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## **DUTIES & RESPONSIBILITIES OF HQ OFFICERS OF MECHANICAL ENGINEERING DEPARTMENT.**

### **CHIEF WORKSHOP ENGINEER**

CWE will be responsible to look after the overall functioning of workshops over ECoR. The important duties and responsibilities shall be as under:-

#### **A. WORKSHOPS :**

- I. Carriage Repair Workshop/MCS.
- II. Wagon Repair Workshop /VDVD
- III. CMT organization of ECoR
- IV. Modernization of workshops and introduction of modern repair practices in the workshop for improving quality and productivity of shops.
- V. Long term and short-term planning of workshops, monitoring of RSP works in progress as well as M&P under procurement.
- VI. Manpower Planning/outsourcing corresponding with increase in workload in Workshops.
- VII. Condemnation of coaching stock at HQ.
- VIII. Store matters pertaining to workshops items.

#### **B. OTHERS :**

- I. Nodal Officer for Audit Para, Special letters, CAG reports and Audit inspection reports for HQ and workshops.
- II. Training Manager for Mechanical Department for Gaz. & Non-Gazetted staff.
- III. To function as HOD on staff matters for HQ and workshop staff including CMT organization and coordinating officer for creation of posts.
- IV. Drawing office at HQ.
- V. Updation of Asset Register of Mechanical Branch at HQ .
- VI. Tender Committee Member at SAG level related to workshop items.

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### **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.

#### **A. Coaching :-**

- I. Coaching maintenance activities including post creation of coaching Supervisors/Staff..
- II. Maintenance of coaching Asset Registers, condemnation of coaches in Divisions..
- III. Issue and monitor implementation of Technical Standing Orders for coaching stocks and quality audits of coaching Depot.
- IV. Coordination for CRS Inspection and processing of speed certificate for coaches.

#### **B. EnHM :-**

- I. Working as CEnHM for monitoring and coordination of EnHM activities.
- II. Coordinating officer for all issues related to EnHm of ECoR.

#### **C. Others :-**

- I. Replies to Board during Parliament sessions
- II. Tender Committee Member at SAG level for coaching items related to divisions .
- III. Coordination for CRS Inspection and processing of speed certificate for coaches.
- IV. Co-ordinate with safety branch and follow-up of accident cases involving Mechanical Dept. till its finalization.
- V. Nodal Officer for Audit Paras, Special letters, CAG reports and Audit inspection reports ( Coaching related issue of divisions).



## Chief Mechanical Engineer (Planning)

CME (Planning) will be responsible to look after the overall planning 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 Budget of Mech. Deptt.
- IV. Monitoring of RSP items.
- V. Monitoring of M&P in accordance to guidelines of RB and RDSO.
- VI. Make available D&G charges under PH21, 41 & 42 for creation of work charged post.

### B. OTHERS :

- I. Tender Committee Member at SAG level for M&P/Works items.
- II. Liaison with Railway Board, other Departments and Divisions and monitoring for speedy implementation in respect of PH-41 , 42 and 53 ( Coaching related ) items.
- III. Liaison with HODs of Mechanical Deptt. in connection with Rolling Stock, Works and M&P Programme proposals for submission to Board.





## Chief Rolling Stock Engineer (Freight)

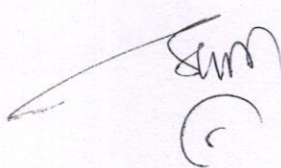
CRSE (Frt.) will be responsible to look after the overall freight operation activities & maintenance over ECoR. The important duties and responsibilities shall be as under:-

### A. FREIGHT:

- I. 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. Coordination for CRS Inspection and processing of speed certificate for wagons.
- V. Coordinating officer for DPR and Deposit works of Mech. Deptt.
- VI. Monitoring of freight Asset Registers & condemnation of freight stock.
- VII. Functioning of In Motion Weigh Bridges in ECoR.

### B. OTHERS :

- I. Tender Committee Member at SAG level for freight items & RSP items of Freight.
- II. Audit Paras, Special letters, CAG reports and Audit inspection reports related to freight issues.
- III. Appellate authority for RTI cases pertaining to Mech. Dept./ECoR.
- IV. IT related matters at HQ & Divisions.
- V. Mechanical Member for Safety Audit Team of ECoR.

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## **Chief Motive Power Engineer(Diesel & Disaster Management)**

CMPE (Diesel & Disaster Management) 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. To ensure adequate outage of DSL Locos as per targets.
- III. Fuel management including annual assessment, economy measures and alternative fuels.
- IV. Coordination with Railway Board & Zones/Workshops to organize timely POH of diesel locos, SPART, ART and ARMES.
- V. TC Member at SAG level for all Tender cases pertaining to procurement of Diesel Spares and Break down Tools/Equipments.
- VI. 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.
- VII. Issue and implement Technical Standing Orders for diesel items.

### **B. 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.

### **C. OTHERS:**

- I. Nodal Officer for Civil defense & Fire fighting issue of Mech.Deptt.
- II. Nodal Officer of all Heritage and exhibition matters related to Mechanical Deptt./ ECoR.
- III. Punctuality meeting at HQ level

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## **Deputy Chief Mechanical Engineer (Diesel & Disaster Management)**

Dy.CME (Diesel & Disaster Management) will be responsible for Diesel Motive Power and Disaster Management under guidance of CMPE (Diesel & DM), Planning activities under guidance of CME (Planning), PG, RTI and Parliament Question. Main duties and responsibilities are given below.

### **A. Diesel & Disaster Management:**

1. 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.
2. Will participate in Stores Tender cases and do Technical Scrutiny of Tender cases.
3. Will liaise with firms, suppliers, Diesel Shed, Stores Department & RITES for supply of materials.
4. Will liaise with DLW, DMW and Board for preparation of Bulk Indent and import indent items and for their supply to Diesel Shed.
5. Will look after implementation of recommendations High Level Committee's Report on Disaster Management.
6. Will coordinate with the Divisions and Operating Department on all running matter on day to day basis.
7. 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.
8. Will look after all Court cases, Audit Para and Audit Observations pertaining to Diesel and Running staff.
9. Will look after the promotions of HQ controlled Diesel Supervisors.
10. Will look after placement of RRB indents for running staff and Diesel maintenance staff.
11. Will look after the acceptance and raising of debits for inter-Railway loco hiring.
12. Condoning officer for biometric attendance system for Supervisors in Diesel Section at HQ.
13. Looking after the heritage items / issues.
14. Will be nodal officer for PG, Parliament Question & PIO of RTI cases for timely reply to PG, Parliament Question & RTI application.
15. Will be the nodal officer in JAG level for condemnation of T&Ps, Petty Articles and Office Equipments in PCME's office.

### **B. Planning Activities:**

1. Planning of all the proposals under PH-41, PH-42 & PH-21, process those proposals at HQ and at Railway Board for sanction.
2. Will regularly coordinate and monitor the progress of all the sanctioned works under PH-41, PH-42 & PH-21 and utilization of funds provided in budget for these works.
3. Will do Technical Scrutiny of M&P items pertaining to open line, Workshop and Construction Organization, which are purchased under PCMM.

## **Secretary to PCME**

Secy. to PCME will be responsible for Overall Administrative Control of the PCME's Office, Statistical Section & Miscellaneous matters. Main duties and responsibilities are given below.

### **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 NAIR/BRC, IRIMEE/JMP and other Non-Railway institutions.
3. Imprest holder & Stationeries.
4. Awards (Railway Board, GM and PCME's level Railway Week Award) & Awards concerning other HODs.
5. Inspection Notes.
6. Staff matters of HQ Mech.Branch & 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 to Mechanical Department.

### **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 PCME in leave/transfer/posting of Mechanical Officers.
5. Nodal officer for updating in IRCMS site of Railway Board & Nodal officer for e-office
6. Discharging various secretarial duties assigned by PCME time to time.



## **Deputy Chief Mechanical Engineer (Coaching & EnHM)**

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

### **A. Coaching:**

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. Looking after all the function of Headquarters C&W Control.**
7. Material availability in Depots & Workshop and liaise with Stores for procurement & supply of materials and revision in EMC for coaching items.
8. Coordination issues relating to coaching stocks with Railway Board, other Railways, PUs and RDSO etc.
9. Will co-ordinate and process all matters related to Non-Gazetted staff of Coaching establishments.
10. 2<sup>nd</sup> Review Officer for e- attendance & 1<sup>st</sup> Admin of e-office of Mech.Engg.Deptt.
11. 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.
12. Will look after all Court cases, Audit Para, Audit Observations, PG cases, RTI cases, VIP correspondence pertaining to Coaching matter and Child Right issues.
13. Nodal officer (JAG) from Mechanical Deptt. and 2<sup>nd</sup> and 3<sup>rd</sup> 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. Nodal officer for GST implementation and Monitoring of Tenders of Mechanical Department.**
- 18. Nodal officer for GeM of Mech.Engg.Deptt. at HQ.**



## **B. Environment and Housekeeping Management activities:**

1. Will report to CME (Planning) & CEnHM/ECOR.
  2. Will look after mechanized 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 Mechanized cleaning of coaches in Depots/Stations including Clean Train Stations.
  4. Will look after Mechanized 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. Will ensure timely reply to Parliament questions, RTI, PG cases related to EnHM wing.
  10. 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.
  11. Ensure accreditation of relevant certificates for ECoR units related to EnHM wing.
  12. Initiate steps for improving environment and take part in all Railway/ National Environmental Drives.
  13. Will coordinate with the Departments presently handling EnHM activities till full-fledged EnHM wing becomes functional.
  14. Will coordinate with Departments and Divisions regarding solar and energy saving measures.
  15. Will co-ordinate for Water Management with concerned Departments.
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## **Deputy Chief Mechanical Engineer/ Executive 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 CRSE (Freight)/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. Looking after all the function of Headquarters C&W control.
7. All warranty claims related to freight items .
8. Nodal officer for GST implementation and monitoring of tenders of Mechanical Deptt.
9. IT officer for Mech. Deptt. of ECoR. & will look after all Information Technology related issues for Mechanical Department.
10. EME will be member of M&P Condemnation committee of HQ at Sr Sale level.
11. EME will be TC member of all Sr Scale cases of Mech Deptt at HQ.
12. All court cases, Audit Para and Audit observations, PG cases, RTI cases for Mechanical/HQ, VIP correspondence etc. pertaining to freight matters
13. JAG member for TC member of freight items.



## **Senior Mechanical Engineer (HQ)**

SME (HQ) will be responsible for all freight activities under guidance of CRSE(Freight) over ECoR. Main duties and responsibilities are given below.

1. Will Report to CRSE (Freight)/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. Looking after all the function of Headquarters C&W control.
7. All warranty claims related to freight items.
8. Nodal officer for GST implementation and monitoring of tenders of Mechanical Deptt.
9. IT officer for Mech. Deptt. of ECoR. & will look after all Information Technology related issues for Mechanical Department.
10. SME (HQ) will be member of M&P Condemnation committee of HQ at Sr Sale level.
11. SME (HQ) will be TC member of all Sr Scale cases of Mech. Deptt at HQ.
12. All court cases, Audit Para and Audit observations, PG cases, RTI cases for Mechanical/HQ, VIP correspondence etc. pertaining to Freight matters.
13. Will be the nodal officer in SS level for condemnation of T&Ps Petty Articles and Office Equipments in PCME's office.

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### **AEME (WS)/HQ**

AEME (WS) will be responsible for all Workshop activities under guidance of CWE over ECoR. Main duties and responsibilities are given below.

1. Will report to Chief Workshop Engineer.
2. Will deal with Pre-tender scrutiny of coaching items.
3. Monitor feed to CRW/MCS on daily basis as per shopping programme.
4. Monitor all non-stock item of Coaching Stores for coverage and subsequent follow-up with Workshop for supply.
5. Monitor all RSP works in workshops.
6. Drawing office at HQ and will be responsible for maintenance of drawings specification and other maintenance circulars issued time to time by RDSO.
7. APIO for Mechanical Dept./ECoR for RTI cases.
8. Will be member of Jr. Scale level committee as representative of Mech. Deptt.
9. To monitor safety item and their supply in the field.
10. 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 workshops.
11. Manager for e-Attendance system for Mechanical Engineering Department/ECoR.
12. Nodal officer for implementation of Project Saksham for Mech Deptt.
13. 2<sup>nd</sup> Admin of e-office of Mech.Engg.Deptt.
14. Will be the nodal officer in JS level for condemnation of T&Ps Petty Articles and Office Equipments in PCME's office.

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