

# POWERS & DUTIES OF OFFICERS AND SR. SUBORDINATES

## OPERATING DEPARTMENT

### **1. SR. DIVL. OPERATIONS MANAGER**

- i. Acting and using the powers as delegated vide NWR SOPs.
- ii. Monitor the train operational work of entire division.
- iii. Make close liaison with other Divisions / Divl. Departments' officers to facilitate smooth train operations.
- iv. Appraise the Train operation position to the HQ officials.

### **2. DIVL. OPERATIONS MANAGER ( GENERAL )**

- i. Acting and using the powers as delegated vide NWR SOPs.
- ii. Station Working Rules.
- iii. Close monitoring of Supply of essential equipments.
- iv. Monitoring on Green Notices, Engg. Works, Over hauling works etc.
- v. Close monitoring of Safety inspections.
- vi. Maintain liaison with adjoining Divisions and HQrs.

### **3. ASSTT. OPERATIONS MANAGER ( MOVEMENT )**

- i. Acting and using the powers as delegated vide NWR SOPs.
- ii. Monitor the freight operation of the division.
- iii. Close monitoring of terminal management system.
- iv. Maintain liaison with adjoining Divisions and HQrs.

### **4. ASSTT. OPERATIONS MANAGER ( COACHING )**

- i. Acting and using the powers as delegated vide NWR SOPs.
- ii. Monitor the Coaching operation of the division.
- iii. Close monitoring of Coaching Operation Information System.
- iv. Maintain liaison with adjoining Divisions and HQrs.
- v. Monitor punctuality of trains.

## **5. AREA OFFICER ( HISAR )**

- i. Acting and using the powers as delegated vide NWR SOPs.
- ii. Monitor the Freight & Coaching operation of Rewari-Hisar- Bathinda Section.
- iii. Close monitoring of Terminal Management system over Rewari - Hisar - Bathinda Section.
- iv. Maintain liaison with divisional and local area civil authorities of Rewari - Hisar - Bathinda Section.
- v. Over all Supervision of Rewari - Hisar - Bathinda Section.

## **6. CHIEF CONTROLLER ( INCHARGE )**

- i. Monitor the Freight and Coaching operation.
- ii. Ensure feeding of position in FOIS, COIS and PAM.
- iii. Ensure the timely information to all concerned in case of accident and maintain the accident log book properly.
- iv. Over all supervision of control office.

## **7. STATION MASTER**

- i. Supervise the train operation and ensure that staff is working as per Station Working Rules.
- ii. Ensure smooth train operation and punctual running of trains.
- iii. Inform the divisional officers/ controls immediately regarding any unusual occurrence / failures.
- iv. Deal with passenger complaints on priority.
- v. Ensure that competent staff deputed on the job.
- vi. Maintain station records properly.
- vii. Supervise VIPs movements on the station.

## **8. TRAFFIC INSPECTOR**

- i. Inspect the stations / sections in a sensitive manner.
- ii. Conduct D& AR enquiry.
- iii. Manage the staff in his jurisdiction.
- iv. Supervise and counsel the operating staff to work as per rule.
- v. Highlight the grievances / operational problems to higher officials.
- vi. Maintain and update the data's and records of stations under his jurisdiction.

## **9. OFFICE SUPERINTENDENT**

- i. Over all supervision of Operating branch/section in DRM's office.
  - ii. Early clearance of HQrs. letter reply / DO letters reply.
  - iii. Submission of required information to HQrs in time.
  - iv. Chasing of files avoiding undue delay.
  - v. Circulation of instruction received from Railway Boards/HQrs/Divisional level to all concerned in time.
  - vi. Deal with court cases / audit paras / inspections in time.
  - vii. Any other duties as assigned by administration.
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