

**West Central Railway**

Office of the CWM  
CRWS/BPL  
14.02.2025

No. CRWS/BPL/ODL/10

**Sub:-** Duty List of CRWS Officers.

**Ref:-** This office letter of even no. dtd. 04.09.24, 08.02.24, 31.08.22 & 02.04.22

In supersession of earlier duty list under references, the following duty list of CRWS officers is being issued with immediate effect:-

S. N.	Designation	Duties
1	Dy.CME-I	<ol style="list-style-type: none"><li>1. Coordination for POH Feed Monitoring of Cycle Time, regulation of Coach holding and Responsible for daily outturn.</li><li>2. In-charge of Safety Cell, Factory Manager under Factory Act.</li><li>3. In-charge of Bogie Shop ,Wheel shop ,Furnishing Shop including Tool Room, ETL, ER Shop, Substation, Final Shop &amp; NTXR Inspection. Transport shop, ORH &amp; General section.</li><li>4. In-charge of PH-42, Coordination of all Engineering activities and Electrical Engineering related infrastructure development and maintenance activities.</li><li>5. Responsible for monitoring of material availability for shop under his control and AAC review and control.</li><li>6. Responsible for co-ordination of all S&amp;T maintenance and security related issues.</li><li>7. Establishment matters pertaining under JAG power including Raj Bhasha, PIO under RTI Act, Court Cases.</li><li>8. In-charge of Tender cell, CSC, IED &amp; Drawing Section.</li><li>9. In-charge of Budget section (Revenue &amp; Capital Budget, WMS).</li><li>10. In-charge of ISO(MR) and WISE.</li><li>11. Training need of staff and supervisors.</li><li>12. Posting/transfer of supervisor and staff in consultation with CWM.</li><li>13. RSP Items pertaining to his jurisdiction.</li><li>14. Contracts for items under his control.</li><li>15. Any other work assigned by CWM.</li></ol>
2	Dy.CME-II	<ol style="list-style-type: none"><li>1. In-charge of Body shop, Shell Component Shop, Airbrake, Paint shop</li><li>2. In-charge of Yard.</li><li>3. Responsible for monitoring of material availability for shop under his control and AAC review and control.</li><li>4. In-charge of RRWI, TTC, TTC Hostel.</li><li>5. In charge of M&amp;P section, PH-41,MW</li><li>6. In-charge of C&amp;M Lab, MCC &amp; Railway institute.</li><li>7. In-charge of computer cell, EnHM &amp; Heritage Cell.</li><li>8. Responsible for CPGRAM, Parliamentary matters &amp; Arbitration.</li><li>9. RSP Items pertaining to his jurisdiction.</li><li>10. Contracts for items under his control.</li><li>11. Any other work assigned by CWM.</li></ol>



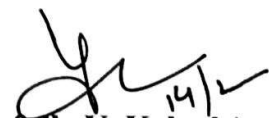
3	WM/M	<ol style="list-style-type: none"> <li>1. In-charge of Safety Cell, Furnishing Shop including Tool Room, Final Shop, Bogie shop, Transport shop, ORH&amp; General section.</li> <li>2. CSC, IED, Drawing section &amp; Tender section.</li> <li>3. Responsible for monitoring of material availability for shop under his control and AAC review and control.</li> <li>4. Budget section (Revenue &amp; Capital Budget, WMS).</li> <li>5. Responsible for regular updation on WISE.</li> <li>6. NTXR Inspection.</li> <li>7. Monitoring of Cycle Time and regulation of Coach holding.</li> <li>8. RSP Items pertaining to his jurisdiction.</li> <li>9. Coordination for POH Feed.</li> <li>10. Contracts for items under his control</li> <li>11. Responsible for co-ordination of all S&amp;T maintenance and security related issues.</li> <li>12. Any other work assigned by CWM.</li> </ol>
4	WM/E	<ol style="list-style-type: none"> <li>1. In-charge of ETL Shop, ER and Substations.</li> <li>2. Responsible for daily outturn of coaches (electrical portion),</li> <li>3 Infrastructure development (electrical portion), workshop and colony maintenance (electrical portion),</li> <li>4 Power supply, safety matters (electrical safety),</li> <li>5 Tenders and contracts (electrical).</li> <li>6 Manpower planning (electrical cadre)</li> <li>7 All electrical related RSP.</li> <li>8 Power supply and workshop maintenance (substation)</li> <li>9 Any other work assigned by CWM.</li> </ol>
5	AWM	<ol style="list-style-type: none"> <li>1. In-charge of Body, Wheel, Shell Component Shop, Paint shop.</li> <li>2. In charge of Airbrake, Yard.</li> <li>3. In charge of MW.</li> <li>4. In charge of M&amp;P &amp; MCC.</li> <li>5. Contracts for items under his control.</li> <li>6. Responsible for monitoring of material availability for shop under his control and AAC review and control.</li> <li>7. Any other work assigned by CWM.</li> </ol>
6	ACMT	<ol style="list-style-type: none"> <li>1. In-charge of C&amp;M Lab.</li> <li>2. Computer Cell, ISO &amp; Other certification, EnHM, MR &amp; Heritage Cell.</li> <li>3. Railway Institute.</li> <li>4. RRWI, TTC, TTC Hostel.</li> <li>5. Training need of staff and supervisors.</li> <li>6. Any other work assigned by CWM.</li> </ol>

1. WM/E and WM/M will report to Dy.CME-I.

2. ACMT and AWM will report to Dy.CME-II.

Note:

1. In absence of Dy.CME-I, his work will be looked after by Dy.CME-II and vice versa.
2. In absence of WM(M), his work will be looked after by WM(E) and vice versa.
3. In absence of AWM his work will be looked after by WM(M).
4. In absence of ACMT his work will be looked after by AWM.
5. In absence of APO his work will be looked after by WM(E).

  
 (Prafulla V. Kohade)  
 CWM/CRWS/BPL

C/-

1. Dy.CME-I & II – for information and necessary action.

2. WM(M), WM(E), AWM ,ACMT – for information and necessary action.