

## ANNEXURE 'A'

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**Duty list and Syllabus for the post of Chief Technical Assistant**

The duties attached to the post of Chief Technical Assistants Gr.Rs. 6500-10500 (RSRP) are as under:-

- 1) Dealing with the cases referred to Headquarters Office or Divisions by various Units under their Administrative control and various State Electricity boards in respect of laying of power lines across the Railway tracks.

Scrutiny of proposals for running the transmission and distribution lines from different Undertaking and State Electricity Boards to ensure that they do not infringe transmission and Central Railway distribution lines.

- 2) Investigation and preparation of final reports in respect of Electrical accidents.

- 3) Grant of permission to energize new installations on Railway premises.

Dealing with all correspondence in connection with the Electrical Standards Committee and progress made on the recommendations made therein.

- 4) Dealing with all correspondence in connection with the Minutes of Licensing Board.

- 5) Compilation of Annual Reports for the Electrical Deptt.

- 6) Planning and progressing of General Service works programme.

- 7) Scrutiny of monthly reports of Shops/Divisions/Units under the administrative Control of Divisions/HQ's/

- 8) Following action regarding recommendation made by ACRs/GM during inspections on the Divisions.

- 9) All correspondence of general nature in connection with the meetings held from time to time.

- 10) Technical work in connection with observance of statutory provisions regarding general utilization and transmission of electrical power.

- 11) Any other work entrusted by the Controlling Officer.

- 12) Technical work of general nature.

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