

ISO9001:2015	Document No: TC-WI-5.3-1	Version No: 2.0	Date Effective : 19.07.2019
Document Title: Responsibility of Officers, Subordinates and Organisation Chart of Telecom Directorate.			



RESEARCH DESIGNS & STANDARDS ORGANIZATION
Manak Nagar, Lucknow – 226011

TC-WI-5.3-1

Responsibility of Officers, Subordinates and Organisation Chart of Telecom Directorate.

1.0 Amendment History:

S. No.	Amendment Date	Version	Reasons for Amendment
1	New Document	1.0	First issue under upgraded standard for ISO 9001:2015 with ED/Tele's approval at NP 10 of STT/G/ISO/9000/129 Vol-IV.
2	19.07.2019	2.0	Due to Transfer of Officers and staff, change in duty list with ED/Tele's approval at NP-16 of STT/G/ISO 9000/129 Vol-IV

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2.0 Purpose:

This document contains the details of list of all the documents of Telecom Directorate.

3.0 Scope of Application:

This covers Responsibility of Officers, Subordinates & Technical Staff of Telecom Directorate.

4.0 Responsibility of Officers, Subordinates & Technical Staff of Telecom Directorate

4.1 Executive Director / Telecom

To develop safe, modern and cost effective Telecom technology for Railways complying with Statutory and Regulatory requirements, through excellence in Research, Designs and Standards and Continual improvements in Quality Management System to cater to growing demand of passenger and freight traffic on the railways.

4.2 Jt. DIRECTOR /DIRECTOR-TELECOM - I (WL, Post Code: 7946)

4.2.1 SUBJECTS :-

1. Co-ordination for inspection policy.
2. Summer Training to Engineering students in Telecom Lab.
3. Co-ordination regarding Governing Council Meetings (GCM), Technology Development Group (TDG), Minister's Visit etc.
4. Works and Revenue budget of Telecom Directorate.
5. Works programme of Telecom Directorate.
6. Monitoring of works under Telecom Directorate and submission of progress reports.
7. PCDO to DG and ME/Railway Board.
8. Training of Officers and Staff.
9. Matters related with GM's, CSTE's & CCE's Conference.
10. Matter regarding Audit in Telecom Directorate.
11. Matters related to ISO: 9001 and review meetings.
12. Equipment for ARTs.
13. Communication arrangement from Accident Site.
14. Co-ordination regarding Maintenance Study Group (MSG)/ Telecom Meeting.
15. Co-ordination regarding Telecom Standards Committee (TCSC) Meeting.
16. All matters related to PTCC.
17. Preparation of Annual Report and IR Year Book and Technical Report.
18. Hindi Officer of Telecom Directorate.
19. Ensuring progress of Raj Bhasha and submission of progress reports.
20. All items related to Telecom Manual.
21. Coordination regarding correspondence with WPC & CBRR.
22. Correspondence/clearance related MRVC, High speed and urban transport system.
23. Correspondence with BIS for various ISI Specification & Committees.
24. Website updation pertaining to Telecom Directorate.

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25. Matters Related to RTI.
26. Nodal officer from Telecom Directorate for e-office.
27. Any other work assigned by ED/Telecom.
28. Jt. Director /Director-Telecom -I will look after the duty list of Jt. Director /Director-Telecom –IV during his absence.

4.3 Jt. DIRECTOR /DIRECTOR-TELECOM -II (STANDARDS)

4.3.1 SUBJECTS:

1. All matters related to Mobile Train Radio Communication.
2. Switching Equipments.
3. Optical Fibre Cable and Accessories.
4. Design, Development and Standardization of Composite Cable (OFC + Quad) and other accessories for composite cable.
5. Integrated Security Systems consisting of Video Surveillance System, Access Control System, Personal & Baggage Screening System and Explosive Detection & Disposal System.
6. All Equipments related to Networking.
7. Maintenance of Telecom Exchange, Intercom Systems, Website, LAN, PRS and other Telecom Systems working in RDSO.
8. Issues related with vendor approval.
9. Administrative and Establishment control of Office Staff.
10. Any other works assigned by ED/Tele.

4.3.2 PROJECTS: All projects related with above subjects or allotted otherwise.

4.3.3 Jt. Director /Director-Telecom -II to look after the work of Jt. Director /Director-Telecom I in his absence.

4.4 Jt. DIRECTOR /DIRECTOR-TELECOM-III (STANDARDS, Post Code: 8068)

4.4.1 SUBJECTS:

1. Design, development & standardization of PIJF and Jelly Filled Quad underground Cables.
2. Design, Development and Standardization of jointing kit for Quad & PIJF cables.
3. Termination arrangement of Copper Cables.
4. Design, Development and Standardization of overhead Telecom System, Polycarbonate Insulators.
5. Multiplexing Equipment.
6. SDH Equipment.
7. Composite Mux and SDH Equipments.
8. Design, Development and Standardization of Digital Control Communication using back to back SHDSL Modems & Mux equipments.
9. Quad Cable based Control Communication.
10. E1 Converters and Cross Connects.
11. Satellite Communication.
12. Lightening, Surge protection and Earthing arrangement.
13. Any other works assigned by ED/Tele.

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4.4.2 PROJECTS: All projects related with above subjects or allotted otherwise.

4.4.3 Jt. Director /Director-Telecom -III to look after the work of Jt. Director /Director-Telecom -II in his absence.

4.5 Jt. DIRECTOR /DIRECTOR-TELECOM -IV (DC, Post Code : 7945)

4.5.1 SUBJECTS:

1. In-charge of Telecom Lab & ensure timely testing of telecom equipment's in Telecom Lab.
2. Test and Measuring Equipments for Telecom installations.
3. Timely Calibration, Maintenance and upkeep of Instruments & equipments in Telecom Lab for their proper functioning.
4. Train Indication Boards / Displays , Public Address System at Stations and on Running Trains.
5. Passenger Information System on the Running Train. On Board Public Address System.
6. True Colour LED Based Video Information Display System.
7. Analog and Digital clocks with GPS synchronization.
8. Communication for Level Crossing Gates including magneto phones.
9. All matters pertaining to VHF Based Walkie Talkie sets, VHF Based Secured station communication equipment & other VHF based communication system.
10. Microwave, UHF and other wireless communication systems.
11. Control Equipments for RE & Non-RE Sections.
12. Power Supply equipments for Telecom Installations.
13. Voice Recorder for control offices.
14. Integrated Control Communication System
15. On board Communication Systems and on board Internet Connectivity.
16. Emergency Sockets & Emergency Socket Box.
17. Control Communication equipment for OFC using 2 Wire Telephone
18. VOIP based communication system.
19. Correspondence/clearance related to speed certificate & EMI/EMC of Vehicles.
20. Any other works assigned by ED/Tele.

4.5.2 PROJECTS:

All projects related with above subjects or allotted otherwise.

4.5.3 Jt. Director /Director-Telecom-IV to look after the work of Jt. Director /Director Telecom -III in his absence.

4.6 Dy. Director/ADE - TELECOM (Vacant)

4.7 Dy.Director/ADE-Telecom

4.7.1 He will assist concerned Jt. Director /Director-Telecom -IV on following subjects:

1. Microwave, UHF and other wireless communication systems.
2. Control Equipments for RE & Non-RE Sections.
3. Power Supply equipments for Telecom Installations.

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4. Voice Recorder for control offices.
5. On board Communication Systems and on board Internet Connectivity
6. Integrated Control Communication System.
7. Emergency Sockets & Emergency Socket Box
8. Various projects with IIT/Kanpur
9. Any other work assigned by controlling officer
10. VOIP based communication system.

4.7.2 Evaluation of proto-type/developmental/innovative items of Telecom Directorate.

4.7.3 To Assist Jt. Director /Director-Telecom IV for various works under their jurisdiction. He will report to Jt. Director /Director-Telecom - IV. He shall work under administrative control of Jt. Director /Director-Telecom -IV.

4.8 ADE/TMS (Post Code: 7964)

1. Maintenance of Telecom Exchange, Intercom Systems, Website, LAN and other works of Telecom Maintenance Wing.
2. Upkeep and maintenance of FAX services and PRS Terminal at RDSO.
3. Liasoning with BSNL/other service provides (ISP & basic) for leased lines, telephones, Internet, speech circuits etc.
4. Store procurement for TMS.
5. Co-ordination regarding maintenance of OFC & PIJF systems between RDSO and Bandariya Bagh.
6. Maintenance and provision of PA system in RDSO.
7. Periodical testing of Inter Railway circuits.
8. Any other work assign by controlling officer.
9. He will report to Jt. Director /Director-Telecom II.

4.9 Responsibility of Senior Subordinates & Technical Staff of Telecom Directorate:

4.9.1 Shri K.C. Meena, SSRE / Tele:

1. He shall be responsible for review of specification, test formats/STR, Type Test/ Acceptance Test of following equipments.
 - a) Automatic Radio Patching System for Control Circuit using DTMF Signalling in Optic Fiber Communication.
 - b) 2 Wire way station control telephone with Electro-dynamic transducer.
 - c) 4 Wire way station control telephone with Electro-dynamic transducer.
 - d) 4 Wire/2 Wire Portable Emergency Control Telephone
 - e) Light weight portable control telephone (4Wire/2Wire)
 - f) Desk Type 2 wire 12 way DTMF Telephone
 - g) Universal way station control telephone
 - h) 4W/2W Train Traffic Control Equipment with Duel Tone Multi Frequency (DTMF) Signaling.
 - i) Emergency Control Room Equipment.
 - j) Six-Pin Emergency Plug and Socket.
2. Matter pertaining to following subjects
 - a) Microwave communication.
 - b) UHF based communication
 - c) Block working over UHF.

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- d) Integrated Way Station Control Communication Equipment
3. Project work as assigned by concern Jt. Director/Director Telecom -IV.
4. Any other items assigned by Jt. Director/Director Telecom -IV.
5. He will look after the work of Shri Anand Kumar in case of his absence.
6. Rake level RFI Test.

4.9.2 Shri C. S. Mahoviya, SSE/Tele:

1. He shall be responsible for upkeep of all documents related to ISO 9001:2000.
2. He shall also be responsible to ensure that the latest documents related to ISO are available with all copy holders and obsolete documents are destroyed. Only obsolete set of master document is to be kept in separate folder marked as obsolete.
3. He shall assist Jt. Director/Director Telecom -III in all matters related to ISO 9001 and review meetings.
4. He shall look after following subjects & shall assist Jt. Director /Director Telecom – III on these subjects.
 - a. Multiplexing Equipments.
 - b. SDH Equipments.
 - c. Composite Mux and SDH Equipments.
 - d. Design development and standardization of Digital Control Communication using back-to-back SHDSL Modems & Mux equipments.
 - e. VoIP based communication system.
 - f. Satellite Communication.
 - g. Communication arrangement from accident site.
 - h. Lightning and Surge protection.
 - i. DWDM.
 - j. IP-DSLAM
 - k. Managed Media Converter (Ethernet to Optical).
5. He shall carry out any other work assigned by Jt. Director/Director Telecom - I, Jt. Director/Director Telecom – III and Jt. Director/Director Telecom –IV concerning development of new equipments and in day to day working.
6. He will look after the duties of Shri Rajendra Prakash, JE /Tele in his absence.

4.9.3 Shri Ankur Srivastava, SSE/Design/Tele:

1. He shall be responsible for review of specification, test formats/STR of the following ISS specifications.
 - a) IP based video surveillance system (for Railway stations and other Railway establishments)
 - b) IP based Closed Circuit Television (CCTV) Surveillance System in Coaches of Indian Railways
2. He shall be responsible for revision/amendment of specifications, disposal of technical issues, and correspondence with Railways.
3. He shall be responsible for inspection (Type Test/ Acceptance Test) of equipments.

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4. He shall also associate with scrutiny of files related to vendors & other items of Jt. Director/Director Telecom -II.
5. He shall look after any other item assigned by Jt. Director/Director Telecom -II.
6. He shall assist Jt. Director/Director Telecom -II in day to day work in technical matters and shall report to Jt. Director/Director Telecom –II.
7. He will look after the duties of Shri Inigo Barwa, SSE/D/Tele in his absence.

4.9.4 Smt. Kamini Tiwari, SSE/Design/Tele:

1. Documentation and scrutiny of proposals for revision of specifications/formats based on feedback from lab/field and its evaluation for items under Jt. Director/Director Telecom -I
2. She shall assist in Hindi translation of Specification.
3. Monitor Progress of Rajbhasa & submission of progress report.
4. All items related to Telecom Manual.
5. Work related to EOI of Telecom Directorate.
6. Work related to GCM, PTCC, MSG & TCSC meetings.
7. Work related to annual report, technical report & IR Year Book.
8. She shall be responsible for updating periodic information pertaining to cases of vendor development.
9. Organize Summer Training to Engineering students.
10. Any other work assigned by Jt. Director/Director Telecom -I.
11. She will look after the duties of Shri Sandeep Kumar Verma, JRE/Tele in his absence.

4.9.5 Shri Rajendra Prakash, JE/Telecom:

1. He shall look after following subjects & will assist Jt. Director/Director Telecom – III:
 - a. Design development and standardization of PIJF and Jelly Filled Quad underground cables.
 - b. Design development and standardization of Jointing kit for Quad and PIJF cables.
 - c. Design development and standardization of Overhead Telecom System, Polycarbonate Insulators.
 - d. Design development and standardization of Voice Frequency Communication System for Quad cable.
2. He will deal with all items related to-
 - a) Cable termination box.
 - b) Fire detection and extinguishing system.
 - c) Earthing.
 - d) Balancing Condenser.
 - e) Loading Coil Joints.
 - f) Junction equipment.
 - g) Repeater Station Equipment.
 - h) Quality Manual for Telecom Transmission Equipment.
3. He shall also be responsible for the assignments related to Telecom Lab pertaining to his subjects.

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4. He shall carry out any other work assigned by Jt. Director/Director Telecom – III concerning development of new equipments and in day to day working.
5. He shall be responsible for proper up keep of all specifications, reports, certificates & drawings related to Telecom Directorate.
6. He shall also be responsible for timely finalization, issue and distribution of all amendments/ revisions related to specifications, manuals and drawings related to Telecom Directorate.
7. He shall maintain all types of records regarding specifications, reports, manuals etc.
8. He shall maintain records regarding vendor registrations, their approvals and all correspondence related to this.
9. He shall assist Jt. Director/Director Telecom III in day to day working.
10. He shall report to Jt. Director/Director Telecom III.
11. He will look after the duties of Shri C. S. Mahoviya in his absence.

4.9.6 Shri Rajnish Kumar Raman, SSE/Design/Tele:

1. He shall be associated with field trial of items dealt by Jt. Director/Director Telecom -II on Zonal Railways.
2. He shall be responsible for preparation, revision/ amendment of specification, Test formats, Type Test, STRs, vendor approval of the following subject:
 - a) Datacom equipments (Various Modems and LAN extenders)
 - b) Switching system (Routers, LAN Switches)
 - c) Video Conferencing System
 - d) Integrated Tunnel System.
 - e) Access Control System
 - f) Any other item assigned by Jt. Director/Director Telecom -II
3. He shall assist Jt. Director/Director Telecom -II for capacity cum capability assessment of all projects & subjects under his jurisdiction.
4. He shall be responsible for revision/amendment of specifications, disposal of technical issues, and correspondence with Railways.
5. He shall be responsible for inspection (Type Test / Acceptance Test) of equipment.
6. He shall assist Jt. Director/Director Telecom -II in preparation/ revision and amendments of specifications, disposal of technical issues, scrutiny of files related to vendor & other items.
7. He shall assist Jt. Director/Director Telecom -II and carryout any other work assigned by him in day to day working and shall report to Jt. Director/Director Telecom – II.
8. He shall be responsible for developing drawings on Auto CAD.
9. He shall be responsible to proper upkeep of cash imprest of Telecom Directorate.
10. He will look after the duties of Shri Govind Pandey, JRE/Tele in his absence.

4.9.7 Shri Tarsem Singh, JE/Tele (Over all In charge of the Telecom Lab.):

1. He shall be responsible for ‘General Maintenance’ of Telecom Lab. He shall also be responsible for ‘Maintenance and Upkeep of Equipments’ of Telecom Lab.
2. He shall be responsible for External Calibration of Equipments in Telecom Lab within stipulated time.
3. He shall be responsible for operation, maintenance and testing of equipment in Climatic Chamber & Hot Oven as per the Specification of Equipment.

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4. He shall be responsible for review of specification, test formats/STR, Type Test/ Acceptance Test and vendor development cases of following equipments
 - a. LC Gate Wired/Wireless.
 - b. Electronic LC Gate Telephone.
 - c. VHF Based Approaching Train Warning System for Track Maintener.
 - d. VHF Based Secured station communication equipment
5. He shall be responsible for all matters pertaining to VHF Based Walkie Talkie sets.
6. He will look after the work of Mrs. Sadhana Agarwal (SSRE/Tele/Lab) during their absence.
7. He shall carry out any other work assigned to him by Jt. Director/Director Telecom -IV.

4.9.8 Shri Sandeep Verma, JRE/Tele:

1. He shall be responsible for all the work related with various on-going Projects on "Internet/Broadband on Running Train".
2. Project work as assigned.
3. Any other items assigned by Jt. Director/Director Telecom –IV.
4. Matters related to following subjects;-
 - a) Code of practice for protection of Radio Relay Station against lightening.
 - b) Polystyrene condenser for balancing and building out network.
5. Assist Jt. Director/Director Telecom-I in technical & official work.
6. He will look after the work of Mrs. Kamini Tiwari, SSE/Tele during her absence.

4.9.9 Smt. Sadhna Agarwal, SSE/Telecom

1. She shall be responsible for review of specification, test formats/STR, Type Test/ Acceptance Test of following equipments.
 - a) VF & Signalling Transformer.
 - b) 2T/3T VF Transformer.
2. She will be responsible for the calibration of equipments which are calibrated in the Telecom Lab.
3. She will look after the work of Shri Tarsem Singh, JE/Tele in case of his absence.
4. She will carry out any other work assigned to her by Jt. Director/Director Telecom - IV.
5. She shall be responsible for organizing Summer Training for Engineering Students as per Stipulated Guidelines.

4.9.10 Shri D.K. Singh, SSE/Tele:

1. He shall be associated with field trials of items dealt by Jt. Director/Director Telecom -II on Zonal railways.
2. He shall be responsible for preparation, revision/ amendment of specification, Test formats, vendor approval, STRs and Type Test etc. of the following subject:
 - a) Optic Fiber Cable and its accessories like joint enclosures, FDMS etc.
 - b) Composite Cable and its accessories like joint enclosures, FDMS etc.
 - c) DPE pipe, DWC pipe for telecom application.

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- d) Environmental / climatic tests of all the items dealt by Jt. Director/Director Telecom –II.
3. He shall look after following subjects and will assist Jt. Director/Director Telecom – II in day to day working.
 - a) Preparation of various reports on OFC to be made by Jt. Director/Director Tele –II.
4. He shall also assist Jt. Director/Director Telecom II in disposal of technical issues, scrutiny of files related to vendor & other items.
5. He shall assist in Hindi Translation of the specification.
6. He shall ensure that all latest IRS & draft specifications including amendments/revisions, if any and reports are uploaded on Railnet website of RDSO and list of all telecom specifications & draft specifications, STRs including amendments/revisions, if any are uploaded on internet website of RDSO. He shall be responsible for uploading latest information pertaining to Telecom Directorate on RDSO intranet, railnet and internet.
7. He shall carry out any other work assigned by Jt. Director/Director Telecom – II in day to day working and shall report to Jt. Director/Director Telecom – II.

4.9.11 Shri Anand Kumar, SSRE/Tele

1. He shall be responsible for review of specification, test formats/STR, Type Test/ Acceptance Test of following
 - a) Power supply unit (PSIJ) for Telecom Installation at way side stations in 25 KV Electrified Area
 - b) SMPS based Power plant for Telecom equipment.
2. He shall be responsible for review of specification, test formats/STR, Type Test/ Acceptance Test and vendor development cases of following equipment;
 - a) SMPS Based Telecom Integrated Power Supply System for Station (TIPSS).
 - b) Inter Station Wireless Backup System/ Point-to-Point Wireless System
 - c) Emergency Socket Box in FRP material used in RE-Area
 - d) Voice Data Logger/Monitor for control circuits.
 - e) Control Communication Equipment for OFC using 2 wire Telephone
3. He shall be responsible for all the work related with Project “SIMRAN” and following projects with IIT/Kanpur on similar technology & other institute:
 - a) Real Time Train Information System.
 - b) LC Gate warning System Or any other similar project.
4. He will look after the work of Shri K.C.Meena during his absence.
5. He shall carry out any other work assigned to him by Jt. Director/Director Tele -IV.

4.9.12 Shri Govind Pandey, JRE/Tele

1. He shall be responsible for uploading of document on website.
2. He shall be responsible for preparation/revision/amendment of specification, Test formats, Type Tests, Vendor Approval, STRs, cross approvals of the following item:
 - a) Transmission Measuring Set.
 - b) Digital/SDN EPABX System.
 - c) Cross Talk Measuring Set.
 - d) Digital Capacitance Unbalance Measuring Set.

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3. He shall look after any other item assigned by Jt. Director/Director Telecom -II.
4. He shall assist Jt. Director/Director Telecom -II in day to day work in Technical matters and shall report to Jt. Director/Director Telecom – II.
5. He will look after the work of Shri Rajneesh Raman, SSE/Tele during his absence.

4.9.13 Shri Inigo Barwa, SSE(Design)/Tele

1. He shall be associated with field trials of items dealt by Jt. Director/Director Telecom -II on Zonal Railways.
2. He shall be responsible for preparation/revision/amendment of specification, Test formats, Type Tests, Vendor Approval, STRs, cross approvals of the following item:
 - a) Centralised Mailing System
 - b) Mobile Train Radio Communication (GSM-R)
 - c) Explosive detection & disposal system
 - d) Personal & Baggage Screening System
 - e) Any other item assigned by Jt. Director/Director Telecom – II
3. He shall be responsible for revision/amendment of specifications, disposal of technical issues, and correspondence with Railways.
4. He shall be responsible for inspection (Type Test / Acceptance Test) of equipment.
5. He shall assist Jt. Director/Director Telecom – II for capacity cum capacity assessment of all projects & subjects under his jurisdiction.
6. He shall maintain liaison with Computer Wing of RDSO regarding AMC and upkeep of PCs and their accessories of Telecom Directorate.
7. He shall be responsible for proper upkeep of Computer Cell of Telecom Directorate.
8. He shall look after any other item assigned by Jt. Director/Director Telecom -II.
9. He shall assist Jt. Director/Director Telecom -II in day to day work in Technical matters and shall report to Jt. Director/Director Telecom – II.
10. He will look after the work of Sh. Ankur Srivastava, SSE/Tele during their absence.

4.9.14 Shri Manish Kumar Gupta, SSRE/Tele

1. He shall assist Jt. Director/Director Telecom -IV for capacity cum capability assessment of all projects & subjects under his jurisdiction.
2. He shall be responsible for type test, vendor approval, revision / amendment of specification, Test Format, STRs of the following:
 - a) Integrated Passenger Information & Display System
 - b) True Color Video cum Train Display System.
 - c) Passenger Information System & Public Address (PA) System on the Running Train
3. He shall be associated with field trials of items on Zonal Railways.
4. He shall be associated with scrutiny of files related to vendors & other items of Jt. Director/Director Telecom -IV.
5. He shall assist Jt. Director/Director Telecom –IV in day to day work in technical matters, disposal of technical matters, correspondence with Railways and shall report to Jt. Director/Director Telecom -IV

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4.9.15 Mrs. Sayra Bano, JE/Tele

She shall be responsible for Review of specification, test formats/STR, Testing of :

1. Magneto Telephones with Electrodynamic Transducer.
2. Preparation of indents for timely procurement of all types of Stock and Non-Stock items and peruse with Store Directorate including Finance Concurrence /Vetting, if required.
3. Upkeep of incoming and outgoing stores of Telecom Lab.
4. She will look after the work of Shri P.K.Mishra, JE/Tele in his absence.
5. She will carry out any other work assigned to her by Jt. Director/Director Telecom -IV.

4.9.16 Mr. P.K.Mishra, JE/Tele

1. He shall be responsible for Review of Specification/Test Format/STR, Type Testing of following equipments:
 - a) Auto Dialling System in RE Areas.
 - b) Desk Type Electronic Magneto Phone.
 - c) Digital Clock with GPS Synchronisation.
 - d) Analog Clock with GPS Synchronisation.
2. He shall assist Lab in charge for day to day working..
3. Maintenance of leave records of the Telecom Lab Staff.
4. He shall carry out any other work assigned to him by Jt. Director/Director Telecom –IV.
5. He will look after the work of Mrs. Sayra Bano, JE/Tele, JE/Tele in his absence.

4.9.17 Miscellaneous Activities:

1. Closing & opening of the Telecom Lab shall be assigned by Senior Section Engineer/Tele (Lab) within the staff.
2. Any other work assigned by ED/Telecom, Jt. Director/Director Telecom & ADEs/Telecom to any staff in addition to the duty mentioned above shall have to be performed.

NOTE:

- a. Concerned technical staff shall be associated with testing of equipment associated with the subject dealt by him / her in Telecom Lab.
- b. Technical staff shall carry out prototype approval, type test, field trial & any other jobs assigned to them at premises of manufacturer or in Railways as directed by concerned Director.
- c. Technical Staff shall perform any other work assigned by ED / Tele, Jt. Director /Director Telecom – II, Jt. Director /Director Telecom – III, Jt. Director /Director Telecom – IV, Jt. Director /Director Telecom –I, ADE/Tele I & ADE/Tele II.
- d. Leave application of all staff of Telecom Lab shall be forwarded by SSE/Tele/Lab in-charge to concerned Jt. Director /Director-Telecom for sanction.
- e. This is issued with the approval of ED/Telecom.

4.10 MINISTERIAL STAFF

Duties assigned to various ministerial staff are given below:

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4.10.1 CHOS/OS I (Technical Assistant – I)

1. He will be the over all in-charge of ministerial staff.
2. All works pertaining to RE-section, Telecom Development files, Revenue Budget of the Directorate, Works Programme, M&P, TCSC and progress of work etc.
3. All work pertaining to Wireless.
4. Any other work specially assigned by ED/Tele or any of the Directors of the Telecom Directorate.
5. OS-I will look after duties of OS-II in his absence.

4.10.2 CHOS/OS I (Technical Assistant – II) (Vacant)

1. He shall be responsible for timely procurement of all type of stock and non-stock items required for day to day working of Telecom Directorate including preparation of indents, processing of finance concurrence/ vetting if required and chasing with Store Directorate.
2. He shall also be responsible for timely procurement of all accessories required for working of PCs, Printers, Fax Machines, Xerox Machine of Telecom Directorate including preparation of indents, processing of finance concurrence/ vetting if required and chasing with Store Directorate.
3. He shall also ensure for proper working of Xerox machine.
4. All work pertaining to General files, stores items and file pertaining to Digital Communication, OFC, budget and audit.
5. Proper up-keep and issue of Duty Card Passes to Telecom Staff.
6. All works pertaining to receipt and dispatch, absentee statement, circulation work, monthly pad etc. Completion report, Training, ISO and Cadre of the Directorate etc.
7. Any work specially assigned by ED/Tele or any of the Directors of the Telecom Directorate.
8. OS-II will look after duties of OS-I in his absence.

4.10.3 CHOS/OS II (Technical Assistant Telecom Maintenance Section)

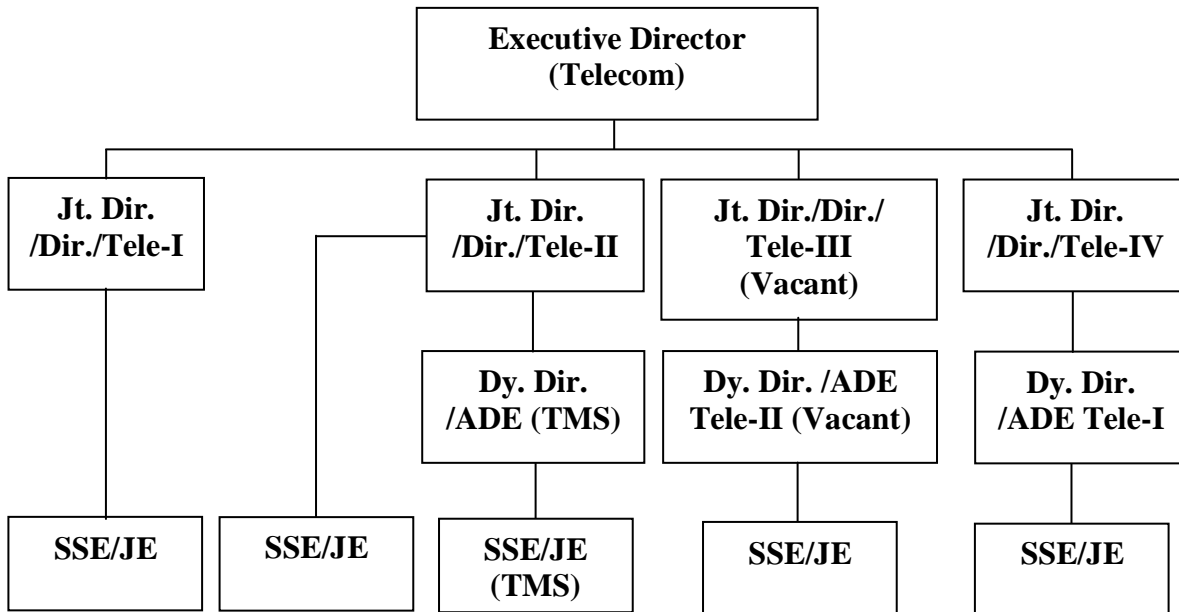
1. All work pertaining to Telecom Maintenance, Establishment of TMS Staff, Budget & Stores matters of TMS.
2. Any work specially assigned by ED/Tele, Jt. Director/Director-Telecom II, ADE/TMS of Telecom Directorate.

GENERAL:

- Jt. Director /Director Telecom-IV being the senior most Jt. Director /Director Telecom will deputise for Executive Director / Telecom in the latter's absence.
- Jt. Director/ Director-Telecom -I will look after the duty list of Jt. Director/Director-Telecom -IV during his absence .
- Jt. Director /Director-Telecom-III will look after the duty list of Jt. Director /Director Telecom- II during his absence.
- Jt. Director /Director Telecom - II will look after the duty list of Jt. Director /Director Telecom -I during his absence.
- Jt. Director /Director Telecom – IV will look after the duty list of Jt. Director /Director Telecom -III during his absence.

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4.11 ORGANISATION CHART



5.0 Referenced Documents: None

6.0 Referenced Documents of External Origin: None

7.0 Associated Records: None

8.0 Responsibility and Authority:

Activity	Responsibility	Approver	Supporting	Consulted	Informed
Creation ,maintenance of this document	SE/Tele, ADE/Tele-II, Jt. Director / Director Telecom -III	Head of Directorate	Directorate Staff		To all concerned Officers/ Staff through Intranet/ e-mail.
Compliance of directives contained in this document	All Staff of Telecom Directorate				

9.0 Abbreviations: None.