

## **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 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.