

## Functions of Operating Department

- ⇒ Day to day freight operations.
- ⇒ Co-ordination with other departments of the Division and adjoining Divisions regarding freight movements.
- ⇒ Monitoring of Inward and Outward freight traffic.
- ⇒ Identifying bottle necks in freight operations and taking corrective action to remove it.
- ⇒ Proper Utilization of assets viz locomotives and wagons to improve freight loading.
- ⇒ Meeting with Merchants, Traders and Civil Administration for improving loading.
- ⇒ Monitoring coaching operation and its punctuality.
- ⇒ Running of special trains and ensuring punctuality of commuter trains.
- ⇒ Time Table preparation along with processing of passenger trains proposed by Public representatives and general public.
- ⇒ Monitoring movement of party coaches, tourist cars and inspection acreages.
- ⇒ Management of coaching stock including POH.
- ⇒ Planning of diversion/cancellation/ short termination/regulation during exigencies.
- ⇒ Identifying and planning of traffic facility work.
- ⇒ Co-ordination with other departments of the Division to expedite work of preparation of plan, submission of estimate and finance vetting of proposal.
- ⇒ Planning of passenger and freight terminals to enhance throughput and mobility of trains.
- ⇒ Site survey and feasibility study of proposals with other branch officers.
- ⇒ Scheduled Safety Inspections of Yard, Stations, Running Room, Lobby, Foot Plate & Surprise Inspections and ensuring supply of safety equipments to all stations in the division.
- ⇒ Issuing Safety Instructions & Safety Drives from time to time.
- ⇒ Associate in conducting Accident Enquires as a representative of Operating Department.
- ⇒ Monitoring and finalization of D & AR of staff.
- ⇒ Preparation of SWR and their revision.
- ⇒ Sanctioning of caution orders and blocks for works related to safety and infrastructure.
- ⇒ Counselling of operating staff time to time and maintenance of various records properly.
- ⇒ All IT issues such as FOIS, COIS, ICMS PAM & CMS.
- ⇒ Disposal of Staff grievances, Public Grievances, Twitter & all complaints pertaining to Operating Department.
- ⇒ Dealing with issues raised by Unions.
- ⇒ Disposal of public complaints and demands.
- ⇒ Review and functioning of Running Rooms, its amenities managed by Operating Department.
- ⇒ Man power planning of all cadres and ensuring filling up of vacancies of field staff of Operating Department.
- ⇒ Preparation of guard link.
- ⇒ EI & Overhauling works of Station & Cabins.
- ⇒ Management of Store materials & Safety equipments.
- ⇒ All tenders related to operating department.