

Duties and Functions of Auditee Units

1. Office of the Dy. General Manager/G, Northern Railway, Baroda House, New Delhi

There is General Branch in Northern Railway which is headed by SDGM. The following Department is under his jurisdiction (Vigilance Department, Hindi Cell, RTI Cell, Law Cell, Public Grievances Cell and Chief Planning Officer)

1.1 Functions and Responsibilities

Allotment of Officers flats, ORH & Holiday homes etc., Retention permission of Officers Flats, Parliament Questions, Meeting of Zonal Railway User's Consultative Committee, Meeting of participation of Railway Employees in Management, Meeting of Informal Consultative Committee of MPs, Visit of different Parliamentary Committees as Standing Committee, Railway Convention Committee, Estimate Committee, Public Accounts Committee etc. Policy relating to Tools and Plants, Central Library, Receipt and Dispatch of All Branches except accounts, General Manager Annual Narrative Report, Sanction of awards announced by Hon'ble MR, MOSR, Board Members and GM, Schedule of Powers, Looking after the cases of unauthorized occupation of officers flats and Railway Land, Sanction of expenditure of ceremonial occasions, Independence Day and Republic day, Celebrations, Annual Day functions, Railway Week Celebrations and other Misc. works and Correspondence regarding PNM's, NRMU, URMU, NRPOA meetings and Disposal of RTI.

2. O/o the Principal Chief Personnel Officer, Northern Railway, Baroda House, New Delhi

2.1 Functions and responsibilities

- ✓ Establishment of Gazetted Officers including seniority list.
- ✓ DPC's, MACP 80:20% Selection of all departments of Gazetted Cadre and Non-Gazetted staff.
- ✓ Transfer & Postings, Conference of Doctors & NOC & Ex India leave Gazetted Officers,
- ✓ Transaction of moveable & Immovable property.
- ✓ D&AR, Vigilance Cases, Complaint of Gaz. Cadre, Cases of sexual harassment, HBA, PCA, Court Cases, RTI of Gazetted Officers & Settlement Cases, Metal Passes & PF Advances, Withdrawal, Bills & Training of Gazetted Officer.
- ✓ Establishment work of HQ, Div. & all Works related to HQ Div. Staff including pass.
- ✓ Settlement & bills Election of Lok Sabha etc, Incharge of Security Cell.
- ✓ Budget & Staff Car of CPO/A, TADK, PNM & NPM of Hq Divn. Medical Department, S&T Cadre, Cadre of Store except ministerial staff.
- ✓ Reservation Policy, meeting with association, OBC Association related work.
- ✓ Establishment of Mechanical & Electrical Department, CWE's, PNM at Workshop level & RTI cases.
- ✓ Maintenance & inspection of office equipment & procurement of vehicle hiring
- ✓ Monitoring of Court Cases, D&AR cases of non Gazetted staff, C.G cases,

- ✓ Recruitment & selection policy, Schedule of powers, Casual labour & Substitutes, Pay Commission references.
- ✓ Works related to RRB/RRC & all Types of recruitment & engagement of fresh faces, Apprentices, wards of land loser, fresh faces etc.
- ✓ Recruitment of Group D from open market including Ex-service & Handicapped & GDCE
- ✓ Esttt. Work of transportation and Commercial Department, ERP based HRMs, Portal, and Transfer of pay Roll Data Centralized Databased creation at Railway Board.
- ✓ Anubhav Website; Biometric, EGRS, Aadhar related work, distribution & Maintenance of computer/fax machine/photocopier/all type hardware related material IPASS MR Birthday portal information.
- ✓ All types of meetings relating to Union matters relating to strike agitation, demonstration etc.
- ✓ Establishment work of the Engineering Department, ACME of Engg Deptt (Bridge & TMC) except ministerial staff.
- ✓ All Welfare Works, CSBE, Cultural Awards, Camps, Sport, Canteen, Railway School, staff car of CPO(A) labour Laws compensation cases, CGH Cases & HOER, OGS.
- ✓ Note of VIP, GM/AGM references marked to CPO & seating arrangements of Group 'D' staff, 'P' Branch Pivot & Record Misc. SSB-All Grievances from Railway Board Cabinet Secretary & MP's references. CIC-PCDO, POM, GM's Conference Sr. DPOs conference

MPP: All dealing with unrecognized association, Non Gazetted Training & Training School Policy & Creation/Surrender. Review Policy Matching surrender of Gr. C & Gr. D cadre

3. O/o the Principal Chief Medical Director/Northern Railway, Baroda House, New Delhi

3.1 **Functions and responsibilities**

- ✓ True to ideals of welfare state, the Railway have been perusing a policy of progressively improving both working and living conditions of staff and providing them with maximum possible amenities in several spheres including Medical Facilities, Principal Chief Medical Director (PCMD) is the over all in charge of medical department of Northern Railway & Medical Branch at Hqrs. level is working under CMD.
- ✓ Establishment of Gazetted Cadre, CMPs, Part time doctors, HVS, cases to case basis specialists, Sr. Resident, Jr. Resident, Interns, DNBs, Recognition of Non-Railway Hospitals, RTIS as appellate Authority of Medical Department, Medical Examination-Medical Boards, PME and related issues, Medical attendance and treatment related issues including RELHS, Smart Card Scheme etc., Hiring of St. John Ambulance Brigade, TADK and manpower planning & Awards, SIG Inspection, SOP revision, confidential letters, CA-iii references, Parliament Questions, Court Cases and complaints, grievances and inspection notes related to subjects.
- ✓ Health including cleanliness-Health Drives, Health Camps, National Health Programmes and related returns, HIV, AIDS and related issues and returns, FSSA implementation. Family welfare including pulse polio and related issues, GM conferences, CMD's

conferences, CMS Conferences, POM, PREM, PNM and other Union related issues, ZRUCC etc. Nodal officers for multi subjects, representations/complaints/grievances, Inspection Notes of various authorities, Work Programme, New Railway Hospital/Health Units, Expansion & Development of existing Hospitals/Health Units, Minister's budget announcements. Procurement of orthopedic items through E-tendering through IREPS only, Web based medical information system as Chairman of the Committee, Medical member of SIG inspection team, Monitoring of quality of water supply.

- ✓ Disaster Management, ARME, First aid boxes and related matters and First Aid Training, M&P, T&P and AMC and repairs of hospital items including items of HQ office, Uniform, dresses linen, diet, kitchen and related issues, Union matters, SBF & related activities, Security of hospitals, Matters pertaining to Rajbhasha, Technical Library, Hospital Visiting Committee, Mahila Samiti, Bharat Scouts & Guides and Civil Defenses etc. and Hiring of vehicles, Ambulance Services and official vehicles.
- ✓ Reimbursement of medical expenses, Referral of patients to non-Railways Hospitals, Advance payment, Post Facto Sanction etc., Special investigation, CT, MRI, PET Scan, Hearing Aid, Denture, Bi-pap, C-pap and other artificial appliances, Procurement of Pathology items through E-Tendering through IREPS only, Court Cases.

4. O/o Medical Director, Northern Railway Central Hospital, New Delhi.

Central Hospital of Northern Railways is established on 13 April 1957 to pursue a policy of progressively improving both working and living conditions of staff and providing them medical facilities. The hospital is headed by a Medical Director, Dr. M.B. Shankhwar. He is assisted by a team of 61 IRMS Officers of different fields against the sanctioned strength of 63 and by other 669 staff against the sanctioned strength of 736.

4.1 Functions and responsibilities

- ✓ Medical treatment.
- ✓ Engagement of Hon. Visiting Specialists, CMPs.
- ✓ Reimbursement of medical bills
- ✓ Medical Examination (pre-recruitment and in service) of staff, issue of fit and unfit certificates, check on malingering, etc.& Medical Appeals & constitution of Medical Boards.
- ✓ Procurement of drugs & surgical items, M&P, medical equipments and stationary items.
- ✓ Maintenance of surgical items, Equipments, M&P etc.

5. O/o Pr. Chief Security Commissioner, Northern Railway, Baroda House, New Delhi

The Force is headed over Northern Railway by Pr. Chief Security Commissioner. His office is a part of the Zonal Headquarter set up of Northern Railway. It is called Security commissariat. The Chief Security Commissioner is assisted in his head office by the Deputy Chief Security Commissioner, Staff Officer, Assistant Security Commissioner/Crime and Intelligence and other staff dealing with Establishment, Crime and Special Intelligence.

Northern Railway has five Divisions Delhi, Lucknow, Umbala, Firozpur and Muradabad in its jurisdiction. In each of these divisions, the Force is headed by Sr. Divisional Security Commissioner/Divisional Security Commissioner. The jurisdiction of the division is further divided into Posts and Out-Posts (for R.P.F. Administration) covering the entire length and breadth of the division including Workshops, Stores situated in that area. R.P.F. Post is headed by an Inspector of the Force and Outpost is headed by a Sub Inspection of Assistant sub Inspector of the Force.

(A) The Railway Protection Force Act, 1957

Definitions:- In this Act, unless the context otherwise requires,-

“force means the Railway Protection Force constituted under section 3; “railway property” includes any goods, money or valuable security or animal, belonging to, or in the charge or possession of a railway administration.

5.1 Functions and Responsibilities of RPF

RPF is responsible for –

- ✓ Escorting of Passenger trains in vulnerable areas.
- ✓ Providing access control, regulation and general security on the platform, in passenger areas and circulating areas.
- ✓ RPF is also entrusted with following duties:-
- ✓ to protect and safeguard railway property, passenger areas and passenger,
- ✓ to remove any obstruction in the movement of railway property or passenger area and.
- ✓ to do any other act conducive to the better protection and security of railway property, passenger area and passenger.
- ✓ The RPF also performs duties relating to passenger facilitation, ensuring passenger’s safety and security, action against unauthorized hawkers, ticket-less travelers, beggars and urchins, trespassers etc. Duties pertaining to movements, Melas, Agitations etc.

6 O/o the Dy. CSTE/NMO, Northern Railway, DRM Office, New Delhi

6.1 Functions and responsibilities

The efficient upkeep of signal and Telecommunication assets of the Railways is the responsibility of the open line organization of the Signal and Telecommunication Engineering Department. The CSTE is the administrative and professional head of the S&T Department at Zonal level and is responsible to the GM for the efficient and economical working of the department

Main Activities of the office are:

- ✓ Maintenance of Railway Microwave communication Analog System
- ✓ Maintenance of FOIS, COIS, CMS location at different locations
- ✓ Maintenance of UTS station

7. Office of the Chief Public Relation Officer, Northern Railway, S.E. Road, New Delhi

7.1 Functions and responsibilities

The release of advertisements both 'classified' and 'display' received from the executive departments of the Zonal Railways and Production Units, as a policy, should be routed through Chief Public Relations Officers/Public Relations Officers only. The Production Units e.g. DMW, RCF JUDW etc. which do not have a full fledged P.R. cell, may route their advertisements through the officials who are generally nominated for PR and media liaison work.

Public Relations Officers have been positioned during the last few years at some of the Divisional Headquarters, State Capitals and major cities. Their services may also be utilised for release of advertisements to the newspapers and periodicals. However, the PROs must follow the policy guidelines in consultation with the CPROs'.

7.2 CPROs' main functions are:-

- ✓ Scanning of Newspapers and to ensure availability of all newspaper for GM/AGM/COM news feedback folder, to maintain details and send figures of public complaints appearing in the column of newspapers to Public Complaints Department,
- ✓ Preparing GM's News Pad and arranging timely dispatch to GM's office,
- ✓ Updation of print and electronic media list alongwith railway related Editors, Correspondents/Reporters and to arrange display of advertisement of all the Divisions in connection with the Tender notices on works & Stores matters and inaugural/ceremonial functions through empanelled advertisement agencies,
- ✓ To maintain details /figures of the expenditure as incurred on publication of display advertisements in dailies/weeklies/fortnightlies/monthlies/quarterlies etc at DAVP rates.
- ✓ to accord permission of film shooting to firm/companies after observing the Railway Board's guidelines,
- ✓ to pass advertisement bills at DAVP rates &
- ✓ to hold press conferences.
- ✓ Information/figures relating to RTI Act and parliament question and draft reply thereof.
- ✓ Reply to the question/complaints related with release and publication of advertisements and expenditure etc. by different Railway/Non Railway organizations,
- ✓ Cases pertaining to designing/printing of publicity material, brochures and invitation cards etc, during the ceremonial functions,
- ✓ Empanelment of advertising agencies, Supply of information related with Railway Year Book,
- ✓ To collect data for PR, sending information/write ups/photographs to different publication/Gazettes etc. Also send articles/photographs of imports for publication in Indian Railway Magazine

8. O/O the Chairman, Railway Claim Tribunal, Mall Road, Delhi

The Railway Claims Tribunal was set up by Central Government to exercise the jurisdiction, powers and authority conferred on it under the Railway Tribunal Act, 1987 and effective from 08.11.89. It consists of a Chairman, four Vice-chairman and such

number of judicial members and Technical Members as Central Government may deem fit. The jurisdiction powers and authority of Claims Tribunal may be exercised by Benches thereof. The Chairman holds office for a period of 5 years or till he attains the age of 65 years, whichever is earlier.

All claims for payment of compensation against railway arising out of provisions under Section 82 A of Indian Railway Act 1890, are filed in such Courts of Tribunal. The Tribunal shall have for the purpose of discharging its functions under the Railway Claims Tribunal Act, the same powers as are vested in a civil court under the Code of Civil Procedure, 1908, while trying such suite.

8.1 Function and responsibilities

The following type of cases are decided

- ✓ Claims pertaining to loss, destruction, damage, deterioration or non-delivery of goods and animals,
- ✓ Compensation payable under the Railway Act to passengers for injuries, caused in Rly. Accidents and
- ✓ Refund of fare and fright for goods and animals

9. O/O the Assistant Financial Advisor/Provident Fund, Northern Railway, Baroda House, New Delhi

9.1 Functions and responsibilities

- ✓ Vide para 901 to 907 of the Indian Railway Code for Account Department Volume-I the responsibility for the internal check of all transactions pertaining to provident fund and the maintenance of the accounts of the State Provident Funds to which the personnel of the railway subscriber devolves upon the Accounts Officer. Internal check in connection with subscription to, and withdrawal and payments from the various funds should be conducted with reference to the rules of the Provident Fund Concerned.
- ✓ The transactions of the State Railway Provident Fund will pass through the debt head State Railway Provident Fund Contributory/ Non-contributory.
- ✓ In the accounts office, a ledger account should be kept for each individual subscriber to the fund. All transactions affecting the head State Railway Provident Fund Contributed /Non-contributed should be posted in the ledger accounts of the Subscriber concerned. In order to ensure that the postings have been correctly made, the entries in the ledger accounts should be abstracted in the statement, called the check sheet, and the totals of the check sheet reconciled monthly with the amounts credited and debited to the Fund. The aggregate balance in the ledger accounts should represent the balance under the head State Railway Provident Fund Contributory/Non-contributory in the General books of the Railways. As per instructions contained in the secret memorandum of instruction annually Audit of PF section should be conducted during the month of October/November (after PF ledgers for the previous year were closed).

10. O/O the Statistical & Analysis Officer, Northern Railway, Baroda House, New Delhi

10.1 Functions and responsibilities

Railway Statistics are the basic data about Railway performance. Indian Railways collect and compile voluminous statistical data on various facets for Railway's working and performance. This data is published in the form of Annual Statistical statement every year. Railway statistics can broadly classify under the following categories:-

- (i) Financial Statistics
 - (ii) Commercial Statistics
 - (iii) Operating Statistics and
 - (iv) Administrative Statistics
- ✓ The main function of statistical Branch to collection, compilation, presentation, comparison, measurement of variations, correlation, analysis and interpretation of the data with a purpose of Statistical forecasting.

11. O/O the Principal, Signalling and Telecommunication Training Centre, Ghaziabad

11.1 Functions and responsibilities

- ✓ To enhance efficiency & skill of S&T trainees for the effective maintenance of gear through continual improvement in training methodology. Training Centre school at GZB came into existence in 1955 and was located in a small hut inside the signal workshop, Ghaziabad. It was shifted to present location in 1967. Training in telecommunication was introduced in 1972 is a premier institute of Northern Railway. It has been playing a paramount role in shaping the Railway men for smooth, efficient, safe and customer friendly operations of Railways vast and technically complex system. The training imparted at includes Signal for transportation.

12. O/O the Assistant Commercial Manager/CR, Northern Railway, Delhi Main

12.1 Functions and responsibilities

- ✓ The office of ACM/CR, Delhi Main is working since 1985. The main activity of ACM/CR is to provide berth in trains through PRS located at various stations.

13. O/o the Chief Administrative Officer/FOIS, Chanakya Puri, New Delhi.

13.1 Introduction

Freight Operations Information System (FOIS) was implemented in Indian Railways as an initiative to leverage the use of Information Technology in the freight segment as an aid to decision making and to ultimately improve the freight services.

13.2 Functions

- ✓ FOIS is the Management Information System (MIS) used in Indian Railways for its freight business.
- ✓ MISs are used for improving efficiency in management and control of operations in Railways resulting in higher productivity of resources and improving quality of service to customers. FOIS helps to improve the process of planning, monitoring and decision making and reduce operating expenses through a more efficient utilization of rolling stock.
- ✓ FOIS software comprises Rake Management System (RMS) for handling operating portion and Terminal Management System (TMS) pertaining to commercial transactions.

- ✓ The system has been introduced to keep records of loads/trains, wagons, loco movements and consignment details etc. by reporting rake formation, load formation, train arrangements, crew assignment, train consists including consignment details, train departure, train arrival, forecast, shunting performed en-route, loco changes, train stabling, correction in rake composition, placement, releases, removal from sick lines/goods sheds, RR details, loco irregularities and maintenance activities.
- ✓ Further it facilitates to make enquiries from the system regarding all the above activities and furnish real-time, accurate and reliable information about the status of all the activities.

14 O/O the Chairman, Railway Recruitment Cell, Lajpat Nagar, New Delhi.

On the direction of Ministry of Railways, the Railway Recruitment Cell was formed in the year 2005 for recruitment of Group 'D' staff over Northern Railway.

Railway Recruitment Cell is situated at Lajpat Nagar, New Delhi and it is headed by Chairman/RRC, who is assisted by an Assistant Personnel Officer and subordinate staff.

15 Northern Railway Sports Association

The Northern Railway Sports Association was formed with the approval of the General Manager with its Headquarters at Delhi.

The object of the Association shall be to organise, develop and promote Sports and Organise, authorise and control all Tournaments and Exhibition Games on the Northern Railway.

15.1 Composition of the Association :

The General Manager is the Patron on the Association, The Addl. General Manager is the Vice-Patron of the Association. The affairs of the Association are controlled by a General Committee which is consist of the following :

- i) President
- ii) Vice-President
- iii) Hony. General Secretary
- iv) Hony. Joint Secretary
- v) Hony. Secretary-I
- vi) Hony. Secretary-II
- vii) Hony. Secretary-III
- viii) Hony. Treasurer
- ix) Sr. Sports Officer
- x) Assistant Secretary.

16 Railway Sports Promotion Board

A formal set up for organization of sports on Railways came into existence with establishment of the Indian Railways Athletic Association in 1928. The name was changed to the "Railway Sports Control Board" (RSPB) in 1956 and to Railway Sports Promotion Board (RSPB) in 1998 so as to bring the nomenclature in tune with the functions of the

Board. From a modest beginning only with Hockey, Athletics and Tennis under its wings, the growth achieved by RSPB in the last 79 years has been stupendous.

RSPB plays paramount role in promotion of sports both at National and International levels. It has now 30 recognized disciplines on the Railway's calendar. This organization provides necessary coordination and liaison with concerned National Sports Federations and 30 Railway Sports Associations.

16.1 The Executive Committee of RSPB comprises :

- i) President
- ii) Vice-President
- iii) Treasurer
- iv) Secretary
- v) Joint Secretary