



मुख्य रेल संरक्षा आयुक्त कार्यालय,
तीसरी मंजिल, ट्रैफिक अकाउंट बिल्डिंग,
स्टेट एंट्री रोड, नई दिल्ली-110055.

भारत सरकार
नागर विमानन मंत्रालय
(रेल संरक्षा आयोग)

GOVERNMENT OF INDIA
MINISTRY OF CIVIL AVIATION
(COMMISSION OF RAILWAY SAFETY)



O/o Chief Commissioner of Railway Safety,
3rd Floor, Traffic Account Building,
State Entry Road, New Delhi-110055.



Duties and Work Allocation

S. No.	Post	Duties and Work Allocated
(i)	Dy. CRS (General)	<ul style="list-style-type: none"> ➤ Administrative and General Administration works of RS Section: procurement, Court cases, budget, pension, audit, General & Cash, and contractual staff. ➤ Controlling authority for RS section ➤ Works of Head of Office & CDDO ➤ Nodal officer for receiving of administration/ establishment/ general related case files of circle offices of the Commission ➤ All matters related to official vehicles of Commission ➤ Booking of ORH and Transit Flat ➤ Co-ordination with Railways regarding office infrastructure ➤ Railway passes/PTOs in Commission ➤ Office maintenance related works in CCRS office like horticulture, cleaning, security etc. ➤ Training of officers in Commission/Foreign deputation ➤ MCDO ➤ Appellate Authority w.r.t. RTI applications ➤ Nodal Officer for all Gol portals like CPGRAM, MoCA-eSamikSha, RTI, PM GatiShakti, Mission Karamyogi/iGOT, etc. ➤ Dealing with civil engineering related cases ➤ Any other work assigned by CCRS from time to time <p>Assisted by : Sr. Inspector Civil, SO/RS team and supported by other senior inspectors.</p>
(ii)	Dy. CRS (Tech.)/Opt.	<ul style="list-style-type: none"> ➤ Preparation of Annual Report of the Commission. ➤ Abstracts of Accidents. ➤ Preparation of Just Details, Talking Points, Background Note, Presentations. ➤ Parliament matters including Questions/Assurances reply, preparation of ATN/Reply/Reports on matters related to Parliamentary Standing Committee. ➤ Dealing with cases related to train operation. ➤ Amendments in PC-5/Railway Act etc. ➤ Works related to ATR on reports of the Commission and liaison with Railway Board. ➤ Any other work assigned by CCRS from time to time <p>Assisted by: Sr. Inspector Traffic and supported by other senior inspectors and ASOs.</p>

(iii)	Dy. CRS(Tech.)/S&T	<ul style="list-style-type: none"> ➤ Dealing with signaling and telecom issues including condonation ➤ Co-ordination with Railways for issuance of CUG sims, telephone & intercom ➤ Amendments/Revision of Opening Rules. ➤ Updating, monitoring and maintenance of website of Commission, i.e., uploading of documents/ reports on the website. ➤ Works of DDO ➤ Any other work assigned by CCRS from time to time <p>Assisted by : Sr. Inspector Signaling and supported by other Sr. inspectors/ASOs for website related work.</p>
(iv)	Dy. CRS(Tech.)/ET	<ul style="list-style-type: none"> ➤ Dealing with electrical issues (Traction & E&M) ➤ Implementation of SPARROW portal in Commission. ➤ RAILTEL and NICNET/internet connectivity related works. ➤ Works related to Official Language (Rajbhasha). ➤ IT Cell & Digital initiatives ➤ Implementation related work of new web-site of Commission. ➤ Swachh Bharat Mission - Swacchhta Pakhwada related works. ➤ Vigilance matters including Vigilance Awareness Week ➤ Any other work assigned by CCRS from time to time <p>Assisted by : Sr. Inspector Electrical , Rajbhasha Section and supported by other senior inspectors/ASOs.</p>
(v)	Dy. CRS (Tech.)/Mech.	<ul style="list-style-type: none"> ➤ Dealing with all cases of Rolling Stock including condonation ➤ Coordination with CRIS for implementation of on-line portal, e-HRMS etc. ➤ Matters related with inspection carriage of CCRS and CRS. ➤ Any other work assigned by CCRS from time to time <p>Assisted by : Sr. Inspector Mech. for mechanical items, Sr. Inspector Electrical for electrical items, TA/CCRS for portal issues and supported by other senior inspectors.</p>
(vi)	PPS to CCRS	<ul style="list-style-type: none"> ➤ All secretarial work of CCRS ➤ Arranging coordination meetings with Railways and Metros. ➤ DDO for GeM portal ➤ Nodal officer for APAR of Commission's officers ➤ Any other work assigned by CCRS from time to time