

# **Duty List of Supervisors**

## **Duties of CTLCs (As Per ACTM Para 30505)**

- Check of loco link charts, booking records and control charts and report all cases of avoidable detentions to electric locomotives in yards and sections.
- Update the list of speed restrictions and advise different crew booking points on the division.
- Organize suitable relief loco in consultation with Section Controller in case of loco disablement.
- Scrutinize daily loco operating statistics.
- Organize trials of electric locomotives.
- Arrange escorting staff for trains carrying VIPs and other important trains as per procedures specified by the Railway.

He will be assisted by TLCs/ATLCs with following duties in detail (ACTM Para 30504)-

- Maintain a list of passenger fit locos and watch the running of passenger trains, report after necessary investigation all cases of time lost on loco account as well as time made up by drivers.
- Plan in consultation with the PPO of the shed and move the locos to the shed for scheduled inspections and unscheduled repairs and obtain forecast of locos likely to be made fit by the sheds and plan the movement of such locos for clearing traffic, in coordination with the Traffic Controller.
- Watch the detention to electric locos as well as electrical running staff in yards and sections and take remedial action in coordination with the Traffic Controller.
- Maintain liaison with contiguous divisions in respect of "balancing" of crews.
- Watch train operation in order to avoid excessive waiting duty for running staff and take remedial action as required in coordination with the Traffic Controller.
- Guide staff in trouble shooting if they are stuck up on line.
- Send back to the homing shed of foreign Railway loco due to scheduled inspection.
- Study cases of running staff performing more than prescribed hours of duty at a stretch and take necessary remedial action to avoid recurrence.
- Prepare the locomotive charts.

## **Duties of Sr. CC/Operation**

- He shall be responsible for the overall supervision of the work related to Sr. CC Office and operation of booking lobby.
- All matters pertaining to crew booking (including CMS) and train operation except that of Box Porters, supervision of attaching/detaching of locomotives and crew transportation by road vehicle.
- Display of temporary speed restrictions in prominent manner at the booking offices.
- Monitor position of issue and return of Combined Driver's and Guard's report. Also, send forms (JTR/CTR) submitted by driving staff to the Statistical Branch.
- Ensure feeding and updating of bio – data of all line staff in CMS and in his Competency Book. Also, maintain a register regarding shortcomings / difficulties faced in crew booking on CMS for necessary action.
- Report to irregularities and signal defects reported by Loco Pilots noticed in train working to TLC and obtain feed – back for knowledge of running staff.
- Assigning of Electric Shunters as per roster.
- Ensure that latest circulars related to safety / technical are displayed through CMS for staff during sign on / off. Also latest bulletins related to safety and train operation and updated copy of Speed Restriction of concerned sections are available in lobby.
- Exercise overall day-to- day control over staff in-charge of electric loco operation and outstation maintenance.
- Exercise control and maintain liaison, with operating department over terminal detention in the yards viz. turn-out of locomotives in time for working trains and timely availability of the staff.
- Arrange adequate representation in minor joint inquiries in regard to accidents, detentions etc.
- Accompany relief trains in case of accidents involving electric rolling stock and supervise relief operations at site.
- To monitor progressive hours of actual working on line of each staff and provide mandatory rest to them accordingly on priority / turn basis. Planning to this effect should meticulously be done to avoid detention of trains on crew account. Also, for prior intimation to staff, name and date on which staff has to avail rest should also be displayed on lobby notice board. A record to this effect should also be maintained as when the rest has been given to staff so that all staff is benefited. This record should be maintained for period of last three months.

- Analyse all the reports of CMS such as working hours, KMS, over time, safety related matters such as PME, refresher, safety camp, learning road and automatic from time to time and take necessary action thereof.
- He will be Pool Holder and will control the allotment of railway quarters under his pool.
- Deal with all establishment matter of staff under his control.
- Monitoring of leave to staff, keeping in view of overall availability of crew with respect to train operation.
- Address the grievances of staff related to Personal and Accounts.
- Ensure that privilege pass issued to staff is duly signed by him or by COS of Sr. CC office only in his absence.
- He shall be accountable for deployment of running staff on non – running duties.
- Issuing of specified tools to newly promoted Loco Pilots, Assistant Loco Pilots & Loco Pilot Shunting.
- Any point related to Maintenance Up Keep of Booking Lobby and Sr. CC Office, which in his opinion needs to be attended / given necessary attention, should be promptly brought in notice of Sr.CC/General in written with a copy to Controlling Officer as well without delay.
- Recorded exchange of messages.
- Arrange periodical vision tests of running staff as prescribed and maintain records for the same.
- Prepare and constantly update list of chronic / habitual absenteeism of staff and send it to officers on weekly basis. Ensure that these lists are also available at booking lobby as well and also at other booking lobbies where their staff touches.
- Keep watch on rest of outstation crews at head quarter.
- Adherence to Crew Policies.
- It will be his responsibility to ensure that Booking Lobby is up to date in all respect other than from Maintenance Up Keep point of view (besides points relevant to Sr.CC/General) during inspections and will be physically present as well.
- Indoor Crew Controllers will work under subordination of Sr. CC/OP .
- In addition to the above, he will carry out all other duties as currently in practice and not mentioned in the above list. He will also carry out all the orders / instructions as advised to him by officers from time to time.

## **Duties of Sr. CC/General**

- He shall deal with all matters related to Maintenance & Up Keep of Running Rooms. Staff already deployed/working there will be under his administrative control.
- Will deal with all matters related to Stores vis-à-vis maintaining of related records. This may involve liaison with other departments & CTA/Store/PRYJ.
- Staff deputed in Store will be under his administrative control.
- He shall be responsible for the management and operation of general imprest, stock/non-stock items,
- He shall monitor the monthly consumption and accountal of store items and shall maintain records of it. He shall also monitor whether the supply is made available to the staff on regular basis and shall submit a monthly report to DEE (OP) / ADEE (OP).
- It will be his responsibility to ensure that Running Room/Booking Lobby (including all equipments, gadgets and entire installation except operation )/Store is up to date from Maintenance & Up Keep point of view during inspections and will be physically present at site as well.
- He shall cross check progress of all the facilities being provided in the running room & booking lobby and shall submit a periodic report to the DEE (OP) / ADEE (OP).
- He shall maintain liaison with Engineering department and Electrical (G) for good up keeping of running room & booking lobby.
- He shall be responsible for the execution of works as per the contract agreement with contractors for the maintenance of running room and booking lobby and shall send periodic report to DEE (OP) / ADEE (OP).
- Will deal with all matters related to Protocol and related activities. Management of VIP movements.
- Will ensure proper management & distribution of Walkie-Talkie sets to LPs and its proper record maintaining. Also, ensure adequate no. of walkie – talkie sets, ECP sets and CUG phones at booking lobbies and advise to CTA / Store / PRYJ for making up the deficiencies.
- Will ensure proper cleaning of Lookout Glasses of locomotives and its proper record maintaining.
- Signing of all bills of contractual works in his jurisdiction.
- Management of road vehicle for crew transportation vis-à-vis its contract will be taken care of by Sr.CC/General.
- Arrangement for Safety Seminars, Yoga Classes etc.
- Management of Box Porter and timely loading and unloading of line boxes.
- Outdoor Crew Controller will work under Sr. Crew Controller/General.

- Supervision of attaching / detaching of EP's through outdoor CC.
- In addition to the above, Sr. Crew Controller (General), will also carry out all the orders / instructions as advised to him by officers from time to time.

### **CTLC/HQ/PRYJ**

- He shall be responsible for-
- Timely preparation and submission of power plan for freight locos & six monthly crew reviews and get it sanctioned.
- Prepare and update coaching crew links ensuring optimum utilization.
- Correspondence on safety/technical/operating matters. All correspondence with HQ.
- Issue of technical/operating/safety related drives/instructions/notices and sending the feedback to HQ after the completion of the drive.
- Interview of staff with officers.
- Maintaining Gross Happiness Index of running rooms.
- Any other duty assigned by Sr. DEE/OP/PRYJ.

### **CTLC/Line/PRYJ**

He shall be responsible for-

- Conducting trials and preparing the reports thereof.
- Management of CLIs and all the records related to the working of CLIs.
- Interview of CLIs with officers.
- Preparation of inspection notes of officers.
- Accompanying Sr. DEE/OP/PRYJ during footplate and other inspections.
- Proposing awards for running staff who have shown excellence on safety front while performing their duties.
- Proposing for all other kinds of awards such as MR award/CRB award/GM award/DRM award etc.
- Correspondence on day to day safety issues.
- Keeping a watch on abnormalities reported by CLIs & Loco Pilots found en-route.
- Arranging for various safety/family seminars at all the installations.
- All kinds of accidental inquiries and rendering all support to other departments for conducting inquiries where running staff is involved.
- Any other duty assigned by Sr. DEE/OP/PRYJ.

**CTLC/T&E/PRYJ**

**He shall be responsible for-**

**All establishment matters of running staff related to transfer/posting/filling of vacancies etc in liason with personnel branch.**

**Upkeep of records of running staff regarding PME/Refresher etc.**

**Sending the running staff to electric Training School for promotional/refresher courses.**

**Any other duty assigned by Sr. DEE/OP/PRYJ.**

## **CTLC/OP/PRYJ**

**He shall be responsible for-**

- **Preparation of all kinds of PCDOs/MCDOs.**
- **Preparation of one page reports of EP failures and punctuality cases.**
- **Analysis of failure & punctuality cases.**
- **Maintaining operational failures particularly in which running staff is involved.**
- **Maintaining statistical data's such as Power on line, Electric Loco Utilization, Gross Kms earned by coaching & freight locos, pre-departure detention, terminal detention, goods train operation, sectional speed, hours on run, utilization of crew.**
- **Maintaining data related to sudden raising of signals, issue of wrong caution orders etc.**
- **Preparation of notes for weekly safety meeting and video conference.**
- **Preparation of hand outs of electric operation, Allahabad.**
- **Preparation of monthly executive summary.**
- **All kinds of power point presentations.**
- **Power point presentations for periodic performance review meetings.**
- **Any other duty assigned by Sr. DEE/OP/PRYJ.**