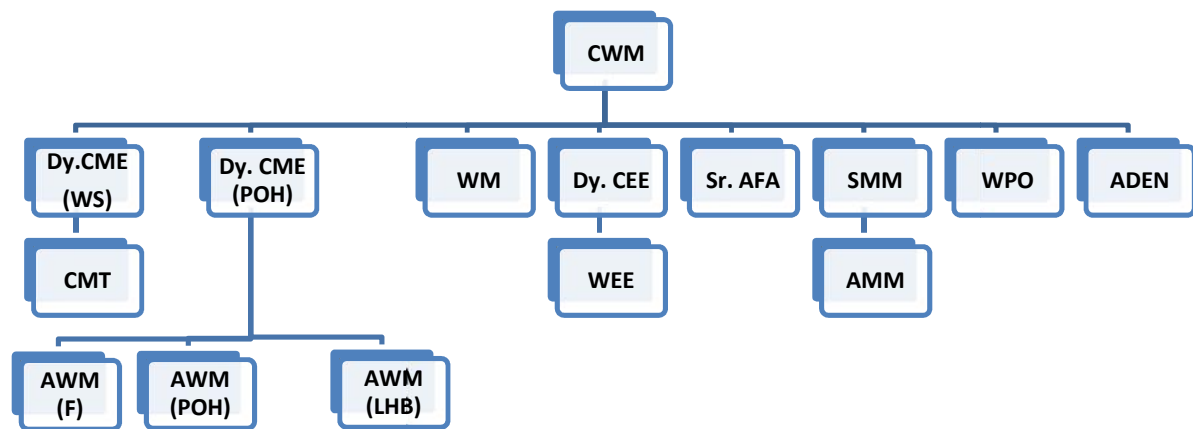


ORGANISATION

Designation	Department	Grade	Brief description of duties
Chief Workshop Manger	Mechanical	Senior Administrative Grade	Overall In charge of the Workshop.
Dy. Chief Mech. Engineer (WS)	Mechanical	Junior Administrative Grade	MR for ISO, PIO on RTI matters, Sr. EDPM on IT matters. Mechanical Office including Budget. Planning for Works, M&P and Rolling Stock. Outsourcing & Contract Management. Incentive and Time Office.
Dy. Chief Mech. Engineer (POH)	Mechanical	Junior Administrative Grade	Factory Manager and Coordination with other Department for coach POH outturn. Planning for monthly outturn. Chief Quality Manager (Mech), Material Planning, Quality Audit of all POH activities.
Dy. Chief Electrical Engineer	Electrical	Junior Administrative Grade	Energy Manager. Chief Quality Manager (Elect.), Material Planning, RSP & Works Programme. Budget, Outsourcing & Contract Management. Maintenance of Air conditioning and Train Lighting of Coaches and Power Supply to Workshop and Colony.
Senior. Asst. Finance Advisor	Accounts	Senior Scale	Accounts officer and Financial advisor to Chief Workshop Manager.
Senior Material Manager	Stores	Senior Scale	Material Management – Stock & non-Stock. Monitoring of receipt, accountal, custody, stock verification & issue of material.
Workshop Personnel Officer	Personnel	Senior Scale	Human Resource Development, Industrial Relations and staff Welfare.
Works Manager	Mechanical	Senior Scale	Maintenance of M&Ps, Conversion of coaches, M&S, Corrosion & Shell Repair Shops. ADC(BS&G). outsourcing for Mechanical Department.
Chemist and Metallurgist	Mechanical	Senior Scale	In charge of Chemical and Metallurgical Laboratory, Ultrasound Testing , DPT & MPT.
Workshop Elect. Engineer	Electrical	Senior Scale	Officer In charge of TL, AC & EPDMS shop. Conversion of coaches. Power & Water Supply to the Workshop & Colony. Condemnation & Disposal of scrap.
Asst. Works Manager(POH)	Mechanical	Junior Scale	Officer In-charge of POH, trimming & Paint. Chair Car coaches. Material planning.
Asst. Works Manager(F)	Mechanical	Junior Scale	Secy to CWM. Function of PRO/MCSW. Asst. Sports & cultural Officer. Officer In-charge of Furnishing & trimming & MT. Material planning.

Asst. Manager(LHB)	Works	Mechanical	Junior Scale	EDPM. Officer In-charge of Wheel & Bogie and lifting Shop. Basic Training Center. Training of Engg. Students. POH of LHB coaches.
Asst. Engineer	Divisional	Engineering	Junior Scale	Officer In-charge for civil maintenance of infrastructure of entire workshop and colony. Horticulture Development. Water Supply.
Asst. Manager	Material	Stores	Junior Scale	Assist SMM for material management.



DEPARTMENTS

Mechanical: Responsible for Periodic Overhauling of broad gauge coaches of East Coast Railway, South East Central Railway and East Central Railway During Periodic Overhauling, intensive attention is given to different systems like bogies, air brake system, coach body; internal furnishing so as to ensure a safe, comfortable coach for service for 12/18 months of service. The department is also responsible for overhauling of bogies for IOH attention at depot at the end of 9 months. It also looks after Implementation of different RSP works sanctioned by Railway Board. Various shops under control of Mechanical Department are as under.

CARRIAGE FITTING SHOP –

Lifting of coach body, Dismantling of Bogie, Maintenance of Air Brake System, Safety check by Neutral Train Examiner. The shop is equipped with 30T capacity cranes for coach body lifting.

BOGIE SHOP –

Dismantling of Bogie Components and wheel. Complete overhauling of Bogie components, replacement of must change and rejectable fittings, testing of critical components, assembly of bogie. Apart from ICF bogie, now the shop has capacity to overhaul air suspension hybrid bogie and new technology FIAT bogie. The shop is equipped with 10/5 Ton EOT crane for handling Bogie. Apart from inhouse POH requirement, the shop also provide overhauled bogie to Coaching Depots to carryout 'C' Schedule after 9 months of service.

WHEEL SHOP –

Complete overhauling of BG wheels. Machining of Wheel Discs and axle, pressing of Axle & Disc, Profile turning, Bearing Maintenance, Assembly of Wheel. Now the shop has developed capacity to overhaul LHB Wheels. The shop is developing facility to overhaul CTRB freight wheels. Apart from inhouse POH requirement, the shop also provide overhauled Wheels to Coaching Depots to enable replacement of defective wheels from service.

CORROSION SHOP –

The shop is equipped with different type of Welding and Gas cutting equipments for undertaking corrosion repair of Head stock, Sole bar, Cross members, trough floor, Sheet Panel etc. Corrosion shop also undertake structural modification for conversion of coaches.

POH SHOP –

POH shop mainly undertake the furnishing related repair in the coaches viz. PVC flooring, LP sheet Panels, Lavatory work and provision of amenities etc.

TRIMMING SHOP –

The shop specialises in repair and fitting of seat & Berths.

PAINT SHOP –

The shop undertake painting of Coach exterior and interior, Painting of Bogie and other components, Lettering and stencilling of coach particulars. Spray Painting Machines have been provided for exterior Painting of coaches. Now, the shop also undertakes Poly Urethane Painting.

MILLWRIGHT SHOP –

Responsible of Maintenance of Machinery and Plant of the Workshop including safety certification of lifting Tackles.

MOTOR TRANSPORT SHOP –

Responsible for maintenance of Motor Vehicle and transport equipments viz. Fork Lifter, Front End Loader, Platform Trucks etc. The shop also maintain a fire tender for fire fighting in case of emergency.

M&S SHOP –

Machine & smithy Shop mainly manufactures components for corrosion shop. It also manufacture and supply small component to other shop and coaching depots.

COACH MOVEMENT AND SCHEDULING –

Planning and placement of coaches inside various shops. Traversor movement. Monitoring of daily outturn of the workshop. Feedback from the division.

CENTRAL CHEMICAL & METALLURGICAL LABORATORY –

The laboratory is equipped with various type of testing apparatus for mechanical & metallurgical testing. It also has spectrometer and apparatus for testing of Paint. The laboratory also undertake Ultrasound testing of axle and discs, Magnetic Particle Testing & Magnaflux testing of Bogie components.

Electrical

Responsible for overhauling of Train Lighting and Air Conditioning systems of the coach, It works in tandem with mechanical department to provide timely turn out of coaches. Electrical department is also responsible for development & maintenance of power supply in workshop as well as colony.

TRAIN LIGHTING SHOP – Undertakes repair and maintenance of Battery, light, fans, alternator etc of non-AC coaches including stripping and final fitment in the coaches.

AIR CONDITIONING SHOP - Undertakes repair and maintenance of Roof Mounted Air conditioning System, Alternator repair & testing, and related system including Generation Testing in AC coaches.

EPDMS - Undertakes Electrical maintenance of Machinery & Plant, Power Supply and Distribution inside the workshop and colony.

Personnel

Looks after human resource development and other staff welfare activities for approximately 1865 staff working in the workshop. Seniority, promotion, retirement, engagement of Act apprentices, industrial relation, salary, leave, pass, loan, advance and post retirement settlement functions are also looked after by the Personnel Department.

Finance

Responsible for assisting Chief Workshop Manager in considering all proposals involving financial implication, compilation of budget and setting up of a satisfactory system of budgetary control. As a management accountant to prepare and interpret financial statements, compile cost data and prepare cost reports, explore avenues of controlling staff and material cost, institute and operate budgetary control procedures and participate in all capital expenditure rating/pricing decision of workshop.

Stores

The department manages the requirements of materials for overhauling of coaches. Around 700 materials are stocked in the depot. It also procures various non-stock items as per requirement of workshop. The department also cater to the requirements of Divisions against their imprest requirement.

Engineering

Responsible for development and maintenance of Civil Engineering assets of the workshop and attached Colony area. It also looks after water supply.

MANPOWER

Manpower Position as on 01.01.2014

DEPARTMENT	SANCTION	ON ROLL	VACANCY
MECHANICAL	1540	1476	64
ELECTRICAL	310	297	13
PERSONNEL	32	26	06
ACCOUNTS	44	39	05
STORE	68	63	05
TOTAL	1994	1901	93
ENGINEERING (Divisional Cadre)	42	21	21
GRAND TOTAL	2036	1922	114