

### **Duty list of Sr.DEE/Chg/PRYJ**

1. Maintenance, Operations and management of TL-AC/MEMU coaches.
2. To achieve targets given by Railway Board, Head quarter and higher officers and also follow the instructions.
3. Periodic and other inspections.
4. Planning and completion of works related to coaches, contract management, Man power planning and management.
5. Safety precautions in AC-TL coaches.
6. Revenue saving and management.

#### **DME/MEMU Car Shed:-**

1. Overall Maintenance, Operations and management of MEMU coaches.
2. Implementation of RDSO MSs and SMLs and HQ instructions of MEMU Car Shed Services.
3. Failure analysis and implementation of corrective actions of MEMU Car Shed Services.
4. Implementation of Action plans & HQ instructions pertaining to MEMU Car Shed Services.
5. Material planning:- Stock and non-stock materials including scrapping and disposal to his competency of Sr. scale MEMU car shed as per SOP.
6. Dealing with tenders and contracts management of MEMU Car shed Department as per SOP.
7. 20% Test checking of all the Contractual Works related to MEMU Car Shed Department of Allahabad Division.
8. Any other work assigned by DRM/ADRM/Sr.DEE/PRYJ.
9. Monitoring the inspection notes and reply of letters of Supervisors/Divisional Branch Officer/ADRM/HODs.

#### **DEE/Elect-Chg & ADEE/Elect-Chg:-**

1. Implementation of RDSO MSs and SMLs and HQ instructions of Coaching Services.
2. Failure analysis and implementation of corrective actions of Coaching Services.
3. Implementation of Action plans & HQ instructions pertaining to Coaching Services.
4. Material planning:- Stock and non-stock materials including scrapping and disposal to his competency of Jr. scale Electrical department as per SOP.
5. Dealing with tenders and contracts management of Electrical Department as per SOP.
6. 20% Test checking of ALD the Contractual Works related to Electrical Department of Allahabad Division.
7. Look after the work related to DEE in his absence only within the competency of ADEE/ALD, if required put up to Sr.DEE/ALD.
8. Any other work assigned by DRM/ADRM/Sr.DEE/ALD.
9. Monitoring the inspection notes and reply of letters of Supervisors/Divisional Branch Officer/ADRM/HODs.
10. ADEE/ALD will deal with D&AR action for ALD employee of the Electrical Department as per SOP.