

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.

Electrical (PSI)

1. All works connected with DC-AC conversion including co-ordination with Railways, Railway Board, RDSO, World Bank and other departments.
2. All technical analysis related with electrical component of infrastructural works like Virar-Dahanu Road Track Centre Work, 5th Line of Mahim-Santacruz and any other such works to be executed by MRVC.
3. Submission of information for progress reports for all electrical works related to DC-AC conversion.
4. All the activities related to General Service in MRVC including maintenance of power supply & air-conditioning in MRVC
5. To ensure implementation of procedures related to ISO 9000.
6. To conduct inspection of works in progress for compliance of standards.

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 procurement of New design bogies for EMU rolling stock including co-ordination with Railway Board, RDSO, ICF, World Bank and other departments.
3. All work related with Technical Assistance in Quality assurance during manufacturing of EMU coaches at ICF.
4. All works related with EMU maintenance facilities in Carsheds/workshops of Central & Western Railway.
5. All works related with detailed design consultancy of EMU carshed at Virar and procurement of M&P for Virar Car Shed.
6. Submission of progress report to Railway Board for all electrical works funded by World Bank 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.

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. Coordination with MMRDA, World Bank etc.
6. Technical Study for Improvement of headway
7. Active participation in CTS study, SATIS and other MUTP projects

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. Maintenance of MRVC website.
4. Empanelment of Ad agencies.
5. Release of display ads to newspapers, magazines, souvenirs etc.
6. Release of ads regarding tenders, EOIs., vacancies etc. in newspapers, magazines etc.
7. 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

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 Lok Sabha/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 recoument 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.