

Department-wise Duties/Responsibilities of officers/ employees of MRVC are:

Accounts

1. Finance scrutiny of various proposals for concurrence.
2. Passing of contractors Bills, Suppliers Bills and Misc Bills.
3. Filing of returns for Income Tax, Service tax, Withholding tax & Sales tax. Maintenance of books for all expenditure. Submission of claims to CAAA for reimbursement of World Bank loan, Maintenance & Custody of Bank Guarantees.
4. Scrutiny of all bills and vouchers related to World Bank funded as well as non World Bank funded works.
5. Issue of cheques, Reconciliation of Bank Book with Cash Book, Compilation and Finalization of Accounts, Financial Management Systems and Audit.
6. Preparation of Project Budget i.e. August Review, Budget Estimate, Final Modification.
7. Investment of surplus funds to be deposited in banks.
8. Preparation & passing of salary bills of Gazetted officers, non-gazetted staff, contract staff and consultants, Other misc.work associated to salary.
9. Keeping accounts of MRVC, ensuring due audit including internal, statutory, supplementary, project and Tax audit.
10. Preparing due MIS reports for senior management
11. Compliance with Companies' Act and Multilateral Banks' requirements of accounting and reporting.

Electrical (PSI)

1. All works pertain to Electrical traction for OHE, PSI & General electrification work of WR including co-ordination with division and HQ officers of WR & CR, also coordination with Supply Authorities (MSETCL, MSEDCL, TATA, Adani), Railways, Railway Board, RDSO, AIIB .
2. Planning , tendering and execution of all Electrical PSI, OHE & GS works Between VR-DRD section including monitoring of Budget/ Expenditure. Monitoring consultancy for Survey works of new corridor of BVI-VR and harbor line corridor between GMN-BVI.
3. To Planning , tendering and execution of all Electrical modification work of OHE & GS related to construction of New FOB/ ROB of WR & CR, Electrical modification work for Mid Trespass Control and Electrification of stabling sidings on Western Railway.
4. All other Electrical works related to planning & execution of electrification and fire control of MRVC office and work works pertaining to GS, including that of all other miscellaneous works as instructed by GM & DT.
5. All activities related to General Electric maintenance work at MRVC office Churchgate .
6. To ensure implementation of procedures related to ISO 9000 & 14000
7. To execute and conduct inspection of works in progress for various compliance of standards. Scrutiny and approval of all Engineering, S&T, OHE, PSI, GS and EHV, HT & LT Supply drawings .
8. All technical analysis related with electrical component of infrastructural works like Virar-Dahanu work, RITES consultancy work of 5th & 6th line between BCT –BVI over WR.

Electrical (EMU)

1. All works connected with EMU procurement manufacturing of EMU coaches at ICF fitted with the Electrics supplied including co-ordination with Railways, Railway Board, RDSO, ICF, World Bank and other departments.
2. All work related with Technical Assistance in Quality assurance during manufacturing of EMU coaches at ICF.
3. All the work of consultancy services for exploring of Rolling Stock leasing market for procurement of EMU trains for Mumbai Suburban Railway System.
4. All works related with consultancy services for ascertaining the Maintenance Facility requirement on Western Railway and Central Railway for increased holding of EMU rakes after MUTP-III and other projects.
5. All works related with consultancy services for Environmental Impact Assessment (EIA), Social Impact Assessment (SIA), Resettlement Action Plan (RAP), Forest Land & CRZ Clearance from authorities in connection with proposed "New EMU Carshed cum PHO Workshop" at Vangaon on Western Railway and Bhivpuri on Central Railway under MUTP-3A-II.
6. Submission of progress report to Railway Board for all electrical works funded by AIIB/NDB including consultancies hired for Technical Assistance in various areas.
7. To ensure implementation of procedures related to ISO 9000.

8. To conduct inspection of works in progress for compliance of standards.
9. All the activities related to General Services in MRVC including maintenance of power supply & air-conditioning in MRVC.

Engineering Civil

1. Organizing procurement of consultancy, works, & stores as per World Bank Procedure.
2. Monitoring various studies awarded to consultants
3. Technical Assistance In Improvement In Track Management and Maintenance System On Mumbai Suburban Section.
4. Co-ordination between PIAs for works under Rail Component of MUTP Phase I & II.
5. Correspondence with Railway Board, Railways, World bank & other PIAs for MUTP
6. Coordination between Railways & MMRDA, MCGM in connection with MUTP works requiring Railways Assistance
 - Station Area Traffic Improvement Scheme
 - Construction of Road Over Bridges
7. Organizing Co-ordination committee meeting of PIAs.
8. Control over budget of Civil Engineering Department
9. Monitoring of R&R for Rail Component of MUTP Phase I & II
10. Environment Management of ongoing projects
11. Appointment of consultants for preparation of EIA & EMP

Projects

1. Execution of Civil, Elect & S&T works
2. Field supervision of Civil, Electrical and S&T works

Personnel

Personnel branch is responsible for various functions as under :-

1. Staffing functions of the Corporation
2. Cadre, Creation of Posts and Manpower Planning
3. Recruitment
4. Training & Seminars
5. Pay fixation, Allowances, PLI, Reimbursements etc
6. Formulating policies on Establishment matters
7. Processing of cases of Officers & Staff on various matters including Leave, Passes, NOC, Transfer & Postings, Deputations
8. Various Welfare and Administrative activities for MRVC officials
9. Implementing policy guidelines of DPE, Railway Board etc
10. Interaction with enforcement agencies for Statutory Labour Laws and Govt. policies
11. Redressal of Staff grievances
12. Morale of staff, Awards, Discipline issues and Gender issues.
13. Performance Appraisal
14. Housing policies and implementation

Operations

1. Planning the suburban infrastructure for Mumbai suburban section through Simulation process.
2. Preparation of model timetables for planned infrastructure.
3. Simulation of Mumbai suburban section.
4. Conducting of commuter feedback surveys.
5. Technical Study for Improvement of headway
6. Active participation in CTS study, SATIS and other MUTP projects
7. Maintenance of MRVC website.

Public Relations

1. Maintaining positive relations with press and other medias thereby ensuring adequate publicity coverage to MRVC and its projects
2. Liaisoning with Media.

3. Empanelment of Ad agencies.
4. Release of display ads to newspapers, magazines, souvenirs etc.
5. Release of ads regarding tenders, EOIs., vacancies etc. in newspapers, magazines etc.
6. Co-coordinating with different departments regarding Right to Information Act, 2005.

Planning

1. Planning for future suburban railway projects
2. Preparation of various progress reports of MUTP Phase I and Phase II
3. Coordination during visit of World Bank missions
4. Coordination with Govt. of Maharashtra officials, Railway Board
5. Preparation of performance of MoU to be signed with Ministry of Railways
6. Coordination with MMRDA, World Bank etc.

Signal & Telecommunication

S&T department is responsible for planning, tendering & award of Contract, its management for execution of Signalling & Telecom part of MUTP-I work. S&T department has commissioned various studies for improvement of Signalling & Telecommunication including study for improvement of Line Capacity through Modern Signalling (Automatic Train Control) on Mumbai suburban system. In addition to above S&T dept is also responsible for creation & upkeep of IT & Telecom infrastructure for MRVC.

Material Management

Material Management Department is responsible for making available various items required by different departments of MRVC for day-to-day functioning. These items include stationery (Xerox paper, hard file, folders, Loose file, letterheads, envelopes, diaries) furniture (Table, chairs, cupboard), computers, printers and peripherals, uniform for staff, Air Conditioners, Telephone, Mobiles, cartridges.

General Administration

Duties/Work assigned to General Section under Chief OS/G:-

A. Staff Matters :

- 1) Preparation of leave/attendance registers, updating M/Roll, monitoring attendance of staff (Rly. Staff as well contract staff), submission of leave/absentee statement to 'P' branch every month.
- 2) General supervision over clerical staff and liaison with Account staff.
- 3) Arrangement of staff for attending office on Sat./Sundays/Holidays during Loksabha/Rajya Sabha Sessions.
- 4) Signing of Passes/PTOs and card passes issued by OS/P in absence of nominated officer.

B. General Matters:

- 1) Receipt and despatch of dak, maintenance of inward/outward dak registers (local courier, postage, registered letters, speed posts, inland and international dak sent through courier).
- 2) Procurement, storage and distribution of stationery items, housekeeping material and other requirement of the officers and office staff.
- 3) Utilisation and accountal of General Imprest of Rs.12,000/- and submission of accounts for recoupment from time to time.
- 4) Requisitioning, distribution and accountal of cash for hospitality/entertainment expenses by officers.
- 5) Obtaining sanction and preparing requisition for general items for office use like, furniture/fixture, upholstery, nameplates, door mats, office equipment, cutlery, crockery and other office stores required by officers and staff.
- 6) Custody, accountal verification of assets, updating of assets registers (of furniture & fixture items) (present value Rs.42.73 lakhs approx).
- 7) Replacement, repairs, shifting of furniture items and updating the asset registers.
- 8) Dealing for tenders/quotations for general services viz. Hiring of cars, Air tickets, Security services, Housekeeping, Hotel accommodation, Printing & stationery. Work orders and passing of bills etc.
- 9) Scrutiny & verification of bills for Air tickets, Hotel Accommodation, Corporate credit cards, Car Hiring, House keeping,

Security services, Printing & Stationery, Newspapers, books/journals, magazines etc. and forwarding of bills to Accounts for passing & payment.

- 10) Maintenance of files, correspondence and internal notings regarding;
 - i) Requisition and procurement of office stores, furniture & fixture.
 - ii) Printing & stationery for entire office.
 - iii) Repair & maintenance of furniture & fixture.
 - iv) Car hiring for Directors and Officers
 - v) Housekeeping contract
 - vi) Cash Imprest (expenditure, purchases, accountal & statements, custody of cash)
 - vii) Furniture & Fixture (Assets), requisition, verification, bills & repairs
 - viii) Insurance of Assets
 - ix) Security service Contract
 - x) Staff matters – Posting, transfer, leave and attendance, Conf. Reports of Peons.
 - xi) SOP (GEN) – updating, revision and circulation
 - xii) Books, Magazines and Journals for MRVC library (Procurement and passing of bills), Issue/Receipt of books/magazines.
 - xiii) Corporate Credit Cards correspondence and bills.
 - 11) Receipt, storage, distribution and accountal of stationery items in the storeroom for day-to-day use of the entire office.
 - 12) Liaison with OS/Works & SSE (Works) for repairs and maintenance of the office premises.
 - 13) Supervising and monitoring the work of security guards and contractors, housekeeping workers and contractors.
 - 14) Supervising, maintaining and accountal of books stored in MRVC library.
 - 15) Subscription, procurement, circulation and storage of magazines and journals and important circulars/letters. (with the help of Sr.Clerks/Works)
 - 16) Assisting /Co-ordination with protocol officer, and other officials in meetings, conferences, seminars, BOD meetings etc.
 - 17) Liaison with Western and Central Railway officials for various work / meetings etc.
 - 18) Looking after work of OS(S&T) or OS(W) in their absence or leave.
 - 19) Any other job assigned by COS, SAG offices and Directors.
- ii) The powers of COS and other officers are given in Schedule of Powers and Chapter XVIII of MRVC's Finance and Accounts Manual.

The General Administration Department is functioning as per rules laid down in the various chapters of the Finance & Accounts Manual and The Delegation of Powers and Schedule of Powers, Entitlement given in Chapter XVIII of MRVC's Finance and Accounts Manual. These documents are available in the electronic format.

Vigilance

The functions of vigilance in MRVC are to conduct preventive checks and to investigate the complaints from various sources. Vigilance Department also advises system improvement where-ever necessary to improve the administrative functioning of MRVC. The Department arranges vigilance awareness programme from time to time for the benefit of all concerned.