

# Duties of Officers at Divisional Level

## **1. Sr.DOM(Co.) : In-charge of Operation over PRYJ Division**

- ⇒ Freight operation - Monitoring, Planning and movement of freight trains.
- ⇒ Coaching operation - Punctual running of Coaching, Special and Parcel trains.
- ⇒ Project Planning - Identifying crucial operational constraints during movement of traffic as well as terminals. Projection for new works, execution planning of ongoing works, Co-ordination with other branch officers to expedite work.
- ⇒ Co-ordination with other departments of the Division and adjoining Divisions regarding freight movements.
- ⇒ Close monitoring of maintenance block for assets.
- ⇒ Control over PRYJ, GMC & TDL control offices.
- ⇒ Monitoring of traffic for Goods shed/ Sidings and rake movement of Inward/Outward traffic.
- ⇒ Proper Utilization of assets viz locomotives and wagons to improve freight loading.
- ⇒ Meeting with Merchants, Traders and Civil Administration for improving loading.
- ⇒ Issuing Safety Instructions & Safety Drives from time to time.
- ⇒ Monitoring Safety Inspections of Yard, Stations, Running Room, Lobby, Foot Plate & Surprise Inspections and ensuring supply of safety equipments to all stations in the division through sub-ordinate officers and supervisors.
- ⇒ Review and functioning of Running Rooms, its amenities managed by Operating Department.
- ⇒ Dealing with issues raised by Unions.
- ⇒ Man power planning of all cadres.
- ⇒ All IT issues such as FOIS, COIS, ICMS PAM & CMS.
- ⇒ Systematic improvement for mobility through innovation and planning.

## **2. Sr.DOM(Goods) : Under the supervision of Sr.DOM(Co.) controlled over freight train operation :**

- ⇒ Day to day freight operations.
- ⇒ Co-ordination with other departments of the Division and adjoining Divisions regarding freight movements.
- ⇒ Intensive monitoring of freight trains at PRYJ, GMC & TDL control.
- ⇒ Monitoring of Inward and Outward freight traffic.
- ⇒ Identifying bottle necks in freight operations and taking corrective action to remove it.
- ⇒ Proper Utilization of assets viz locomotives and wagons to improve freight loading.
- ⇒ Meeting with Merchants, Traders and Civil Administration for improving loading.

## **3. Sr. DOM(GMC): Under the supervision of Sr.DOM(Co.) command the control office of GMC and area under GMC control:**

- ⇒ Day to day freight operations at GMC.
- ⇒ Co-ordination with other departments and adjoining Divisions regarding freight movements.
- ⇒ Intensive monitoring of freight trains at GMC control.
- ⇒ Monitoring of Inward and Outward freight traffic for siding in GMC area.
- ⇒ Identifying bottle necks in freight operations and relaying to SrDOM(Co.) for corrective action.
- ⇒ Proper Utilization of assets viz locomotives and wagons to improve mobility.
- ⇒ Regular in touch with Merchants, Traders and Civil Administration in GMC area.

**4. DOM(Goods) : Under the supervision of Sr.DOM(Co.) controlled over freight train operation :**

- ⇒ Day to day freight operations.
- ⇒ Co-ordination with other departments of the Division and adjoining Divisions regarding freight movements.
- ⇒ Intensive monitoring of freight trains at PRYJ, GMC & TDL control.
- ⇒ Monitoring of Inward and Outward freight traffic.
- ⇒ Identifying bottle necks in freight operations and taking corrective action to remove it.
- ⇒ Proper Utilization of assets viz locomotives and wagons to improve freight loading.
- ⇒ Meeting with Merchants, Traders and Civil Administration for improving loading.

**5. DOM(Coaching) - Under the supervision of Sr.DOM(Co.) controlled over coaching and safety :**

**A. Coaching Operation:**

- ⇒ Monitoring coaching operation and its punctuality.
- ⇒ Running of special trains and ensuring punctuality of commuter trains.
- ⇒ Time Table preparation along with processing of passenger trains proposed by Public representatives and general public.
- ⇒ Monitoring movement of party coaches, tourist cars and inspection acreages.
- ⇒ Attending control office in case of derailment/accident.
- ⇒ Management of coaching stock including POH.
- ⇒ Planning of diversion/cancellation/ short termination/regulation during exigencies.

**B. Safety:**

- ⇒ Scheduled Safety Inspections of Yard, Stations, Running Room, Lobby, Foot Plate & Surprise Inspections and ensuring supply of safety equipments to all stations in the division.
- ⇒ Attending Break Down/Unusual & restoration of traffic.
- ⇒ Issuing Safety Instructions & Safety Drives from time to time.
- ⇒ Associate in conducting Accident Enquires as a representative of Operating Department.
- ⇒ Monitoring and finalization of D & AR of staff.
- ⇒ Preparation of SWR and their revision.
- ⇒ Sanctioning of caution orders and blocks for works related to safety and infrastructure.
- ⇒ Counselling of operating staff time to time and maintenance of various records properly.

**C. Miscellaneous work:**

- ⇒ Disposal of Staff grievances, Public Grievances, Twitter & all complaints pertaining to Operating Department.
- ⇒ Dealing with issues raised by Unions.
- ⇒ Disposal of public complaints and demands.
- ⇒ Review and functioning of Running Rooms, its amenities managed by Operating Department.
- ⇒ Man power planning of all cadres and ensuring filling up of vacancies of field staff of Operating Department.
- ⇒ Preparation of guard link.
- ⇒ EI & Overhauling works of Station & Cabins.
- ⇒ Management of Store materials & Safety equipments.
- ⇒ All tenders related to operating department.

**6. Dy.CTM(TDL): Under the supervision of Sr.DOM(Co.) command the control office of TDL and area under TDL control:**

**7. ATM(TDL) : Provide assistance to Dy.CTM/TDL.**

**8. AOM(M) : Assist Sr.DOM(Co.) and other officers for movement of traffic.**

- ⇒ Day to day freight operations.
- ⇒ Co-ordination with other departments of the Division and adjoining Divisions regarding freight movements.
- ⇒ Intensive monitoring of freight trains at PRYJ, GMC & TDL control.
- ⇒ Monitoring of Inward and Outward freight traffic.
- ⇒ Identifying bottle necks in freight operations and taking corrective action to remove it.
- ⇒ Proper Utilization of assets viz locomotives and wagons to improve freight loading.
- ⇒ Meeting with Merchants, Traders and Civil Administration for improving loading.