

Duty List of Dy. CSO (Operating), Dy.CSO (Engineering), Dy. CSO(Mechanical) and Sr. Safety Officer (S&T) of Safety Organization, Eastern Railway, HQ along with Safety Counsellors.

1.0 Dy. CSO (Operating) (Assisted by Sri Bimal Bhattacharya, SC/Traffic)

- (i) He will be the overall in-charge of Safety Department attend all functions on behalf of PCSO in absence of PCSO.
 - (ii) He will be the overall in-charge of the Office of PCSO and responsible for all aspects of office working.
 - (iii) He will be in-charge of the emergency control and will be the nodal officer in case of any major accident.
 - (iv) He will be responsible for maintaining all statistics with regard to safety and accidents.
 - (v) He will be responsible for –
 - Reporting of accidents to Board, GM and CRS and monitoring all accidents.
 - All correspondence with Board and CRS regarding safety statistics.
 - Preparation of handout of GM's Conference, PCSO's conference & POM.
 - Preparation and monitoring of MCDO.
 - Co-ordination of shields/awards at different levels during Railway Week etc.
 - (vi) He will be responsible for all information regarding Parliamentary question, VIP reference (MP & MLA) and RTI.
 - (vii) He will be responsible for all aspects of Safety in the working in operating department.
 - (viii) He will keep close day to day liaison with Sealdah Division in monitoring all aspects of safety in SDAH Division. He will inspect all sites involving breach in safety in Sealdah division as well as attend all accidents causing major disruption of traffic or involving main line in Sealdah division.
 - (ix) He will be overall in-charge of Non-gazetted establishment of safety organization including creation of posts and filling up of vacancies.
 - (x) He will be responsible for monitoring of Safety Action Plan of Operating Department.
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- (xi) He will be responsible for all issues related to PNM, PREM & ZRUCC.
- (xii) In absence of Dy. CSO (Mech.), he will look after the duties assigned to Dy. CSO (Mech.).
- (xiii) Any other duties as assigned by PCSO.

2.0 **Dy. CSO (Engineering)** (Assisted by Sri Onkar Nag, SC/Engineering):

- (i) He will be responsible for monitoring of all the targets of safety related works including co-ordination at HQ and with the division.
 - (ii) He will be responsible for all matters related with CRS Inspection, CRS Inquiry and compliance of CRS Inspection Note.
 - (iii) He will be responsible for maintenance of records in connection with SAG level Safety Audit (Zonal & Inter Railway) and Divisional level Safety Audit and its compliance.
 - (iv) He will look after the implementation of Rajbhasa in PCSO's Office.
 - (v) He will be responsible for co-ordination and execution of all works of tender and minor tender works including hiring of vehicles, repair of vehicles and other items like Safety Posters, Safety Bulletin, Safety Calendar and Safety Diaries.
 - (vi) He will be responsible all aspects regarding budget and finance of Safety Department including cash imprest for office and computer consumables.
 - (vii) He will be in-charge for all IT related issues including AMC of PCs, Xerox machines, FAX machines and other office equipments.
 - (viii) He will keep close day-to-day liaison with MLDT Division in monitoring all aspects of safety in MLDT division. He will inspect all sites involving breach in safety in MLDT division as well as attend all accident causing major disruption of traffic or involving Main Line in MLDT division.
 - (ix) He will be responsible for monitoring of Safety Action Plan of Engineering department.
 - (x) He will be responsible for all aspects of safety in the working in Engineering Department.
 - (xi) In absence of Sr. Safety Officer (S&T), he will look after the duties assigned to Sr. Safety Officer (S&T).
 - (xii) Any other duties assigned by PCSO.
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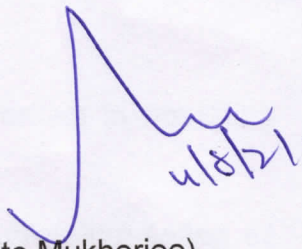
3.0 **Dy. CSO (Mech.)** (Assisted by Sri Pratick Majumdar, SC/Mech. & Sri S. Biswas, SC/Elect.)

- (i) He will be nodal officer in-charge of Disaster Management and will co-ordinate regarding preparation of the Disaster Management Plan, monitoring its preparedness and its implementation.
- (ii) He will be the nodal officer in-charge in various matters related to ART/ARME including Mock Drills, full scale Disaster Drills.
- (iii) He will be nodal officer for all correspondences regarding Audits, Draft Para, Provisional Para etc, Railway Board Safety Drive.
- (iv) He will be the nodal officer for Preparing of papers for GM's Safety & Punctuality meeting as well as video conference with Sr.DSOs including drawing of minutes of meeting.
- (v) He will keep close day-to-day liaison with HWH division in monitoring all aspects of safety in HWH division. He will inspect all sites involving breach in safety in HWH division as well as attend all accidents causing major disruption of traffic or involving Main Line in HWH division.
- (vi) He will be responsible for monitoring the Safety Action Plan related to Mechanical Department.
- (vii) He will be responsible for all aspects of safety in the working in Mechanical Department.
- (viii) In absence of Dy. CSO/Operating, he will look after the duties assigned to Dy. CSO/Operating.
- (ix) He will be responsible for all aspects of **e-Office** of Safety Department.
- (xiii) Any other duties assigned by PCSO.

4.0 **Sr. Safety Officer (S&T)** (Assisted by Sri Sunil Kumar Chatterjee, SC/S&T)

- (i) He will be responsible for co-ordination and execution of arrangement for printing of Safety Calendar.
 - (ii) He will be responsible for controlling all aspects regarding maintenance for computers of Safety Department.
 - (iii) He will be responsible for monitoring of Night footplate and Station inspections by HQ Officers.
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- (iv) He will be responsible for monitoring Safety Action Plan related to S&T and Electrical Department.
- (v) He will be responsible for Co-ordination with the respective departments for upkeep and monitoring of various equipments in the Disaster Management Room.
- (vi) He will be responsible for VSAT monitoring at HQ with all divisions and chasing to division for repairing of any fault.
- (vii) He will be responsible for extracting the Data Logger report and generation of simulation of the incidents for any unusual in the division.
- (viii) He will be responsible for co-ordination and execution of International Level Crossing Awareness Day (ILCAD) in Eastern Railway.
- (ix) He will be responsible for arranging Safety Video Conference.
- (x) He will be responsible to assist for uploading Web site.
- (xi) He will be responsible for all aspects of safety in the working in S&T and electrical Department.
- (xii) He will keep close day-to-day liaison with ASN division in monitoring all aspects of safety in ASN division. He will inspect all sites involving breach in safety in ASN division as well as attend all accidents causing major disruption of traffic or involving Main Line in ASN division.
- (xiii) In absence of Dy. CSO/Engg, he will look after the duties assigned to Dy. CSO/Engg.
- (xiv) Any other duties assigned by PCSO.


(Subroto Mukherjee)
Dy. CSO (Optg.)
For Principal Chief Safety Officer