

## **Duties of SSE/TRD(OHE)**

He is the senior supervisor working under the control of Sr. DEE/DEE (TRD) and directly responsible for the proper maintenance of OHE including the 25 KV feeders and return feeders from the traction sub-stations to the feeding posts. He should be fully conversant with the layout and sectioning of OHE in his jurisdiction as also the rules and procedures laid down for efficient maintenance of OHE and safe working on OHE.

In particular he shall

1. Supervise the maintenance of installations under his charge in accordance with the prescribed schedules, to keep them fully serviceable and in a state of good repair.
2. Plan in advance the requirement of power blocks for OHE maintenance based on the work to be done in consultation with his section supervisors and ensure the completion of the work within the time allotted.
3. Carry out detailed inspections of OHE under his control by foot patrolling to cover the entire section once in a year.
4. Scrutinize daily the reports on foot patrol and other defects on OHE, as well as reports from section supervisors and inspection reports of officers and arrange prompt rectification of defects pointed out and report compliance to Sr. DEE/DEE/ADEE (TRD)
5. Check the work by sectional gangs under him to ensure that quality work is done and that compliance with prescribed schedules is adhered to.
6. Keep the organization for attending to breakdowns in constant readiness to act promptly and expedite restoration whenever there is a breakdown.
7. Instruct and train staff under him in the correct methods of maintenance with special reference to safety precautions.
8. Arrange to send his staff for training courses as required.
9. Ensure that special testing instruments, tools and equipment including the OHE inspection cars and breakdown vehicles, provided for maintenance of OHE are properly cared for and maintained in proper condition.
10. Keep a watch on availability of spare parts and stores required for maintenance of OHE and initiate timely action to recoup stocks.
11. Ensure proper accounting and periodical verification of the stores and tools under his charge.
12. Submit the prescribed periodical returns to DEE/ADEE(TRD) and carry out their instructions issued, if any, on the basis of such returns.
13. Keep his superior officers fully informed of each and every important development and seek their guidance when required.
14. Carry out such other duties as may be allotted to him by his superior officers; and
15. Carry out inspections as indicated in ACTM.

## **Duties of Field supervisors (OHE)**

The field supervisors in charge of OHE (SSE,JE etc.) will be under the SSE (OHE) and each supervisor will be responsible for the following.

1. Maintenance of the OHE and allied installations in his jurisdiction in accordance with the prescribed schedules.
2. Submission of the requirements of power blocks for OHE maintenance, in co-ordination with permanent way maintenance as far as possible, so as to take maximum advantage of traffic blocks.

3. Detailed inspection of OHE under his charge on foot as instructed in ACTM.
4. Scrutiny of daily foot patrol and other reports of defects and take prompt action to remedy the defects brought out.
5. Close supervision of the maintenance gang under his control to ensure a high standard of work and compliance with prescribed schedules.
6. Keeping the organization under his control in readiness to deal with breakdowns.
7. Guidance to the maintenance staff for the proper execution of work in accordance with standing instructions.
8. Ensuring that tools and equipment under his charge are properly cared for and maintained in proper condition
9. Keeping watch and taking necessary action to recoup stores and spares required for his jurisdiction.
10. Preparation and submission of periodical reports and returns to superior officials as laid down:
11. Keeping SSE (OHE), ADEE(TRD), DEE(TRD) and Sr. DEE(TRD) informed of all important developments and seeking their guidance when required.
12. Carrying out any other duties allotted by superior officials.
13. Carrying out inspection indicated at Annex. 3.01.

### **Duties of SSE, Power Supply Installation (PSI)-**

He is the senior supervisor working under the control of DEE/ADEE/TRD and directly responsible for the safe and efficient operation and maintenance of traction power supply installations including sub-stations (when owned by the railway), switching stations, booster transformer and auxiliary transformers in his jurisdiction. He shall be thoroughly conversant with all technical details of the equipment under his charge including their rating, trend of power demand as also correct methods of their operation and maintenance, in particular, he shall

1. Supervise the maintenance of installations under his charge in accordance with the prescribed schedules to keep them fully serviceable at all times and in a state of good repair;
2. Maintain proper co-ordination with the traction power controller, SSE(OHE), supply authorities and render assistance when required to ensure reliability of power supply;
3. Keep his organization in constant readiness to deal promptly with any breakdowns and failures of equipment;
4. Ensure that the programme of testing and maintenance of protective relays is adhered to and ensure that other safety equipment including bonding and earthing are functioning effectively;
5. Instruct, train and supervise staff under his control and ensure that they do operate and maintain the Equipment properly and in particular do actually observe all rules and regulations and safety precautions laid down;
6. Depute staff for refresher courses as prescribed, particularly for such staff as are found deficient in their working
7. Ensure that special instruments and tools provided for maintenance operation and testing of all installations are properly cared for;
8. Keep a close watch on availability of spare parts and other stores required for maintenance and operation of the installations and initiate timely action to recoup stocks;
9. Ensure proper accountal and periodical verification of stores and tools in his charge;
10. Depute staff when required to man sub-stations and switching stations in the event of failure of remote control equipment;
11. Inspect all installations under his charge at least once a month, with particular attention to safety aspects;
12. Submit prescribed periodical returns after careful scrutiny to ADEE/TRD and Sr. DEE/DEE(TRD);
13. Keep his superior officers fully informed of all important development and seek their guidance when required;

14. Carry out such other duties as may be allotted by superior officers from time to time.
15. Carry out inspections as indicated in ACTM.

### **Duties of SSE and JE (other than Depot Incharges)**

The field supervisors of TRD will be under the SSE/TRD (Depot Incharge) and each supervisor will be responsible for the following.

1. Maintenance of the OHE and allied installations in his jurisdiction in accordance with the prescribed schedules.
2. Submission of the requirements of power blocks for OHE maintenance, in co-ordination with permanent way maintenance as far as possible, so as to take maximum advantage of traffic blocks.
3. Detailed inspection of OHE under his charge by push trolley or on foot as indicated in ACTM.
4. Scrutiny of daily foot patrol and other reports of defects and take prompt action to remedy the defects brought out.
5. Close supervision of the maintenance gang under his control to ensure a high standard of work and compliance with prescribed schedules.
6. Keeping the organization under his control in readiness to deal with breakdowns.
7. Guidance to the maintenance staff for the proper execution of work in accordance with standing instructions.
8. Ensuring that tools and equipment under his charge are properly cared for and maintained in proper condition.
9. Keeping watch and taking necessary action to recoup stores and spares required for his jurisdiction.
10. Preparation and submission of periodical reports and returns to superior officials as laid down:
11. Keeping SSE/OHE (Depot Incharge), AEE (TRD), DEE (TRD) and Sr. DEE (TRD) informed of all important developments and seeking their guidance when required.
12. Carrying out any other duties allotted by superior officials.
13. Carrying out inspections as per schedule

### **Duties of SSE/TRD/Control (RC)**

He is the senior supervisor working under the control of DEE/AEE (TRD) and directly responsible for the proper operation and upkeep of the RC equipment, which are vital for the efficient operation of the electric traction system. He shall be thoroughly conversant with all the technical details of the equipment under his control. In particular, he shall perform the following duties.

1. Maintain the RC equipment at the RCC and the controlled stations in accordance with the prescribed schedules.
2. Keep close liaison with the S&T department as to the sound condition of the communication for RC operation.
3. Measures periodically the levels of voice frequency signals at controlled stations in case of quad cable and arrange with the S&T department for correction, when required, at their repeater stations.
4. Keep in constant touch with the TPC on shift duty and ensure prompt rectification of defects reported in the RC system.
5. Ensure proper maintenance of UPS/battery sets for uninterrupted operation of the RC equipment and the stand by generating set in the RCC.
6. Inspect the RC equipment at every controlled post once in two months.
7. Impart necessary training to the staff under him in the special techniques of maintenance of RC equipment as well as trouble shooting.
8. Ensure that the special instruments and tools provided for maintenance of the RC equipment are properly cared for.
9. Keep a watch on stocking of spare parts and other stores required for the RC equipment and initiate timely action to recoup stocks.

10. Co-ordinate with SSE (PSI) and SSE (OHE) or territorial SSEs for manning the controlled posts in the event of persisting faults in the RC equipment's.
11. Submit prescribed periodical returns on RC equipment to AEE (TrD) and Sr. DEE (TrD).
12. Keep his superior officer fully informed of all important developments and seek their guidance when required.
13. Carry out such other duties as may be allotted by his superior officers.
14. Carry out minimum monthly inspections as per manufacturers recommendations.

### **Duties of SSE/TRD/Control (CTPC)**

The Chief Traction Power Controller (CTPC) shall perform the following duties:-

1. Study of all failure reports of OHE, switching stations etc. daily specially in so far as they affect the operation of trains and submit connected periodical reports to ADEE (TrD). He shall maintain complete statistical data relating to operation of RC equipment and ensure that the schedules of maintenance are carried out regularly;
2. Scrutiny of traffic delays shown against the Traction Distribution Branch and liaison with the Chief Controller, as necessary, for ensuring the correctness of the records;
3. Maintenance of close contact with the Chief, Deputy and Section Controllers, TPC and ATPC, TLC, Sr.DEE (TrD) and ADEE (TrD) and study of all problems relating to train operations, as far as the Traction Distribution Branch is concerned, to seek solutions;
4. Scrutinize the Log Book and the Shift Duty Register once a day and ensure that they are properly maintained and actions necessary is taken,
5. In an emergency or disorganization be in direct touch with the Traffic Control Office and help in every way to restore and maintain the train services and take over operation of power control himself, if required;
6. Ensure that TPCs and ATPCs are adhering to the rules and instructions in force. Study all the rules in force and suggest amendments, modifications, corrections as may be found necessary in practice;
7. Co-ordinate the Weekly Power Block Programme of all traction staff and other departments and finalize it in consultation with the Traffic Department. Take steps to adhere to the agreed programme as far as practicable.
8. Compile periodical statistics from the data collected on SCADA system and as per instruction of Sr.DEE (TrD) including the analysis of failures on the SRC system, and submit them to Sr.DEE(TrD).
9. Report daily to the PCEE's office all matters as laid down by the PCEE.

### **Duties of SSE/TRD/Control (TPC)**

He is the official in direct charge of the control of 25 kV power supply for electric traction and shall be fully acquainted with all the traction power supply Installations, and sectionalizing arrangements. There will be a TPC in each shift in the RCC and, depending upon the workload, he may be assisted by an ATPC. The essential duties of the TPC/ATPC are as under:

1. When taking over shift duty, he should acquaint himself with the prevailing position of the entire section including working of the RC equipment, condition of all transformers, circuit breakers, interrupters and isolators, sections under power block, any special Instructions to be carried out movements of important officials connected with the traction distribution system, position of the OHE Inspection Cars and break- down vehicles etc.;
2. Maintain continuous contact with the Power Supply Authorities;
3. Maintain continuous contact with the Traffic Section Controllers in regard to power supply affecting train movements, imposition of power blocks etc.;
4. In the event of power supply Interruptions or other failures, take prompt action in accordance with prescribed rules and local instructions for restoration of supply;

5. Imposition of and removal of power blocks as required, following the prescribed procedure and safety rules.
6. In the event of power supply failures, OHE break-downs, accidents etc. in the electrified section, advise promptly the concerned Foreman, ADEE, DEE/5r. DEE (and other officials in accordance with local Instructions), and keep them posted with all important developments;
7. Record in the Log Book, on prescribed proforma, full details of all switching operations carried out, power blocks imposed or refused (or delayed) and other occurrences in the distribution system;
8. Maintain the following registers and records in the proforma prescribed:-
  - a) Shift Duty Register indicating points of importance including messages, movements of ODC involving power blocks and other details to be noted by following shifts.
  - b) Record of standing instructions.
  - c) Register of temporary instructions.
  - d) Register of Staff Movements.
  - e) Emergency Telephone Testing Register.
  - f) Register of train delays due to failures of signal supply.
  - g) Weather forecast register.
  - h) CB tripping details register.
  - i) HT failure registers.
  - j) TSS-wise Energy Consumption registers.
  - k) Live line tower wagon inspection register.
  - l) Oliver G checking Progress registers.
  - m) Tower wagon Monthly Mechanical checking and POH inspection registers.
  - n) Daily maintenance progress cumulative register.
  - o) By 10 hrs each day submit the following reports to Sr. DEE/ DEE (TrD) and other officials as laid down :-
    - a) List of power blocks availed.
    - b) Particulars of telecommunication failures.
    - c) Particulars of RC failures
    - d) Power Supply failures.
    - e) Maximum demand and energy consumption at each traction sub-station.
    - f) Condition of traction sub-station equipment
    - g) All unusual occurrences, if any.