

## **CTA (Coaching):**

For ALD types of TL&AC Coaching, Power Cars & Hotel load, He/She will be overall incharge and responsible for:

1. ALD Technical & Policy Matters, Specification, Quality, Modification, Maintenance Instructions, Innovation/Improvements etc. with their Monitoring & Implementation.
2. Preparation, Monitoring & Implementation of ALD Action Plan Items (Coaching).
3. ALD matters of MSG Meeting, GM/DRM/CME's Conference, Electrical Safety Week, POM, & other Meeting/Seminars/Conferences etc. including technical correspondence.
4. Monitoring of Punctuality Performance including Detentions, En-route Failures, Unusual Occurrences etc.
5. Preparation of Highlights, MCDO, PCDO (Coaching).
6. Failure Analysis & Remedial Measures, Follow up Action, Monthly updation of Statistics including Failure Records-Failure wise & Firm wise.
7. In charge of Divisional Electrical Control, Putting up of Daily Position Chart with Analysis.
8. Timely & Uniform implementation of AMC's/CMCs, Repair Contracts etc. related to TL/AC Coaches & Power cars.
9. ALD Safety related matter, Safety Action Plan, Quality, Technical/Safety Drives, Unit Exchange Spares including Repair, including technical correspondence.
10. Infrastructure Facilities including availability of T&Ps, Training of Supervisors & Artisans, Programming for IOH/POH, Overdue Coaches, NPOH etc. & related Correspondence.
11. Compilation of under Warranty & 100 days failures etc. including technical correspondence.
12. ALD Correspondence related to new Trains, Special Trains, Rake links, Time Table etc. Monthly updating of Statistics of PM/SM of Trains with Compositions etc., ART/ARME.
13. Regular interaction with RDSO, RCF, ICF etc. & ensuring updation.
14. Ensuring timely submission of compliance of inspection reports.
15. Inspection of Primary & Secondary trains & Coaching Depots.
16. He will assists Sr.DEE/DEE/ADEE in ALD technical matters.
17. Any other work assigned by Sr.DEE/ ADEE.
18. Preparing/ Maintaining standard handouts, presentations of punctuality meeting, IT meeting, Performance review meeting et. in coordination with ALD sections & monthly updating.

## **SSE(Works & Store)**

For all Work Prog. Etc, he will be overall Incharge and responsible for:

1. He will prepare abstract estimate and sub estimates for works proposals.
2. He will process and carryout technical check of estimate and all work under revenue.
3. He will prepare justification/proposals of Important works for the improvement and innovations, M&P program, P.W.P.
4. He will prepare tender schedule(technical part) for various work of coaching wing chargeable to revenue, deposit work
5. He will carry out technical completion report of works.
6. Submission of physical & financial status of the work to SR.DEE/ADEE & HQ as and when required.

7. Planning of budget and periodically review.
8. He will prepare detailed estimates and sub estimates for ALD works under revenue and under Plan head 16 and deposit fund.
9. He will collect information from field/site for framing proposals and when required as per the instructions.
10. Description Vetting, Tech. Suitability of DMM, level cases of TL, AC & Power Supply items (A&B Category) including technical correspondence.
11. Regular review of AAC of TL, AC & Power Supply items (A, B & C Category).
12. Prompt Reply/Clarifications to observations in Store cases.
13. Regular interaction with RDSO, RCF, ICF etc. Quality, Innovations/Improvements.
14. Inspections & Audition of implementations of Technical & Policy instructions, Check list, Uniform Stocking in Division.
15. Assistance required for TL, AC & Power items by field unit of Divisions, Weekly updation.
16. Examination & processing of all stocking proposals (TL, AC and Power).
17. Processing of all NS Demands (TL, AC and Power).
18. Processing & updating position of MS on weekly basis.
19. Preparing Essentially Certificate, PAC etc. Any other work assigned by Sr.DEE/ ADEE.