

## PIN POINTED DUTIES OF CPRO, SR.PRO/RANCHI, PRO/I/GRC & PRO/II/GRC

<b>CPRO</b>	<b>Sr.PRO/RANCHI</b>	<b>PRO/I /GRC</b>	<b>PRO/II/GRC</b>
Overall responsible for external PR as well as internal PR.	Overall responsible for external PR as well as internal PR at Ranchi.	General Administration including staff matter. Maintenance of leave register. All matters related to office vehicle, compliance and communication on Audit /Accounts observation & stock verification reports. Procurement of office stationary from GM's Store. Publicity in Social Media as well as to deal all web related issue. Updating of "Face book", "Twitter" and video for "You tube" pages of South Eastern Railway in regular measure including Twitter Handling of GM/SER. Daily submission of Comments to GM received in social media pertains to this railway. Passing of all sorts of Advt. bills and, miscellaneous bills etc. To conduct social media workshop as and when required. Hospitality and other imprest and it's keeping its accounts. Clearance of outstanding bills. All works related to passing of all miscellaneous bills including telephone / newspaper bills.	Preparation, correction of DTP, Checking of vernacular translation & Release of Classified /Display Advertisements to Newspapers/Periodicals based on Railway Board's extent policy, directive for such release and to obtain sanction of the competent authority. Issue of press release as and when required.
Feedback to the management. Apprising GM/AGM on issues of Public interest and complaint.	Feedback to the management i.e. Sr.DCM & DRM/RNC. Apprising CPRO on issues of Public interest and complaint.	Responsible for external PR as well as internal PR. Dealing the MP, MLA reference cases and parliamentary questions etc.	Compilation & updating of Media list with the approval of CPRO. Maintenance of Monthly media statement state/language wise.
Liaison with press and media with the active assistance of Sr.PRO/PROs for all coverage of railway programmes including MR/MOSR visit and	Liaison with press and media with the active assistance to Sr.DCM/Ranchi for all coverage of railway programmes including MR/MOSR visit and other administrative functions etc.	Preparation and submission of Budget proposal and plan expenditure as per budget estimate etc. Preparation of News Paper Budget. Highlighting and correspondence on Public grievances/complaint posted in face book, twitter and RTI cases.	Checking of Classified / Display Advertisement. Submission of Media list in connection with the release to CPRO for approval. Coordination with the statistical department in

other administrative functions etc.			connection with the printing and publication of Annual Reports.
Other assignments given by GM/AGM from time to time.	Other assignments given by Sr.DCM/ DRM/Ranchi from time to time.	Articles/News for Indian Railways & Bharatiya Rail Magazine is to be collected from various departments of Divisions and Headquarters and pursue to get it published. Coordination and liaison with different departments at HQs to collect information related to good work done by the department concerned and put up the same to General Manager and arrange publication. Writing Articles, news, success stories for Railway Board, IR Magazines & House journal.	Organizing and make Arrangements for participation in Railway Exhibitions and also maintenance of Inventory Register for Exhibition materials.
	Preparing of Press Clipping Pad for DRM/Ranchi.	Processing for procurement & disposal of obsolete office appliances. Maintenance of Photo-copy machine, computers & misc. Office items related to office machines including Fax. Processing for procurement & disposal of materials of Studio section.	Production of publicity materials – brochures, back drop, folders, pamphlets & banner for specific functions.
	Mailing of Press Information Clippings to CPRO/GRC	Assisting CPRO in better press relations for organizing coverage including preparation of brief for CPRO's press conference.	Publicity in Print & Electronic Media. Liaison with Media for better relations & image building. Assisting CPRO in better press relations for organizing coverage specially electronics and print media.
	Issue Press Release to disseminate information related to trains movement, breaches, accidents and any other special announcement/programmes.	All work in connection with the printing of in-house magazine. All PR department related works in connection with Railway Week, Independence Day and Republic Day programme.	Co-ordination for MR/MOSR functions proposals, arrangements and associate works.
		Preparation and submission of press clipping for	Processing files, collection of

		GM as per convention on daily basis. Framing of rejoinder as and when necessary. Official spokesperson in absence of CPRO.	documents relating to Film Shooting Permission.
	Information materials/documents to be prepared and to be supplied to DRM/RNC for press.	Drafting and issuance of Press Releases and its transmission after approval. Organizing Press Conference and Press tour and related activity.	Processing & Enlistment of Advertising Agencies – assistance to Committee – Tabulation – Obtaining GM's approval etc.
	Preparation of talking point of Hon'ble MR/MOSR programme at Ranchi.	Process and Procurement of office furniture/appliances. Maintenance of stock Registers for office furniture and proper supply of stock and non-stock items viz. Stationery and forms and other materials from the supplying authorities. All matter related to Raj Bhasa, office maintenance, discipline etc.	Obtaining approval & sanction of the competent authority for Special releases at DAVP as per rate fixed & Non-DAVP publications including arrangement of 'Fund' from all Executive Departments.
	Drafting of GM's Speech during his visit at Ranchi.	Manning of Emergency Control as and when required and disseminates information as per the situation.	Any other work that may be entrusted by CPRO
	Arrange press meet for MR/MOSR/GM and DRM/RNC as and when directed.	Writing Articles, news success stories for Railway Board, IR Magazines & House journal. Writing Articles, news, success stories for Rly Board, IR Magazines & House journal.	
	Any other work that may be entrusted by Sr. DCM/RNC and CPRO.	Any other work that may be entrusted by CPRO.	

**PIN POINTED DUTIES OF OFFICE STAFF**  
**OF PUBLIC RELATIONS DEPARTMENT**

Name	Designation	Pin Pointed Duties
Sri Kaniska Kumar Basu	Ch. OS	Correspondence for release of display advt., Preparation of PR Budget, PR Expenditure, Empanelment of Advt. Agency, all sorts of Printing job related works & Correspondence, Maintain Hospitality Fund, documentary shooting matters etc. All sorts of outsourcing matter. Digital media coverage matter viz. Cinema slide, jingles etc. E-tendering of press clippings and social media agency and empanelment matters of advt. agencies, GST matters, Overall In-charge and supervision of Media and Accounts sections of PR Deptt. etc. Others jobs entrusted by CPRO/Sr.PRO/PROs as and when required.
Sri Subimal Haldar	OS	Preparing media for all classified advertisements, PR No. booking in PR register after approval of competent authority, media distribution, calculation on media register, preparing monthly statement of classified advt., checking and comparing of DTP, maintaining expenditure register, yearly expenditure to be sent to Railway Board.
Smt. Rina Kirtania	OS	Receiving and checking of Advt. Bills with relevant documents, Checking of Release Orders and Cross Checking with DAVP rates, Liaison with Accounts Dept. and other executive Departments. Processing and passing of Tender Bills, Processing and passing of Display advt. Bills, Processing and passing of Telephone Bill, Miscellaneous bills etc. Also assist Sri Subimal Haldar, OS as and when required.
Sri Ujjal Kumar Das	OS	Overall supervision of clerical and group "D" staff, Office Maintenance, Maintenance of Cash Imprest, Establishment Matter, Newspaper Bill, Preparation of Master Roll, Audit Replies, All Staff Matter and Store matter, office vehicle matter, office upkeep matter. Receiving and Dispatch, Maintenance of Dak, , Leave maintenance etc. He will also be responsible of tendering/e-tendering of office vehicle and passing of bills.
Sri Subrata Chatterjee	OS	To deal with Parliament Questions, RTI Cases, In-house Magazine, Exhibition, Model SOP, Film Shooting, MP & MLA cases, independently. These apart, Sri Chatterjee will also assist all the works entrusted to Sri K K Basu, Ch.OS as described above and will also co-ordinate with Engg. Deptt. for E-tendering of press clippings and social media agency.
Smt. Pratiti Guha Sen	Ty. Junior Clerk	To assist for all work of Smt. Rina Kirtania, OS viz. Receiving and checking of Advt. Bills with relevant documents, Checking of Release Orders and Cross Checking with DAVP rates, Liaison with Accounts Dept. and other executive Departments. Processing and passing of Tender Bills, Processing and passing of Display advt. Bills, Processing and passing of Telephone Bill, Miscellaneous bills etc. She will also do all sorts of typing job of media and accounts section as and when required.

**NB: In absence of assigned staff, other concerned staff will look after the works of assigned staff as per direction of competent authority.**

Sri Ambar Sundar Bose	Ch. Publicity Inspector	Screening of daily newspapers, Translation into English from Bengali and other regional languages as per requirement, Preparation of Press Clipping Pads for GM and MR/MOSR/CRB & Board Members as and when required, Issue of publication of in house journals, Press visit for important publications during railway functions, Special roll in the wake of publicity management particularly in accident/derailment , Preparation of MCDO, Preparation of Calendar of Events, Collection of data from other departments for incorporation in GM's Annual Report etc., Issue of important Press Release and rejoinders, Bringing out of publicity materials viz. Brochures, Leaflets, Booklets , After screening of the newspapers, synopsis of news to be prepared for onward dispatch to Railway Board. Monitoring of print media. Complete report of function where Hon'ble PM, Hon'ble MR and Hon'ble MOSR present to be prepared and sent to Board. System to be made to keep good relations with journalists and editors etc. by visiting media houses time to time. Overall incharge of PIJ section and to assist the others Inspectors as and when required. Maintaining data file. Look after the job of others CPI in case of absence or on leave. Preparation and issue of Press Release during Non-office hours/days/holidays as and when required in consultation with PRO/II.
Smt. Soma Das Bose	Ch. Publicity Inspector (Social Media)	Operations of Social Medias and feed back to higher officials, preparation of GM's Press Clipping Pad and synopsis to be prepare and sent to Rly. Bd, Translation of Brochure and advertisement matters into regional language, Proof Reading of all kind of publication materials, Arrangement for sending write ups, news along with photographs for publication of railway magazines and Indian Railways News Letter, Collection of data from operating and other departments for incorporation in Indian Railways Magazine/Bharatiya Rail Magazine. Close liaison with Emergency Control for train related information for media. Monitoring of print, electronic and social media and social media publicity. System to be made to keep good relations with journalists and editors etc. by visiting media houses time to time. Develop strategy and plan for image building of this railway through social media. Endeavours to be taken to increase followers in social media platforms. Tweets of Hon'ble MR, Hon'ble MOSR to be re-tweeted in social media platform having no political contents. Bengali translation of press releases to be done. Conduct social media workshop from time to time at HQ and Divisions. To monitor outsourcing job of entire social media management. Monitoring and necessary action regarding compiling 360 degree. Look after the job of others CPI in case of absence or on leave. Uploading of train information and other matters related with railway activities in social media in consultation with PRO/I as and when required during non-office hours/days/holidays.

Sri Jitendra Kumar Singh	Ch. Publicity Inspector (Network)	Screening of Hindi Daily Newspapers, Preparation of Press Clipping Pads, preparation of Press Releases and issue the same, Compliance of GM/AGM's remarks as endorsed in press clipping pads, Dealing with Public Grievances cases appeared in different newspapers, E-mail and FAX of all medias, Coverage of Hindi Meeting mainly Rajbhasa Meeting, Issuing of Hindi Press Release, Move to different departments for Hindi activities. After screening of the newspapers, synopsis of news to be prepared for onward dispatch to Railway Board. System to be made to keep good relations with journalists and editors etc. by visiting media houses time to time. Hindi translation for all sorts of publicity materials and press releases to be done. All media reports are to be uploaded through Google Drive as per directives of Rly. Bd. received time to time. Monitoring and necessary action regarding compiling 360 degree. Prepare article for Bharatiya Rail Magazine. Maintain and upgrade all contact details of press reporters all over SER jurisdiction and Cuttack, Bhubaneswar and Dhanbad. Look after the job of CPI(Social Media) in her absence or leave. Active initiative to be taken for releasing press releases, sending e-mail to media during non-office hours/days/holidays in consultation with PRO/II.
Smt. Kalawanti Singh	Sr.Publicity Inspector	Screening of Hindi Daily Newspapers, Preparation of Press Clipping Pads, Compliance of DRM/ADRM's remarks as endorsed in press clipping pads, Dealing with Public Grievances cases, highlighting of public grievance appeared in different newspapers, in case of disruption of train services information to be sent through E-mail and FAX to all medias, issue of Press Release, Move to different departments for Hindi activities. After screening of the newspapers, synopsis of news to be prepared for onward dispatch to Railway Board and Headquarters,GRC. Monitoring of print, electronic and social media. System to be made to keep good relations with journalists and editors etc. by visiting media houses time to time. Develop strategy and plan for image building of this railway through social media. Tweets of Hon'ble MR, Hon'ble MOSR to be re-tweeted in social media platform having no political contents. Hindi translation for all sorts of publicity materials and press releases to be done. Conduct social media workshop from time to time.
Sri Debendra Nath Laha	Production Assistant	In house posters, Design Development for Calendar, Time Table etc., Designing and making of final art work for various production & publicity job, Book Cover, Designing of SER's exhibition stall/pavilion, Designing of templates and other materials for Social Media. Supervise the outsourcing job of social media materials.

**NB: In absence of assigned staff, other concerned staff will look after the works of assigned staff as per direction of competent authority.**

Sri Soumitra Kumar Chakraborty	Ch. Photographer	Overall in-charge of studio section and will supervise all the works of studio section, Coordination of Photo and Video coverage of VIP functions, Coverage of Inaugural, Commissioning, Flagging off of New Trains, Laying of foundation stone functions, train service disruption, Monitoring of production of photographs, videos etc. for print, electronic and social media.
Sri Satadal Majumdar	Sr. Photographer	Photo coverage of various important assignments e.g. VIP visit, GM Inspection, Railway Week Function, Celebrations of different days, Photography of various developmental works at divisions.
Sri Bikas Sarkar	Sr. Photographer	Overall video coverage of all important functions, VIP visits, Video editing, Final production of videos for use at Railway Board's level and local level. Preparation of video for social media.
Sri Subrata Roy	CNC	Photo coverage of various important assignments e.g. VIP visit, GM Inspection, Railway Week Function, Celebrations of different days, Photography of various developmental works at divisions and train service disruption coverage. Maintenance of photo/video library.
Sri Subir Banerjee	Ch. Typist	Typing job of PR Deptt. Assisting CPRO for all ministers programme for preparation of brochure, invitation card etc. Preparation of talking points of Ministers, GM and VIPs, assisting CPRO for drafting special reports.
Sri Ranjan Dutta	PS-II	Devising and maintaining office system including date management and filing, arranging travel, visas and accommodation and occasionally travelling with the superior to take notes or dictation at meetings or to provide general assistance during presentations, screening of phone calls, inquiries and requests and handling them when appropriate, reading, monitoring and responding to CPRO's official email, meeting and greeting visitors, answering phone calls and liaison with media people competently, preliminary drafting of correspondence, delectating works in absence of CPRO, diary management, planning and organising meeting with ad. Agencies and media, taking action points and writing minutes of the meeting, preparing papers for CPRO's conference and meetings, taking dictation, planning and organising various events as desired by CPRO, preparation of presentation (PPT), sourcing and ordering of office equipments. Maintaining of file and papers of APAR of Officers and staff.

**NB: In absence of assigned staff, other concerned staff will look after the works of assigned staff as per direction of competent authority.**

**Group – “D”**

<b>NAME</b>	<b>DESIGNATION</b>	<b>PIN POINT DUTIES</b>
Sri Jayprakash Singh	Jr.Record Sorter	Attends office at morning hours for opening, cleaning, receiving newspapers / journals & closing of office in split roster. Attend CPRO in absence of deputed peon.
Sri Kalyan Kr. Banerjee	Peon	Deputed for local dak and other official activities under control of OS/G
Sri Gulab Chand	Peon (Re-engaged)	Attends office afternoon and attached to CPRO for official duty and deputed to arrange closure of entire office at late evening hours in absence of any regular peon.
Sri Sanjay Kumar Rawat	Peon	CPRO's duty, delivering DAK outside HQ. Maintaining CPRO's office record.
Sri Arik Sharma	Duftary	Attached to PRO-I and PIJ Section.
Smt.Anjali Choudhury	Peon	Attached to PRO-II Media and Accounts section.
Md.Asghar Hussain	Khalasi	Attached to work at General section for all sorts of miscellaneous and official work Preparation of Press Clipping Pad.
Sri Malay Sarkar	TADK	Telephone Attendant and Dak Keeper of CPRO.

Note: All Gr. D staff are instructed to attend office every Saturday on rotation basis. Sri Gulab Chand, re-engaged peon will have attend office every Saturday.