
- 4.3.2 Geo-technical Engineering Laboratory
- 4.3.3 Geo-technical Engineering Library
- 4.3.4 ISO Cell of Geo-technical Engineering Directorate
- 4.3.5 IIT/Chennai IIT/Mumbai & IIT/Guwahati
- 4.3.6 IIT/Roorkee- Rock testing
- 4.3.7 Bridge Standards Committee (BSC) matters
- 4.3.8 Ballast
- 4.3.9 Tunneling
- 4.3.10 Development of small width Roller
- 4.3.11 Consultancy project of test track
- 4.3.12 Conceptualization of new project specifically tunneling.
- 4.3.13 Land slide monitoring system with CSIO
- 4.3.14 Finalization of ballast contamination index.
- 4.3.15 AMC of Geo-tech laboratory equipments
- 4.3.16 Computerized management system of Geo-technical laboratory
- 4.3.17 Trial of natural soil stabilizer RBI Grade-81

- 4.3.18 Quality super-check of new constructions, rehabilitation of railway formation & other consultancies including functioning of GE Cells etc. along with co-ordination on various topics on Eastern Railway, North Eastern Railway, North Central Railway, North Western Railway, Western Railway, West Central Railway and South Western Railway, KRCL and J &K project.
- 4.3.19 Other study topics as assigned to staff under his administrative control.
- 4.3.20 Any other work assigned from time to time.

4.4 Assistant Research Engineer /Geotechnical Engineering-I :

- 4.4.1 He will be under the administrative control of Dir/GE-I. He will be assisted by SSREs/SREs/Field Units of respective Zonal Railways. He will provide assistance on the following subjects:
- 4.4.2 Research/Consultancy projects with IIT/Kanpur, IIT/Delhi and IIT/Kharagpur projects and other institutions as per needs & requirements from time to time.
- 4.4.3 Quality super-check of new constructions, rehabilitation of railway formation & other consultancies including functioning of GE Cells etc. along with co-ordination on various topics on Zonal Railways and other public sectors of those regions as mentioned in Para 4.2.18 with Dir/GE-I.
- 4.4.4 Preparation of Quality Brochure of Geo-technical Engineering Directorate and ensuring its updated availability at any time for the visits of dignitaries in RDSO.
- 4.4.5 Preparation and publication of Compendium of geo-technical engineering instructions issued by RDSO from time to time so that it may be a handy ready reckoner for field officials.
- 4.4.6 Other study topics as assigned to staff under his administrative control.
- 4.4.7 Any other work assigned from time to time.

4.5 Assistant Research Engineer/Geotechnical Engineering-II :

- 4.5.1 He will be under the administrative control of Dir./GE-II. He will be assisted by SSREs/SREs/GE-lab, and SSREs/SREs/Field Units of respective Zonal Railways. He will provide assistance on the following subject
- 4.5.2 Research/Consultancy projects with IIT/Chennai IIT/Mumbai & IIT/Guwahati projects and other institutions as per needs & requirements from time to time.
- 4.5.3 He will be in-charge of Geo-technical Engineering Laboratory with all equipments and implements. He will organize computerization of Laboratory w.r.t. its working, testing and management for data/results/samples etc.
- 4.5.4 Training on all the tests, being conducted and supervised by G.E. Directorate in the laboratory and in the field.
- 4.5.5 Quality super-check of new constructions, rehabilitation of railway formation & other consultancies including functioning of GE Cells etc. along with co-ordination on various topics on Zonal Railways and other public

- sectors of those regions as mentioned in Para 4.3.18 with Dir/GE-II.
- 4.5.6 Preparation of Quality Brochure of Geo-technical Engineering Directorate and ensuring its updated availability at any time for the visits of dignitaries in RDSO.
 - 4.5.7 Other study topics as assigned to staff under his administrative control.
 - 4.5.8 Any other work assigned from time to time.

4.6 Alternative Arrangement of Officers:

- 4.6.1 Whenever, one or more officers are on tour/leave, alternative arrangement for shouldering the responsibility of officers will be as follows:
- 4.6.2 Director GE-I, who is co-ordination Director and also the Director in-charge, shall look after work of Dir/GE-II, if so-required.
- 4.6.3 In case, Dir/GE-I is not available, the Dir/GE-II shall look after the work of Dir/GE-I.
- 4.6.4 In case, ARE/GE-I is not available, ARE/GE-II shall look after the work of ARE/GE-I vice versa.

4.7 Office Superintendent/Geotechnical Engineering :

- 4.7.1 Timely and efficient dealing of papers & files on all subjects relating to G.E. and Works subjects of the Directorate with special emphasis on 'Rajbhasha'.
- 4.7.2 Maintenance of all current files, proceedings and ISO files & registers pertaining to G.E. and Works subjects of the Directorate.
- 4.7.3 Arranging availability of current USOP, MOP and relevant establishment rules.
- 4.7.4 Smart and computer-oriented filing & upkeep system of all documents with the objectives of paper-less office working.
- 4.7.5 Receiving/timely-dispatching of letters concerning to Railways, ISO & other than Railways and placing in proper files and putting-up these to concerning officers.
- 4.7.6 Compilation of records of financial & administrative nature such as budget, Audit/Accounts Inspection Reports and other establishment matters.
- 4.7.7 Maintenance of telephones of the Directorate.
- 4.7.8 Proper functioning of Photocopying machine and allied activities.
- 4.7.9 Any other work assigned from time to time.

4.8 SSRE/SRE/PMR (Planning, Monitoring & Reporting) Cell :

- 4.8.1 Monthly PCDOs to ME & DG.
- 4.8.2 Meetings of Governing Council, CBRR & Track Standards Committee.
- 4.8.3 Mission Areas approved by Governing Council.
- 4.8.4 GM & PCE Conferences.
- 4.8.5 Preparation of Quality Brochure of Geo-technical Engineering Directorate and ensuring its updated availability at any time for the visits of dignitaries in RDSO.
- 4.8.6 Review items of Railway Board.
- 4.8.7 Preparation of presentations for the activities of G.E. Directorate.
- 4.8.8 Updating progress of sanctioned projects in PMS (Project Monitoring System)

- and in various other specified formats.
- 4.8.9 Updating progress of projects undertaken with various IITs and other academic & research institutions.
 - 4.8.10 Processing and updating the website material.
 - 4.8.11 All issues pertaining to Right to Information Act 2005.
 - 4.8.12 Feedback on consultancies rendered to various Zonal Railways.
 - 4.8.13 Updating information and its timely submission w.r.t. RDSO HIGHLIGHTS, IPWE Diary, Indian Railway Magazine etc.
 - 4.8.14 Will work on the projects/subjects/assignments/study topics allotted from time to time and will ensure timely completion of these activities.
 - 4.8.15 Any other work assigned from time to time.

4.9 SSRE/SRE/Geo-technical Engineering/ GE Store :

- 4.9.1 Timely planning, procurement, distribution and condemnation, if any of Stores Items to various units of G.E. Directorate.
- 4.9.2 Coordination of procurement action for Laboratory & Field testing equipments as planned by SSRE/SRE/Laboratory.
- 4.9.3 Maintenance of all the concerning records on Stores subject.
- 4.9.4 Will work on the projects/subjects/assignments/study topics allotted from time to time and will ensure timely completion of these activities.
- 4.9.5 Any other work assigned from time to time.

4.10 All SSRE/SRE/JRE/Geotechnical Engineering :

- 4.10.1 They will be the interface for all the activities pertaining to geo-technical engineering subjects on respective Zonal railways allotted to them. They will be in regular touch with the concerning officials of their allotted Zonal Railways through telephone/e-mail/visits and will be responsible for making available the up-to-date information to the officers through PMR Cell on the subjects arising from time to time.
- 4.10.2 They will render Consultancy to Zonal Railways for rehabilitation to the referred problems of unstable formation and other connected issues.
- 4.10.3 They will also render consultancy to Zonal Railways for soil investigation & design of railway formation for new lines, doubling and gauge conversion projects.
- 4.10.4 Quality super-check of new constructions, rehabilitation of railway formation & other consultancies along with co-ordination on various topics on allotted Zonal Railways.
- 4.10.5 Inspection of GE Cells and Laboratories of Zonal Railways in open-line set-up and construction projects.
- 4.10.6 Conducting special geo-technical engineering Course/Field Workshops for field SEs/Works & SEs/P.Way etc.
- 4.10.7 They will work on the projects/subjects/assignments/study topics allotted from time to time and will ensure timely completion of these activities.
- 4.10.8 Quality super check of railway formation for construction of new lines as well as doublings.
- 4.10.9 Any other work assigned from time to time.

4.11 SSRE/SRE/ISO Cell :

- 4.11.1 ISO implementation, conformity up-gradation, compliance and coordination.
- 4.11.2 Preparation and organizing the internal and external ISO Audits.
- 4.11.3 Conducting the Directorate's Review Meeting (DRM) and preparing/issuing its minutes.
- 4.11.4 Preparing and issuing training schedule for in-house training.
- 4.11.5 Compiling the DICs, DAP and Calibration status & maintenance plans received from various field and lab units for testing machines/equipments.
- 4.11.6 Preparing DM, Work Instructions, Master Lists and issuing to all concerned.
- 4.11.7 Timely preparation of papers for MRM.
- 4.11.8 Maintenance of Customer complains register.
- 4.11.9 Any other work assigned from time to time.

4.12 SSRE/SRE/Geotechnical Engineering Laboratory :

- 4.12.1 Maintenance of job register, distribution of works to the staff and to ensure optimum utilization of men & material.
- 4.12.2 Receiving of soil samples from field staff and marking identification no. as per document no GE-WI-4.2.3-1 (Para 4.4)
- 4.12.3 Distribution of soil samples for various tests to the concerning laboratory staff.
- 4.12.4 Checking and compilation of test results and timely submission of Test Reports to the concerning agency.
- 4.12.5 Maintenance and timely calibration of testing equipments.
- 4.12.6 Organizing computerization of Laboratory w.r.t. its working, testing and efficient management for data/results/samples etc.
- 4.12.7 General maintenance of GE laboratory to highest standards.
- 4.12.8 Preservation policy for soil and ballast samples as per document no GE-WI-4.2.3-1. (Para 4.14)
- 4.12.9 Preparation of database for all the tests done so far by RDSO's GE staff in its laboratory and in the field.
- 4.12.10 Any other work assigned from time to time.

4.13 SSE/SE/JE (Design)

- 4.13.1 Working out, thoroughly checking drawings/tracings, arranging and supply of prints of drawings.
- 4.13.2 Maintenance of standard drawings & other drawings issued by Directorate.
- 4.13.3 Display material in GE Directorate.
- 4.13.4 Will work on the projects/subjects/assignments/study topics allotted from time to time and will ensure timely completion of these activities.
- 4.13.5 Any other work assigned from time to time.

4.14 JE (Design)/Geotechnical Engineering Library :

- 4.14.1 Maintenance and issue of the IS Codes, other books and technical literature including CDs/Videos/Photos.

- 4.14.2 Maintenance of all ISO documents in hard copy with stamp (master copy). ISO documents are available in e-mail of all staff.
- 4.14.3 Verification/Reaffirmation work of IS Codes & other Codes/Manuals of external origin from central library from time to time.
- 4.14.4 Procurement of relevant books & literature.
- 4.14.5 Dispatch of Specifications/Manuals/Guidelines prepared by G.E. Directorate to Zonal Railways.
- 4.14.6 Ensuring availability of 'Soft' & 'Hard' copies of all important documents issued by G.E. Directorate from time to time including all Specifications/Manuals/Guidelines, Consultancy Reports, PCDOs to ME & DG, minutes of meetings of Governing Council, CBRR, Track Standards Committee, Works Standards Committee and similar other important events
- 4.14.7 Computerization of all activities of Library working.
- 4.14.8 Proper functioning of Photocopying machine and allied activities.
- 4.14.9 Arranging photocopies of identified articles from Central Library.
- 4.14.10 Will work on the projects/subjects/assignments/study topics allotted from time to time and will ensure timely completion of these activities.
- 4.14.11 Any other work assigned from time to time.

4.15 SSRE/SRE/Computer Cell :

- 4.15.1 Maintenance of computers and accessories of G.E. Directorate. Timely availability of AMCs to the concerning assets.
- 4.15.2 Processing for New procurement of computers/printers and other computer related items.
- 4.15.3 Maintenance of all records regarding computers.
- 4.15.4 Receipt the material from central store-RDSO and installation.
- 4.15.5 Identifying computer training needs for GE & Works staff and liaisioning with Computer Wing of RDSO and outside.
- 4.15.6 Aim for complete computerized working of G.E. Directorate with the objectives of paperless office working.
- 4.15.7 Ensure 100% working through e-mail by all the officials of Geo-technical Engineering Directorate, by way of regular training and sustained practice on the subject.
- 4.15.8 Will work on the projects/subjects/assignments/study topics allotted from time to time and will ensure timely completion of these activities.
- 4.15.9 Computerized management of Geo-technical Engineering Laboratory testing procedure in Microsoft office access.
- 4.15.10 Any other work assigned from time to time.

(iii)The procedure followed in the decision making process including channels of supervision and accountability:-

The procedure followed in the decision making process in GE Directorate is given as under:

Executive Director> Director > ARE> SSRE/SSE(D)/JRE/JE(D)

The detailed organization chart showing the decision making process is given asAnnexure-1.

(iv) The norms set by it for the discharge of its function:-

The norms set by GE Directorate for the discharge of its various functions are given as under :

- To complete the soil testing within 30 working days after receipt of samples in GE Laboratory.
- To improve the infrastructure in Geo-technical Engineering Laboratory along with up-gradation of testing facilities.
- To review and make improvement in the contents of course on “Formation Rehabilitation and Quality Control” on the basis of regular feedback given by course trainees from Zonal Railways.
- To provide technical solutions within 4 months (Minimum 75 working days) to the problems as referred by Zonal Railways.

(v) The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions :-

Same as sub clause (iii) above.

(vi) A statement of the categories of documents that are held by it or under its control :-

As per ISO 9001:2008, the following type of documents are available with GE Directorate :

i) Master list of Geo-technical Engineering Directorate:-

S.No.	Description	Document No.
1	Master list of Drawings	GE-M-4.2.3-1
2	Master List of Specification, Guidelines, CD and Cassettes	GE-M-4.2.3-2
3	Master list of test equipments of laboratory	GE-M-4.2.3-3
4	Master list of Consultancy and Study Report	GE-M-4.2.3-4
5	Master list of measuring equipments of laboratory	GE-M-4.2.3-5
6	Master List of External Origin	GE-M-4.2.3-6
7	Master list of Books of Sectional Library	GE-M-4.2.3-7
8	Master list of Formats	GE-M-4.2.3-8
9	Master List And Work Instructions	GE-M-4.2.3-9

ii) List of Work Instructions in Geo-technical Engineering Directorate:-

1	Work instructions for testing of soil and ballast samples	GE-WI-4.2.3-1
2	Work instructions for Quality Super Check of Railway Formation on Reference from Railway Board on Indian Railway as per instruction of Railway Board. Inspection to New Construction/ Doubling/Conversions Projects (In Case of Diversion Work)	GE-WI-4.2.3-2

3	Work Instructions for carrying out Site investigation, soil Samplings, Formulation of remedial measures for Rehabilitation of Unstable Formation on Indian Railway	GE-WI-4.2.3-3
4	Work instructions for Duties of Officers and Staff	GE-WI-4.2.3-4
5	Work Instructions for Numbering of a Design/Other Documents	GE-WI-4.2.3-5
6	Work Instructions for Library Management	GE-WI-4.2.3-6

(vii) The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof;

No such arrangements exist in GE Directorate.

(viii) A statement of the Boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

Not applicable for GE Directorate.

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form;

No such information available in GE Directorate in electronic form.

(xvii) Such other information as may be prescribed: Nil

Note: *The sub clauses (i),(ix) to (xiii) & (xv) to (xvi) of clause 4(1)(b) are not relevant to GE Directorate.*

संलग्न : उपरोक्त की साफ्ट कापी

(शिरीष केसरवानी)
कार्यकारी निदेशक / भू-तकनीकी इंजीनियरी

निदेशक / कम्प्यूटर

कार्यकारी निदेशक-प्रशासन II

Organization Chart of Geotechnical Engineering Directorate as on 26.09.12

