

### Directory of Operating Officers

S. No.	Designation	Name Shri	BSNL No.	Railway No.	E-mail
1.	Sr. DOM, Agra	Akanshu Govil	0562-2421130	036-22600	srdomagra@gmail.com
2.	DOM (Goods), Agra	Amit Sudarshan	0562-2421306	036-22604	domagc.ncr@gmail.com
3.	AOM (Chg.), Agra	N. P. Singh	0562-2420057	036-22606	<a href="mailto:aomagc.ncr@gmail.com">aomagc.ncr@gmail.com</a>
4.	Station Director, Agra Cantt.	Mohd. Arshad	0562-2421035	036-22919	directorstationagra@gmail.com
5.	Station Director, Mathura Jn.	Ravi Prakash	-	036-44000	sdmtj40@gmail.com

## **DUTIES ASSIGNED TO AOM (COACHING), AGRA**

1. Analyze various failures in the section and put the consolidated monthly position to the concerned Branch officers.
2. Sanction of daily caution order, keeping an eye on extra CD in the section.
3. All matters pertaining to Coaching Cell.
4. Ensure punctual running of Mail/Exp./Shuttle, Plantain Special., Military Special., VPU's and other coaching Special.
5. VIP movements.
6. Monitoring of coaches, SLRs and other coaching stock and ensure timely sending to ROH/POH.
7. Right time start of originating trains.
8. Party coaches, Tourist coaches and Spl. trains.
9. To prepare the coaching MCDO.
10. Identification of bad runner.
11. Issue of punctuality Drive with the approval of Competent Authority.
12. To attend control in case of emergency, urgency and accident.
13. Preparation for revision of working timetable.
14. ICMS, RTIS, ETSR & other new projects.
15. Public demands, DRUCC, ZRUCC, MLA, MPs etc.
16. Augmentation, introduction, extension and demand for the new service.
17. Sign on, overtime, TA bills and station imprest.
18. D&AR case related to coaching.
19. Inspection related to coaching cell of Division, HQ. and Railway Board.
20. Traffic safety inspections of stations, yards, cabins, brakevans, level crossing panels, RRIs, Guard and Loco pilots lobbies, footplate inspection and window trailing inspection.
21. Framing, Checking and Circulation of SWR and issuance of competency certificate for both running and station staff.
22. Ensuring availability of registers and forms used for operations of trains and records.
23. Review of format registers and forms from time to time to cater to the operational needs commensurate with changes in technology, pattern of traffic and type of infrastructure.
24. Management and supervision of material stores and safety equipments for Guard and stations staff (such as detonator signals, tail lamps, first aid boxes, fire extinguishers etc.)
25. Budget relating to Operating Deptt. and any matter pertaining to stores.
26. All establishment cases related to Group-D staff.
27. Any other work assigned by Sr. DOM.

## **DUTIES ASSIGNED TO DOM (GOODS), AGRA**

1. DOM will be over all in charge of the divisional control office and all the matters related to control are his direct responsibility.
2. Monitoring all matters related to goods operations like ordering of goods train, running of freight train & FOIS etc.
3. Inspection of station and footplate.
4. Monitoring of loading, unloading activity of various yard.
5. Management of crew and line boxes.
6. Detention of yard and terminals.
7. Piecemeal at different points.
8. Inspections of Divisional, H.Q. and Railway Board officials.
9. Monitoring of ODC.
10. D&AR cases pertaining to Goods operation.
11. MCDO for goods.
12. To attend control in case of accidents.
13. To keep a close watch on the stabled loads and ensure the power balancing from adjoining divisions.
14. To organize meeting of CHC, Dy. CHC and other allied controls, to sort out various issues concerning day to day train operation.
15. Training Management of traffic department, review of training modules, functioning of Zonal Training School, functioning of Divisional Training Centre/Idgah, arranging initial, promotional and refresher courses for Operating staff.
16. Implementation of IT related project.
17. **Following activities and parameters to be monitored:-**
  - a) Real time terminal detention at JAB,BAAD and MTJ yard.
  - b) HOR and Speed of various sections.
  - c) Power detention at BAAD, MTJ, JAB & AGC.
  - d) Engine utilization-section wise and cause wise break-ups.
  - e) Crew and Guard availability at AGC & TKD. This will include general monitoring of Guard roster at AGC & MTJ.
  - f) Granting of Engg.& Power blocks and excessive ETA consumed.
  - g) Movement of Engg. machines from one location to other and their performance.
  - h) Out HQ rest of Crews & Guards and all cases of sign rest in the section.
  - i) Real time interchange with adjoining divisions.
18. Any other work assigned by Sr. DOM.