

## **Duties of SSE/PSI**

He is the senior supervisor working under the control of DEE/AEE/TRD and directly responsible for the safe and efficient operation and maintenance of traction power supply installations including sub-stations (when owned by the railway), switching stations, and auxiliary transformers in his jurisdiction. He shall be thoroughly conversant with all technical details of the equipment under his charge including their rating, trend of power demand and also correct methods of their operation and maintenance,. In particular, he shall

- i) Supervise the maintenance of installations under his charge in accordance with the prescribed schedules to keep them fully serviceable at all times and in a state of good repair.
- ii) Maintain proper co-ordination with the Traction Power Controller, SSE/OHE, Supply Authorities and render assistance when required to ensure reliability of power supply.
- iii) Keep his organization in constant readiness to deal promptly with any breakdowns and failures of equipment.
- iv) Ensure that the program of testing and maintenance of protective relays is adhered to and ensure that other safety equipment including bonding and earthing are functioning effectively
- v) Instruct, train and supervise staff under his control and ensure that they do operate and maintain the equipment properly and in particular do actually observe all rules and regulations and safety precautions laid down.
- vi) Depute staff for refresher courses as prescribed, particularly for such staff as are found deficient in their working.
- vii) Ensure that special instruments and tools provided for maintenance operation and testing of all installations are properly cared for.
- viii) Keep a close watch on availability of spare parts and other stores required for maintenance and operation of the installations and initiate timely action to recoup stocks.
- ix) Ensure proper accountal and periodical verification of stores and tools in his charge.
- x) Depute staff when required to man sub-stations and switching stations in the event of failure of remote control equipment.
- xi) Inspect all installations under his charge at least once a month, with particular attention to safety aspects.
- xii) Submit prescribed periodical returns after careful scrutiny to AEE/TRD and Sr.DEE/DEE(TRD).
- xiii) Keep his superior officers fully informed of all important development and seek their guidance when required.
- xiv) Carry out such other duties as may be allotted by superior officers from time to time.
- xv) Carry out scheduled inspections as well as surprise inspections.

## **Duties of SSE/OHE (Depot Incharge)**

He is the senior supervisor working under the control of Sr. DEE (TRD) and directly responsible for the proper maintenance of OHE including the 25 KV feeders and return feeders from the traction sub-stations to the feeding posts. He should be fully conversant with the layout and sectioning of OHE in his jurisdiction as also the rules and procedures laid down for efficient maintenance of OHE and safe working on OHE. In particular he shall:

- i) Supervise the maintenance of installations under his charge in accordance with the prescribed schedules, to keep them fully serviceable and in a state of good repair.
- ii) Plan in advance the requirement of power blocks for OHE maintenance based on the work to be done in consultation with his section supervisors and ensure the completion of the work within the time allotted.
- iii) Scrutinize daily the reports on foot patrol and other defects on OHE, as well as reports from section supervisors and inspection reports of officers and arrange prompt rectification of defects pointed out and report compliance to Sr. DEE/DEE/AEE (TRD)
- iv) Check the work by sectional gangs under him to ensure that quality work is done and that compliance with prescribed schedules is adhered to .
- v) Keep the organization for attending to breakdowns in constant readiness to act promptly and expedite restoration whenever there is a breakdown.
- vi) Instruct and train staff under him in the correct methods of maintenance with special reference to safety precautions.
- vii) Arrange to send his staff for training courses as required.
- viii) Ensure that special testing instruments, tools and equipment including the OHE inspection cars and breakdown vehicles, provided for maintenance of OHE are properly cared for and maintained in proper condition.
- ix) Keep a watch on availability of spare parts and stores required for maintenance of OHE and initiate timely action to recoup stocks.
- x) Ensure proper accounting and periodical verification of the stores and tools under his charge.
- xi) Submit the prescribed periodical returns to DEE/AEE(TRD) and carry out their instructions issued, if any, on the basis of such returns.
- xii) Keep his superior officers fully informed of each and every important development and seek their guidance when required.
- xiii) Carry out such other duties as may be allotted to him by his superior officers.
- xiv) Carrying out inspections as per schedule

### **Duties of SSE/OHE and JE/OHE (other than Depot Incharges)**

The field supervisors of OHE will be under the SSE/OHE(Depot Incharge) and each supervisor will be responsible for the following.

- i) Maintenance of the OHE and allied installations in his jurisdiction in accordance with the prescribed schedules.
- ii) Submission of the requirements of power blocks for OHE maintenance, in co-ordination with permanent way maintenance as far as possible, so as to take maximum advantage of traffic blocks.
- iii) Detailed inspection of OHE under his charge by push trolley or on foot as indicated in para 20322 and 20323.
- iv) Scrutiny of daily foot patrol and other reports of defects and take prompt action to remedy the defects brought out.
- v) Close supervision of the maintenance gang under his control to ensure a high standard of work and compliance with prescribed schedules.
- vi) Keeping the organization under his control in readiness to deal with breakdowns.

- vii) Guidance to the maintenance staff for the proper execution of work in accordance with standing instructions.
- viii) Ensuring that tools and equipment under his charge are properly cared for and maintained in proper condition
- ix) Keeping watch and taking necessary action to recoup stores and spares required for his jurisdiction.
- x) Preparation and submission of periodical reports and returns to superior officials as laid down:
- xi) Keeping SSE/OHE(Depot Incharge), AEE(TRD), DEE(TRD) and Sr. DEE(TRD) informed of all important developments and seeking their guidance when required.
- xii) Carrying out any other duties allotted by superior officials.
- xiii) Carrying out inspections as per schedule

## **Duties of SSE/RC**

He is the senior supervisor working under the control of DEE (TRD) and directly responsible for the proper operation and upkeep of the RC equipment, which are vital for the efficient operation of the electric traction system. He shall be thoroughly conversant with all the technical details of the equipment under his control. In particular, he shall perform the following duties.

- i) Maintain the RC equipment at the RCC and the controlled stations in accordance with the prescribed schedules.
- ii) Keep close liaison with the S&T department as to the sound condition of the cable pairs allotted for RC operation.
- iii) Keep in constant touch with the TPC on shift duty and ensure prompt rectification of defects reported in the RC system.
- iv) Ensure proper maintenance of UPS/battery sets for uninterrupted operation of the RC equipment and the stand by generating set in the RCC.
- v) Inspect the RC equipment at every controlled post once in two months.
- vi) Impart necessary training to the staff under him in the special techniques of maintenance of RC equipment as well as trouble shooting.
- vii) Ensure that the special instruments and tools provided for maintenance of the RC equipment are properly cared for.
- viii) Keep a watch on stocking of spare parts and other stores required for the RC equipment and initiate timely action to recoup stocks.
- ix) Co-ordinate with SSE/PSI and SSE/OHE for manning the controlled posts in the event of persisting faults in the RC equipments.
- x) Submit prescribed periodical returns on RC equipment to DEE(TrD) and Sr. DEE (TrD).
- xi) Keep his superior officer fully informed of all important developments and seek their guidance when required.
- xii) Carry out such other duties as may be allotted by his superior officers.
- xiii) Carry out minimum monthly inspections as per manufacturer's recommendations.

## **Duties of CTPC**

- i) Study of all failure reports of OHE, switching stations etc. daily specially In so far as they affect the operation of trains and submit connected periodical reports to DEE TRD. He shall maintain complete statistical data relating to operation of RC equipment and ensure that the schedules of maintenance are carried out regularly;
- ii) Scrutiny of traffic delays shown against the Traction Distribution Branch and liaison with the Chief Controller, as necessary, for ensuring the correctness of the records;
- iii) Maintenance of close contact with the Chief, Deputy and Section Controllers, TPC, TLC, Sr DEE TRD and DEE TRD and study of all problems relating to train operations, as far as the Traction Distribution Branch is concerned, to seek solutions.
- iv) Scrutinize the Log Book and the Shift Duty Register once a day and ensure that they are properly maintained and action as necessary is taken,
- v) In an emergency or disorganization be in direct touch with the Traffic Control Office and help in every way to restore and maintain the train services and take over operation of power control himself, if required;

- vi) Ensure that TPCs are adhering to the rules and instructions in force.
- vii) Study all the rules in force and suggest amendments, modifications, corrections as may be found necessary in practice.
- viii) Co-ordinate the Power Block Program of all traction staff and other departments and finalize it in consultation with the Traffic Department. Take steps to adhere to the agreed program as far as practicable.
- ix) Compile periodical statistics from the data collected on SCADA system and as per instruction of Sr.DEE TRD including the analysis of failures on the RC system, and submit those to Sr.DEE TRD
- x) Report daily to the CEE's office on all matters as laid down by the CEE

### **Duties of TPC**

He is the official in direct charge of the control of 25 kV power supply for electric traction and shall be fully acquainted with all the traction power supply Installations, and sectionalizing arrangements. There will be a TPC in each shift in the RCC. The essential duties of the TPC are as under:

- i) When taking over shift duty, he should acquaint himself with the prevailing position of the entire section including working of the RC equipment, condition of all transformers, circuit breakers, interrupters and isolators, sections under power block, any special Instructions to be carried out, -movements of important officials connected with the traction distribution system, position of the OHE Inspection Cars and break- down vehicles etc.
- ii) Maintain continuous contact with the Power Supply Authorities.
- iii) Maintain continuous contact with the Traffic Section Controllers in regard to power supply affecting train movements, imposition of power blocks etc.
- iv) In the event of power supply Interruptions or other failures, take prompt action in accordance with prescribed rules and local instructions for restoration of supply.
- v) Imposition of and removal of power blocks as required, following the prescribed procedure and safety rules.
- vi) In the event of power supply failures, OHE break-downs, accidents etc. in the electrified section, advise promptly the concerned SSE, ADEE, DEE, Sr. DEE (and other officials in accordance with local Instructions), and keep them posted with all important developments.
- vii) Record in the Log Book, on prescribed proforma, full details of all switching operations carried out, power blocks imposed or refused (or delayed) and other occurrences in the distribution system.
- viii) Maintain the following registers and records in the proforma prescribed:-
  - a. Shift Duty Register indicating points of importance including messages, movements of ODC involving power blocks and other details to be noted by following 'shifts.
  - b. Record of standing instructions.
  - c. Register of temporary instructions.
  - d. Register of Staff Movements;
  - e. Emergency Telephone Testing Register.
  - f. Register of train delays due to failures of signal supply.
  - g. Weather forecast register.

- h. By 10 h each day submit the following reports to Sr. DEE/ DEE (TrD) and other officials as laid down in local instructions:-
- List of power blocks availed.
  - Particulars of telecommunication failures.
  - Particulars of RC failures
  - Power Supply failures.
  - Maximum demand and energy consumption at each traction sub-station.
  - Condition of traction sub-station equipment
  - All unusual occurrences, if any

### **Duties of SSE/Centralized TRD Store/PRYJ**

- i) He is directly under DEE/TRD/PRYJ. He should also post with all developments with regards to store and rail/road vehicles including tower wagons to Sr.DEE/TRD/PRYJ.
- ii) He is responsible to prepare annual stock proposal for OHE, PSI, RC, C.R.S. items
- iii) He is responsible for preparing non stock requisitions for CMM and Sr.DMM based on the requirement of the field with proper justification and correct specifications.
- iv) He is responsible for keeping account of imprest for fuel of rail and road vehicles from CAR-SRO , MKP, SRJ, SBDR and submit the cash memos to divisional office.
- v) He is required to visit CMM office & SMM/ETD/CNB office per month to chase the requisitions lying there.
- vi) He is required to lift material from Dy. CMM/GSD/CNB and SMM/ETD/CNB after proper inspection as soon as received in the store depot according to stocking demand.
- vii) He is required to inspect and carry out special targeted works as circulated by Division in the month of April every year.
- viii) He is the incharge of Workshop/SFG in administrative capability. Therefore, the problems of store regarding maintenance of road and rail vehicles from CAR-CNB should be managed by him. Accordingly, he should arrange the spares of OHE, PSI, RC, Tower Wagon and road vehicles
- ix) He is required to visit all the OHE and PSI depots once in a year to assess the quantity of store items available with depots and their requirements.

### **Duties of workshop Incharge(SSE) at SFG**

- i) He is under direct control of SSE/Stores/PRYJ, who is in turn under direct control of DEE/TRD/PRYJ
- ii) He is responsible for maintenance of Tower Wagons/Trucks/Jeeps/Cranes from CAR to CNB and SRJ,MKP,SBDR.
- iii) He is supposed to attend any emergency with regard to road/rail vehicle.
- iv) He is responsible to arrange stores for effective maintenance of road/rail vehicle through SSE/TRD/Stores/PRYJ and keep account.

### **Duties of SSE/Central Repair Shop/Tundla**

- i) He is directly under DEE/TRD/TDL for operational and administrative purposes.
- ii) He is responsible for POH activity of traction power transformer throughout the Division.

- iii) He is responsible for POH of ATs/CTs/PTs/BTs received from field and analysis to know the cause of failure. Accordingly, necessary spares are kept/arranged of POH activities
- iv) He is responsible for annual testing of traction transformer, Relay Testings, TR-line protection, for all T.S.S, GSS and Tie line protection, Tan delta and ratio testing of CT over the Division. Accordingly, the spares are arranged to meet the requirement even for breakdowns.
- v) He is responsible for maintenance and breakdowns of Tower wagons from RRH to DER depot. Accordingly, necessary stores are arranged for proper maintenance.
- vi) He is responsible for arranging stores for some of the consumable stores for the depots between RRH-DER
- vii) He is responsible for proper functioning of testing equipments and other items like mobile van to attend routine work as well as emergencies
- viii) He is required to carry out inspections as per schedules being circulated by divisional headquarters every year in the month of April.
- ix) He should complete the targets given for improvement works apart from the maintenance targets
- x) He has to carry out other POH/testing activity other than Division as per directions from DEE/TRD, Sr.DEE/TRD

## **Duty List of SSE/Technical Section/TRD/PRYJ (CTA/TRD)**

### **CTA-I**

1. All files pertained to PSI & RC.
2. Preparation of Annexure related to PSI in CEE/PCDO.
3. All correspondence related with PSI.
4. Preparation of PSI Performance chart/Inspection chart.
5. Preparation of performance review meeting with OHE/PSI/RC/CRS/WS/TPC.
6. Shields finalization.
7. Compliance of inspection note of Railway Board, GM, HQ Officers, DRM & Divisional officers.
8. Preparation of Advisory of PSI.
9. Analysis of all TRD failure & put up to Sr.DEE.
10. Putting up UOR of Divisional officers.
11. EIG matter & reports

### **CTA-II**

1. Compilation of PCDO.
2. Preparation of Highlight, CEE/PCDO, GM PCDO & Executive summary.
3. Maintaining Asset & failure register.
4. Preparation of OHE Performance chart/Inspection chart.
5. Preparation of OPR for Head Quarter.
6. Correspondence related with OHE.
7. Uploading OHE related data on Rail Saver.
8. Preparation of MSG meeting.
9. Updation of TRD failures.
10. Correspondence related with OHE.
11. All matter related with Tower wagon.
12. All correspondence related to transmission line

## **Duty List of SSE/Works/TRD/PRYJ**

### **SSE/Works-1**

Works Section - 1: OHE & Deposit Work

- i) Processing of Proposal, PWP GM LSG and DRM LS.
- ii) Processing of Estimate, Vetting of Estimate, Variation etc.
- iii) E-Tendering/Preparation of Tender Notice and Publication, Opening of Tender of OHE & Deposit Work.
- iv) Preparation of Tabulation, Tender Finalization & Issue of LOA.
- v) Preparation of Agreement & Vetting.
- vi) Monitoring of Work & Correspondence, Extension of DOC, Passing of Bills, Issue of Completion Certificate & Drawn of Completion Report.
- vii) Monitoring of Fund, Budget Statement, Revised Estimate, Final Modification, and Reply of Audit Para & Quarterly Progress Report Write-off cases & All other Related Correspondence (for all works matter)

### **SSE/Works-2**

Works Section – 2 : Tr. Line, AMCS, PSI & RC

- i) Processing of Proposal, PWP GM LSG, DRM LS.
- ii) Processing of Estimate, Vetting of Estimate, Variation etc.
- iii) E-Tendering/Preparation of Tender Notice and Publication, Opening of Tender
- iv) Preparation of Tabulation, Tender Finalization & Issue of LOA.
- v) Preparation of Agreement & Vetting.
- vi) Monitoring of Work & Correspondence, Extension of DOC, Passing of Bills, Issue of Completion Certificate & Drawn of Completion Report.
- vii) All Quotation works, AMC, Work related with Repairing & Hiring of vehicle

**List of TRD Branch Staff & Their Duties**

<b>S.N.</b>	<b>Employee Name</b>	<b>Design.</b>	<b>Duties</b>
1	Sh. U. C. Mishra	COS	Budget, Condemnation of Vehicles, M&P and RSP
2	Sh. D. B. Singh	COS	PNM & PREM meeting, Unauthorised Qtrs., Issue card pass, Rajbhasha
3	Sh. Dinesh Singh	COS	<b><u>Work Section-I:</u></b> Revenue, DFCCIL related work.
4	Sh. M. K. Das	OS	<b><u>Work Section-II:</u></b> All sanctioned work, Deposit work other than DFCCIL related.
5	Sh. A. K. Anand	COS	All arbitration cases, DAR cases, All reengagement related matter, Leave & Noting, Allotment/Retention of Qtrs, NHA/NDA & Top initial,Change card.
6	Sh. A. K. Singh	OS	TA bill of officers, Supervisors, Ministerial & Artisan staff, CUG, Receipt & Dispatch of dak, DOM, POM meeting, Training of staff.
7	Sh. N. L. Patel	OS	All auditcases except stock sheet. Audit and Account Inspection ,All court cases ,RTI.
8	Sh. S. S. Patel	OS	Pay order, Accountal of dead stock, Repair of computer, Correspondence related to vehicles.
9	Sh. Lavkush	Sr. Clerk	Local purchase, Indent chasing of stores related to OHE, PSI, RC, Uniforms, General/Petrol & Diesel cash Imprest, Issue Note.
10	Sh. S. K. Singh	OS	Transfer & Posting of officers, Supervisors, Ministerial & Artisan staff, Pin Pointing, CPGRAM, Policy matter.
11	Sh. A. K. Bind	OS	<b><u>(Energy Section)-</u></b> Passing of traction bills of PGCIL, RGPPL, APMuL & Bay Maintenance bill of NTPC, Budget under D.No. 10, LC of NTPC & PGCIL.
12	Sh. Sudhanshu Kumar	Clerk	<b><u>(Energy Section)-</u></b> Meter reading of All Electricity Authorities, court cases of energy, PCDO, UI bill, sending cheque to All Electricity Authorities.
13	Sh. Sunil Kumar Srivastva	SSE/Drg.	<b><u>(Drawing Section)-</u></b> Keeping test report, drawings, manuals & preparation of test reports, checking of all drawings submitted by other deptt.
14	Sh. Bhagvan Prasad Singh	JE/Drg.	Preparation of estimates & correspondence with other deptt. and liaisioning preparation of blue print, up keep of records & library books.