

A. Duty List of Chief Loco Inspectors reporting to ADME (O&F)/ PRYJ

- Inspection of running rooms allotted to him regarding facilities available for running staff
- To conduct ambush checks in automatic signaling territory to see whether the loco pilots are following relevant rules as laid down in general & subsidiary rules.
- Surprise inspection of out pits, crew booking offices including breath analyser equipment for proper functioning , proper uses and to check that proper procedure is followed.
- Inspect locomotives allotted to him (if any) particularly in regard to safety items including proper functioning of flasher lights etc. and take necessary action to get the defects attended by the home or outstation shed as per convenient.
- Check wastage, spillage, misuse or pilferage of fuel/lubricating oil/grease etc.
- Jointly checking of any incidences in emergency with supervisors of other department.
- Periodical checking of loco pilot's personal equipment and stores.

Field work (On line)

- Foot plate inspection during day and night to check abnormalities & rectification the same through concerned department.
- Plan in advance and train loco pilots and other running staff to 'learn the road' and become fully familiar with all the signals especially automatic signaling sections and layout of the track, en-route and in yards, test the running staff for their knowledge of road and arrange for issue of competency certificate to them.
- Train the running staff in the correct methods of trouble shooting, correct manner of operation of diesel locomotives and observance of safe working rules. Train the running staff about new modifications carried out in locomotive.
- Check out lad, speed checks, intersectional running time, braking distance and signal visibility checks (joint inspection with S & T department), riding quality checks of locomotives, test staff of other department as prescribed for their knowledge of rules applicable. If any irregularities are noticed with loco/crew to be reported to ADME (O&F)/PRYJ.

- Train the new loco pilots regarding train dynamics, how to apply brake application on loco and on train.
- To train loco pilots of poor caliber allotted to him by giving intensive training on line in exceptional cases when a person fails to make the grade, submit reports to ADME (O&F)/PRYJ.
- Conduct trails for energy conservations, modifications, and heavy hauled trains with maintenance staff.
- To improve driving skills of loco pilots by adopting latest methods of energy conservation.
- Foot plating by mail/express trains to make up lost time (to maximum permissible limits) lost due to loco defects or any other account.
- Conducting punctuality drives to ensure punctual running of mail/express and slow passenger trains and counsel loco pilots to make up time without exceeding maximum permissible speed.
- To arrange issue of competency certificate to running staff for working in automatic signalling sections after giving them one day intensive training and after testing their knowledge.
- Test and check the accurate working of the speedometers on run and arrange for attention to defective speedometer by shed staff as required.
- Scrutinize speedometers charts removed from locomotives and report to supervisors, if any over speeding or other irregularities are noticed. 100 % scrutiny of charts from mail/express and passenger trains and 25 % of charts from goods trains should be carried out.
- Escort VIP and other important/special trains.
- Carry out special drives and trails as directed by head quarter/division.
- Maintaining records of running staff allotted to him & make review of troubleshooting carried out by each loco pilots and import necessary guidelines if necessary.

B. Duty List of Crew Controllers reporting to ADME (O&F)/PRYJ

1. Exercise overall day-to-day control over staff in charge of Diesel loco operation and outstation maintenance.
2. Ensure day to day availability of Diesel running staff for train services and exercise control over the booking of such running staff.
3. Arrange supply of uniforms, rule books consumable stores and tools to the running staff.
4. Arrange periodical vision tests of running staff as prescribed and maintain records for the same.

5. Maintain 'Road Knowledge Register' for running staff and ensure that no person is booked to work a train until he has thoroughly learnt the road and has signed a certificate that he is fully acquainted with the road.
6. Investigate and report cases of time lost on loco account whenever reported by the Traffic Controller; depute Driving Inspector whenever required to investigate and collect more details as required.
7. Educate staff under his charge on safety rules and test their knowledge of such rules.
8. Arrange relief of running staff as required for refresher courses and other training schemes.
9. Ensure upkeep of running rooms so as to ensure that staff get adequate rest in the running rooms and are satisfied with the same this may involve liaison with other departments.
10. Arrange for outstation inspection of locomotives in accordance with the instructions laid down; also carry out minor repairs at outstation depots to the extent feasible.
11. Arrange drawl, distribution and accountable of stores and tools required for outstation maintenance of electric locos and ensure that the prescribed tools, equipment and log books are available in good condition on the locos.
12. 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.
13. Investigate and report irregularities and signal defects noticed in train working and reported by running staff.
14. Ensure that the the Combined Driver's and Guard's Report are received back after return of the crew to HQ.
15. Scrutinize forms submitted by driving staff to the Statistical Branch.
16. Arrange adequate representation in minor joint inquiries in regard to accidents, detentions etc.
17. Accompany relief trains in case of accidents involving electric rolling stock and supervise relief operations at site.
18. Ensure that the speedometer charts are regularly sent to Loco Inspector sitting at Divisional headquarters-100% for passenger locos and 25% for goods loco, and take appropriate action in regard to the irregularities. (A suitable cell may be set up for this purpose). After removal the charts may be preserved at least for a week.
19. Arrange to ensure filling of dry sand in sand boxes of locos and DMUs and availability of dry and clean sand as per RDSO specifications at all nominated places.

C. Duty List of Power Controller

- (i) Co-ordination monitoring of Disaster management Rolling stock, schedules, trails, movement, working etc.
- (ii) Monitoring day-to-day stock position and functioning RDIs.
- (iii) Monitoring working of EIMWB's their calibration testing etc. Monitoring movement of its test rake.
- (iv) Planning and directing engine movements so as to ensure efficient engine utilization and maintaining the prescribed charts, and regular statistics.
- (v) Co-ordination with sheds and Dy. Chief Controllers (movement) for sending overdue engines and obtaining time of engines coming out of shed.
- (vi) Making timely arrangement for the relief of crew whose duty hours are likely to be exceeded enroute.
- (vii) Taking timely action to balance crew so as to prevent cancellation or putting back of trains on account of shortage of crew.
- (viii) Arranging relief in case of accidents as per chapter IV to VIII of Accident Manual.
- (ix) Maintaining charts indicating engine position/utilisation.
- (x) Rendering advice and assistance to locomotive running staff regarding trouble shooting.
- (xi) Carrying out any other duties allotted to him by the Sr.DME (O&F)/PRYJ from time to time.

D. (i) Duty List of ART Incharge

1. Daily & monthly schedule of HRE to carry out.
2. Procurement of any deficiency as per std. List.
3. To carry out time to time inspection of art.
4. To maintain good housekeeping of art.
5. To maintain records of all equipment.
6. To reequip ART& diet imprest and maintain records.

(ii) Duty of ART I/C. at break down site.

1. Ensure marshalling of art according to site requirement.
2. Site inspection & make planning.
3. Ensure OHE power supply off.
4. Material unload as per requirement.
5. Deployed proper stop at proper places.
6. Take assistance from other dept.
7. Take photography of break down site
8. Maximum number of coaches to be tackled simultaneously.

9. To arrange marking of food for break down staff.
10. To record restoration work timing in log book.
11. In case of suspected sabotage, ensure minimum interface to clues.
12. After complete restoration work to ensure all unloaded material to load in ART.

E. Duty List of ARMV/SPART/ARME Incharge

1. To maintain the ARME in all aspects for smooth running while demanding at the time of accident .
2. To ensure proper scheduling of machines equipments available at ARME.
3. To maintain the record and contact number of staff nominated for ARME.
- 4 . To prepare the ARME for proceeding at accident site within the prescribed time while demanding .
5. To protect accident site as per rule.
6. To provide first aid / Medical facilities to injured persons at the site of accident.
7. To keep the record of persons involved (injured/Dead persons) in the accident .
- 8 . To inform the concerned Officers about the actual position of accident site timely .
- 9 . To complete the work of site within allotted time.

F. Duty List of Crane Incharge

1. To ensure safe operation of Crane at derailment/accident site.
2. Staff training for safe and efficient operation of Crane.
3. Timely maintenance of Crane as per prescribed standard schedule Form by RDSO.
4. to keep vita sparel parts for Crane maintenance.
5. Remind to higher authorities for AMC of different systems of Crane.
6. Create new and improved ideas for Crane maintenance and operation.
7. Staff monitoring and welfare.