

SUB: Duty List of Mech. Officers under Sr. DME (C&W)/PRYJ

Ref: Duty list issued vide O.O. No. CA/Sr.DME/Officer's duty/14 Dated 01.07.2021.

Vide reference to above following revised duty list of Mech officers under Sr. DME (C&W)/PRYJ are issued with immediate effect.

**DME (C&W)/PRYJ**

1. Officer In-charge of C&W Depot at CAR and other C&W points being operated from time to time in JEP-PCOI (Excluding PCOI) & CAR-AGY Sections. He will be responsible for all C&W activities including breakdown attention at officer level in these sections of PRYJ division.
2. Senior Scale Officer function at division level w.r.t. to Tenders, Establishment, Plan head and revenue works, M&Ps, Stores, D&A , Condemnation & other survey etc.
3. Officer in-charge of PRYJ C&W control w.r.t. Monitoring of C&W activities, sectional breakdown/failures, failure analysis and enroute attention from C&W side in all Chg. & Frt. trains on entire PRYJ division. Monitoring of various C&W performance indices, following up De-logging cases etc. Liaoning with other divisions for collecting failure analysis report in coaching trains.
4. Various Inspections like footplate, night, tippler, Frt. & Chg. examination points, Chg. & Frt rakes as per laid down norm or as advised from time to time on entire PRYJ Division.
5. To attend control in case of Break Down, section block etc. Attending accident sites. In case of main line accident Sr. DME will move to the site and DME/C&W/PRYJ shall be in Control or as advised from time to time.
6. Planning for materials, coordinating review of AAC of Stock items, attending Store co- ordination meetings, calling in program meetings etc.
7. Officer in-charge for monitoring movement of trucks for wheels, trollies and other materials. Liaoning with JHS, AMV, GKP, Jagadhri and other workshops/depots at Division level.
8. Reviewing duty list of SSEs and Ministerial Staff working at divisional office.
9. Planning and advising concerned unit for repair in enroute detached coaches/wagons.
10. Monitoring and ensuring proper working of all already installed way side rolling stock monitoring system (HBD, HAHW, ATES, WILD, OMRS) over Division. Planning for AMC/Departmental maintenance team for regular maintenance of all way side rolling stock monitoring system.
11. Planning, co-ordination, installation and commissioning of way side rolling stock system to be installed in future and monitoring their effective working.
12. Monitoring of FMM, CMM & UDM w.e.t. warranty claims
13. Looking after duties of ADME/C&W/PRYJ & CDO/PRYJ in his absence.
14. Any other duty assigned from time to time.

**ADME (C&W)/PRYJ**

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1. Officer In-charge of C&W Depot at MKP, PCOI and other C&W points being operated from time to time in MKP-PCOI/NYN Sections. He will be responsible for all C&W activities including breakdown attention at officer level in these sections of PRYJ division.
2. Junior Scale Officer function at division level w.r.t. to Tenders, Establishment, Plan head and revenue works, M&Ps, Stores, D&A , Condemnation & other survey etc.
3. Passenger/public complaint analysis and compliance of all items related with passenger complaints like Web and SMS based portal, CPGRAM, monitoring of twitter and other written and online complaints disposal.
4. Monitoring of all drives launched from RB/HQ/Divn. and compilation of drive reports from respective units.
5. Various Inspections like footplate, night, tippler, Frt. & Chg. examination points , Chg. & Frt. rakes as per laid down norm or as advised from time to time on entire PRYJ Division.
6. To attend control in case of Break Down, section block etc. Attending accident sites with or without ARME/ART PRYJ.
7. Attending Protocol duties as per laid down norms for PCME/NCR and other higher officials as advised from time to time and all other protocol duties in absence of CDO /PRYJ. He will also call protocol duties in MGS-PRYJ-MKP-CNB sections as and when required.
8. To look after duties of CDO/PRYJ and DME/C&W/PRYJ in their absence up to the competence level of junior scale officer.
9. Monitoring of proper upkeep and maintenance of divisional office and C&W CNL PRYJ, planning and execution of works related with development of mechanical branch divisional office & CNL.
10. Officer In-charge for overall monitoring of FMM/FOIS and other IT Applications for C&W on PRYJ Division.
11. Monitoring of Freight operation & failure analysis and its rectification of freight trains originating/passing over division.
12. Monitoring of Control activities in connection with freight operation.
13. Monitoring and ensuring proper working of all already installed way side rolling stock monitoring system (HBD, HAHW, ATES, WILD, OMRS) over his assigned section.
14. Co-ordination for planning and site selection, installation and commissioning of way side rolling stock system to be installed in future over his assigned section and monitoring their effective working
15. Any other duty assigned from time to time.

#### **CDO /PRYJ**

1. Officer in-charge of all C&W activities at PRYJ Chg. depot, washing lines, Mechanized Laundry PRYJ & C&W activities on all PFs of PRYJ.

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2. Officer in-charge PRYJ including-FTP (Excluding) section for all C&W activities, attention at officer level for sectional breakdown, accident etc.
3. Enforcement of all contracts such as CTS, mechanized coach & depot cleaning contract , linen washing contract, OBHS, PCRC, Transportation contracts and all other contracts being executed by PRYJ Depot as per contract agreement and laid down test check norms of RB / HQ etc. Timely initiation of renewal and fresh contract proposals.
4. Officer In-charge for proper attention to all primary, secondary, PF return and enroute trains w.r.t. C&W.
5. Liaison / Protocol duties at PRYJ and PRYJ-CNB section as per laid down norms for GM and other higher officials as advised from time to time. Looking after protocol duties of ADME/PRYJ in his absence.
6. Monitoring operation of various imprests for PRYJ Depot, timely recoupment enhancement proposal etc..
7. Monitoring POH, IOH, SS-I, SS-II, DVS ,spare coaches ( type wise) for PRYJ Depot. Liaison with other Depot, Workshops etc. for timely supply of wheels, trollies C&W materials required for PRYJ depot.
8. Review of AAC of stock Items, stocking proposals for new items, NSRs for items required by PRYJ depot.
9. Inspection of primary, secondary, PF return, enroute Trains w.r.t C&W activities. Minimum one per week upper gear and one per week under gear inspection of PM trains must be done. All other inspection like FP , Night etc. as per laid down norms or as advised from time to time.
10. Cadre Control and review of technical and ministerial group C&D staff of PRYJ Depot.
11. Regular inspection of RAs. All carriage to be inspected once in a month and NCR-1 to be inspected every week and as and when required.
12. Monitoring progress of Works, M&Ps, RSP etc , planning and initiating new proposals , follow up with executing agencies for timely completion etc.
13. Innovation, system improvement, expenditure control, housekeeping measures for PRYJ depot.
14. Monitoring and ensuring proper working of all already installed way side rolling stock monitoring system (HBD, HAHW, ATES,WILD,OMRS ) over his assigned section.
15. Co-ordination for planning and site selection, installation and commissioning of way side rolling stock system to be installed in future over his assigned section and monitoring their effective working
16. Any other duty assigned from time to time.

**CDO/CNB**

1. Officer in-charge of all C&W activities at CNB Chg. depot, GOY, CPA, washing lines, training school, hostel, C&W activities on all PFs of CNB and CPA. SS officer function for CNB.

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2. Officer in-charge FTP (including)- CNBI(Including)-CNB(Including) – CPA (including) sections for all Coaching activities, attention at officer level for sectional breakdowns , accident etc.
3. Enforcement of all contracts such as CTS, mechanized coach & depot cleaning contract , linen washing contract , OBHS, PCRC, Transportation contracts and other contracts being executed by CNB Depot as per contract agreement and laid down test check norms of RB / HQ etc. Timely initiation of renewal and fresh contract proposals.
4. Officer In-charge for proper attention to all primary, secondary, PF return and enroute trains w.r.t. C&W.
5. Liaison / Protocol duties at CNB as per laid down norms.
6. Monitoring operation of various imprests for CNB Depot, CTC & CPA and timely recoupment enhancement proposal etc.
7. Monitoring POH, IOH, DVS, spare coaches (type wise) for CNB Depot. Liaison with other Depot, Workshops etc. for timely supply of wheels, trollies and other C&W materials required for CNB depot.
8. Review of AAC of stock Items, stocking proposals for new items, NSRs for items required by CNB depot.
9. Inspection of primary, secondary, PF return, enroute Trains w.r.t C&W activities. Minimum one per week upper gear and one per week under gear inspection of PM trains must be done. All other inspection like FP, Night etc. as per laid down norms or as advised from time to time.
10. Cadre Control and review of technical and ministerial group C&D staff of CNB coaching depot.
11. Regular inspection of training school, hostels & CPA and necessary inputs at officer level. Minimum one inspection of CTC and CPA per week to be ensured.
12. Monitoring progress of Works, M&Ps, RSP etc , planning and initiating new proposals , follow up with executing agencies for timely completion etc.
13. Innovation, system improvement, expenditure control, housekeeping measures for CNB depot.
14. Officer in-charge for Mech (O&F) activities like monitoring disaster management assets like – ART, ARME/SPART, 140 T BD Crane, bulldozer at CNB carrying out timely inspections of these assets and other activities at CNB, CPA and GMC. For all Mech (O&F) activities at CNB/CPA/GMC seeking directions from Sr.DME/O&F/PRYJ.
15. Attending breakdown duties in CNB/CPA/GMC area and at other places when ART/SPAT/140 T BD Crane/Bulldozer of CNB is engaged in disaster management.
16. Looking after work of ADME/GMC in his absence. Any other duty assigned from time to time.

#### ADME/GMC

1. Officer in-charge of Frt. Depot GMC, GMC yard, ICD/JUHI & KLPL w.r.t. C&W activities.

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2. Officer in-charge of CNBI (Excluding) - CNB (Excluding) - RURA (Excluding) sections for all freight activities, break down attention, accident etc.
3. Monitoring of out turn & quality of ROH, DVS repair, rake examination at GMC, enroute checking & attention to fit. rakes at GMC and assigned depots.
4. Monitoring of materials, wheels, trolleys etc required for ROH, DVS repairs including wagons detached enroute. Liaison with JHS workshop & other Depots for timely supply wheel, trolley, materials etc. Must make minimum one visit to JHS workshop per month.
5. Infrastructure Works, M&Ps, Contract planning & execution etc. for Frt. depot GMC & other private Frt. depots under his control.
6. Regular inspection of ICD/JUHI & KLPL w.r.t. C&W activities and infrastructure. Minimum one inspection of ICD per week and every fortnight of other container depots.
7. Inspection of all frt. activities at GMC and other inspections such FP, Night, etc. as per laid down Norms.
8. Officer in-charge for cadre control, review of C&D staff at GMC and other depots under his control.
9. Monitoring ROH, DVS, rake examination related performance indices, improvement in Outturn, quality, innovation, system improvement, expenditure control measures for GMC & other depot under his control.
10. Attending protocol duties at CNB in consultation with CDO/CNB and CNB- TDL / NDLS section as and when required.
11. Monitoring of Truck movement between GMC-JHS and other points for wheels, trolleys & other materials required for GMC.
12. Monitoring maintenance of weigh bridge and test wagon at GMC and carrying its timely inspection.
13. Monitoring and ensuring proper working of all already installed way side rolling stock monitoring system (HBD, HAHW, ATES, WILD, OMRS) over his assigned section.
14. Co-ordination for planning and site selection, installation and commissioning of way side rolling stock system to be installed in future over his assigned section and monitoring their effective working
15. Looking after duties of CDO/CNB and ADME/TDL in their absence.
16. Any other duties duty assigned from time to time.

**ADME (TDL)**

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1. Officer In-charge of C&W Depot at ETW, SKB, TDL, ALJN, KRJ & ICD/DER C&W control at TDL.
2. Officer In-charge of all C&W activities in RURA (Including) – CPYZ, ETW-MNQ, SKB-FKD, BRN- ETAH, ALJN-HGJ & HSR-HRF sections w.r.t. to sectional attention, enroute C&W activities, Accident etc.
3. Officer in-charge of ICD/DER & ARSHIA/KRJ. Implementation of FMM, UDM, periodical inspection of ICD-DER minimum one full day per week and one night every fortnight. Follow up with CONCOR authorities for proper C&W maintenance infrastructure at ICD-DER.
4. Monitoring of materials, infrastructure, M&Ps, contracts etc for ICD/DER. Outturns of DVS wagon at DER, ROH & POH detaching and timely movement to GMC, JHS and other depots/shops.
5. Periodical inspection at NTPC/DER & HGJ from C&W side, inspection of Tipplers & maintenance through Plant authorities. enforcing wagon damage control and proper door closing measures. Minimum one inspection per month at these unloading points.
6. Protocol duties at TDL and TDL-CNB-NDLS section as and when required.
7. Monitoring and ensuring proper working of all already installed way side rolling stock monitoring system (HBD, HAHW, ATES, WILD, OMRS ) over his assigned section.
8. Co-ordination for planning and site selection, installation and commissioning of way side rolling stock system to be installed in future over his assigned section and monitoring their effective working.
9. Officer in-charge for Mech (O&F) activities like monitoring disaster management assets like – ART, ARME/SPART at TDL carrying out timely inspections of these assets and other activities at over his assigned section. For all Mech (O&F) activities at TDL or his assigned section seeking directions from Sr.DME/O&F/PRYJ.
10. Attending breakdown duties over his assigned section and at other places when ART/ARME of TDL is engaged in disaster management.
11. Any other duties assigned from time to time.

17/2/2023

**General**

1. All letter to division to be signed by officer in-charge of depot unless reply is required specifically from official under his control. Reply to HQ shall have to be routed through division unless advised otherwise.
2. All officers must accompany during inspection of higher officers of Divn./ HQ/RDSO/RB etc. in their respective area.
3. Must attend respective controls, break down sites, derailments, etc. within shortest possible time as per laid down norms or as advised from time to time.
4. Any officer leaving his respective HQ on duty or on leave must obtain prior approval from Sr. DME and inform to his looking after officer as well as TDL & PRYJ C&W control.

① 2/8/23  
(Shiv Singh)  
Sr.DME(C&W) PRYJ

No. CA/Sr.DME/Officer's duty/14  
Dated: 08.02.23

Copy to:-

- (i) PCME/NCR for kind information please.
- (ii) DRM/PRYJ for kind information please.
- (iii) CRSE/Chg./NCR, CRSE/Frt./NCR, CMPE/NCR, ADRM/OP/PRYJ, ADRM/G/PRYJ and ADRM/INFRA/PRYJ for kind information please.
- (iv) Officer concerned for information and compliance please.
- (v) CA/Sr DME(C&W) , C&W Control PRYJ/TDL/GMC , All SSE in-charges of various depots on PRYJ Division , All SSEs at Divn. office, All Mintrial in-charges at Divn. Office PRYJ for information and necessary action.