

Sub: Duty List of Mech. Officers under Sr. DME (C&W)/ALD

Revised duty list of Mech officers under Sr. DME (C&W)/ALD are issued with immediate effect.

DME (C&W)/ALD

- (i) Officer In-charge of C&W Depot at CAR and other C&W points being operated from time to time in JEP-COI (Excluding COI) & CAR-AGY Sections. He will be responsible for all C&W activities including breakdown attention at officer level in these sections of ALD division.
- (ii) Senior Scale Officer functioning at divisional level w.r.t. to Tenders, Establishment, Plan heads and revenue works, M&Ps, Stores, D&A, Condemnation & other survey etc.
- (iii) Officer in-charge ALD (excluding)-FTP (excluding) section for all C&W activities, attention at officer level for sectional breakdown, accident etc.
- (iv) Various Inspections like footplate, night, tippler, Frt. & Chg. examination points, Chg. & Frt rakes as per laid down norm or as advised from time to time on entire ALD Division.
- (v) To attend control in case of Break Down, section block etc. Attending accident sites. In case of main line accident Sr. DME/C&W/ALD will move to the site and DME/C&W/ALD shall be in Control or as advised from time to time.
- (vi) Carrying Test check protocols of all contract as per RB/HQ laid down guide lines periodically.
- (vii) Planning for materials, coordinating review of AAC of Stock items, attending Store co-ordination meetings, calling in program meetings etc.
- (viii) Officer in-charge for monitoring movement of trucks for wheels, trollies and other materials, liasoning with JHS, AMV, GKP, Jagadri and other workshops/depots at Division level.
- (ix) Reviewing duty list of SSEs working at divisional office.
- (x) Planning and advising concerned unit for repair of enroute detached coaches/wagons.
- (xi) Looking after duties of ADME/C&W/ALD in his absence.
- (xii) Any other duty assigned from time to time by Sr.DME/C&W/ALD.

ADME (C&W)/ALD

- (i) Officer In-charge of C&W Depot at MKP, COI and other C&W points being operated from time to time in MKP-COI/NYN and ALD (excluding) Sections. He will be responsible for all C&W activities including breakdown attention at officer level in these sections of ALD division.
- (ii) Junior Scale Officer function at division level w.r.t. to Tenders, Establishment, Plan head and revenue works, M&Ps, Stores, D&A, Condemnation & other survey etc.
- (iii) Passenger/public complaint analysis and compliance of all items related with passenger complaints like Web and SMS based portal, Rail Madad, Coach Mitra, CPGRAM, monitoring of twitter and other written and online complaints disposal.



- (iv) Monitoring of all drives launched from RB/HQ/Divn. and compilation of drive reports from respective units.
- (v) Various Inspections like footplate, night, tippler, Frt. & Chg. examination points, Chg. & Frt. rakes as per laid down norm or as advised from time to time on entire ALD Division.
- (vi) To attend control in case of Break Down, section block etc. Attending accident sites with or without ARME/ART ALD.
- (vii) Following Test check protocols of all contract as per RB/HQ laid down guide lines periodically.
- (viii) Attending Protocol duties as per laid down norms for PCME/NCR and other higher officials as advised from time to time and all other protocol duties in absence of CDO/ALD. He will also be called for protocol duties in MGS-ALD-MKP-CNB sections as and when required.
- (ix) To look after duties of CDO/ALD and DME/C&W/ALD in their absence upto the competence level of junior scale officer.
- (x) Monitoring of proper upkeep and maintenance of divisional office and C&W CNL ALD, planning and execution of works related with development of mechanical branch divisional office & CNL.
- (xi) Officer In-charge for overall monitoring of FMM/CMM and other IT Applications for C&W on ALD Division.
- (xii) Officer in-charge of ALD C&W control w.r.t. Monitoring of C&W activities, sectional breakdown/failures, failure analysis and enroute attention from C&W side in all Chg. & Frt. trains on entire ALD division. Monitoring of various C&W performance indices and following up De-logging cases etc.
- (xiii) Reviewing duty list of Ministerial Staff working at divisional office.
- (xiv) Any other duty assigned from time to time by Sr.DME/C&W/ALD.

CDO /ALD

- (i) Officer in-charge of all C&W activities at ALD Chg. depot, washing lines, Mechanized Laundry ALD & C&W activities on all PFs of ALD.
- (ii) Monitoring execution of all contracts pertaining to ALD coaching Depot, ALD Jn. and SFG and laid down test check as per norms of RB / HQ etc. Timely initiation of renewal and fresh contract proposals.
- (iii) Officer In-charge for proper attention to all primary, secondary, PF return and enroute trains w.r.t. C&W at Coaching Depot ALD, ALD Junction and SFG.
- (iv) Liaison / Protocol duties at ALD as per laid down norms for GM and other higher officials as advised from time to time. Looking after protocol duties of ADME/C&W/ALD in his absence.
- (v) Monitoring operation of various imprests for ALD Depot, timely recoupment enhancement proposal etc.
- (vi) Monitoring POH, IOH, DVS, spare coaches (type wise) for ALD Depot. Liaison with other Depot, Workshops etc. for timely supply of wheels, trollies, C&W materials required for ALD depot.

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- (vii) Review of AAC of stock items, stocking proposals for new items, NSRs for items required by ALD depot.
- (viii) Inspection of primary, secondary, PF return, enroute Trains w.r.t C&W activities. Minimum one per week upper gear and one per week under gear inspection of PM trains must be done. All other inspection like FP, Night etc. as per laid down norms or as advised from time to time.
- (ix) Cadre Control and review of technical and ministerial group C&D staff of ALD Depot.
- (x) Regular inspection of RAs. All carriage to be inspected once in a month and NCR-1 to be inspected every week and as and when required.
- (xi) Monitoring progress of Works, M&Ps, RSP etc., planning and initiating new proposals, follow up with executing agencies for timely completion etc.
- (xii) Innovation, system improvement, expenditure control, housekeeping measures for ALD coaching depot
- (xiii) Any other duty assigned from time to time by Sr.DME/C&W/ALD.

CDO/CNB

- (i) Officer in-charge of all C&W activities at CNB Chg. depot, CPA, washing lines, training school, hostel, C&W activities on all PFs of CNB.
- (ii) Officer in-charge FTP (including)- CNBI(Including)-CNB(Including) sections for all C&W activities, attention at officer level for sectional breakdowns , accident etc.
- (iii) Enforcement of all contracts related with coaching maintenance, coach cleaning in coaching depot and at CNB, watering in trains at CNB, linen washing, OBHS with Linen Distribution, PCRC, Transportation contracts and other contracts being executed by CNB Depot as per contract agreement and laid down test check norms of RB / HQ etc. Timely initiation of renewal and fresh contract proposals.
- (iv) Officer In-charge for proper attention to all primary, secondary, PF return and enroute trains w.r.t. C&W at CNB.
- (v) Liaison / Protocol duties at CNB as per laid down norms.
- (vi) Monitoring operation of various imprests for CNB Depot, CTC and timely recoupment, enhancement proposal etc.
- (vii) Monitoring POH, IOH, DVS, spare coaches (type wise) for CNB Depot. Liaison with other Depot, Workshops etc. for timely supply of wheels, trollies and other C&W materials required for CNB depot.
- (viii) Review of AAC of stock Items, stocking proposals for new items, NSRs for items required by CNB depot.
- (ix) Inspection of primary, secondary, PF return, enroute Trains w.r.t C&W activities. Minimum one per week upper gear and one per week under gear inspection of PM trains must be done. All other inspection like FP, Night etc. as per laid down norms or as advised from time to time.

- (x) Cadre Control and review of technical and ministerial group C&D staff of CNB coaching depot.
- (xi) Regular inspection of training school, hostels and necessary inputs at officer level. Minimum one inspection of CTC per week to be ensured.
- (xii) Monitoring progress of Works, M&Ps, RSP etc., planning and initiating new proposals, follow up with executing agencies for timely completion etc.
- (xiii) Innovation, system improvement, expenditure control, housekeeping measures for CNB depot.
- (xiv) Looking after work of ADME/GMC & ADME/CNB when both are not available.
- (xv) Any other duty assigned from time to time by Sr.DME/C&W/ALD.

ADME/CNB

- (i) Officer in-charge of all C&W activities at CPA.
- (ii) Monitoring of all contractual works pertaining to C&W activities at CPA.
- (iii) Inspection of primary, secondary, PF return, enroute Trains w.r.t C&W activities. Minimum one per week upper gear and one per week under gear inspection of PM trains must be done in CNB Coaching Depot and at CNB/CPA. All other inspection like FP, Night etc. as per laid down norms or as advised from time to time.
- (iv) Officer in-charge of CNBI (Excluding) - CNB (Excluding) - RURA (Excluding) sections for all (C&W) and (O&F) activities, break down attention, accident etc.
- (v) Officer in – charge for all Mech (O&F) activities at CNB, CPA, and GMC. For all Mech (O&F) activities at CNB and CPA or GMC seeking direction from Sr.DME/O&F/ALD.
- (vi) Monitoring Disaster Management assets like- ART, ARME/SPART, 140 T BD crane, bulldozer at CNB and carrying out timely inspection of these assets.
- (vii) Attending breakdown duties in CNB /CPA/GMC area and at other places when ART/SPAT/140 T BD crane /Bulldozer of CNB is engaged in disaster management.
- (viii) Monitoring maintenance of Weigh bridge and test wagon at GMC and carrying its timely inspection.
- (ix) Looking after work of ADME/GMC in his absence. Any other duty assigned from time to time.
- (x) Looking after duties of ADME/TDL in his absence.
- (xi) Any other duty assigned from time to time by Sr.DME/C&W/ALD.

ADME/GMC

- (i) Officer in-charge of Frt. Depot GMC, GMC yard, ICD/JUHI & KLPL w.r.t. C&W activities.
- (ii) Monitoring of out-turn & quality of ROH, DVS repair, rake examination at GMC, enroute checking & attention to frt. rakes at GMC and assigned depots.
- (iii) Monitoring of materials, wheels, trolleys etc. required for ROH, DVS repairs including wagons detached enroute. Liaison with JHS workshop & other Depots for timely supply of wheels, trolley, materials etc. Must make minimum one visit to JHS workshop per month for co-ordination.

- (iv) Infrastructure Works, M&Ps, Contract planning & execution etc. for Frt. depot GMC & other private Frt. depots under his control.
- (v) Regular inspection of ICD/JUHI & KLPL w.r.t. C&W activities and infrastructure. Minimum one inspection of ICD per week and every fortnight of other container depot.
- (vi) Inspection of all frt. activities at GMC and other inspections such FP, Night, etc. as per laid down Norms.
- (vii) Officer in-charge for cadre control, review of C&D staff at GMC and other depots under his control.
- (viii) Monitoring ROH, DVS, rake examination related performance indices, improvement in Outturn, quality, innovation, system improvement, expenditure control measures for GMC & other depot under his control.
- (ix) Attending protocol duties at CNB in consultation with CDO/CNB and CNB- TDL / NDLS section as and when required.
- (x) Monitoring of Truck movement between GMC-JHS and other points for wheels, trolleys & other materials required for GMC.
- (xi) Looking after duties of CDO/CNB and ADME/CNB in their absence.
- (xii) Any other duties assigned from time to time by Sr.DME/C&W/ALD.

ADME (TDL)

- (i) Officer In-charge of C&W Depot at ETW, SKB, TDL, ALJN, KRJ & ICD/DER C&W control at TDL
- (ii) Officer Incharge of all C&W activities in RURA (Including) – CPYZ, ETW-MNQ, SKB-FKD, BRN-ETAH, ALJN-HGJ & HSR-HRF sections w.r.t. to sectional attention, enroute C&W activities, Accident etc.
- (iii) Officer in-charge of ICD/DER & ARSHIA/KRJ. Implementation of FMM, periodical inspection of ICD-DER minimum one full day per week and one night every fortnight. Follow up with CONCOR authorities for proper C&W maintenance infrastructure at ICD-DER.
- (iv) Monitoring of materials, infrastructure, M&Ps, contracts etc. for ICD/DER. Outturns Of DVS wagon at DER, ROH & POH detaching and timely movement to GMC , JHS and other depots/shops.
- (v) Periodical inspection at NTPC/DER & HGJ from C&W side, inspection of Tipplers & maintenance through Plant authorities, enforcing wagon damage control and proper door closing measures. Minimum one inspection per month at these unloading points.
- (vi) Officer in- charge for all Mech(O&F) activities at TDL seeking direction from Sr.DME/O&F for all O&F activities.
- (vii) Monitoring Disaster Management assets like- ART, ARME/SPART, at TDL and carrying out timely inspection of these assets.
- (viii) Protocol duties at TDL and TDL-CNB-NDLS section as and when required.
- (ix) Any other duties assigned from time to time by Sr.DME/C&W/ALD

AB

General

- (i) All letter to division to be signed by officer in-charge of depot unless reply is required specifically from official under his control. Reply to HQ shall have to be routed through division unless advised otherwise.
- (ii) All officers must accompany during inspection of higher officers of Divn./ HQ/RDSO/RB etc. in their respective area.
- (iii) Must attend respective controls, break down sites, derailments, etc. within shortest possible time as per laid down norms or as advised from time to time.
- (iv) Any officer leaving his respective HQ on duty or on leave must obtain prior approval from Sr. DME(C&W)/ALD and inform to his looking after officer as well as TDL & ALD C&W control.

DHANANJAY KUMAR SINGH
Sr.DME(C&W) ALD

No. CA/Sr.DME/Officer's duty/14

Dated: 03.02.2020

Copy to:-

- (i) Secy. to PCME/NCR for kind information of PCME/NCR.
- (ii) PS to DRM/ALD for kind information of DRM/ALD.
- (iii) CWE/NCR for kind information please.
- (iv) CMPE/NCR, CRSE/Chg./NCR and CRSE/Frt./NCR for kind information please.
- (v) ADRM/Op/ALD, ADRM/G/ALD, ADRM/Infra/ALD for kind information please.
- (vi) CA/Sr DME(C&W) , C&W Control ALD&TDL , All SSE incharges of various depots on ALD Division , All SSEs at divn. office , All Minstrial incharges at Divn. Office ALD for information and n/a .

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