

Duties of the Operating Officers of West Central Railway/Head Quarters.

PCOM (Principal Chief Operations Manager) Job Profile:

The Principal Chief Operations Manager is the centralized authority to co-ordinate, direct and control freight and passenger train operations. He also looks after the freight marketing and Operating safety of the Dept. He is also the authorized officer of G&SR of West Central Railway.

Secy to PCOM: He will co-ordinate with all sections in PCOMs office, Divisions and departments to arrange the data as required for PCOM's.

- ❖ Meetings and other assignments. And Ensure follow up of Inspections of CRB, MOBD and GM. Correspondence with Board Organizing various meetings as and when asked by competent authority.
- ❖ Coordinating with different departments for early disposal of the files and letters.
- ❖ Maintenance of various letters and circulars addressed to COM.

PS GAZ to PCOM: will be assisting PCOM in all matters in day to day working, line preparation of Tour Programmes, Confidential matters, fixing appointments with Customers and connecting various Officers from other department and Railway Board, preparing relevant papers for the meetings.

- ❖ Follow up with the DAK Receipts/dispatch.
- ❖ Upkeeping list of Officers of TT&CD.

1. Chief Freight Transportation Manager (CFTM)

He is In-charge for Freight Operations and closely looks after works pertaining to Loading, Unloading, allotment of wagons to various customers, effective utilization of rolling stock, coordinating with Divisions of WC. Rly as well as various Zonal Railways in balancing stock as well as Locomotives.

- ❖ Freight Marketing Meeting Loading & Earning Targets and action thereon.
- ❖ Extended crew run and action hereon. Finalization of Power Plan and Rationalization of Loco run.
- ❖ Streamlining of Carriage & Wagon examination. Optimizing usage of Rolling stock. Freight Terminal management. JPO with CRSE Freight to ensure Freight Train Examination and bypassing of invalid BPC as per Board Guidelines/JPO
- ❖ Co-ordination with Rly. Board & Zonal Railways.

- ❖ Reply of Draft Para and Audit Para concerned to freight operation.
- ❖ Disposal of MPs & MLAs suggestion/complaint with respect to freight operations.
- ❖ Reply to Boards letters on Freight related subjects with the approval of PCOM Marketing efforts for maximizing freight traffic.
- ❖ Movement of ODC, Maximizing CRACK and LONG HAUL running in the Zone Monitoring of FOIS.
- ❖ All PCDOs / MCDOs – to GM and to Board.
- ❖ Any other duties that is assigned by GM / PCOM.

2. Chief Passenger Transportation Manager (CPTM)

As head of Coaching organization, CPTM will be responsible for:-

- ❖ Planning, running and monitoring of movement related to Mail/ Express Passenger and Special trains over West Central Railway. Analysis of reasons for loss of Punctuality and initiating remedial action
- ❖ Coordination with divisions of WC Railway, adjoining Railways and Railway Board in connection with the running of Coaching trains.
- ❖ Time-Tabling and proposals for introduction of new trains.
- ❖ Temporary and permanent augmentation of trains, running of specials for clearance of festival / holiday rush and to cater demands. This includes coaches and trains on FTR.
- ❖ Allotment and attachment / detachment of RAs.
- ❖ Monitoring stock availability and liaison with Railway Board and concerned Railways, Workshops and departments for the same.
- ❖ Monitoring and planning of diversions, cancellations and short terminations during Unusual.
- ❖ Review of Loco & Crew Links.
- ❖ Review of Permanent and Temporary Speed Restrictions.
- ❖ Planning of NI works & Blocks and approvals thereof.
- ❖ All MP/MLA/ZRUCC, CPGRM & Rail Madad references and related matters.
- ❖ Inspection note compliance of GM/Railway Board officials.
- ❖ Coordination for conduct of Weekly Punctuality & Safety meeting.
- ❖ Coordination with CTPM for coaching yard plans.
- ❖ Any other duties that is assigned by GM / PCOM.

In the absence of PCOM, he will attend Punctuality & Safety meeting (Tuesday meeting).

3. Chief Transportation Planning Manager (CTPM)

As head of Planning organization of Operating department, CTPM will be responsible for:-

- ❖ Planning, processing and approval of all traffic facilities works covering Infrastructure development, Terminal development and Line capacity works, finalization of drawings – concept plans, ESPs/SIPs, etc. This includes Pink Book items, Law book and DWP items as also works which may be planned for execution under Revenue. This also includes liaison with Railway Board, CRS/CCRS, Construction and other agencies involved in execution of the works and ensuring Fund availability for the same as per requirement.
- ❖ Nodal officer for setting up of private railway sidings, PFTs and SPVs and other proposals on PPP basis.
- ❖ Operating Safety & Rules.
- ❖ Operating stores.
- ❖ Man power planning and HQs Office administration.
- ❖ PNM and Union related matters.
- ❖ Audit Para and Vigilance references.
- ❖ Any other duty that is assigned by GM / PCOM.

4. Duties of Dy. COM (Goods)

He will be assisting CFTM in freight operations over the Zone -

- ❖ Monitoring of Goods trains running including Long Haul and Crack trains and resolving issues raised therein.
- ❖ Monitoring of loading plan in advance for the ensuing day and Inward Release Empties (IRE) / balancing of empty stock for timely supply and placement of empties for loading.
- ❖ Monitoring en-route movement of freight trains and timely dispatch of forecasted loaded stocks. Planning and observance of interchange commitments.
- ❖ Ensuring optimum utilization of freight stocks, crew & locos over WCR.
- ❖ Daily monitoring of working of yard, ineffective holding road side clearance etc.
- ❖ Identifying reasons for Terminal Detention and Pre Departure Detention and chalk out their remedies in liaison with divisions.
- ❖ Management of running staff and compliance of 9 Hrs. Rule. Identifying bad sections and guiding divisions for corrective measures.
- ❖ Monitoring of C&W examination including placement and movement of Sick / ROH / POH stocks. Daily update of line position of STA/NKJ etc.

- ❖ Liaisoning with adjoining Railways & Railway Board and ensuring proper coordination between divisions in respect of freight operation for smooth operation & running.
- ❖ Daily conference with Divisions and Railway Board (in absence of CFTM) and ensuring the complying of instructions received from Railway Board and review of compliance ensured by the Divisions.
- ❖ Identifying Sections/goods stocks running below its potential speed due to non-availability of track sanctions and taking remedial action in coordination with Engineering department to ensure running of the stock at its MPS.
- ❖ Analyzing the proposal regarding marketing efforts for freight loading from operational point of view.
- ❖ Compilation and timely updating of statistics pertaining to freight performance including earnings, speed, NTKM, usages etc.
- ❖ APAR of staff working in Freight section.
- ❖ Audit reply pertaining to freight operation.
- ❖ Reply to MP / MLA / Railway Board & others in respect of freight operation.
- ❖ Coordination with divisions and freight customers for meetings and VC.
- ❖ Co-ordination of Railway Board / GM's conference items.
- ❖ All other tasks assigned by GM/PCOM/CFTM from time to time..

5. Duties of Dy. COM (FOIS):

- ❖ Commissioning and implementation of IT related projects including FOIS, COA, ICMS, CMS, e-TSR etc.
- ❖ Daily monitoring of freight operation through FOIS applications and their periodical review for smooth implementations.
- ❖ Implementation of e-office.
- ❖ Management of Crew Review.
- ❖ APAR of staff working in FOIS section.

As the element of Dy.COM/FOIS is not available these works shall be look after by Dy.COM/Goods.

- ❖ Managing of Traffic Safety including review and amendment of Operating Safety & Rules.
- ❖ Review of GSR and its implementation on field.
- ❖ All matters pertaining to stores related to operating safety item.
- ❖ Management of HQ control office, both Central Control and Emergency Control.

As the element of Dy.COM/FOIS is not available these works shall be look after by Dy.COM/Chg.

- ❖ Coordination with divisions, HQ Coaching and Goods sections regarding PNM and Union related matters.
- ❖ Man power planning and HQs Office administration.
- ❖ Award- coordination with the divisions, nomination & finalization and award function.
- ❖ Review and appeal under DAR of HQ Operating branch and field staff pertaining to Operating department.
- ❖ Timely reply of Audit Para and Vigilance references pertaining to Operating department with coordination of freight, planning and coaching.
- ❖ Management of Vehicle tender.
- ❖ Procurement, proper upkeep and maintenance of essential office equipments & stores.
- ❖ All other tasks assigned by higher officers from time to time.
- ❖ RTI relate matters.

In the absence of Dy.COM/FOIS these works shall be look after by Dy.COM/Planning

6. Duties of Dy. COM(Coaching)

- ❖ Monitoring of Punctuality on day to day basis and periodic analysis along with coordination with all department/division/Railway Board and other operation to improve punctuality and meet target.
- ❖ Reply of MP/MLA, ZRUCC, DRUCC and other consultative committees including arrangements of meeting and agenda and compliance of minutes of meetings with consultative committees.
- ❖ Allotment & monitoring of coaches & trains on FTR including steps to improve the earning on FTR basis.
- ❖ Allotment and monitoring of VPU's including allotment of KIT wagons.
- ❖ Daily punctuality conference with division and monitoring of premium trains.
- ❖ Maintaining lateral co-ordination with other departments on the matters pertaining to coaching matters and taking up the cases of factors affecting train operation with different departments.
- ❖ Reply of Parliamentary Questions & replies pertaining to other ministries.
- ❖ APAR of staff working in coaching section.
- ❖ Planning and managing of Mega blocks with the consultation of Railway Board, Dy. COM (Goods), Divisions and ensuring coordination with adjoining Railways for regulation of traffic

and shadow use of Mega blocks. Timely advising Commercial branch and CPRO for information of passengers and general public regarding cancellation / diversion / short termination / short origination / rescheduling of trains.

- ❖ Time tabling of coaching trains and related issues including running of Special trains and temporary halts.
- ❖ Compiling compliance report of GM/AGM/Railway Board inspection reports pertaining to Operating department with coordination of freight, planning, train safety & FOIS.
- ❖ All other tasks assigned by GM/PCOM/CPTM from time to time.

7. Duties of Dy. COM/Planning

- ❖ Planning processing and approval of all traffic facilities works, doubling/3rd line & electrification works covering Infrastructure development, Terminal development and Line capacity works, finalization of drawings-concept plans, ESPs/SIPs, etc. This includes Pink Book items, Law book and DWP items as also works which may be planned for execution under Revenue. This also includes liaison with Railway Board, CRS/CCRS, Construction and other agencies involved in execution of the works and ensuring Fund availability for the same as per requirement.
- ❖ Coordination with concerned Party, Commercial, Engineering, Accounts and Railway Board for setting up of Private Railway Sidings, PFTs and SPVs and other proposals on PPP basis.
- ❖ Review of Line capacity and action plan to decongest the section. Identification of bottlenecks of Junctions and Major station/yards and action plan for removal.
- ❖ APAR of staff working in planning section.
- ❖ All other tasks assigned by GM/PCOM/CTPM from time to time.

8. Duties of ATM (HQ)

He will assist Dy.COM/Goods in daily working pertaining to following duties:

- ❖ dealing with Audit Para, Parliament questions, and other allied matters pertaining to Freight operations and distribution of work among staff of freight section.
- ❖ Maintaining of various Operating and Commercial circulars.
- ❖ Preparation of Operating data, preparation of MCDO & other monthly statistical figure.
- ❖ Correspondence of letters.
- ❖ ODC movement.
- ❖ BDU related correspondence.
- ❖ All other tasks assigned by higher officers from time to time.

9. Duties of ATM (COACHING)

He will assist Dy.COM/Coaching in daily working pertaining to following duties:

- ❖ Punctuality of trains.
- ❖ Time tabling of coaching trains and related issues including running of Special trains and temporary halts.
- ❖ Review of Rake links.
- ❖ Special train formation.
- ❖ Engineering and other special Blocks.
- ❖ Review of Machine utilisation.
- ❖ Management and feeding of data in ICMS & SATSANG.
- ❖ Reply of MP/MLA references, ZRUCC, DRUCC and other consultative committees including arrangements of meeting and agenda and compliance of minutes of meetings with consultative committees.
- ❖ All other tasks assigned by higher officers from time to time.

10. Duties of ATM (PLANNING):

He will assist Dy.COM/Planning in daily working pertaining to following duties:

- ❖ Identification of Proposal for works under plan head doubling and traffic facility work.
- ❖ Examinations of plans and proposals. Review of Works related matters.
- ❖ Coordination with different Divisions and departments to expedite the work.
- ❖ Examination of dispensation matters/other matters as and when entrusted.
- ❖ Examination of Survey Reports/DPR related to new line, doubling, etc.
- ❖ Examination of SIPs. Compliance of CRS inspection and other safety related inspections.
- ❖ Legal matters/Court cases of Operating department.
- ❖ All other tasks assigned by higher officers from time to time.

Emergency Duties:

In case of unusual/accidents:

- (i) Accident in the yard affecting the Main Line movement ATM/Coaching will attend control office.
- (ii) Accident on the Main Lines Dy.COM/Coaching will attend control office.
- (iii) CPTM will attend the control office as per severity of the incident.
- (iv) Regulation/diversion of goods trains will be managed by CFTM/Dy.COM/Goods/ATM(HQ)

OFFICE NOTE

No. WCR/JBP/T- PCOM/Duty list/904

Date: 18.10.2023

Sub: Duty list of Dy COM/FOIS.

In reference to the above, as Element of Dy.COM/FOIS was not available the works assigned to Dy.COM/FOIS were distributed between Dy.COM/Plg, Dy. COM/Gds 7 Dy. COM/Chg.

Now, as Dy.COM/FOIS has been posted the works assigned to Dy.COM/FOIS (which were distributed among other officers) **except works related to Traffic Safety** shall be look after by Dy.COM/FOIS. The works related to traffic safety will continue to be look after by Dy. COM/Coaching. The duty list of Dy.COM/FOIS is enclosed for ready reference.

This issues with approval of PCOM/WCR.

DA: As mentioned above.

(Deepak Gupta)
ATM/Plg & Secy to
PCOM/WCR

Copy to:-

CTPM, CFTM, CPTM,
Dy. COM/Gds., Dy COM/Chg., Dy COM/FOIS & Dy COM/Plg.,
Sr. DOM JBP, BPL, KOTA
All officers of operating department/HQ

Duties of Dy. COM (FOIS):

- ❖ Commissioning and implementation of IT related projects including FOIS, COA, ICMS, CMS, e-TSR etc.
- ❖ Daily monitoring of freight operation through FOIS applications and their periodical review for smooth implementations.
- ❖ Implementation of e-office.
- ❖ Management of Crew Review.
- ❖ APAR of staff working in FOIS section.
- ❖ Coordination with divisions, HQ Coaching and Goods sections regarding PNM and Union related matters.
- ❖ Man power planning and HQs Office administration.
- ❖ Award- coordination with the divisions, nomination & finalization and award function.
- ❖ Review and appeal under DAR of HQ Operating branch and field staff pertaining to Operating department.
- ❖ Timely reply of Audit Para and Vigilance references pertaining to Operating department with coordination of freight, planning and coaching.
- ❖ Management of Vehicle tender.
- ❖ Procurement, proper upkeep and maintenance of essential office equipments & stores.
- ❖ All other tasks assigned by higher officers from time to time.
- ❖ RTI relate matters.

Following works will continue to be look after by Dy. COM/Coaching, in addition to existing duties:-

- ❖ Managing of Traffic Safety including review and amendment of Operating Safety & Rules.
- ❖ Review of GSR and its implementation on field.
- ❖ All matters pertaining to stores related to operating safety item.
- ❖ Management of HQ control office, both Central Control and Emergency Control.

OFFICE NOTE

No. WCR/JBP/T- PCOM/Duty list/904

Date: 05.12.2023

Sub: Duty list of Dy COM/FOIS.

Ref: - Note no. WCR/JBP/T- PCOM/Duty list/904 dated 18.10.2023

In reference to the above, works assigned to Dy.COM/FOIS was issued vide letter under reference.

Now, the works assigned to Dy.COM/FOIS are revised and **works related to Traffic Safety** shall also be look after by Dy.COM/FOIS. The duty list of Dy.COM/FOIS is enclosed for ready reference.

This issues with approval of PCOM/WCR.

DA: As mentioned above.

(Deepak Gupta)
ATM/Plg & Secy to
PCOM/WCR

Copy to:-

CTPM, CFTM, CPTM,

Dy. COM/Gds., Dy COM/Chg., Dy COM/FOIS & Dy COM/Plg.,

Sr. DOM JBP, BPL, KOTA

All officers of operating department/HQ

Duties of Dy. COM (FOIS):

- ❖ Commissioning and implementation of IT related projects including FOIS, COA, ICMS, CMS, e-TSR etc.
- ❖ Daily monitoring of freight operation through FOIS applications and their periodical review for smooth implementations.
- ❖ Implementation of e-office.
- ❖ Management of Crew Review.
- ❖ APAR of staff working in FOIS section.
- ❖ Managing of Traffic Safety including review and amendment of Operating Safety & Rules.
- ❖ Review of GSR and its implementation on field.
- ❖ All matters pertaining to stores related to operating safety item.
- ❖ Management of HQ control office, both Central Control and Emergency Control.
- ❖ Coordination with divisions, HQ Coaching and Goods sections regarding PNM and Union related matters.
- ❖ Man power planning and HQs Office administration.
- ❖ Award- coordination with the divisions, nomination & finalization and award function.
- ❖ Review and appeal under DAR of HQ Operating branch and field staff pertaining to Operating department.
- ❖ Timely reply of Audit Para and Vigilance references pertaining to Operating department with coordination of freight, planning and coaching.
- ❖ Management of Vehicle tender.
- ❖ Procurement, proper upkeep and maintenance of essential office equipments & stores.
- ❖ RTI relate matters.
- ❖ In the absence of Dy.COM/Gds he will look after the work of Dy.COM/Gds.
- ❖ All other tasks assigned by higher officers from time to time.

OFFICE NOTE

No. WCR/JBP/T- PCOM/Duty list/904

Date: 18.01.2024

Sub: Duty list of JAG Officers of Operations Deptt.

Ref: - Note no. WCR/JBP/T- PCOM/Duty list/904 dated 05.12.2023

In reference to the above, Duty list of Dy.COM/FOIS FOIS was issued vide letter under reference. Now duty list of Dy.COM/FOIS and Dy. COM/Coaching are revised as under:

Dy.COM/FOIS: At present post of Dy.COM/Goods is vacant. Dy.COM/FOIS will look after the work of Dy.COM/Goods also, in addition to his assigned work.

Dy.COM/Coaching: Dy.COM/Coaching will look after the works related to Traffic Safety and Planning in addition to his assigned work.

This issues with approval of PCOM/WCR.

(Deepak Gupta)
ATM/Plg & Secy to
PCOM/WCR

Copy to:-

CTPM, CFTM, CPTM,

Dy. COM/Gds., Dy COM/Chg., Dy COM/FOIS & Dy COM/Plg.,

Sr. DOM JBP, BPL, KOTA

All officers of operating department/HQ