

Urban Transport & High Speed Directorate

Sub.: Duties and responsibilities of Officers/Supervisors of UT&HS

1. Duties and responsibilities of Executive Director (UTHS):

Executive Director (UTHS) is responsible for overall proper functioning of the directorate, some of the specific areas being:

- 1.1 Identification, selection and implementation of new projects.
- 1.2 Co-ordination with Railway Board / Zonal Railways, different Metro Railways.
- 1.3 Implementation of Quality Management System in the directorate.
- 1.4 Human Resource Development in the directorate.

2. Duties and responsibilities of Director (Civil) – In-charge:

He will look after the following areas:

- 2.1 Coordination with Civil Directorates on the related issues.
- 2.2 Monthly PCDO
- 2.3 PMS monitoring
- 2.4 Establishment and Training
- 2.5 Assimilation of knowledge and its dissemination among colleagues on High Speed Rail & Urban Transport in general, and especially from a Civil Engineer's point of view.
- 2.6 Monitoring the performance of officials reporting to him
- 2.7 Implementation of projects assigned
- 2.8 Coordination for civil maintenance
- 2.9 Cash imprest of the directorate
- 2.10 Overall co-ordination for presentations within the Directorate
- 2.11 Works Programme
- 2.12 Budget and funds management
- 2.13 Overall co-ordination for SODs
- 2.14 Overall co-ordination for HMRL & JMRC
- 2.15 Any other work entrusted by ED/UTHS

3. Duties and responsibilities of Director (Electrical)

He will look after the following areas:

- 3.1 Coordination with Electrical Directorates on related issues.
- 3.2 Assimilation of knowledge and its dissemination among colleagues on High Speed Rail & Urban Transport in general, and especially from an Electrical Engineer's point of view.
- 3.3 Monitoring the performance of officials reporting to him
- 3.4 Implementation of projects assigned
- 3.5 Account/Audit inspection related works
- 3.6 Coordination for electrical maintenance
- 3.7 Coordination with Stores Directorate
- 3.8 Overall co-ordination for CMRCL & Navi Mumbai Metro
- 3.9 Presentation/group discussions
- 3.10 Any other work entrusted by ED/UTHS

4. Duties and responsibilities of Jt. Director (S&T)

He will look after the following areas:

- 4.1 Coordination with S&T Directorates on selected issues.
- 4.2 Assimilation of knowledge and its dissemination among colleagues on High Speed Rail & Urban Transport in general and especially from a S&T Engineer's point of view.
- 4.3 Monitoring the performance of officials reporting to him
- 4.4 Implementation of projects assigned
- 4.5 Uploading and updation of UTHS Directorate's materials on RDSO Website
- 4.6 Computers and its peripherals – their procurement & maintenance
- 4.7 Coordination with Telecom Directorate
- 4.8 Overall co-ordination for RMGL & MMOPL
- 4.9 Presentation/group discussions
- 4.10 Any other work entrusted by ED/UTHS

5. Duties and responsibilities of Jt. Director (Mech.)

He will look after the following areas:

- 5.1 Coordination with Carriage, Wagon, Motive Power, Engine Development, Testing, Research Directorates on related issues.
- 5.2 Assimilation of knowledge and its dissemination among colleagues on High Speed Rail & Urban Transport in general and especially from a Mechanical/Civil Engineer's point of view.
- 5.3 Monitoring the performance of officials reporting to him
- 5.4 Implementation of projects assigned
- 5.5 ISO related works
- 5.6 Rajbhasha
- 5.7 Presentation/group discussions
- 5.8 Overall co-ordination for Oscillation trials
- 5.9 Overall co-ordination for Kolkata (E-W) & Kochi Metro
- 5.10 Any other work entrusted by ED/UTHS

6. Duties and responsibilities of ADE (Mech.)

He will look after the following areas:

- 6.1 Account/Audit inspection related works
- 6.2 Right to Information Act
- 6.3 Coordination with ADE/EDDte.for electrical maintenance
- 6.4 Coordination with Stores Directorate – to assist Director (Elect.)
- 6.5 ISO related works
Assimilation of knowledge and its dissemination among colleagues on High Speed Rail & Urban Transport in general and especially from a Mechanical Engineer's point of view.
- 6.6 Right to Information Act
- 6.7 Database management
- 6.8 Presentation/group discussions
- 6.9 Any other work entrusted by ED/UTHS

7.0 Duties and responsibilities Senior Section Engineer / Junior Engineer/O.S

- To assist his controlling officer in day to day activities.
- Ensure that presentation on concern subject shall be prepared in time.
- To carry out work in accordance with relevant ISO instructions and documents/procedures applicable to the UTHS Directorate
- To assist in preparation of comments of different metros/High speed rail based on feasibility study reports submitted by different metros/high speed rails.
- O/S of UTHS Dte. maintained all files, along with Cash Impress, store and ensure that daily mail shall be maintained properly.
- Any other work entrusted by ED/UTHS & D/UTHS.