

West Central Railway

Office of the
CWM/CRWS/BPL

No. CRWS/BPL/ODL/10

dt. 25.10.2017

Note

Sub:- Duty List of officers.

Ref:- This office's letter of even no. dt.04.04.2016

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The following will be the duties of different officers:-

1. **WM-I, Shri Sohan Singh Prammar**

He will look after Body, Shell, Model Rake, Tender Section, RSP Programme, Works Programme, General Section, IED, M&P Programme, ORH, Institute.

He will look after the work of WM-II in his absence.

2. **WM-II, Shri Shilbhadra**

Furnishing, Carpentry, Final+NTXR, Pocket Yard, Drawing Office, CSC, Work Order, MCC, Computer Section including ISO and other certification.

He will look after the work of WM-I in his absence.

3. **AWM-I, Shri Jitendra Shrivastava**

Bogie, Wheel, Scrap Disposal including Industrial Waste, Lab including duties of CMT, RRWI, TTC, S&T maintenance and Security.

He will look after the work of AWM-II in his absence.

4. **AWM-II, Shri Pramod Gupta**

Air Brake, PCR, Paint & Grit Blasting, MW, Transport shops, ER (day to day priorities), Sub-station (day to day priorities), Coordinator of Safety & Environment Cell, Monitoring of legal provisions of environmental issues.

He will look after the work of AWM-I in his absence.

Note:

1. In absence of WM(E) his work will be looked after by WM-I
2. In absence of SPO, his work will be looked after by WM (E)- Personnel.
3. The duty list of Dy.CME (MR) & Dy.CME(C) is being separately issued.

(Niraj Kumar)
CWM/CRWS/BPL

Note**Sub:- Duty List of officers.**

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Previous letters are superseded. The following will be the duties of different officers.

| S.No. | Designation | Duties |
|-------|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Dy.CME(MR) | <p>a) Dy.CME/ MR is responsible for Model rake.</p> <p>b) He will be responsible for day-to-day outturn of CRWS, Monitoring of availability of material on shop floor, Fitment/ Suitability reports, NTXR Inspection, Safety environment Organization, Factory Manager under factories act. Plg. & Liaison with Rlys. for feed, Tenders of respective area, Posting/Transfer of supervisor & staff. Co-ord. with Dy. CMM /COS Office and DY.FA&CAO/W for AAC & day-to-day GIS monitoring, Shops/functions under WM (production related functions), WM/E, AWM/R & AWM.</p> <p>(c) Dy.CME/MR is the administrative head for WM(E), AWM & AWM(R), Working report of WM will be exchanged with Dy.CME(C). Cognizance of working report of WM will be given by the APR reporting officer (Note-13).</p> <p>d) Dy.CME(MR) will ensure, through SSE/Tender, that none of the supervisors handle a contract work beyond the time limits set for sensitive posts. (CME's lt.no. पमरे/यां/का/06/102 Pt-VI dt. 29.03.2016)</p> |
| 2 | Dy.CME/C | <p>a) Construction work of 300-500, 500-750, and other works such as IOH</p> <p>b) Budget WMS and capital, Man power planning, GIS related work, Establishment/SPO related works, RSP & Estimates, MR for ISO organization, Computerization of Workshop, M&P and works programme, Inspection notes. Tenders of respective area, training needs of staff & supervisors, PIO under RTI Act, Conducting Review PNM, Shops/functions (other than production)under WM, CMT.</p> <p>c) Dy.CME/C is the administrative head for WM. Cognizance of working report of WM will be given by the APR reporting officer (Note-13).</p> <p>Dy.CME/C is the administrative head for CMT, SPO.</p> |
| 3 | Dy.CE | <p>He will be responsible for manpower planning and facility planning/ infrastructure for Civil Engineering Organization.</p> <p>He will identify the projects/works and/or build up on the items suggested by fellow officers. Engineering maintenance of Workshop & Colony & GSD and others added time to time.</p> <p>He will co-ordinate with Engg. Deptt. of Division/Construction/HQ, such as</p> |

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| | | Sr.DEN(Co), Divisional Engineers etc. and will also hold review meetings from time to time. |
| 4 | WM | ORH, M&P/RSP/Works Programme/Engg/S&T Maintenance/security, OS(G), Tender Section, Computer Section, Shopping Complex, Audit Para. Works Tenders of Sr. Scale level of Mech Shops, Special assignments, Supporting functions for Dy.CME/MR Body Shop, Shell Component, Coach Condemnation. WM will report to Dy.CME (C). |

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| 5 | AWM/R | In charge of Bogie, Wheel, Pocket Yard, Carpentry, Furnishing, Final/Insp. Coach Programme, CSC, Air Brake, Drg. Office & specifications, Institute. He will report to Dy.CME/MR. |
| 6 | AWM | Transport, MW, ER (day to day priorities), PCR, Paint & Grit Blasting, Safety Cell, Coordinator of Safety & environmental cell. Monitoring of legal provisions of Environmental issues, MCC, Industrial waste. AWM will report to Dy.CME/MR. |
| 7 | WM(E) | He will look after Day to day outturn, ETL, Colony maintenance, Power supply, Elec. Safety, Elect. Tenders, Model rake and technical control of ER, Sensitive posts due to contracts. For production/maintenance related works, WM(E) will report to Dy.CME/MR and for other works (eg. colony), he will be independent. |
| 8 | CMT | He will look after the Lab, TTC, RRWI, Consultant in chemical & MSDS issues. CMT will report to Dy.CME (C). |
| 9 | SPO | a) He will be the cadre controller of all the clerical/personnel staff (Elect. Mech etc.) both working in / workshop/ personnel office. However, administrative control and monitoring of day-to-day work of personnel/clerical staff posted in shops (other than personnel office) shall lie with SSE/Officers concerned. b) Identification and listing of incumbents of sensitive posts of all supervisory mechanical/electrical and all personnel staff will be the responsibility of SPO. Here, sensitive posts will be identified with respect to establishment matters, scrap disposal, indent placement and inspection of material. SPO will advise/will take necessary approval from Dy.CME(MR). |
| 10 | | Case files pertaining to Personnel Deptt., will be put up to WM or Dy.CME/C as per SOPEST for decision. Files pertaining to individual's such as leave etc. will be dealt by respective officers, as per SOPEST. |

Note:

1. All officers to note that Outturn and Model Rake are organization's priorities.
2. Other duties can be assigned to officers from time to time.
3. Dy.CME/MR to discuss posting of supervisors if it involves supervisors under Dy.CME(C).

4. All SSEs/SEs posting with approval of CWM.
5. In absence of Dy.CME/C, Dy.CME/MR will look after his work & vice-versa.
6. In absence of AWM/R his work will be looked after by WM and vice-versa.
7. In absence of SPO his work will be looked after by WM/E.
8. In absence of WM/E & AWM his work will be looked after by AWM/R.
9. In absence of CMT, his work will be looked after by AWM.
10. Senior of Dy.CME/MR and Dy.CME/C will co-ordinate various works/duties/responsibilities in absence of CWM.
11. Officers should communicate amongst themselves well before applying leave.
12. In case of 'looking after' of functions, JAG officers for the 'function' will be the officer under whose jurisdiction, the function falls.(note 1 to 10)
13. In case of more than one reporting officer, working report can be asked by reporting/reviewing officer for some duties. Senior Dy.CME will be reporting officer for APR of WM.

This will be effective from 05.04.2016.

(Lakshmi Raman)
CWM/CRWS/BPL