
DEPARTMENT OF MECHANICAL ENGINEERING, EAST COAST RAILWAY

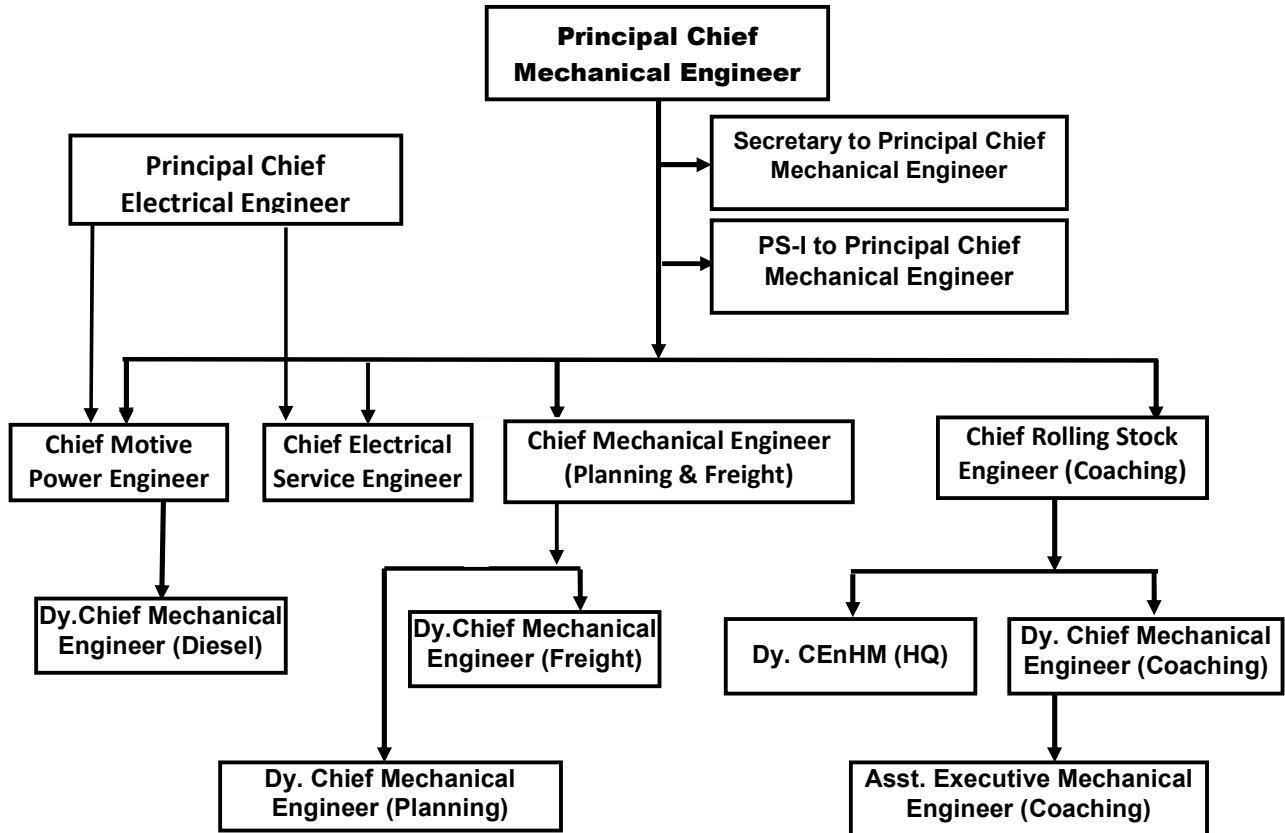
DISCLOSURES UNDER RTI ACT

(i) THE PARTICULARS OF FUNCTION, ORGANISATION & DUTIES OF MECHANICAL DEPARTMENT.

A. Function & Role:

Mechanical Department is primarily responsible for maintenance of Rolling Stocks (MEMU, Coaches & Wagons). The fitness to run them for transporting railway traffic, both passenger & goods, is given by the department. The department is also responsible for maintenance and functioning of "Accident Relief Train" equipments including Break Down Cranes. It coordinates planned expenditure on M&P procurements, Rolling Stock and Capital Spares Procurement and Workshop infrastructure on East Coast Railway. The newly formed Environment and Housekeeping Management wing is also functioning under the Mechanical department.

B. Organization Structure-HQ – [As on 24.04.2019]



C. Organization Structure at Divisional & Workshop Level

In Divisions, Mechanical Department is represented by Senior Divisional Mechanical Engineer who is assisted by one or more Divisional Mechanical Engineers & few Assistant Divisional Mechanical Engineers. In addition to 03 Senior Divisional Mechanical Engineers also there are two JAG officers one each at Waltair and KUR division designated as Senior Coaching Depot Officers.

In Workshop, Chief Works Manager is the head of the organization who reports to PCME. In East cost Railway Chief Works Manager is posted in Mancheswar Carriage Repair Shop who is assisted by 02 Dy. Chief Mechanical Engineers, 01 Dy. Chief Electrical Engineer 02 Works Managers, and 03 Assistant/Jr Scale Officers as Works Managers. Officers of other departments like Electrical Engineering, Personnel, Finance & Civil Engineering, who work in the workshop all report to CWM.

In Divisions 02 "SS" & 01 "JS" officers are heading the Environment wing under the Sr.DMEs.

D. Duties & Responsibilities

Principal Chief Mechanical Engineer:-

He is in charge of Mechanical Department in ECoR and is responsible for overall functioning of the department, implementation of policy directives pertaining to functioning of Mechanical Department. He coordinates with Railway Board, Production Units and RDSO on issues relating to working of the department. He is responsible for budget of the department and its control. He is responsible for implementation of Corporate Safety Plan, RSRC Recommendations and Disaster Management Plan pertaining to the department and EnHM related issues. He is responsible for Audit Para, Draft Para and compliance to Parliament Questions, Public Grievances, Court Cases, MP/MLA references etc. He sets the tone for future planning of the Mechanical Department and investment proposals. All officers of Mechanical Department in East Coast Railway report to him and assist him in discharging these responsibilities.

CHIEF MOTIVE POWER ENGINEER: -

CMPE will be responsible for overall Diesel Locomotive operation & maintenance, Fuel management & Disaster Management over ECoR. Main duties and responsibilities are given below.

A. DIESEL LOCO MAINTENANCE :

- I. Overseeing performance of DLS/VSKP and in-charge of operation & running matters in Divisions including RCDs.

- II. Coordination with Railway Board & Zones/Workshops to organize timely POH of diesel locos, SPART, ART and ARMES.
- III. TC Member at SAG level for all Tender cases pertaining to procurement of Diesel Spares and Break down Tools/Equipments.
- IV. Monitor RSP for diesel locos and liaison with DLW, DMW & Railway Board for procurement of DSL Locos/DEMU Spares including UES and Bulk Indent Items.
- V. Issue and implement Technical Standing Orders for diesel items.

B. TRANSPORTATION, POWER & FUEL :

- I. To ensure adequate outage of DSL Locos as per targets.
- II. Annual Crew Review of running staff in consultation with Electrical & Finance Departments.
- III. Fuel management including annual assessment, economy measures and alternative fuels.

C. DISASTER MANAGEMENT :

- I. Planning for operation, maintenance & spare parts procurement etc. for ART/Cranes/SPART.
- II. Implementation of RSRC/HLC recommendations.
- III. Nodal Officer for CRS Inspection and processing of speed certificate for locos.

D. OTHERS:

- I. Civil defense & Fire fighting and Heritage.
- II. Punctuality meeting at HQ level
- III. Any other work or duties assigned by higher officers.

N.B. : After transfer of Diesel Traction to Electrical Department, CMPE is also reporting to PCEE for matter related to Diesel Traction and Fuel.

CHIEF ROLLING STOCK ENGINEER (COACHING):-

CRSE(Coaching) will be responsible for overall Coaching maintenance & EnHM wing over ECoR. Main duties and responsibilities are given below.

- I. Overall in charge of coaching maintenance activities including post creation of coaching supervisors/staff.
- II. Monitoring and coordination of EnHM activities.
- III. Coordinating officer for coaching workshop in ECoR.
- IV. Monitor feed and outturn of coaches to workshops.
- V. Monitoring of RSP of coaching items, maintenance of coaching Asset Registers, condemnation of coaches in divisions and workshop.
- VI. Issue and monitor implementation of Technical Standing Orders for coaching stocks and quality audits of coaching depot and workshop.
- VII. TC Member at SAG level for coaching items at Headquarters level.
- VIII. Co-ordinate with safety branch and follow-up of accident cases involving Mechanical Dept. till its finalization

- IX. Drawing office at HQ relating to C&W items.
- X. Nodal officer for MEMU maintenance
- XI. Coordination for CRS Inspection and processing of speed certificate for coaches and wagons.
- XII. Replies to Board during Parliament sessions
- XIII. Will be in charge of all Heritage and exhibition matters related to Mechanical dept./ECoR.
- XIV. Any other work or duties assigned by CME/ higher officers.

CHIEF MECHANICAL ENGINEER (PLANNING & FREIGHT):-

CME(P&F) will be responsible to look after the overall planning and freight maintenance over ECoR. The important duties and responsibilities shall be as under:-

A. PLANNING:

- I. Long and short-term planning for workshop and divisions.
- II. Coordinating officer for PH- 21, PH-41 and PH-42.
- III. Coordinating officer for manpower planning including creation of work charged posts (Gaztt. & Non Gaztt.) & staff matters concerned with HQ, workshop, and division including CMT organization.
- IV. Coordinating officer for Budget, DPR and deposit works of Mech. Deptt.
- V. Monitoring of M&P and Weighbridge in accordance to guidelines of RB and RDSO.

B. FREIGHT:

- I. Overall in charge of freight maintenance activities including post creation of freight supervisors/staff.
- II. Freight activities at various Wagon depots and examination points including issue and monitoring implementation of Technical Standing Orders and quality audits for freight depots.
- III. Monitor feed of wagons to workshops.
- IV. Monitoring of freight Asset Registers & condemnation of freight stock.

C. OTHERS :

- I. Nodal Officer for Audit Paras, Special letters, CAG reports and Audit inspection reports.
- II. Appellate authority for RTI cases pertaining to Mech. Dept./ECoR.
- III. Tender Committee Member at SAG level for freight and M&P/RSP items.
- IV. Will look after all staff matters and coordinating officer for all staff proposals
- V. Training Manager for Mechanical Department for Gaz. & Non-Gazetted staff.
- VI. Any other work or duties assigned by CME/higher officers.

Deputy Chief Mechanical Engineer (Freight)

Dy.CME (Freight) will be responsible for all freight activities over ECoR. Main duties and responsibilities are given below.

1. Report to CME (Plg. & Frt.)/ECoR.
2. Monitoring of wagon failures, unloadable wagons, utilization and punctuality performance and accordingly co-ordinate with the Divisions and Operating Department on all wagon issues on day to day basis.
3. Stores Tender cases and do Technical Scrutiny of Tender cases. Revision of EMC related to freight stock & liaison with firms, Suppliers, Divisions, Stores department & RITES for supply of Wagon materials.
4. All freight issue including ROH, other schedule attention of wagons and monitor NTXR rejection and creation of CC rakes, monitor performance, freight train examination and CC rakes examination and all USF related & feeding of wagons to foreign workshops.
5. Monitoring of all Statistics and figures related to freight performance and compliance of figures for MCDO/PCDO and other reports as and when required and provide compliance to Inspection Report pertaining to freight.
6. Processing of all correspondences and make proposals for work-charged Gazetted & Non Gazetted posts, Establishment/Staff Matters of Mechanical Engineering Department and training of Officers & Staff.
7. Looking after all the function of Headquarters C&W control.
8. Will look after the promotions of HQ controlled C&W Supervisors & placement of RRB indents for C&W staff.
9. Nodal officer for GST implementation and monitoring of tenders of Mechanical Deptt.
10. Nodal officer for IRCMS site of Rly. Bd.
11. IT officer for Mech. Deptt. of ECoR. & will look after all Information Technology related issues for Mechanical Department.
12. All court cases, Audit Para and Audit observations, PG cases, RTI cases for Mechanical/HQ, VIP correspondence etc. pertaining to freight matters
13. Nodal Officer- LIMBS Court Cases.
14. Any other works assigned by higher officers.

Deputy Chief Mechanical Engineer (Coaching)

Dy.CME (Coaching) will be responsible for all coaching activities over ECoR. Main duties and responsibilities are given below.

1. Will report to CRSE (Chg.)/ECoR.
2. Monitor Carriage failures, utilization, punctuality performance, passenger complaints and will coordinate with the Divisions and other Department on all Coaching issues on day to day basis.
3. Monitor Stores Tender cases and undertake Technical Scrutiny of Tender cases related to coaching.
4. Planning of feed of coaches to CRW/MCS and other workshops.
5. Condoning officer for biometric attendance system for C&W section.

6. Material availability in depots & workshop and liaise with Stores for procurement & supply of materials and revision in EMC for coaching items.
7. Coordination issues relating to workshop and coaching depots with Railway Board, other Railways, PUs and RDSO etc.
8. Will co-ordinate and process all matters related to Non-Gazetted staff of coaching establishments.
9. 2nd Review Officer for e- attendance of Mech. Engg.Deptt.
10. Monitoring of all statistics and figures related to coaching performance and compliance of figures for MCDO/PCDO and look after implementation of recommendations of RSRC and Corporate Safety Plan.
11. Will look after all Court cases, Audit Para, Audit Observations, PG cases, RTI cases, VIP correspondence pertaining to Coaching matter and Child Right issues.
12. Will develop the drawing office at HQ and will be responsible for maintenance of drawings specification and other maintenance circulars issued time to time by RDSO.
13. Nodal officer (JAG) from Mechanical Deptt. and 2nd and 3rd member for the Review Committee for conducting periodical review the services of Gr.'C'/D' staff who are attending the age of 55 years / 30years of service working at **HQ & Divisional level** .
14. Nodal officer for Information & Communication Technology (ICT) based "CLEANMYCOACH" application (monitoring and complaint resolution), good governance & Public procurement, my Gov- Citizen Engagement Platform, Performance monitoring for Vendor bench marking through RDSO's dedicated web portal.
15. Nodal officer for monitoring of Bio-toilet project in ECoR.
16. Utilization and response from OBHS staff.
17. Any other work assigned by higher officers

Deputy Chief Mechanical Engineer (Diesel)

Dy.CME (Diesel) will be responsible for Diesel Motive Power and Disaster Management activities over ECoR. Main duties and responsibilities are given below.

1. Will report to CMPE/ECoR
2. Will monitor Diesel Outage and Diesel Loco Failures, Loco failure performance of the Diesel Shed, Crew Availability, Diesel utilization, Unsatisfactory Positions, Overdue Running on daily basis. Apart from that, will also analyze the diesel loco failures.
3. Will participate in Stores Tender cases and do Technical Scrutiny of Tender cases.
4. Will liaise with firms, suppliers, Diesel Shed, Stores Department & RITES for supply materials.
5. Will liaise with DLW, DMW and Board for preparation of Bulk Indent and import indent items and for their supply to Diesel Shed.
6. Will look after implementation of recommendations High Level Committee's Report on Disaster Management.
7. Will coordinate with the Divisions and Operating department on all running matter on day to day basis.
8. Will liaise with Oil companies on various matters, related to supply of Fuel, placement of purchase order, issue of monthly programme, mode of supply and all issues regarding supply of HSD oil.

9. Will look after all Court cases, Audit Para and Audit Observations pertaining to Diesel and Running staff.
10. Nodal Officer of MP, MLA & Parliamentary Business and VIP references.
11. Will look after the promotions of HQ controlled Diesel Supervisors.
12. Will look after placement of RRB indents for running staff and diesel maintenance staff.
13. Will look after the acceptance and raising of debits for inter-Railway loco hiring.
14. Condoning officer for biometric attendance system for supervisors in diesel section at HQ.
15. Looking after the heritage items / issues
16. Any other works assigned by higher officers from time to time.

Deputy Chief Environment and Housekeeping Manager /HQ/BBS

Dy.CEnHM/HQ will be responsible for Environment and Housekeeping management activities over ECoR. Main duties and responsibilities are given below.

1. Will report to CRSE (Coaching)/ECoR.
2. Will look after mechanised Cleaning of all A1 & A category stations restricted to all passenger interface areas excluding retiring rooms and Officer's Rest Houses.
3. Will look after mechanised cleaning of coaches in Depots/Stations including Clean Train Stations.
4. Will look after mechanised cleaning of Coach Maintenance Depots.
5. Will look after pest & rodents control in A 1 & A category Stations, Depots & Coaching trains.
6. Will look after On Board Housekeeping Services (OBHS) in coaching trains.
7. Will look after Linen management in Trains and A1 & A category Stations.
8. Will look after Complaint management received via all available sources related to cleanliness/hygiene/aesthetics.
9. PIO for Mechanical Dept./ECoR for RTI cases.
10. Will ensure timely reply to Parliament questions, RTI, PG cases related to EnHM wing.
11. 1st Review Officer for e-attendance & AEBAS system.
12. Will look after waste management and pollution control in all forms from all units of ECoR and ensuring that those are within maximum permissible levels as per national standards.
13. Ensure accreditation of relevant certificates for ECoR units related to EnHM wing.
14. Initiate steps for improving environment and take part in all Railway/ national environmental drives.
15. Will coordinate with the departments presently handling EnHM activities till full-fledged EnHM wing becomes functional.
16. Will coordinate with departments and divisions regarding solar and energy saving measures.
17. Will co-ordinate for water management with concerned departments.
18. Any other works assigned by higher officers from time to time.

Secretary to PCME

A. OVERALL ADMINISTRATIVE CONTROL OF THE PCME'S OFFICE.

1. Coordinating with the HODs in preparation of brief for the PNM, POM, VIP visits and other important meetings.
2. Nomination of Gazetted Officers for various training programmes conducted by RSC/BRC, IRIMEE/JMP and other Non-Railway institutions.
3. Imprest holder & Stationeries.
4. Awards (Railway Board, GM and CME's level Railway Week Award) & awards concerning other HODs.
5. Inspection Notes.
6. Staff matters of HQ Mech. Br. & Deputation of staff of Mech. Department to various organizations viz. RITES, IRCON, COFMOW, RDSO, etc.
7. References of MPs, MLAs, RTI, etc.
8. Maintenance of Office equipments.
9. Sorting out daily documents to the concerned HODs received from various end.

B. STATISTICAL SECTION :

1. PCDO and GM's MCDO
2. Maintenance of various statistical information concerning Mechanical Branch.

C. MISCELLANEOUS :

1. Organizing various periodical meetings such as PREM meeting with Workshops & Sheds etc.
2. Processing for various institutional memberships for various institutions.
3. Officer in charge of Stenographers & maintenance of Non-Gazetted Annual Confidential Reports for the entire Mechanical Department.
4. Assisting CME in leave/transfer/posting of Mechanical Officers
5. Discharging various secretarial duties assigned by CME time to time.
6. Any other work assigned by CME from time to time.

E. Non Gazetted Sanctioned Staff Strength.

Wing	SSE	JE	CLI	DPC	Ministerial (Ch.OS/OS/ Sr.Clerk/ Jr.Clerk, Sr.SO etc.)	PS-II, Steno-I, Steno-II & Others	Gr.-D	Total
Diesel, Operation & Power Control	7	3	8	6	-	-	-	24
Coaching, Freight & C&W control	10	4	-	-	-	-	-	14
Drawing & Design	2	2	-	-	-	-	-	4
Workshop & Planning	2	1	-	-	-	-	-	3
General	-	-	-	-	Ch.OS-7 OS-6 Sr.Clerk-2 Jr.Clerk-2 Sr.SO-1	PS-II- 2 Steno-I- 4 Jr.Steno-3	Peon-6 B.Peon-8	41

(ii) THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES OF ECOR MECHANICAL DEPARTMENT-The officers and employees derive powers from concern publication on "Delegation of Power" on "Works", "Stores", "Personnel" & "Miscellaneous" matter and discharge their duties accordingly.

(iii) Decision making Process Including Channel of Supervision and Accountability:
This is depicted in "Organization Chart"

(iv) Norms Set For Discharge of Mechanical Department's Function

Norms for discharge of department's function are set by the code for Mechanical Department, schedule of Power and different maintenance manuals, GCC and Instructions issued by Railway Board from time to time on different policy matters.

(V) & (VI). RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD: THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

(A) List of Manuals available related to Rolling stock maintenance

1. Maintenance manual for wagons
2. Maintenance manual for broad gauge coaches ICF design
3. Operation & Maintenance manual for 140T Gotwald Crane
4. White Manual on Diesel Locomotive
5. Accident manual
6. General Rule
7. IRCA Pt-III for goods
8. IRCA Pt-IV for coaching.
9. Mechanical Code
10. Drawings of Diesel, Carriage & Wagons components.
11. BIS specifications on Mechanical & Metallurgical items
12. RDSO specifications and Maintenance Instructions and Technical pamphlets

(B) List of records

1. Diagram book of coaches.
2. Diagram book of wagons.
3. Diagram book of Diesel locomotives.
4. Allied Statistics pertaining to Maintenance of Rolling Stocks & Crew Management.

(vii) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

All policies are formulated at Railway Board (Ministry) at New Delhi, hence, no arrangement exists at local level.

(viii) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE TO PUBLIC

No such bodies exist for Mechanical Department at local level

(ix) **DIRECTORY OF MECHANICAL DEPARTMENT [As on 24.04.2019]**

Sl. No.	Designation	Railway Telephone	DOT Phone (Code-0674)	Mobile	Present Incumbent (S/Shri)
1	Principal Chief Mechanical Engineer	50050	2303370	08455885400	M.K.Poddar
2	Chief Mechanical Engineer (Planning & Freight) & Appellate Authority (Mechanical Dept.)/HQ	50350	2303041	08455885403	S.P Singh
3	Chief Rolling Stock Engineer (Coaching)	50150	2301190	08455885401	S.C.Choudhary
4	Chief Motive Power Engineer	50250	2300439	08455885402	Smruti Ranjan Sethy
5	Dy. Chief Mechanical Engineer(Freight)	50352	2300383	08455885405	VACANT
6	Dy. Chief Mechanical Engineer (Coaching) – Nodal Officer-IT	50056	2300617	08455885406	Rajendra Nayak
7	Dy. CEnHM & PIO (Mechanical Dept.)/HQ	50258	-	08455885408	J.K. Sahu
8	Dy. Chief Mechanical Engineer (Diesel)	50252	2301024	08455885404	S.M.Sakil Ahemad
9	Dy. Chief Mechanical Engineer (Planning)	50058	-	08455885411	Chakradhar Sahu
10	Secy. to PCME	50254	2300868	08455885407	Suresh Chandra Sethi
11	Assistant Executive Mechanical Engineer (Coaching) & APIO (Mechanical Dept.)/HQ	50256	-	08455885409	V.Kanaka Rao
12	P.S-I to PCME	50054	-	08455885410	Niranjan Mishra

(x) MONTHLY REMUNERATIONS OF OFFICERS AND STAFF OF MECHANICAL DEPARTMENT-AS PER SCALE OF PAY DETAILED BELOW (PAY STRUCTURE AS PER 7TH PAY COMMISSION):

Sl. No.	Designation	Scale of Pay (Remuneration) As per 7 th PC	Level (As per 7 th PC)	Grade Pay (As per 6 th PC)
1	HAG (PCME)	Rs. 182200 – 224100		12000
2	SAG (CRSE/Coaching, CME/Plg.& Frt. & CMPE)	Rs. 144200 – 218200	14	10000
3	SG - Dy.CEnHM	Rs. 123100 – 215900	13	8700
4	JAG- Dy.CME(Freight), Dy.CME/Diesel, Dy. CME (Coaching) & Dy. CME/Planning	Rs. 78800 – 209200	12	7600
5	Sr. Scale - Secy. to PCME	Rs. 67700 – 208700	11	6600
6	Jr. Scale AEME(Coaching) – [Gr.-'B']	Rs. 47600 – 151100	8	4800
7	PS-I to PCME [Gr.-'B']	Rs. 47600 – 151100	8	4800
8	Sr. Section Engineer	Rs. 44900 – 142400	7	4600
9	Jr. Engineer	Rs. 35400 – 112400	6	4200
10	Chief Loco Inspector	Rs. 44900 – 142400	7	4600
11	Chief Office Superintendent	Rs. 44900 – 142400	7	4600
12	Office Superintendent	Rs. 35400 – 112400	6	4200
13	Sr. Clerk	Rs. 29200 – 92300	5	2800
14	Jr. Clerk	Rs. 19900 – 63200	2	1900
15	PS-II	Rs. 44900 – 142400	7	4600
16	Steno - I	Rs. 35400 – 112400	6	4200
17	Steno - II	Rs. 29200 – 92300	5	2800
18	Peon	Rs. 18000 – 56900	1	1800

(xi) BUDGET ALLOCATION & EXPENDITURE-

Details of revenue budget and budget for RSP, M&P & works can be seen at the following link - http://www.indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,1,304,366,539

(xii) EXECUTION OF SUBSIDY PROGRAMME, ALLOCATION & DETAILS OF BENEFICIARIES: -
Mechanical Department does not handle any subsidy programme.

(xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OF AUTHORIZATION GRANTED:-

-NIL-