

# **CENTRAL RAILSIDE**

**WAREHOUSE COMPANY LIMITED**

(A Govt. of India Enterprise- Mini Ratna)

CIN: U63023DL2007PLC16576

No. CRWC/V-Circular /15-16/2562

Date: 18.09.2015

## **OFFICE ORDER**

The duties and responsibilities of staff of the Engineering Section are allocated as under:

### **1. Sh. Ajit H. Dharmadhikari, Manager (Engg.)**

He will be responsible for following works:

New projects, surveys, Project Reports, CSR Projects, Preparation of lay out plan/ drawings and appointments of civil & structural consultants, approval of drawings, review/ checking of the project estimates, replies to Vigilance Division observations/ paras, arbitration and court cases in respect of Engineering Section.

Any other works as assigned from time to time by the SE.

He will be assisted by Mrs. Maheshwari Uniyal, Sr. Office Assistant.

### **2. Sh. Pankaj Singh, AM (Civil)**

He will be responsible for following works:

Preparation of project reports, preparation / checking of detailed estimates, checking of running bills as well as final bill including technical sanction, cost index etc in respect of following centres:

- (a) RWC, Ghaziabad.
- (b) RWC, Shakurbasti
- (c) RWC, Dankuni
- (d) RWC, Agra.
- (e) RWC, Nishatpura, Bhopal.
- (f) RWC, Alamnagar, Lucknow

He will also look after construction & maintenance works at above centres.

He will report to Manager Engineering.

In addition to above, any work assigned to him by the SE from time to time.

### **3. Sh. Nayan Jyoti Patagiri, AM (Civil)**

He will be responsible for following works:

Preparation of project reports, preparation / checking of detailed estimates, checking of running bills as well as final bill including technical sanction, cost index etc in respect of following centres:

- (a) RWC, Badnera
- (b) RWC, Roza
- (c) RWC, Kandla
- (d) RWC, Dehri-On-Sone
- (e) RWC, Samathnagar
- (f) RWC, Hatia Rachi.

He will also look after construction and maintenance works at the above centres.

He will report to Manager Engineering.

In addition to above, any work assigned to him by the SE from time to time.

#### **4. Sh. Dattatray Bedray, AM (Civil), RWC, Jogeshwari, Mumbai:-**

He will look after all the construction and maintenance works of civil at RWC, Jogeshwari, Maharashtra.

In addition to above he will also be responsible for the construction & maintenance works at the following centres.

- (a) RWC, Saswad Road, Pune.
- (b) RWC, Nasik Road.
- (c) RWC, Koodalnagar (Madurai)
- (d) RWC, Korukkpet (Chennai)

He will report to Manager Engineering.

In addition to above, any work assigned to him by the SE from time to time.

#### **5. Sh. Ravindra Kumar Patel, Executive (Civil), RWC, Whitefield Bengaluru:**

He will look after all construction & maintenance work at RWC, Whitefield Bengaluru & RWC, Mysore .

He will report to Manager Engineering.

In addition to above, any work assigned to him by the SE from time to time.

#### **6. Sh. Avdhesh Singh, Executive (Civil)**

He will look after all works pertaining to corporate office building and LIG flats at Mayur Vihar.

He will also be responsible for liasioning for new projects, approval of ESP from Railways, preparation of layout plan . Feasibility Studies etc.

He will report to SE.

#### **7. Sh. Vikas Kumar, Executive (Electrical)**

He will be responsible for all electrical works of all the centres including corporate office except RWC, Jogeshwari, RWC, Pune and RWC, Nasik.

He will report to Manager Engineering.

In addition to above, any work assigned to him by the SE from time to time.

8. Sh. Anil Powar, Executive (Electrical), RWC, Jogeshwari, Mumbai.

He will be responsible for all electrical works at RWC, Jogeshwari, RWC, Nasik and RWC, Pune.

He will report to Manager Engineering.

In addition to above, any work assigned to him by the SE from time to time.

9. Sh. D.P. Bisht, Executive Advisor (Civil)

He will be responsible for following works:

Project Reports, Feasibility Studies, preparation of tender documents, processing of tenders, Any other works as assigned from time to time by the SE.

He will report to SE.

10. Ms. Aisha, Sr. Stenographer

She will assist to Superintending Engineering. She will also assist to Executive Advisor (Civil) for all works related with tender.

11. Mrs. Maheshwari Uniyal, Sr. Office Assistant

She will assist to Manager Engineer in accomplishing his duties. She will also do all typing works of Engineering Section except tenders.



(Saleem Ahmed)  
Superintending Engineer

To,

**Individual Concern.**

Copy to:-

1. DGM (LOM), CRWC, C.O., New Delhi.
2. Manager (F&A), CRWC, C.O. New Delhi.
- ✓ 3. Executive (IT) for upload on website.
4. PS to MD for information please.
5. Mrs Sarabjit Kaur for PMS work  
H.R. Dept.