


Rajasthan State Office
Inter Office Memo

From : CEM, RSO
 For : Sh. Sanjoy Bhattacharjee, SM (E), RSO
 Sh. Sanjay Kumar, SM (E), RSO
 Sh. Jawaid Akmal, SM (E), RSO
 Sh. A K Nigam, SM (E), RSO
 Sh. A.K. Gupta, Mgr (E), RSO
 Sh. M S Milkee, AM (E), RSO
 Sh. Love Goel, EO, RSO

Ref : RSO/Engg/01

Date: 18/05/2011

Sub: Engineering Department – Work Areas for Team Members of RSO, Engg

Following shall be the work allocation for the Engineering Team Members of RSO with immediate effect:

#	Name S/Shri	Works Area
1	Vibhash Kumar Chief Engg Mgr	<ul style="list-style-type: none"> Overall responsible for all Engineering activities in State Office.
2	Sanjoy Bhattacharjee Sr. Mgr. (Engg.)	<ul style="list-style-type: none"> All works related to Terminal/Depot Automation. All works related to Retail Automation, NANF. CCTV Surveillance system - all locations. Co-ordination with Operations for implementation of Sh MB Lal committee report- Engg aspects. Lux Level Improvement at Terminals/Depots Capital Budget Co-ordination. Revenue Budget Co-ordination Other works assigned time to time
3.	Sanjay Kumar Sr. Mgr. (Engg.)	<ul style="list-style-type: none"> Horizontal tanks – Contract Finalization, Inspection, Tank Indent & Dispatches and Steel Plate Inventory. Reports /Monthly returns to Labour Deptt. Quarterly Report to HO. Monthly Progress Reports. HBA Files Other works assigned time to time
4.	Jawaid Akmal Sr. Mgr. (Engg.)	<ul style="list-style-type: none"> All Non Plan Works (except automation) at Terminals – Chittorgarh & Jodhpur. To work in close coordination with Sri A K Gupta, Mgr(E) regarding Works at Depots Bharatpur, Ajmer & Hanumangarh. Office Up-gradation Project. CAPEX Contract Empanelment of Parties- Civil, Mechanical Electrical etc.

		<ul style="list-style-type: none"> • Electrical Audit/ Electrical Compliance Contracts/Monitoring. • RVI AMC Contract. • AMC for DU contract • Audit Co-ordination & all other Co-ordination with Finance e.g. OSL, WIP etc. • Flexible Pipe/ HDPE Tanks/ Innovations • Technical supports for various Tenders. • Other works assigned time to time.
5.	A.K. Nigam Sr. Mgr. (Engg.)	<ul style="list-style-type: none"> • Retail Development Works for all Divisions. • RVI/HMS/Unipole – Overall Co-ordination for Implementation, call ups payments etc supported by Sh M S Milkee & Sh Love Goel. • Tracking & monitoring of BGs submitted for all works in Department. • Vendor Data Record & Updation. • Other works assigned time to time.
6.	A K Gupta Manager (Engg)	<ul style="list-style-type: none"> • All Non Plan Works (except automation) at Depots – Bharatpur Ajmer & Hanumangarh. • To work in close coordination with Sri Jawaid Akmal, Sr Mgr(E) regarding Depot/Terminal Works at all locations i.e Jodhpur, Chittorgarh & Ajmer. • Major projects at Consumer/ Railways Locations. • All Engg works at AFSs. • Other works assigned time to time
7.	M S Milkee AM(E)	<ul style="list-style-type: none"> • Retail Development works in close co ordination with / under guidance of Sri A K Nigam, Sr Mgr(E) • Unipole & New RVI contract – Implementation, roll out, call ups, payments etc. • Role of site Engineer for works at various locations • Engg Co ordination for proposed terminal at Jaipur. • AMC for DU Contracts tender invitation- assist Sh Jawaid.
8.	Love Goel EO	<ul style="list-style-type: none"> • Terminal Automation works – To work in close co-ordination/ under guidance of with Sri Sanjoy Bhattacharjee, SM(E) • Retail Development Works- Support to Sri A K Nigam Sr Mgr(E) in inviting tenders, HMS roll out. • Role of site Engineer for works at various locations • RVI/HMS – Control on Contract, Placement of call up orders & Payment etc. • Maintaining Engineering library, Software, Manuals & Circulars.

B C Naranja
SOW

- All Terminals, Depots & AFS Works- Report to & Assist Sh Jawaid Akmal.
- Role of Site Engineer
- Reports /Monthly returns to Labour Deptt- Assist SK
- Monthly & Quarterly Report to HO - Assist SK.
- Horizontal Tanks Plate Inventory – Assist SK.

S K Roy
Assistant

- Report & Assist Sh Sanjoy Bhattacharjee SM(E) for all works.

- All officers to directly report to CEM for works assigned. Close co-ordination for related works at locations with other colleague is prime requirement.
- All officers to submit detailed action plan for their respective area of work latest by 31.05.2011.
- Concerned section in-charge shall forward their monthly MIS to Sh Sanjay Kumar by 2nd of every month who will compile and put up to CEM for onward submission to HO latest by 5th of every month.
- Draft reply to audit paras shall also be submitted by the concerned officer to CEM for onward submission.
- Officers shall be nominated as Site Engineer and Engineer In-charge & TCC irrespective of the work areas as per requirement. Wherever, they are already nominated as above role for specific sites, they will continue till the closure of the contract.
- Other works as and when come up, shall be allocated on need based requirement.



(Vibhash Kumar)
Chief Engg. Manager

CC: GM, RSO
CC: All HODs, RSO
CC: All Divisional Heads
CC: All Engineers at Divisions.