

## CIVIL

### 1. Mr. Praveen Kumar, GM, Civil (Projects)

- Responsible for planning, execution and commissioning of doubling projects.
- Monitoring and managing other civil works of doubling projects.
- Coordinating and interfacing with Railway related disciplines such as Track laying works, safety aspects relating to Railway construction etc.
- Coordinating with tender executing agencies
- Responsible for planning, tender document preparation bidding execution etc.
- Responsible for railway construction including clearance and certification from CRS etc.
- Any other works entrusted by MD & Dir (P&P) from time to time.

### 2. Mr. N.C Patra, AGM, Deputation (Civil- Projects)

- Responsible for planning, execution, preparation of tender document for
- Doubling projects of K-RIDE.
- Liasion with SBC Division regarding doubling projects.
- Visit to field and supervise the inspection of all civil works and others works related to Doubling projects of K-RIDE.
- Monitoring approvals of GAD for Major, Minor Bridge, Foot Over Bridges and etc.,
- Assist GM/Civil (Projects) regarding all works of the Doubling projects.

### 3. Mr. M. B Sreenivasan, Sr. Manager (Civil)

- Assist GM/Civil (Projects) for planning and execution of doubling projects.
- Any other works entrusted by Superior officers from time to time.

### 4. Mr. K. Ravi, Sr. Manager (Civil)

- Assist GM/Civil (Projects) regarding all works of the doubling projects.
- Assist AGM(Civil-Projects) in planning & execution of civil works b/w BYPL- HSRA section and preparation of BoQ and tender document in connection with Doubling projects of K-RIDE.
- Liasion with SBC Division regarding doubling projects.
- Any other works entrusted by Superior Officers from time to time.

### 5. Mr. Syed Usman, AM (Civil)

- Assist AGM(Civil-Projects) and Sr. Manager (Civil) in planning and execution for DL Project from BYP- HLE section and preparation of tender document.
- Liasion with SBC Division regarding doubling projects.
- Any other works entrusted by Superior Officers from time to time.

### 6. Mr. M.S. Pradeep, Sr. Executive/Civil

- Assist Sr. Manager (Civil-Projects) in planning and execution of Doubling project of BLRR yard works, station building & other civil works at BLRR and station building at Huskur and etc.
- Any other works entrusted by Superior Officers from time to time.



**7. Mr. Lohit I Naik, Sr. Executive/Civil**

- Assist Sr. Manager Civil-Projects) in planning and execution of major bridge works b/w BYPL-BLRR section in Doubling projects of K-RIDE.
- Any other works entrusted by Superior Officers from time to time.

**8. Mr. Saurabh Sharma, DM/Civil**

- Assist Sr. Manager Civil-Projects) in planning and execution of major bridge works b/w BLRR-HSRA section in Doubling projects of K-RIDE.
- Any other works entrusted by Superior Officers from time to time.

**9. Mr. Ramesh Reddy, Sr. Executive/Civil**

- Assist Sr. Manager Civil-Projects) in planning and execution of Reach works b/w HLE-HSRA section in Doubling projects of K-RIDE.
- Any other works entrusted by Superior Officers from time to time.

**10. Mr. Ghanshyam Madhukar Rao, DGM/Civil**

- Assist GM/Civil (Projects) regarding all works of doubling projects b/w YPR- CSDR section.
- Any other works entrusted by Superior Officers from time to time.

**11. Mr. Monu Kumar Jha, Manager/Civil**

- Assist GM/Civil (Projects) regarding all works of doubling projects b/w YPR- CSDR section.
- Any other works entrusted by Superior Officers from time to time.

**12. Mr. Nikhil U Jovel, Sr. Manager/Civil**

- Assist AGM/Civil (Projects) regarding all works of doubling projects at AEK station building.
- Any other works entrusted by Superior Officers from time to time.

**13. Mr. Nandeesh H V, Sr. Manager (Civil)**

- Working as Sr. Manager in Corridor-4 (HEL-RNN) and assisting HD and AGM in various technical and contractual works.
- Involved in works related to elimination of Level crossings (LC) along C-4 corridor.
- Co-ordinating with Design consultant, P&D, Railway Division and Railway HQ for finalization of GAD for ROB/RUB in lieu of Level crossings along C-4 corridor.
- Assisting ED and AGM in preparation of tender documents for ROB/RUB construction.
- Co-ordinating with Govt bodies for getting necessary approval or clearances for execution of above works.
- Any other works assigned by superior officers from time to time.

**14. Mr. B. Pravindra Kumar, GM (Civil/C-1)**

- Assisting to Director Project Planning (DPP) for Planning and Tendering of Corridor-1 BSRP.
- Leading a group of dedicated KRIDE officers for Corridor 1 works.
- Responsible for planning, tendering, execution and completion of Corridor-1 project.
- Coordination with GC Experts (PD) for preparation and finalization of Corridor 1 tenders including Cost Estimation and Tender documents.



- Reviewing of land requirement and land plans, related to Corridor 1 construction.
- Finalizing contractor billing related works, if required.
- Responsible for reviewing of contract and project management of Corridor 1.
- Advised for frequent site visits with other concerned department to finalize the issues related to alignment & station locations.
- Initiating internal Notes for subsequent approvals from the concerned project department of KRIDE.
- Finalization of Minutes of Meeting and involved in the Corridor 1 project related discussion with GC and KRIDE internal department.
- Attending the regular Meetings with General Consultant (GC) for tracking the progress of tendering and other preliminary activities of Corridor 1.
- Involved in the preparation and floating/notifying process of tendering.
- Responsible for Public representation, MLA/MB Parliament etc.
- Co-ordination with statutory department like BBMP, SWR, BMRCL and other stake holders of the project.
- Responsible for all correspondence with GC for tendering and execution of corridor 1.
- Any other BSRP related works as delegated by DPP & MD and other superior officers.

**15.Mr. Dr. Narendra B.S, GM/Civil – Design**

- Review of structural designs of elevated and underground stations, viaduct and depot structures submitted by the Detailed Design Consultant (DDC)
- Review of geotechnical designs and reports submitted by the DDC for the foundation systems, retaining walls and reinforced earth walls for the elevated and underground stations, viaduct and depot structures.
- Guiding the Civil Engineers in construction quality, as and when needed.
- Construction support, checking and supervising the activities related to construction sequence of stations, viaduct and depot.

**16.Mr. J Srinivasulu, JGM/C1**

- Assisting to ED/CI for Planning and Tendering of Corridor-3 BSRP.
- Involvement in the process of Corridor 3 alignment finalization in consultation with Railways.
- Involvement in the process of Corridor 1 Airport link-alignment finalization in consultation with RITES.
- Corridor 1 tender document submission by GC - Reviewing the Scope of work, employer's requirement, pricing schedule etc. and remarks to ED/C1.
- Handling of contractor/vendors billing related works as suggested by ED/C1.
- Cost Estimation review for Corridor 1 Elevated section.
- Drafting a letter to M/s RITES to expedite the alignment finalization.
- Attending site visit/meeting with Airport/Railway authority for CI and C3 related issues finalization.
- Attending Internal Project Progress Review meeting for BSRP.
- Any other BSRP related works as delegated by ED/C1.

**17.Prakash Gaonkar – DGM-1/C1**

- Assisting to ED/CI for Planning and Tendering of Corridor-1 BSRP.
- Review of Cost Estimation for At Grade section of C1 PKG.
- Attending Site visit for collection of site related data.
- Involvement in any site survey for C1 & C3 along with GC representatives as directed by ED/CI.
- Cost estimation review for Bridges and LC elimination.
- Involvement in the Drawings approval process with other authorities for Bridges and LC's.
- Preparation of internal Notes to another department of KRIDE.



- Progress Monitoring for Corridor 1.
- Reviewing the tender document scope of work, employer's requirement, pricing schedule etc. and remarks to ED/C1.
- Involvement in the tender evaluation process.
- Any other BSRP related works as delegated by ED/C1.

#### **18. Rahul Byathnal – DGM/C1**

- Assisting to ED/CI for Planning and Tendering of Corridor-1 BSRP.
- Organising a meeting with GC and other department of KRIDE, related to CI works as directed by ED/CI.
- Preparation of Agenda and Minutes of Meeting and issuance of same as suggested by ED/CI.
- Review and compiling of tender documents for Corridor 1 and collecting remarks from concerned person of CI team.
- Any correspondence with GC related to CI works as directed by ED/CI.
- Cost Estimation review and compiling for CI PKG.
- Tender document upload in e-procurement portal.
- Drafting a letter to GC related to CI works.
- Involvement in the tender evaluation process.
- Preparation of internal Notes to another department of KRIDE.
- Attending Internal Project Progress Review meeting of BSRP.
- Involvement in the recruitment process of GC staff for Corridor 1 PKG.
- Progress monitoring for Corridor 1.

#### **19. Shreyamsha Prasad – DGM/C1**

- Assisting to ED/C1 for Planning and Tendering of Corridor-1 BSRP.
- Attending Site visit for collection of site related data.
- Involvement in any site survey for C1 & C3 along with GC representatives as directed by ED/C1.
- Reviewing the tender document scope of work, employer's requirement, pricing schedule etc. and remarks to ED/C1.
- Review of Cost Estimation for Elevated section of C1 PKG.
- Tender document upload in e-procurement portal.
- Preparation of internal Notes to another department of KRIDE.
- Any correspondence with GC related to CI works as directed by ED/C1.
- Progress Monitoring for Corridor 1.
- Involvement in the tender evaluation process.
- Any other BSRP related works as delegated by ED/C1.

#### **20. Varun Prasad - DM/CI**

- Assisting to ED/C1 for Planning and Tendering of Corridor-1 BSRP.
- Assisting to DGM/C2 for compiling of tender document and upload in e-proc portal for C1 PKG as and when required on priority.
- Attending Site visit for collection of site related data.
- Involvement in any site survey for C1 & C3 along with GC representatives as directed by ED/C1.
- Reviewing the tender document scope of work, employer's requirement, pricing schedule etc. and remarks to ED/C1.
- Progress Monitoring for Corridor 1.
- Review of Cost Estimation for Elevated and At grade section.
- Any other BSRP related works as delegated by ED/C1



**21. Ramesh R, AGM (CIVIL)**

- Assisting to General Manager for Utility shifting of water supply and sewer line, which are infringing with the proposed BSRP line.
- Attending Site visit with K-RIDE officials along with GC Consultant & L&T staff or Surveying the Existing lines which is infringing the proposed BSRP line.
- Conducting site visits along with K-RIDE, GC, and BWSSB officials to approve the Shifting and diversion plans of Sewer and water pipelines.
- Site visit and surveying along with BWSSB officials with a request to prepare a detailed Estimate for shifting the Existing water & sewer line.
- To Monitor with BWSSB officers towards preparing the estimate to Submit same to KRIDE for further Process.
- The Submitted Estimate from BWSSB will be checked with the current schedule of rates (CSR) the same will be forwarded by KRIDE to GC for approving the same for further process.
- The approved Estimate from GC is to be forwarded to the Finance Department for remitting the cost to BWSSB for taking up the work from BWSSB's end.
- After Remitting the amount to BWSSB monitoring for calling tender & take up the work and complete it within the stipulated time with BWSSB.
- Coordination between BWSSB, GC consultant, and KRIDE office for processing the above works.
- Coordinating with BBMP officials to resolve any issues relating to BSRP works.
- As and when required, coordinate with Forest officials to resolve project-related issues.
- Coordinating with other stakeholders, Railway and state Govt. departments as and when instructed by reporting officers
- Any other works as directed by the reporting officer.

**22. Mr. Vedula Sridhar, ED/Civil (Land, Project Co-ordination & C-4)**

- Responsible for planning and executing Civil works related to the BSRP C-4.
- Responsible for planning and construction of elevated structure of BSRP C-4.
- Responsible for inviting and finalizing contracts related to BSRP C-4.
- Responsible for inviting and finalizing tenders related to BSRP.
- Coordinating and interfacing with Railway related disciplines such as Track laying works, safety aspects relating to Railway construction etc.
- Responsible for planning, tender document preparation bidding execution etc.
- Responsible for construction including clearance and certificate from CRS etc.
- Responsible for all matters of land acquisition for BSRP including land survey and land policy.
- Responsible for all matters of EIA and SIA approvals, grievance of project affected persons, Safety Health and Environment (SHE) Policy, RLDA, land acquisition matter relating to alignment, Depot planning and station planning.
- Ensuring updation of information, physical and financial progress on various



websites/portals.

- Ensuring that the land team keeps itself updated on the developments in planning wing to ensure synchronous alignment of goals and objectives.
- Responsible for planning and construction of depots for BSRP.
- Any other works entrusted from time to time.

**23. Mr. Rajanna, Manager (Civil)**

- Looking after the technical work of land acquisition and utility shifting of BSRP.
- Co-ordinating with SWR as well as SBC division of Railways.
- Inspection of various field works from time to time and submission of Reports.
- Enumeration of trees, permission of felling of trees, land acquisition for depots.
- Taking over of Railway land.
- Transfer of Defence land.
- Acquisition of Government lands and Forest land.
- Building valuation.
- Any other works entrusted by Superior Officers from time to time.
- Attending to TEC Meetings.

**24. Mr. Sudheer Krishna M, Sr. Executive (Civil)**

- Assist GM (L, PC & C-4) in checking of technical sketches and JMC sketches for land acquisition, drawings etc.
- Preparation of BSRP Land boundary plans.
- Uploading land boundary plans in E. Dos of SWR.
- Scrutiny of JMC sketches.
- Any other works/duties assigned by superior officers from time to time.

**25. Mr. Awadesh Kumar, Sr. Executive (Civil)**

- Assist GM (Civil) related matters of BSRP.
- Accompanying land survey team for survey of Corridors of BSRP.
- Collection of all site details required for dealing with various authorities like Railway dept, BDA, BWSSB, Forest dept and other dept etc. Enumeration of trees.
- Attending to TEC inspection and meetings.
- Any other works/duties assigned by superior officers from time to time.

**26. Mr. Pragadeesh S., Dy. Manager (Civil)**

- Assisting GM (L, PC & C-4) in preparation of bid/tender document for various work technical supervision work.
- Environmental Impact Assessment (EIA) and Social Impact Assessment (SIA) of BSRP and other associated works like implementation of RAP, Environmental and Social Management Frameworks.
- Co-ordination with KfW, EIB & iDeCK for preparation of SIA & EIA reports.
- Co-ordination with BBMP & World Research Institute for Climate Resilience Plan for Bengaluru.
- Implementation of C & R Policy for BSRP.
- Updating of progress, physical and financial in various portals such as IRPSM, CMDT, etc.
- Any other works/duties assigned by superior officers from time to time.



**27. Mr. Gopala Krishna Rao, Consultant (Forest)**

- Co-ordination with forest department for getting permission for felling of trees.
- Interaction with TEC Committee.
- Planting and Transplantation of trees.
- Searching land for compensatory afforestation.
- Enumeration of trees.
- Co-ordination with DCF/Rural (Devanahalli Bangalore) for Depot land through PARIVESH Portal.

**28. Mr. Pandala Venkat Das, Dy. Manager (Civil)**

- Quantification of items of work involved for Corridor-4 of BSRP.
- Preparation of tentative tender drawings for Corridor-4 of BSRP.
- Preparation of Draft & Final Estimates for Corridor-4 & Depot DOC of BSRP.
- Assisting AGM & GM in preparation and finalization of Estimates for Corridor-4 & Depot DOC of BSRP.
- Assisting AGM & GM in preparation of Corridor-4 & Depot DOC Bid Documents of BSRP.
- Assisting AGM & GM in preparation of Prebid responses, Corrigenda and Addenda, if any of BSRP.
- Attending site visits for coordination with various Government agencies viz., Indian Railways, Trees, Utilities etc. in relation with the BSRP Works.
- Coordinating with other Senior and Junior staff for the above concerned works of BSRP.
- Any other works entrusted by AGM & GM from time to time.

**29. Mr. Ramesh Babu Bandi, AGM (Civil)**

- Assist GM (L, PC & C4) on Estimate & Bid document preparation, Prebid & Post Bid activity to finalise Corridor construction tender (at grade & Viaduct) for Corridor 4 of BSRP.
- Assist GM (L, PC & C4) on coordinating Mechanical/Rolling Stock/Electrical/S&T for information, Estimate & Bid document preparation, Prebid & Post Bid activity to finalise detailed Design Consultancy Services for Soldevanahalli and Akkupet (Devanahalli) depots serving all four Corridors of BSRP.
- Assist GM (L, PC & C4) on Estimate & Bid document preparation, Prebid & Post Bid activity to finalise Elimination of 11no.s Level Crossings along the Corridor 4 of BSRP.
- Assist GM (L, PC & C4) on Estimate & Bid document preparation, Prebid & Post Bid activity to finalise construction of 18 stations tender for Corridor 4 of BSRP.
- Responsible for pre-construction activities of Corridor 4 such as tracing Civil Utilities, finding out Encroachments in Railway/Private/Government lands, number of buildings affected & preparing their line of cut, assisting Trees identification team along the Corridor 4 Alignment of BSRP.
- Responsible in preparing Tender for shifting & reconstruction of Railway structures falling along the alignment of Corridor 4 of BSRP.
- Responsible for Geotechnical Investigation and Survey works for depots at Soldevanahalli and Akkupet (Devanahalli) serving all four corridors of BSRP.
- Managing Staff (DGM, 3 DMs, AM, Sr Executive & 4 GC) responsible for Corridor 4 & Depots of BSRP in achieving the above tasks.

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**30. Mr. Manoj H K, Assistant Manager (Civil)**

- Coordination with Railways for identification and removal of infringements of corridor-4.
- Coordination with Railways for identification and removal of encroachments of corridor 4.
- Preparation of estimation & BOQ for reconstruction of new quarters, railway buildings and dismantling of existing structures in corridor 4 alignment.
- Co-ordination with BBMP (forest) dept for tree cutting & transplantation in corridor-4.
- Field checking of BMRCL approved drawings, crossing corridor 4 alignment at site.
- Assisting AGM civil in pre-bid queries for corridor 4 tender works.
- Evaluation of technical bids of corridor 4.
- Review, Inspection and monitoring of project sitework.
- Any other work entrusted by superior officers from time to time.

**31. Mr. Vijay Kumar, GM/C-2 Civil**

- Responsible for station planning and development including bids relating to BSRP including GCC, DOC, sec and SBD.
- Responsible for planning of BSRP corridors.
- Monitoring and managing other civil works of suburban project.
- Coordinating and interfacing with Railway related disciplines such as approval of alignment/drawing etc.
- Responsible for tender planning/estimation, tender processing, specification, terms of reference, alignment, Depot planning. Station planning.
- Responsible for monitoring of GC & DDC contracts.
- Responsible for all post procurement correspondence.
- Responsible for preparation of Progress Report/MCDO.
- Co-ordination with BMRCL, BBMP, DULT, Bangalore Mission and other stake holder for BSRP.
- Responsible for public representation, MLA/MP, Parliament.
- Ensure the safety and quality, water and sanitation, conducting seminar and training, Inspections, Legal matter, IGBC, commercial Development etc.
- Responsible for Bridge policy, Track policy, various Code Specifications, Structural designs, Architectural designs, Interface, BIM, CRS.
- Any other works entrusted by MD & Dir (P&P) from time to time.

**32. Mr. Anbu Ganapathy, DGM /C-2 (Civil)**

- Stretch # 2 (After Hebbal Station to Chikkabanavara)/Corridor # 2
- Supervising and monitoring civil works for the stretch allocated.
- Conducting weekly review meeting with GC & Contractor to ensure the time Lines of project.
- Co-ordination with other Govt. department for ensuring the smooth progress.
- Monitoring site work Progress ensuring safety & quality.
- Billing verification and certification against the GC certification on contractor.
- Contract management for civil works for the stretch allocated.
- Ensuring proper implementation of QA/QC post award of EPC contract for the stretch allocated.
- Any other works entrusted by GM & AGM/JGM & other officers from time to time.

33. Mr. K Kesavan, DGM /C-2 (Civil)

- Stretch # 1 (Benniganahalli and up to Hebbal station)/Corridor # 2
- Supervising and monitoring civil works for the stretch allocated.
- Conducting weekly review meeting with GC & Contractor to ensure the time lines of project.
- Coordination with other govt department for ensuring the smooth progress.
- Monitoring site work Progress ensuring safety & quality.
- Billing verification and certification against the GC certification on contractor.
- Contract management for civil works for the stretch allocated.
- Ensuring proper implementation of QA/QC post award of EPC contract for the stretch allocated.
- Any other works entrusted by GM & AGM/JGM & other officers from time to time.

34. Mr. Yashwanthrao Biradar, Sr. Manager/C-2 (Civil)

- Assist GM/Civil/Corridor- 2 regarding all works of BSRP Corridor-2.
- Assist GM/Civil in preparation of correspondence letters of GC & Contractor in connection with BSRP corridor-2 works.
- Preparation of progress updates, preparations of presentations for review meetings and discussions.
- Review, inspection and monitoring of project site work as and when required.
- Updating of various design submission from contractor and follow-up to GC for approvals and comments if any.
- Any other works entrusted by Superior Officers from time to time.

35. Mr. Busi Ranga Rao, Dy. Manager /C-2 (Civil)

- Site supervision including utility shifting, tree cutting, land acquisition monitoring etc.,
- Site inspection along the alignment for construction activities.
- Preparation of draft report, PPT etc.
- Assisting Dy. General Managers for site related activities.
- Quantification of items involved in the project work for civil works.
- Any other work entrusted by superior officers of the dept.

36. Mr. Vikas Kumar, Dy. Manager/C-2 (Civil)

- Site supervision including utility shifting, tree cutting, land acquisition monitoring etc.,
- Inspection of various field work from time to time and submission of report.
- Inspection of utilities identification on the alignment.
- Assisting Dy. General Manager (Civil) in supervision of all site work.
- Any other work entrusted by superior officers from time to time.

37. Mr. Sanketh Kulal D, Asst. Manager/C-2 (Civil)

- Site supervision including utility shifting, tree cutting, land acquisition monitoring etc.,
- Inspection of various field work from time to time and submission of report.
- Assisting Dy. General Manager (Civil) in supervision of site work.



- Review, Inspection and monitoring of project sitework/supervision of site work.
- Any other work entrusted by superior officers from time to time.

38. Ponnappa K. C, EA to Dir(P&P)

- Providing complete administrative and secretarial support to the Managing director ensuring smooth management of his day-to-day engagements and most effective use of his time.
- Handling sensitive, confidential and complex matters in a professional and objective manner.
- Managing director's electronic diary, assessing priority of appointments and reallocation as necessary.
- Processing director's correspondence, monitoring and responding to all official emails that are addressed to MD as per MD's directions, organizing inbound emails into appropriate folders and any relevant information to be copied into the correct file on the hard drive.
- Managing appointments, upcoming engagements, invitations and other requests and keeping MD updated about the same.
- Ensuring MD's daily schedules and travel arrangements are managed effectively and troubleshooting problems.
- Filtering general information, queries, phone calls and invitations that are directed to MD by redirecting or taking forward such contact as appropriate.
- Maintaining an updated inward and outward register for all the files and correspondences of MD.
- Maintaining cordial relations with other internal departments of the government and its officials for efficient coordination.
- Maintaining director's office systems, including data management and filing.
- Maintaining records of director's contacts.
- Assisting director in researching and following up with action on matters which fall within the director's responsibility — chasing responses, triggering follow-up action.
- Producing documents, briefing papers, reports and presentations for the director.
- Managing arrangements for trustees' and sub-committee meetings, including production/distribution of agenda and papers.
- Ensuring that MD is fully briefed about any engagements he is involved in, maintaining an accurate record of papers and electronic correspondence on behalf of the MD
- Drafting correspondences on behalf of MD, including the drafting of general replies.
- Scheduling meeting and Drafting minutes of meetings and other documents as per MD's directions.
- Attending visitors, officers, guests of MD.
- Providing a service that is in line with MD's work habits and preferences.
- Coordinating travel and accommodation requirements in connection with others and ensure arrangements in place for the MD match his requirements.
- Other duties as may reasonably be required by the director

**General Responsibilities:**

- Assisting in organizing corporate/public events, internal programs, training and development programs, workshops, group activities, meetings etc



39. Mrs. Dhanalakhmi V, Sr. Executive/Civil

- Monitoring and Co-ordinate with GC Project Team.
- Monitoring the work/updating the details and keeping track of day-to-day GC Contract.
- Scrutinising the CVs submitted by GC as per the Contractual requirements and Co-ordination with various departments for arranging interview of the shortlisted candidate.
- Updating the status of CVs daily/monthly as per the GC contract & conditions. Checking and certification of RA bills submitted by Contractor.
- Coordination with all HOD's correspondence GC Contract.
- Assisting in coordination with all departments for mobilization of experts as per schedule.
- Preparation of draft letters correspondence to GC contract. Assisting in clarification of the issues in contractual basis
- Preparing the status of GC Contract daily, weekly, and monthly basis.
- Coordination with the GC staff consultant any issues of GC Contract.
- Assist in preparation/review the tender document entrusted by Superior officers. Any other works entrusted by GM, AGM, JGM and other Superior Officers.
- Correspondence letters and file maintenance.

40. Santhosh Kumar S R, JGM (Civil)

- Responsible for station planning and development and co-ordination with iDeCK, BCG, GC and DDC for all corridors of BSRP.
- Responsible for Inviting tender for corridor -2 stations
- Responsible for MMI development around the station in BSRP project
- Responsible for coordination with Funding agencies related to stations and MMI.
- Responsible for station tender drawings.
- Responsible for Design and drawing submission to DULT, IR and BMRCL and Co-ordination approvals
- Site visits and execution methods proposed for stations and viaduct
- Finalization of station building plan, section and model in co-ordination with others.
- Responsible for monitoring of Consultants, GC & DDC contracts.
- Any other works entrusted by Superior officers from time to time.

41. Ambika, Sr. Executive (Civil)

- Station planning and development and co-ordination with iDeCK, BCG, GC and DDC for all corridors of BSRP.
- Preparations of Land requirement drawings for station buildings.
- Preparation and submission of GAD of stations for IR, DULT and BMRCL for approvals
- Site visits and proposed for stations and viaduct
- Review of tender drawings of stations.
- Correspondence with GC, IR, DULT and BMRCL for stations
- E-DAS uploading and attending the corrections pertaining to stations.
- Uploading to invite tender in E- Procurement portal for stations in C2
- Documentation related to station works
- Any other works entrusted by Superior officers from time to time.



**42. Mr. Rajashekhar K.Airani (Sr.Manager)**

- Working en Corridor 2 & 4 for BSRP Station Planning.
- Coordinating with internal Departments for design approvals.
- Coordinating with Land Team for Land acquisition.
- Following with GC for Submissions.

**43. Mr. Gagana V.R. (Executive)**

- Working on Corridor 1& 3 fcr BSRP Station Planning.
- Inter coordination for file approvals.
- tAD Support tor Drawings.
- Corridor 3D Presentations.

**44. Mr. Parag Gholap, AGM/Urban Planning**

- 4 Station Planning for Corridor
- 1 & 3
- Tender drawings for civil works
- BOQ & Cost Estimation
- Land requirement drawings
- GAD submission to IR
- GAD submission to DULT
- Correspondence with DULT, BMRCL, BBMP and other external agencies
- Inspection & Site visit

**45. Mr. Santhosh Kumar SR**

- Station Planning for Corridor
- 2 & 4
- Tender drawings for civil works
- BOQ & Cost Estimation
- Land requirement drawings
- GAD submission to IR
- GAD submission to DULT
- Correspondence with DULT, BMRCL, BBMP and other external agencies
- Inspection & Site visit

**46. Mr. K.L.Sen, AGM (Civit-Planning)**

- Assist GM/Civil (P&D) regarding all works of the projects. Responsible for planning of all Civil works related to the Sub-Urban / New line Railway projects.
- Monitoring of planning of multi-disciplinary large infrastructure projects such as Sub-Urban, coordinating and interfacing with Railway related disciplines such as approval of alignment, bridges, etc.
- Coordinating and interfacing with Railway related disciplines such as approval of alignment/ drawing etc.
- Responsible for monitoring of GC Contract.
- Co-ordination with BMRCL, BBMP, DULT, Bangalore Mission and other stake holder for BSRP.
- Responsible for Track policy, various Code Specifications.



- Inspection of various field works from time to time and submission of Reports.
- Any other works entrusted by Dir (P&P) & GM/P&D from time to time.

**47. Mr. Mohamed Aftab, JGM (Civil)**

- Overall progress related works for BSRP and doubling projects.
- Monitoring of planning and tendering of BSRP project.
- Timely updation of progress and other project details to GoK, DULT, Railways etc. and also monthly updation in Bangalore Mission, Dialogue and Monitoring Committee.
- Involved in all the works related to preparation and submission of documents related to bilateral funding agency.
- Review and process of tender documents.
- Preparation and updation of Project Procurement and Implementation plan and all the documents required by funding agency.
- Preparation of procurement manual and payment procedure orders etc.
- Contract Management of GC contract and other assigned contracts.
- Review of Station and alignment planning including bids.
- Inputs to unstarred questions, RTI's, if any related to project.
- Any other works entrusted by AGM, GM and Dir (P&P) from time to time.

**48. Mr. Ritesh Kumar, DM (Planning)**

- Assist AGM/Civil (P&D) regarding all works of the BSRP. Planning and Finalization of Corridor wise alignment drawings by considering acquisition of land requiremenURoW.
- Cost effective innovative proposals, new ideas, etc. representation to all stake holders.
- Review, inspection and monitoring for approval of BSRP corridor alignment. Finalization of station location for BSRP corridors in co-ordination with others in view of TOD & MMI and other aspects.
- Co-ordination with BMRCL, BBMP, DULT, Bangalore Mission and other stake holder for BSRP.
- Planning & Finalization of Depot in coordination with others.
- Preparation of draft letter, report, presentation & preparation of PPTs etc.
- Any other works entrusted by Superior Officers from time to time.

**49. Mrs. Babitha Antony Dias, DM (Civil)**

- Checking & Planning of Bridges (important/Major/Minor/ROB/RUB's) for all railway related projects undertaken by the Company such as BSRP, doubling projects, new railway project lines etc.
- Liaison and co-ordinate with Railways (Construction unit/Division/Headquarters), BBMP, NHAI and CRS regarding approvals.
- Maintenance of Bridge policy, Track policy, various Code Specifications, Structural designs, Architectural designs, CRS.
- Co-ordinate with Project Team, PMC (RITES Ltd), GC, L&T & visit site for issues during execution of work of both BSRP & Doubling projects.
- Checking the Bridge drawings (important/Major/Minor/ROB/RUB's) submitted by the GC/Engineer of the project.
- Monitoring approvals of GAD for Bridges (ImportantMajor/Minor/ROB/RUB's), Foot Over Bridges, Station buildings related to both BSRP & Doubling projects with Division and



Headquarters.

- Document Preparation for minor sanctions and CRS works.
- Site Inspection with Railways (Construction unit/Division), BBMP, NHAI as and when directed by superior officers.
- Planning of Subway, platform works, platform shelter, station building, in Doubling project.
- Design review of Major bridges, FOB, Ramp, Station building pertaining to Doubling.
- Design review of Bridges (Important/Major/Minor/ROB/RUB's) of BSRP.
- Visiting site with consultants for planning of all construction related works of for BSRP & Doubling projects.
- Any other works entrusted by Superior Officers from time to time.

**Mrs. Dhanalakhmi V, Sr. Executive (Civil)**

- Monitoring and Co-ordinate with GC Project Team.
- Monitoring the work/updating the details and keeping track of day-to-day GC Contract.
- Scrutinising the CVs submitted by GC as per the Contractual requirements and Co-ordination with various departments for arranging interview of the shortlisted candidate.
- Updating the status of CVs daily/monthly as per the GC contract & conditions.
- Checking and certification of RA bills submitted by GC.
- Coordination with all HOD's correspondence GC Contract.
- Assisting in coordination with all departments for mobilization of experts as per schedule.
- Preparation of draft letters correspondence to GC contract.
- Assisting in clarification of the issues in contractual basis
- Preparing the status of GC Contract daily, weekly, and monthly basis.
- Coordination with the GC staff consultant any issues of GC Contract.
- Preparation/review the tender document entrusted by superior officers and assisting in floating of tender.
- Works entrusted by GM, AGM, JGM and other Superior Officers.
- Correspondence letters and file maintenance.
- Any other duties assigned from time to time.

**50. Ms. Shreya D.P, Sr.Executive (Givil/MMI)**

- Preparation and review of BSRP alignment plans & Longitudinal/Working plans.
- Preparation and review of schematic drawings & necessary corrections pertaining to Planning team/BSRP.
- Coordinating and interfacing with Railways (Division/Headquarters) for obtaining approvals for BSRP alignment plans on e-DAS.
- Coordinating and interfacing with Project Team (GC) regarding BSRP alignment plans.
- Close cooperation with stakeholders such as BMRL, DULT, BBMP-WRI, KREDL, CII- IGBC to identify best practices on MMI & TOD in view of suburban station locations, adopt green measures and other sustainable transport practices for BSRP.
- Maintaining & organizing records of all correspondence channels pertaining to Planning team/BSRP.
- Preparation of presentations on various technical & administrative meetings regarding BSRP alignment plans.
- Any other works entrusted by Senior officials from time to time.



**51. Mr. Vikas Chandra, DGM (Civil- Contracts)**

- Scrutiny of Tender documents submitted by GC.
- Scrutinizing Running bills of GC and co-ordinating with Finance for its processing
- Scrutiny of CVs of GC personnels proposed by GC and other contractual deliverables like Interface management plan & Risk management plan etc submitted by GC
- Assisting GM(P&D) in drafting response for contractual issues pertaining to existing contracts and any other works entrusted by GM(P&D)

**52. Mr. Bharath B M, Sr. Manager (Civil - Contracts)**

- Scrutiny of CVs of Technical personnels submitted against vacancy in K-Ride
- Review of Contract documents submitted by GC and processing
- Updation / Verification of inward and outward letters/Notes/documents pertaining Contracts.
- Scrutiny of contractual deliverables submitted by GC.
- Any other works entrusted by GM(P&D)



## S&T and IT

### 1. Mr. Sowpati Nageswara Rao, ED (S&T)

- Over all in-charge of S&T and IT Department.
- Planning and execution of Railway doubling and BSRP works as per the target.
- Filling of S&T and IT vacancies and arranging adequate training.
- Inspections and Monitoring of progress of works.
- Co-ordinating with sister departments in K-RIDE as well as Railways.
- Processing of SIP Rule diagrams of SWR, CRS related documents for obtaining sanctions.
- Joint inspections with officers concerned.
- TCP for the works as per nomination.
- Planning of Expenditure and Budget.
- Attending weekly internal meetings and other organizations as per nomination.
- Any other works entrusted by MD from time to time.

### 2. Mr. A.R. Chandrashekar, JGM (S&T)

- Assisting to EDIS&T regarding all works of the projects. Responsible for planning and executing S&T works related to Doubling/Sub-Urban and New line Railway projects.
- Monitoring of planning, tendering and executing multi-disciplinary, large infrastructure projects such as Sub-Urban/Doubling/ New line Railway Projects etc.
- Co-ordinating and interfacing with Railway related disciplines such as Signaling and Telecommunication works, safety aspects relating to Railway construction and operation etc.
- Responsible for planning, tender document preparation bidding execution, commissioning, post commissioning etc.
- Responsible for safety aspects relating to railway construction including clearance and certification from CRS etc.
- Inspection of various field works from time to time.
- Planning and Execution of Doubling work in Yeshwanthpur - Chennasandra section, including preparation and checking of all documents, Coordination with Railways for drawing approvals, arranging of disconnections for carrying out works etc.,
- Planning and Execution 2 18S & 11 LC gates work & Cable shifting work in Baiyyappanalli. A Panel - HOSUR section in connection with Doubling work, including preparation and checking of all documents, Coordination with Railways for drawing approvals, arranging of disconnections for carrying out works etc.
- Planning and Execution Shifting S&T underground utilities to facilitate BSRP Corridor-2 including all paper work drawing approval etc., and coordination with railway officials for arranging disconnections for carrying out the works.
- Planning and Execution of BSRP in Corridor -2 & Corridor-3 including all paper work,



drawing approval, in coordination with the firms etc.,

- Any other work assigned by ED/S&T.

**3. Mr. M.R. Umesh, JGM (S&T)**

- Assisting to GM/S&T regarding all works of the projects. Responsible for planning and executing S&T works related to Doubling/Sub-Urban and New line Railway projects.
- Monitoring of planning, tendering and executing multi-disciplinary, large infrastructure projects such as Sub-Urban I Doubling/ New line Railway Projects etc.
- Planning and Execution of Doubling work between Baiyappanalli - A Panel HOSUR section, including preparation and checking of all documents, Coordination with Railways for drawing approvals, arranging of disconnections for carrying out works etc.,
- Planning and Execution 1 IBS & 7 LC gates work in Yeshwanthpur - Chennasandra section in connection with Doubling work including preparation and checking of all documents, Coordination with Railways for drawing approvals, arranging of disconnections for carrying out works etc.
- Planning and Execution Shifting S&T underground utilities to facilitate BSRP Corridor- 4 including all paper work drawing approval etc.,
- Planning and Execution of BSRP in Corridor -1 & Corridor-4 including all paper work, drawing approval, in coordination with the firms etc.
- Any other work assigned by ED/S&T.

**4. Mr. Salman F, Sr. Manager (S&T)**

- Assist ED/JGM/S& T regarding all works of the projects. Responsible for planning and executing S&T works related to Doubling/Sub-Urban and New line Railway projects.
- Co-ordinating with JGM/S&T in planning, tendering and executing multi- disciplinary, large infrastructure projects such as Sub-Urban/Doubling/ New line Railway Projects etc.
- Co-ordinating in Planning and Execution Shifting S&T underground utilities to facilitate BSRP Corridor-4 including all paper work drawing approval etc.,
- Co-ordinating in Planning and Execution of BSRP in Corridor -3 & Corridor-4 including all paper work, drawing approval, in coordination with the firms etc.,
- Any other work assigned by ED/JGM/S& T.

**5. Mr. Ashwath Kumar M 5, Dy. Manager (S&T)**

- Assist ED/JGM/S&T regarding all works of the project (doubling/sub urban/newline work).
- Assisting JGM/S&T in execution of Doubling work in Yeshwanthpur - Chennasandra section, including preparation and checking of all documents, Coordination with Railways for drawing approvals, arranging of disconnections for carrying out works etc.,
- Assisting JGM/S&T in execution 2 IBS & 11 LC gates work & Cable shifting work in Baiyappanalli - A Panel - HOSUR section in connection with Doubling work, including preparation and checking of all documents, Coordination with Railways for drawing



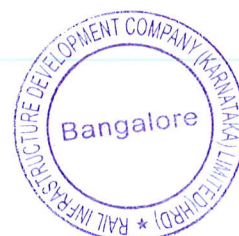
- approvals, arranging of disconnections for carrying out works etc.
- Assisting JGM/S&T in execution Shifting S&T underground utilities to facilitate BSRP Corridor-2 including all paper work drawing approval etc., and coordination with railway officials for arranging disconnections for carrying out the works.
- Assisting JGM/S&T in execution of BSRP in Corridor -2 & Corridor-3 including all paper work, drawing approval, in coordination with the firms etc.,
- Co-ordinate with division/railway construction for execution of doubling works. Any other works entrusted by ED/JGM(S&T) from time to time.
- Inspection of S&T works and submission of reports.

#### **6. Mr. Gangadhar, Dy. Manager (S&T)**

- Assist ED/JGM/S&T regarding all works of the project (doubling/sub urban/newline work).
- Preparation of tender documents, tender committee minutes and GM/JGM/S&T for tender finalization.
- Assisting JGM/S&T in execution of Doubling work between Baiyappanalli - A Panel HOSUR section, including preparation and checking of all documents submitted, Coordination with Railways for drawing approvals, arranging of disconnections for carrying out works etc.,
- Assisting JGM/S&T in execution one IBS & 7 LC gates work in Yeshwanthpur - Chennasandra section in connection with Doubling work including preparation and checking of all documents, Coordination with Railways for drawing approvals, arranging of disconnections for carrying out works etc.
- Assisting JGM/S&T in execution of shifting S&T underground utilities to facilitate BSRP Corridor-4 including all paper work drawing approval etc.,
- Assisting JGM/S&T in execution of BSRP in Corridor -1 & Corridor-4 including all paper work, drawing approval, in coordination with the firms etc.
- Co-ordinate with division/railway construction for execution of doubling works.
- Any other works entrusted by ED/JGM(S&T) from time to time.
- Inspection of S&T works and submission of reports.

#### **7. Mr. Phani Bharath Paruchuri, Dy. Manager (S&T)**

- Assist ED/JGM/S&T regarding all works of the project (doubling/sub urban/newline work).
- Preparation of tender documents, tender committee minutes and ED/JGM/S&T for tender finalization.
- Assisting JGM/S&T in execution of Doubling work between Baiyappanalli - A Panel HOSUR section, including preparation and checking of all documents, Coordination with Railways for drawing approvals, arranging of disconnections for carrying out works etc.,
- Assisting JGM/S&T in execution of shifting S&T underground utilities to facilitate BSRP Corridor-4 including all paper work drawing approval etc.,
- Assisting JGM/S&T in execution of BSRP in Corridor -1 & Corridor-4 including all paper work, drawing approval, in coordination with the firms etc.
- Co-ordinate with division/railway construction for execution of doubling works.
- Any other works entrusted by ED/JGM (S& T) from time to time. Inspection of S&T works and submission of reports.



**8. Mr. Naveen H, Manager (S&T)**

- Assist ED/JGM/S&T regarding all works of the project (doubling/sub urban/newline work).
- Preparation of tender documents, tender committee minutes and assist GM/JGM/S&T for tender finalisation.
- Co-ordinate with division/railway construction for execution of doubling works.
- Preparation of notes, draft letter and other documents for S&T related works. Assisting JGM/S&T in execution of Doubling work in Yeshwanthpur - Chennasandra section, including preparation and checking of all documents, Coordination with Railways for drawing approvals, arranging of disconnections for carrying out works etc.,
- Assisting JGM/S&T in execution 2 IBS & 11 LC gates work & Cable shifting work in Baiyappanalli - A Panel - HOSUR section in connection with Doubling work, including preparation and checking of all documents, Coordination with Railways for drawing approvals, arranging of disconnections for carrying out works etc.
- Assisting JGM/S&T in execution Shifting S&T underground utilities to facilitate BSRP Corridor-2 including all paper work drawing approval etc., and coordination with railway officials for arranging disconnections for carrying out the works.
- Assisting JGM/S&T in execution of BSRP in Corridor -2 & Corridor-3 including all paper work, drawing approval, in coordination with the firms etc.,
- Inspection of S&T works and submission of reports.
- Assist ED/JGM/S&T in networking/IT infrastructure related works and GeM procurement matters.
- Any other works entrusted by ED/JGM(S&T) from time to time.

**9. Mr. Praveen Kumar V, Sr.Executive (S&T)**

- Assist JGM/S&T regarding all works of the project (doubling/sub urban/new line work).
- Co-ordinate with division/railway construction for execution of doubling works.
- Assisting JGM/S&T in execution of Doubling work in Yeshwanthpur - Chennasandra section, including preparation and checking of all documents, Coordination with Railways for drawing approvals, arranging of disconnections for carrying out works etc.,
- Assisting JGM/S&T in execution 2 IBS & 11 LC gates work & Cable shifting work in Baiyappanalli - A Panel - HOSUR section in connection with Doubling work, including preparation and checking of all documents, Coordination with Railways for drawing approvals, arranging of disconnections for carrying out works etc.
- Assisting JGM/S&T in execution Shifting S&T underground utilities to facilitate BSRP Corridor-2 including all paper work drawing approval etc., and coordination with railway officials for arranging disconnections for carrying out the works.
- Assisting JGM/S&T in execution of BSRP in Corridor -2 & Corridor-3 including all paper work, drawing approval, in coordination with the firms etc.,
- Inspection of S&T works and submission of reports.

**10. Mr.Naveesh, Sr.Executive (S&T)**

- Assist ED/ JGM/S&T regarding all works of the project (doubling/sub urban/new linework).
- Co-ordinate with division/Railway for drawing related approvals, disconnections.
- Any other drawing and design works entrusted by ED/JGM(S& T) from time to time. Preparation of drawings including SIP, TOC, CRP, CCP and any other S&T drawings



**11. Mr. Mahesh Moparthi, Sr.Executive (S&T)**

- Assist JGM/S&T regarding all works of the project (doubling/sub urban/new line
- Co-ordinate with division/railway construction for execution of doubling works.
- Assisting JGM/S&T in execution of Doubling work between Baiyappanalli - A Panel HOSUR section, including preparation and checking of all documents, Coordination with Railways for drawing approvals, arranging of disconnections for carrying out works etc.,
- Assisting JGM/S& T in execution one IBS & 7 LC gates work in Yeshwanthpur - Chennasandra section in connection with Doubling work including preparation and checking of all documents, Coordination with Railways for drawing approvals, arranging of disconnections for carrying out works etc.
- Assisting JGVI/S&T in execution of shifting S&T underground utilities to facilitate BSRP Corridor-4 including all paper work drawing approval etc.,
- Inspection of S&T works and submission of reports.
- Any other works entrusted ed by Superior officers from time to time.

**12. Miss. Ellanti Tejaswi, Executive (S&T)**

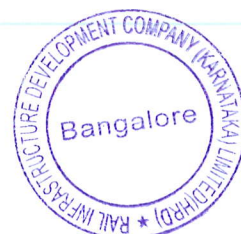
- Assist ED/ JGM/S&T regarding all works of the project (doubling/sub urban/new linework).
- Co-ordinate with division/railway construction officials for carrying out technical/drawing related works.
- Planning & execution of nominated works.
- Assisting ED/S&Tin preparing Tender committee minutes, LOA's and draft agreements in the preparation of tender documents.
- Any other technical works/reports as given by ED/JGM/S&T.

**13. Mr. Lochan, Sr. Executive (IT)**

- Managing Information Technology (IT) related activities such as Hardware that consists Computer Systems, Printer, Troubleshooting issues, Maintenance of
- Software and Networking related activities such as Routers, Server maintenance.
- Plan, Design, Organize, Develop and Evaluate IT operations.
- Creating Video-conference link as and when required and coordinate with other Government offices.
- Ensure security of Data, Network access and backup systems as when it is required.
- Monitoring and Maintaining of CCTV, Presenting Visuals as and when required.
- Procurement of Hardware related items through Government portal (GEM)
- Maintenance of PBX phone connections such as installation and configurations.
- Providing and purchase of software license such as AutoCAD, S\_ketchUp, Webex, eDAS
- Providing access like Railnet, YouTube through Firewall (Systrome)
- Implementation of e-Office

**14. Mrs. Kavya GS, Executive (IT)**

- BSNL payment for corporate office and Cunningham Road [Site office]. Creation of (xxxx.kride@ka.gov.in) fore-office implementation purpose.
- Payment of RailTel (ILL) connection for corporate and Cunningham Road [Site Office]
- Payment of Airtel (ILL) connection for corporate office
- Procurement and maintenance consumables for Cabinet/Plotter printers



- Uploading and maintaining data on Intranet sites (Office Orders, Form, Holiday list Etc.)
- Providing DSC token for newly recruited Employees
- Co-ordinating with e-Proc department for mapping renewed DSC token

**15. Mr. Raviprakash Karchela, Advisor (S&T)**

- Advising on all S&T system matters in connection with BSRP.



## LAND

### 1. Dr. Natesh D.B, Special DC/K-Ride

- All matters related to assessment, identification, acquisition and taking over possession of all types of land required for the Suburban Rail and other projects handed by K-Ride
- To coordinate with KIADB For land acquisition matters and monitoring the work of all contractual agencies related to land acquisition and utility shifting
- Arranging statutory approvals forest clearances tree cutting, utility shifting from state govt departments
- Liaison with DULT and other agencies and exercising administrative control over officers and staff posted by state Govt to K-RIDE
- Engagement with press and dissemination of official information on various media forums including social media
- Compliant management and grievance redressal for land acquisition
- Chairperson of internal complaints committee for dealing with any complaints committee for dealing with any complaints pertaining to the issue of prevention of sexual Harassment of women at the workplace
- To coordinate with all external agencies, government bodies, corporation to cooperate with K-RIDE's contractors and consultants
- Interact with Planning and design section of K-RIDE in finalizing the land requirement, location of stations, Depots and other facilities required by the BSRP
- Will be assisted by all the officers and staff of the land acquisition section
- All administrative matters related to land and other activities ancillary and incidental to land matters
- Responsible to matter related to PRO
- Any other works entrusted by MD from time to time

### 2. Shri. B Dinesh, Tahasildar

- Joint measurement survey of the lands to be acquired for the doubling project and suburban railway projects.
- Coordinating in drafting proposal with all required documents for land acquisition and sending proposal for publication to the KIADB.
- Collection of previous land acquisition notifications/documents from BDA, BBMP, KIADB, other Govt departments and bodies.
- RTI Replies.
- Survey of land to be acquired for depots and Stations.
- Any other works entrusted by Special Deputy Commissioner & Superior Officers from time to time.

### 3. Smt. Nethra, Shirastedar

- Preparation of draft proposals with all required documents for land acquisition and sending proposals for publication to the KIADB.
- Collection and verification of ownership documents from concerned department including RTCs.
- Coordinating with Tahsildars, Assistant Deputy Commissioners, and other revenue officers of concerned Taluks, related TMC, spot inspection and other related issues.
- Preparation of Correspondence to GoK, KIADB, RTI and other letters.



- Any other works entrusted by Special Deputy Commissioner & Superior Officers from time to time.

4. Smt. Mangala Gowri, Shirastedar

- Preparation of draft proposals with all required documents for land acquisition and sending proposals for publication to the KIADB.
- Collection and verification of ownership documents from concerned department including RTCs.
- Coordinating with Tahsildars, Assistant Deputy Commissioners, and other revenue officers of concerned Taluks, related TMC, spot inspection and other related issues.
- Preparation of Correspondence to GOK, KIADB, RTI and other letters:
- Any other works entrusted by Special Deputy Commissioner & Superior Officers from time to time.

5. Shri. Jnanesh J C, Surveyor

- Joint measurement survey and preparation of JMC sketches and co-ordinating with RITES team regarding survey.
- Any other works entrusted by Special Deputy Commissioner & Superior Officers from time to time.

6. Shri. T. N. Raviprakash, Surveyor

- Joint measurement survey and preparation of JMC sketches and co-ordinating with RITES team regarding survey.
- Any other works entrusted by Special Deputy Commissioner & Superior Officers from time to time.



## HR

### 1. GM(HR):

- Responsible for issues related to Personnel Management, HR systems,
- Industrial Relations and related matters of the Company.
- Supervise the HR team and ensure the goals set are met.
- Evaluate the performance of HR employees and give constructive feedback.
- Ensure the department is adhering to company policies and regulations.
- Any other works entrusted by the MD from time to time.

### 2. Mr. Prashanth D R, DGM (HR)

- Responsible for compliance with various labour legislations applicable to the company from time to time in respect of both Direct, Indirect & Contract Employees and registrations with the concerned authorities and its related activities.
- Dealing with RTI and other issues.
- Dealing with issue of offer letter to new employees and follow up and joining formalities etc.,.
- Preparation of FSC, encashment of leaves, salary and estimated experience of HR department and its processing.
- Responsible for update ion of all service registers of all officers/employees.
- Responsible for updation of medical insurance (Group Medical and Group personal accident) and responsible for floating tenders.
- Responsible for preparation of seniority list in favour of K-RIDE contract staffs.
- Dealing with remittances of labour cess, EPF, ES! etc.,
- Dealing POSH act and allied works
- Responsible for filling up of vacancies, issuance of vacancy notification arranging interview schedule and processing approval in favour of successful candidate.
- Oversee the recruitment and hiring process of new employees.
- Processing of resumes and application for engagement of various staff from time to time

### 3. Mr. Mohan G. Manager (HR)

- Responsible for issues related to Personnel Management, HR systems and related matters of the Company and assisting HR and Management team.
- Address complaints and resolve them by implementing innovative solutions.
- Make changes and suggest improvements wherever required to ensure the proper functioning of the department.
- Processing of salary in favour of Contract, deputation and outsourced personnel
- Responsible for handling of contracts relating to Housekeeping, Vehicle and manpower etc..
- Dealing with all matters of pay revision, pay hike issues, equivalence grade, DAR clearance etc., of deputed staff.
- Responsible for conducting DPC meetings in favour of K-RIDE contractual employees and custodian of all personal files of contracUdeputation employees of KRIDE.
- Processing the cases of engagement of retired personnel under re-engagement and timely extension etc.
- Ensure collection of APAR and property returns of all employees/officers every year and assist GM/HR in the above matters.
- Co-ordination with various agencies for arrangement of inspection/meetings etc.

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**4. Smt. Sowmya P, Sr. Executive (HR)**

- Assisting Manager/HR in day-to-day work of HR department.
- Preparation of salary bills and investments, DA arrears, etc in favour of contract staff and deputationists
- Processing Housekeeping/Manpower /Vehicle contract bills and related activities.
- Maintaining HR records, such as those related to compensation, health and medical insurance, Service Registers etc and its related activities and updating master database.
- Communicating and explaining the organization's HR policies to the newly recruited employees.
- Handling the full and final settlement of the employees and EL encashment/Resignations etc.
- Processing of staff quarters cheques every month to parent department
- Processing of Laptop and mobile handset reimbursement, transit and relocation grant for the employees of K-RIDE.

**5. Smt. Vijayashree H K, Executive (HR)**

- Assisting DGM/HR in day-to-day work of HR department.
- Processing of monthly rental and other charges in favour of K-RIDE corporate office and other offices of Kride
- Processing of Conveyance allowance for all the employees of K-RIDE
- Processing of TA/DA bills and TADK of all the employees of K-RIDE
- Processing of monthly Debit card bills, water/ electricity/milk/newspapers etc., and its correspondence etc.,.
- Processing OPD bills/DAT A card and Newspaper bills
- Processing of monthly indents of stationary and other items like issuance of ID card, letter heads, files etc and its procurement.
- Maintaining health and medical insurance, Service Registers etc and its related activities and updating master database
- Dealing with Janaspandana portal and other related works.
- Processing for publication of notifications in newspapers.
- Processing of NOC for passports and obtaining approval from competent authority.
- Matters relating to joining formalities of newly recruited staff.
- Verification and confirmation of statutory remittances - PF, ESIC, staff quarters etc.,and related activities.
- Assist DGM/HR in APAR process, Seniority list, promotion list and updation of employees list, vacancy register, sanctioned strength registers etc., from time to time.



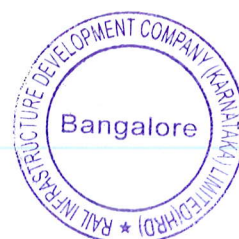
## FINANCE

### 1. Shri. Awadhesh Mehta, Director (Business Development & Finance)

- He is overall in charge of the Finance and Accounts Departments of K-RIDE.
- Responsible for project finance/finance/accounts/audit/setting up financial, accounting and audit systems and procedures.
- Responsible for latest accounting standards including GAAP, IND AS, taxation, investment and portfolio management, raising of funds.
- Appointment of internal, statutory and C&AG Auditors & placing the comments thereon before the Audit Committee/Boord etc.,
- Bank accounts opening, closing, transfer. change in authorized list of signatories.
- Transfer from one branch or the bank to another branch and from one bank to another bank.
- Leading a team of finance, accounting professionals.
- Securing funds and its management from external agencies.
- Assess demand from industry, public association etc.
- Undertake Traffic survey to assess RoR and viability based on traffic survey.
- Development of business plan, SoP, accounting procedure & record keeping for JV and of Project SPVs.
- Acquisition of Land for the various project(s).
- Policy framework for land development by project SPV.
- Monitor obtaining statutory approvals, forest clearances, tree cutting, utility shifting from state govt departments.
- Co-ordination with strategic investors, financing institutions, banks and other stakeholders for achievement of Financial Closure.
- Any other works entrusted by MD from time to time.

### 2. Shri. Awadhesh Mehta, GM-I/c

- Responsible for finance, accounts, revenue, audit and other related matters.
- Dealing with issues like project financing. loan syndication and related matters.
- Managing financial and accounting software.
- Accounts, Financial Management, Responsible for Taxation Direct/Indirect,
- Budgeting, Compilation of Accounts, Statutory Internal and CAG Audit, Preparation of MIS, Treasury Management, Contract Management.
- Coordinate with the Director (BD & F) regarding funding of projects and general finance and accounting matters.
- Implementation of ERP(SAP).
- Leading a team of finance and accounts professionals.
- Assist real estate monetization and related activities from time to time.
- Any other works entrusted by Dir(BD&F) & MD from time to time.



**3. Shri Harsha MR, DGM**

- Maintenance of Accounts in Accounting Software
- Assist GM/F in all Finance. Accounts, Revenue, SoP, accounting and payment procedure & Other related matters
- Supervision of Accounts, Financial Management, Budgeting, Internal/Statutory & CAG Audit, Preparation of MIS.
- Contract Management & Treasury Management including Investment of Surplus Funds
- Monitor Confirmation of BGs/PBGs/Other instruments of Finance furnished by the contractors with the respective Bankers and ensure timely renewal BGs
- Level II of Scrutiny of Contract / supplier Bills and matters relating to release of Contractors Bills / EMDs/Bank Guarantees/Performance Guarantees & Vetting of Tender documents (BoQ Estimates & Financial Terms etc.), evaluation of tender in co-ordination with Sr.M/F
- Level II scrutiny of salary/Employee related matters/Statutory Compliances
- Responsible for Implementation of ERP/SAP
- Liaisoning with outside agencies / Govt. for Submission of timely information & follow up for funds
- Verification of Building Valuation Reports, Land R&R & Member of Compensation & Re-Settlement Committee in which the resettlement to every Project affected Household will be consulted, verification of documents & disbursement etc,
- Responsible for supervision of MIS & Annual Budget
- Handling of all Accounts work related to the Company
- Any Other Work entrusted by GM/F & Dir (BD&F)

**4. Ms. Anshul Shukla, Sr. Manager-1**

- Assist GM/F & Dir (BD& F) in like Project Financing, Loan syndication & related matters
- Assist GM/F & Dir (BD& F) in the framing of the business plan, financial modelling & planning, SoP, accounting and payment procedure etc.
- Direct point of contact for the Funding agencies from the project.
- Level II of Scrutiny of all Contract / supplier Bills & related payments & Vetting of Tender documents (BoQ Estimates & Financial Terms etc.), evaluation of tender in co-ordination with DGM/F
- Level scrutiny of salary/Employee related matters/Statutory Compliances
- Matters related to Taxation (Direct/indirect), Compilation of Accounts, internal Audit, Statutory Audit & CAG Audit & Co-ordination with GM/F, Dir (BD&F) in Finance & Accounting
- Supervision of Preparation of Final Accounts of the Company
- Monitoring the implementation of ERP/SAP
- Any other work assigned from time to time.

**5. Ms. Lakshmi Devananda. Sr. Manager-2**

- Matters related to Taxation (Direct/indirect), Compilation of Accounts, internal Audit, Statutory Audit & CAG Audit & Co-ordination with GM/F, Dir. (BD&F) in Finance & Accounting.

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- Assist GM/F & Dir (BD& F) in the framing of the business plan, Financial modelling & planning, SoP, accounting and payment procedure etc.
- Level II of Scrutiny of all Contract / supplier Bills & related payments & Vetting of
- Tender documents (BoQ Estimates & Financial Terms etc.), evaluation of tender in
- co-ordination with DGM/F
- Level II scrutiny of salary/Employee related matters/Statutory Compliances
- Assist GM/F & Dir.(BD&F) regarding Project Financing, Loan syndication & related matters
- Land Related files
- Monitoring the implementation of ERP/SAP
- Supervision of preparation of Final Accounts of the company
- Any other work assigned from time to time.

**6. Shri Suhas - Dy. Manager-I**

- Updating / maintenance / remittance I filing & compiling of all statutory returns (Monthly/ Quarterly / Annual) & Tax related issues including Royalty & Labour Cess / issue of statutory certificates like Form I6 & I6A, etc.
- Ledger Creation & review of ledgers / Heads of Account in consultation with Sr. M(F) / DGM. Maintaining & compiling of rectification of vouchers if any
- Responsible for Updating & Maintenance of Fixed Asset & Stock Register, Asset Capitalisation
- Level I of Scrutiny of all Contract /vendor/ supplier Bills & related payments & Vetting of Tender documents (BoQ Estimates & Financial Terms etc) including Admin issues
- Assisting Budget related Matters with Sr.M(F)/DGM(F)
- Preparation of MIS - {Contract Status} - Monthly, periodic, yearly & cumulative Project Progress Reports.
- Insurance matters including compiling / payment of premiums & insurance matters related to contract payments
- Assisting for Co-ordination with Audit related matters including AG / Audit Observation
- Assisting Sr.M/F & DGM/F in Land related matters
- Preparation and compilation of Financial Statements including Balance Sheet, Statement of P&L, Cash Flow Statement & Schedules
- Point of contact for implementation of ERP/SAP
- Tally / Accounting software supervision - back up & improvement in system flow
- Any other work assigned from time to time

**7. Ms. Hamsa - Dy. M(F)-2**

- Updating cash flow / Funds position on daily basis.
- Accounting & reconciliation of Flexi/ Sweep in - out including FDs / maturity transactions on daily basis & following it for credit of maturity amount in line with rate of interest mentioned in the certificate & maintaining a register for the same.
- Handling of Cash, Bank Accounts, Fixed Deposit Accounts, Imprest / Branch Accounts, investment. verification of NEFT/RTGS / Cheque disbursement/BRS verification on daily basis and other related matters. Liaisoning and day to day correspondence with Banks
- Supervision of Bank Guarantees/ timely renewal of BGs/encashment of BG
- Preparation of MIS - (Contractors' Status, BGs & Tender details) - Monthly, periodic, yearly & cumulative Project Progress Reports.



- Level I of Scrutiny of all Contract /vendor/ supplier Bills & related payments & Vetting of Tender documents (BoQ Estimates & Financial Terms etc) including Admin issues.
- Budget related matters
- Liaising with outside agencies / Govt. for Submission of timely information & follow up for funds
- Salary & employee reimbursement related matters including conveyance, Medical-OPD. Transit accommodation, relocation grant, reimbursement of laptop/mobile and any other employee related matters.
- Tally / Accounting software supervision - for ensuring daily updation of transactions
- Assist for the implementation of ERP/SAP
- Any other work assigned from time to time

**8. Shri. Veerabhadraiah, Dy. Manager/Consultant**

- Assisting Sr. M/F & DGM/F in Lond Related files
- Level I of Processing of GC/PMC Monthly Bills
- Level I of Scrutiny of Contract / supplier Bills and matters
- Level I of Scrutiny of release of all Contractors Bills/vendor/supplier / EMDs/Bonk
- Guarantees/Performance Guarantees and related matters
- Level I of Scrutiny of Vetting of Tender documents (BoQ Estimates & Financial Terms etc).
- Any other work assigned from time to time.

**9. Smt. Ranjitha-Sr. Executive -1**

- Accounting of day-to-day transactions including Receipts. Payments and journal entries in Tolly/accounting software on daily basis
- Assisting in updating Daily cash flow / Funds position on daily basis
- BRS on daily basis
- Compilation of paid bills / vouchers including record keeping.
- NEFT / RTGS, cheque writing
- Petty Cosh handling & reporting to AM(F)/Dy,M(F)
- Processing of Administrative bills including TA Advance & Settlement (with in A week of return from journey) and put up to AM/DM for further process.
- Finalisation work whenever necessary
- Level I of Scrutiny of all Contract /vendor/ supplier Bills & related payments & Vetting of Tender documents (BoQ Estlmoles & Financial Terms etc) including Admin issues
- Any other work assigned from time to time

**10. Shri Rakesh. Executive -2**

- Maintaining Asset Register & updating the some whenever compony purchases new Assets / of after capitalization, Assisting in Asset Capitalisation
- Updating of Stock Register in consultation of with respective departments
- Assisting Dy.M(F) Preparation MIS - Monthly, periodic, yearly & cumulative Project Progress Reports.
- Assisting Dy.M(F) for information / follow up with outside agencies including Govt. deportsments.



- Insurance matters including compiling / payment of premiums & insurance matters related to contract payments
- Issues related to security deposits / EMDs / and Bank Guarantees / penalties / withheld amount / deductions as per contract conditions (including matters related to collection / deposit / release of the same)
- Assisting DM(F) for accounting & reconciliation of Flexi/ Sweep in - out including FDs transactions
- Finalisation work whenever necessary
- Level I of Scrutiny of all Contract /vendor/ supplier Bills & related payments & Vetting of Tender documents (BoQ Estimates & Financial Terms etc) including Admin issues
- Any other work assigned from time to time



## ELECTRICAL

### 1. Mr. Krishta Naik, AGM/Electrical

- Leading the Electrical Department.
- Co-ordination with all departments for smooth execution of work.
- Floating and Finalization of Tenders.
- Coordinating with contractors for execution work and maintaining quality at work
- Contract management of various corridors for MEP and Traction works.
- Work allocation to team and monitoring of works.
- Approval of all Drawings and alignments as per the recommendations of GC.
- Guiding the team for maintaining the quality, Safety and latest circulars/guidelines in execution of work
- Coordinating metro companies to incorporate latest development in metro systems
- Execution of BSRP in consultation with GC
- Finalization of requirements for maintenance and erection of traction and MEP installations.
- Guiding the team about requirement of DDC and scrutiny of reports submitted by DDC
- Arrangement of power supply for traction and MEP/general services for BSRP
- Miscellaneous work assigned by management.

### 2. Mr. Raghavendra, Sr. DGM (Electrical) (I/c)

- Co-ordination with all departments for smooth execution of work.
- Co-ordination for execution of all Traction and utility shifting works.
- Liaising with Railway Division, BESCO, KPTCL and BBMP officials for execution of work.
- Floating and Finalization of Tenders.
- Coordinating with contractors for execution work and maintaining quality at work
- Approval of all Drawings and alignments.
- Guiding the team for maintaining the quality, Safety and latest circulars/guidelines in execution of work
- Coordinating metro companies to incorporate latest development in metro systems
- Execution of BSRP in consultation with GC
- Finalization of requirements for maintenance and erection of traction and MEP installations.
- Guiding the team about requirement of DDC and scrutiny of reports submitted by DOC
- Arrangement of power supply for traction and MEP/general services for BSRP
- Miscellaneous work assigned by management.



3. **Mr. Anantha Murthy C, SM/Electrical**  
**(Deployed for utility Shifting work of Corridor-4)**
- Shifting of Electrical utilities of BESCOM and KPTCL infringing all corridors of BSRP Corridor-4.
  - Follow up to BESCOM offices for Collecting Estimates, Intimation, Payment for the Work and Collection of Work Order for BSRP Corridor-4.
  - Coordination with Division/KPTCL/BESCOM/BBMP for shifting of LT/HT lines which comes in railway alignment, track crossing etc. for BSRP Corridor 4.
  - Co-coordinating with Civil Team of K-Ride, Electrical Team of General Consultant for smooth operation of work of BSRP Corridor -4.
4. **Mr. Krishna Kishore. B, Deputy Manager/Electrical**  
**(Deployed for utility Shifting work of Corridor-4)**
- Survey and Shifting of Electrical utilities of BESCOM and KPTCL infringing BSRP Corridor- 4.
  - Follow up to BESCOM offices for Collecting Estimates, Intimation, Payment for the Work and Collection of Work Order for BSRP Corridor-4.
  - Preparation of Tender Document as per the KTPP ACT and Preparation of BOQ as per the Updated BESCOM Schedule of Rates and Scrutinizing the Estimates from BESCOM for BSRP Corridor-4.
  - Co-coordinating with Civil Team of K-Ride, Electrical Team of General Consultant for getting Periodical Update of Corridor works and acting based on that, for to expedite the Process without any lag and to complete the work in the given time schedule for BSRP Corridor-4.
5. **Mr. Nilesh R. Kumbhare, Deputy Manager/Electrical**  
**(Reporting to Sr. DGM Electrical, Allocated BSRP Corridors & Doubling Projects Power Supply and Traction Work)**
- Technical scrutiny & finalizing of BOQ, Detailed scope of work, technical documents, Eligibility criteria of Tender Document.
  - Technical scrutiny and approval of all drawings related to overhead electrification and power supply installation of suburban, doubling and new line railway projects.
  - Planning of construction program as per targets given by management. Setting targets for construction works and monitoring the work for achieving the same.
  - Co-ordination with different departments for smooth execution of work.
  - Material assessment, Measurement of work executed, billing and Reconciliation.
  - Documentation for approval of EIG/CRS.
  - Involved in doubling works at the Shifting of L.C gates, and also for preparing Tender Document for Station Buildings and calling for the open Tender in KTPP Portal.
  - Scrutinizing the bills.
  - BSRP Power Supply Arrangement Planning work for calling the DDC study, requirement for Axillary Power supply arrangement for all the



Corridors.

- Any other works entrusted by superior officers from time to time.

**6. Mr. K Amarnath Reddy, Deputy Manager/Electrical  
(Reporting to Sr. DGM Electrical, Allocated BSRP Corridors & Doubling  
Projects Power Supply and Traction Work)**

- Technical scrutiny & finalizing of BOQ, Detailed scope of work, technical documents, Eligibility criteria of Tender Document.
- Technical scrutiny and approval of all drawings related to overhead electrification and power supply installation of sub urban, doubling and new line railway projects.
- Designing, Planning, Monitoring, and Execution works for BSRp.
- BSRP corridor infringements with respect to existing OHE. Review and verifying all required specifications & drawings.
- Studying different METRO systems for implementation in BSRP.
- Coordinating with all stakeholders such as SWR division, Civil dept, S&T dept and other state authorities in execution of doubling and BSRp works.
- Preparation of EIG documents/Certificates.
- Scrutinizing the bills.
- Study and implementation of traction power distribution system for BSRP.
- Any other works entrusted by superior officers from time to time.

**7. Ms. Tanuja B Awarnali, Asst. Manager/Electrical  
(Reporting to Sr. DGM Electrical, Allocated BSRP Corridors & Doubling Project  
power Supply and Traction Work)**

- Designing of traction distribution/OHE network for the existing and upcoming railway tracks as per the RDSO standards.
- Preparing wiring diagram, sectioning diagram and general power supply diagram.
- Preparing layout plan, station working Rule Diagram.
- Responsible for the approval of design as per RDSO standards.
- Preparation of BOQ, Engineering quantity.
- Preparation of tender schedules on OHE/pSI.
- Preparation of tender documents and assisting in floating & opening of tender, issue of LOA and billing.
- Preparation of EIG documents/Certificates.
- Scrutinizing the bills.
- Study and implementation of traction power distribution system for BSRP.
- Any other duties assigned from time to time.



**8. Mr. Pratheek Vasishta, Assistant Manager /MEP**

**(Reporting to Sr. DGM Electrical, Allocated BSRP Corridors MEP works)**

- Designing of Internal Electrification and Power Supply arrangement (HT) newly constructed / modified station buildings, LC gates, other service buildings etc.,
- Making site survey for preparation of estimates/BOQ for power supply arrangement, shifting of infringing EHT/HT/LT power lines, LC gates, electrification (internal / external) of station building and other service buildings, PLC with track crossings, and obtaining finance vetting and CA's approval.
- Preparation of wiring diagram, general powersupply diagram etc.,
- Preparation of tender documents and assisting in floating of tender, assisting in opening of tender, TC minutes and issue of LOA.
- Interfacing with Engineering, S&T and other agencies involved in Execution of Electrical works.
- Supervision of Electrical Works, inspection of electrical items at site during execution and ensuring of QA.
- Liaison with KPTCL/BESCOM/BBMP for obtaining new power supply connection, enhancement of load, shifting of LT/HT lines which comes in railway alignment, track crossing etc.,
- Scrutinizing the bills.
- Study and implementation of auxiliary power distribution system and MEP requirement for BSRP
- Any other duties assigned from time to time.

**9. Mr. Adnan Azeez, Executive/Electrical**

**(Reporting to Sr. DGM Electrical, Allocated BSRP Corridors MEP Works & Doubling Projects Utility shifting & General electricalwork)**

- Designing of Internal Electrification and Power Supply arrangement (HT) for newly constructed / modified station buildings, LC gates, other service buildings etc.,
- Making site survey for preparation of estimates/BOQ for power supply arrangement, shifting of infringing EHT/HULT power lines, LC gates, electrification (internal / external) of station building and other service buildings, PLC with track crossings, and obtaining finance vetting and CA's approval.
- Preparation of wiring diagram, general power supply diagram etc.,
- Preparation of tender documents and assisting in floating of tender, assisting in opening of tender, TC minutes and issue of LOA.
- Interfacing with Engineering, S&T and other agencies involved in Execution of Electrical works.
- Supervision of Electrical Works, inspection of electrical items at site during execution and ensuring of QA.
- Liaison with KPTCL/BESCOM/BBMP for obtaining new power supply connection, enhancement of load, shifting of LT/HT lines which comes in



- railway alignment, track crossing etc.,
- Scrutinizing the bills.
- Study and implementation of auxiliary power distribution system and MEP requirement for BSRP
- Other works related to Air conditioning and Internal lighting of Corporate, Corridor Offices of K-Ride, are executed by getting quotation from vendors and contractors by getting approval from competent authority.
- Any other duties assigned from time to time

**10. Mr. Kattunga Venkata Ramana, Sr. Executive/Electrical  
(Reporting to Sr. DGM Electrical, Allocated BSRP Corridors & Doubling Projects Power Supply and Traction Work)**

- Designing of traction distribution/OHE network for the existing railway line, doubling, and upcoming sub urban tracks as per the RDSO standards.
- Preparing wiring diagram, sectioning diagram and general power supply diagram layout plan, pegging plan, structural erection drawings, cross-sectional drawings and station working Rule Diagram.
- Preparation of Tender Documents, Estimates, Schedule etc.
- Monitoring and Execution of works at site with Quality.
- Responsible for the approval of design as per RDSO standards.
- Preparation of tender schedules and BOQ of OHE and PSI works.
- Preparation of tender documents and assisting in floating of tender.
- Preparation of EIG documents/Certificates.
- Interfacing with Engineering, S&T and other agencies involved in Execution of Electrical works.
- Monitoring and execution of Railways Electrification work for doubling and BSRP Corridors.
- Study and implementation of traction power distribution system for BSRP.
- Any other duties assigned from time to time.

**11. Mr. Angshuman Mandal, Executive/Electrical  
(Reporting to Sr. DGM Electrical, Allocated BSRP Corridors & Doubling Projects Power Supply and Traction Work)**

- Preparation of tender schedules and BOQ of PSI works.
- Preparation of Tender Documents, Estimates, Schedule etc.
- Preparing layout plan, switching stations working Rule Diagram, Sub station bonding plans, Sectioning diagrams and Structural erection drawings.
- Responsible for the approval of design as per RDSO standards.
- Monitoring and Execution of works at site with Quality.
- Interfacing with Engineering, S&T and other agencies involved in Execution of Electrical works.
- Preparation of EIG documents/Certificates.
- Monitoring and execution of Railways Electrification work for doubling and BSRP Corridors.
- Any other duties assigned from time to time



## Company Secretary

### 1. Mr. S.N. Srinivasa, Company Secretary

- Attending to all Company secretarial matters, convening Board Meeting / Annual General Meeting / Sub-Committee Meeting - briefing Chairman on Board Meeting subjects and its approval for K-RIDE & B-RIDE etc.,
- Taking follow up actions on the resolutions of Board and other Committees etc.,
- from time to time.
- Placing of Audit reports & convening of Audit committee meetings and other
- meetings.
- In charge of all compliances of the Company from time to time under various
- statutes governing the Company.
- In charge of all legal matters of the Company.
- Filing of XBRL, Annual Return and other forms from time to time with ROC.
- Placing of Annual Reports before Legislature/Parliament & correspondence
- regarding all LA/LC/Parliament questions etc.,.
- Responsible for all RTI matters.
- Any other works / matters entrusted by MD/Chairman/Directors of the Company
- from time to time.

### 2. Ausha J Senior Executive/Secretarial Dept

- Liaison with IDD and Directors in connection with Board Meetings and other Committee Meetings and follow up on the same.
- Preparation of Correspondence letters of K-RIDE and B-RIDE.
- Preparation of Meeting Notices, Agenda Papers, Minutes etc. of B-RIDE & K-RIDE.
- Preparation of Secretarial forms & uploading the same as and when required and ensuring filing of various Forms with ROC and others in respect of K-RIDE and B-RIDE.
- Maintenance of Register and tracking of payments to CS firms/CA firms in connection with filing of various forms/services etc., from time to time.
- Attending to translation from Kannada to English of Government Letters/orders etc. as and when required.
- Preparation of sitting fees and its payment to the Directors of K-RIDE and B-RIDE.
- Attending to Printing of Annual Reports and submission to Govt Authorities.
- Liaoning with other HoD's of K-RIDE to collect information/documents for Board and other Meetings from time to time and follow up action.
- Maintenance and Updating of Statutory Register of K-RIDE and B-RIDE in consultation with Company Secretary.
- Answering calls and sending urgent documents on whatsapp as required from time to time.
- Any other works entrusted by Company Secretary from time to time



# PRO

## 1. Smt. Punitha .S IIS, JGM/ CPRO-K-RIDE

- Responsible for overall management of public relations for the organization.
- Strategizing and implementing programs for positive coverage of initiatives of organization.
- Planning and organizing media tours
- Editor in chief for SAMPARKA Newsletter
- Overall media management.
- Monitoring social media handles and organizing Press Meets, Press Conference etc.
- Multimedia Publication, release of Advertisements/briefs etc.
- Liaisoning with Editorial Heads of Print and Electronic media.
- Organizing PR related works for company events, brand promotion activities, ceremonial functions.
- Interaction with media personnel and resolving media queries.

## 2. Smt. Reshma Udaya Poojary - Manager, PR

- Responsible for managing media
- Organizing Pre<sup>o</sup> Meet/Pre.. Conference,
- Drafting press releases,
- Overall management of social media handles
- Taking up translation works etc.
- Sub-Editor for SAMPARKA Newsletter
- Content writing for Newsletter, Website
- Drafting special articles.
- Preparation, processing and dissemination of relevant information on Public Platforms / social media handles and other forums.
- Making media feedback reports.
- To Coordinate for media events and other significant PR activities.

## 3. Mr. Premsagar.V, Sr. Executive, PR

- Graphic designing,
- Day today handling of social media accounts
- Social media management and Public Relations.
- Professional Camera handling
- Designing, Page design, Photography for SAMPARKA Newsletter
- Preparation for flipbook of Newsletter
- Preparation, processing and dissemination of relevant information on Public Platforms / social media handles and other forums.

