

कार्यालय
मुख्य कारखाना प्रबंधक
सवारी डिब्बा मरम्मत कारखाना
मंचेश्वर, भुवनेश्वर-751017

पूर्व तट रेलवे
East Coast Railway



Office of the
Chief Workshop Manager,
Carriage Repair Workshop
Mancheswar, Bhubaneswar-751017.

सं No. MCSW/ G/GA/147 / 3368

दिनांक Date: 05.11.2024

विषय/Sub:- Duty list of officers of CRW/MCS

Subsequent to transfer of post of Dy CME/Production from MCSW to KUR & joining of additional WM in lieu of the transferred JAG post, the revised duty list of officers of CRW, Mancheswar is issued as per the Annexure enclosed herewith.

Enclosure: As above.

(अमित सिन्हा/Amit Sinha)

मुख्य कारखाना प्रबंधक
Chief Workshop Manager

सडीमका/मंचेश्वर
CRW/Mancheswar.

Circulation:- i) CWE/ECOR/BBS for kind information ii) WPO for necessary action iii) All officers for kind information & iv) SSE's (Mech & Elect) Concerned-CRW/MCS

1. DY. CME(POH)

1. Overall In charge of Bogie Repair Shop & Carriage Lifting Shop, Mill Wright, Wheel shop
2. Standby of Dy CME(POH-II)
3. Establishment
4. Outturn planning and monitoring.
5. Supervision of Activities of AWM-II
6. JAG power exercise of PE(I/C) cases & CMT.
7. Any other duties assigned.
8. Reporting to CWM.

2. DY. CME (POH-II)

1. Overall In charge of Paint shop, Corrosion Shop, CBR (POH) shop, Furnishing Shop, Trimming Shop, Water tank & Pipeline Section, CMS.
2. Outturn planning and monitoring
3. Coach condemnation.
4. Shop floor cleaning & misc. scrap disposal.
5. Standby of Dy CME(POH).
6. Coordination with depots for feed.
7. Supervision of AWM(Fur).
8. JAG power exercise of WM(POH) cases.
9. Any other duties assigned.
10. Reporting to CWM.

3. WM/POH

1. Factory Manager
2. Chief Safety Officer
3. Rajbhasha Adhikari
4. PRO
5. APIO
6. Secy to CWM
7. PNM
8. EnHM
9. Audit Cases
10. BTC
11. Quarter Committee
12. IB/SRH
13. Insp. Reports
14. Transport shop
15. Standby of PE(I/C)
16. Sr Scale Tenders & DA Cases of Paint shop, Corrosion Shop, CBR (POH) shop, Furnishing Shop, Trimming Shop, Water tank & Pipeline Section, CMS.
17. Any other duties assigned.
18. Reporting to CWM.
19. Standby of WPO.

4. WM

1. Responsibilities of PE.
2. PCO
3. Incentive
4. Co-ordination with stores.
5. All Industrial Engineering Departments (IEDs).
6. Machine Shop
7. Time Office
8. PH -41,42,21
9. Budget
10. MR/ISO
11. Sr Scale Tenders & DA Cases of Bogie Repair Shop, Wheel Shop & Carriage Lifting Shop , Mill Wright.
12. Monitoring of 100 days failure.
13. Standby of Wm/POH (I/C)
14. Any other duties assigned.
15. Reporting to CWM.

5. CMT:

1. CCML
2. All ETPs
3. Inoculum Generation Plant
4. Waste to Energy Plant
5. Any other duties assigned.
6. Reporting to CWM.

6. AWM(Fur)/AWM-I

1. In charge of Paint shop, Corrosion Shop, CBR (POH) shop, Furnishing Shop, Trimming Shop, Water tank & Pipeline Section, CMS.
2. FDSS & FSDS
3. Cleaning Contract and Waste disposal
4. Coach Condemnation
5. Any other duties assigned.
6. Reporting to Dy CME (POH-II)

7. AWM-II

1. In charge of Bogie Repair Shop, Wheel Shop, Carriage Lifting Shop, Mill Wright
2. MEMU
3. Movement of wheel coach and trailers
4. Any other duties assigned.
5. Reporting to Dy CME (POH)

8. DY.CEE

1. Budget
2. PH-41, 42, 36, Bulk RSP, Item-wise RSP
3. Maintenance of EPDMS, AC & TL
4. Fund planning
5. Store, Establishment, Hindi, Estimate & Tender
6. MCDO, Energy Bill, Solar, Audit
7. Trade Union / PNM
8. Chairman, Quarter Committee
9. M&P purchase & repair

10. 100 days Failure Analysis
11. Out-turn planning of AC & TL coaches
12. Overall, in-charge of Electrical wings
13. D&A cases
14. Vigilance and RTI cases, etc.
15. Disposal of condemned coaches
16. Any other duties assigned.
17. Reporting to CWM.

9. AWEE

1. Outturn planning and monitoring of TL & AC Coaches
2. Material Planning
3. 100 Days Failure analysis
4. Co-ordination with Depots
5. Modification Work
6. Work proposal & processing
7. Trade Test of Technicians –II and III.
8. Outsourcing of Works.
9. EPDMS failure attention.
10. Other works assigned by Dy. CEE & CWM
11. Reporting to Dy CEE.

10. Sr. AFA

1. Finance Member for Tenders
2. MACP committee member
3. Spot Purchase Committee member
4. Finance concurrence and vetting of proposals (Works, Service, and Miscellaneous)
5. Vetting of proposals (Stores)
6. Budgeting
7. Accounting and Bookkeeping
8. Inspection and Audit
9. Workshop accounts.
10. Payroll and Employee Records
11. Contractors/Service providers/suppliers Payments
12. Management Reporting (Efficiency section)
13. Administrative works
14. PF/NPS/PENSION
15. Miscellaneous works
16. Any other duties assigned.
17. Reporting to CWM.

11. Dy. CMM

1. Inventory Management for MCSW.
2. Procurement of all non-stock demands by CRW/MCS and emergency stock items for estimated value within delegated power of Dy. CMM.
3. To look after scrap disposal of GSD/MCS
4. Overall, in-charge of CRW/MCS Stores (92) Depot.
5. Overall, in-charge of all establishment and administrative works of CRW/MCS Stores (92) Depot.
6. Any other miscellaneous works as assigned by PCMM/BBS & CWM/MCS.
7. Reporting to CWM.

12. AMM

1. Procurement of all non-stock demands by CRW/MCS & Coaching Depot/BBS for estimated value within delegated power of AMM/MCS.
2. To look after CRW/MCS Stores (92) Depot.
3. To look after all establishment and administrative works of CRW/MCS Stores (92) Depot
4. Monitoring availability of B & C category items
5. Monitoring Inactive and slow-moving items.
6. Other works assigned by Dy. CMM/MCS & CWM.
7. Reporting to Dy. CMM.

13. WPO

1. Overall, in-charge of Personnel department.
2. Recruitment & Training
3. Manpower Planning
4. Selection, suitability test & Trade Test
5. Promotion & Transfer of NG staff.
6. D&A matters
7. Industrial Relations
8. Various Welfare measures
9. Wages, Allowances & Settlement to staff and retired staff.
10. Labor laws compliance.
11. Redressal of various grievances
12. RTI, CPGRAMS, CA-III cases, References.
13. Handling of various legal matters
14. Quarters
18. Engagement of Act Apprentice.
19. Any other duties assigned.
20. Reporting to CWM.

14. ADEN

1. Maintenance of Assets in CRW/MCW, including service buildings, Quarters etc.
2. Initiation of proposals, preparation of estimates for works.
3. Land related issues.
4. Other works assigned by PE & CWM.
5. Reporting to PE.


5/11/24

मुख्य कारखाना प्रबंधक
मंडिभका/पु.त. रेलवे/महेश्वर
Chief Workshop Manager
CRW/ELCo, Rly/Maheshwar