

DUTY LIST

Duty List of Power Controller-

1. Co-ordination and Monitoring of Disaster Management Rolling stock, schedules, trials, movement, and working conditions of diesel power.
2. Monitoring day-to-day stock position and functioning of RDIs.
3. Tracking movement of test rakes, calibration testing, etc.
4. Providing relief assistance in case of accidents (as per Accident Manual, Chapter IV to VIII).
5. Offering advice and assistance to locomotive running staff for troubleshooting.
6. Performing additional duties as assigned by Sr.DME (O&F)/PRYJ & ADME (O&F)/PRYJ.
7. Monitoring movement of SPIC-PARAKH and Railcar.
8. Co-ordination with other divisions to ensure coverage of beats during scheduled maintenance or failure of disaster assets.

Duty List of ART in-charge-

1. Daily and monthly scheduling of HRE tasks.
2. Procuring deficient items according to standard list.
3. Conducting regular inspections of ART equipment.
4. Maintaining good housekeeping of ART facilities.
5. Keeping records of all equipment and materials.
6. Managing ART and diet imprest, including record-keeping.

Duty of ART in-charge at Breakdown Site-

1. Ensuring proper marshalling of ART equipment according to site requirements.
2. Conducting site inspections and planning.
3. Verifying OHE power supply is off.
4. Unloading materials as needed.
5. Deploying proper stops at designated places.
6. Seeking assistance from other departments as necessary.
7. Documenting the breakdown site through photography.
8. Managing the maximum number of coaches to be handled simultaneously.
9. Arrange for the marking of food for breakdown staff.
10. Record restoration work timing in the log book.
11. In case of suspected sabotage, ensure minimal interference with clues.
12. After completing restoration work, ensure that all unloaded materials are loaded into the ART.

Duty List of ARMV/SPART/ARME in-charge-

1. Maintain the ARME in all aspects to ensure smooth operation during emergency situations.
2. Ensure proper scheduling of machines and equipment available at ARME.
3. Maintain accurate records and contact numbers of staff nominated for ARME.
4. Prepare the ARME to proceed to the accident site within the prescribed time.
5. Protect the accident site as per rules and regulations.
6. Provide first aid and medical facilities to injured persons at the accident site.
7. Keep a record of persons involved (injured or deceased) in the accident.
8. Inform concerned officers about the actual position of the accident site in a timely manner.
9. Complete site work within the allotted time.
10. Monitor staff performance and welfare.

Duty List of Crane in-charge-

1. Ensure safe operation of the crane at derailment/accident sites.
2. Provide staff training for safe and efficient crane operation.
3. Perform timely maintenance of the crane as per the prescribed standard schedule set by RDSO.
4. Keep vital spare parts for crane maintenance.
5. Remind higher authorities about the Annual Maintenance Contract (AMC) for different systems of the crane.
6. Develop new and improved ideas for crane maintenance and operation.
7. Monitor staff performance and welfare.
