

NORTH WESTERN RAILWAY MECHANICAL (LOCO)

DEPARTMENT OF BIKANER DIVISION

(IMPLEMENTATION OF RIGHT TO INFORMATION ACT, 2005 AS PER
CLAUSE (b) OF THE ACT)

1. Particulars of organization, functions and duties:

At Divisional level Sr. Divisional Mechanical Engineer /Power/Bikaner is the over all in-charge of Mechanical Loco department assistant by Assistant Divisional Mechanical Engineer /Power .There are 5 combined crew & guard CMS Lobbies and 4 R/Rooms & 4 RDIs in BKN division. BKN & CUR lobbies are headed by Chief Loco Inspector and rests of the lobbies are headed by Crew Controller In-charge. The train operation regarding management of crew and locomotive are being looked after by Power control organization headed by Chief Power Controller and supported by power controllers and ministerial staff. The Loco Inspectors are entrusted to monitor the performance and upgrading the knowledge of Loco Pilots. The RDIs are managed by LIs fuel.

Functions of mechanical department:

The objective of the Mechanical (Power) Department is to provide crew (Driver & Assistant) for the train operation and also management of loco lobbies, running rooms & RDIs for the smooth and safe train operation.

2. Powers and duties of officers and supervisors:

S.No.	Designation	Duties
01	Sr. DME (P)	Overall in-charge of mechanical (P) department at divisional level. Overall management and co-ordination of all activities pertaining to Loco department, decision making, dealing of D&A cases, exercising of financial powers for procurement of vital items, engaging contractors for works and annual maintenance contracts operated under Loco department, coordination with HQ and other department in the division.
02	ADME (P)	Management of Loco department activities at field units, co-ordination with Divisional head quarter for smooth functioning of field units, dealing of D&A cases, Trade test activities, test checking of contractual works, monitoring the management of Running Room, RDI's & Crew Lobbies .
03	CPCR	Notified daily updation of caution order on CMS. Daily monitoring of spare running of crew. Daily monitoring of out station detention of crew. Night Foot plate deficiency compliance. Daily updation on FTP. Monitoring of inspections done by LIs. Monitoring of loco link and proper attachment of locomotive with trains on FOIS. Monitoring of shutting down of locomotive during coaching lie-over and en-route detention in freight trains. Conferencing for crew balancing with adjoining divisions PCRs. Preparation of HQ positions timely. Monitoring of circular & bulletin uploaded on CMS. Ensuring timely feedback by LPs.
04	CLIs	Locomotive foot plate inspection to adjudge the performance of loco pilots, up-gradation of loco crew through counselling and monitoring, inspection of crew booking office, check on fuel installation, safety/punctuality drive, check of locomotive & conducting of disciplinary enquiry.
05	CLI/HQ	Compliance of Inspection notes, replies to union's letters/Matters, remarks on PNM items. Monitoring of promotion/transfer related files. Nomination of LPs to the CLIs of the division. Monthly analysis of spare running of crew of the division. Monitoring & analysis of TA. Preparation of proposals for six monthly cadre review of running staff. In order to compliance of 10 hrs. duty rule. Monitoring for training, refresher courses and PME of the running staff. Preparation of crew link for division.

06	CLI/Fuel	Trip ration-6 monthly up-dation. Monthly check of best & worst SFC performer Loco pilot & foot plate with them. Monthly monitoring of correct debit generation of fuel issued to sheds. Monthly once stock verification at RDIs. Daily monitoring of fuel position of RDIs. Daily monitoring of issues of RDIs pertaining to Rlys/IOCL. Budget monitoring of HSD oil.
07	CCR /In-charge & CLI In-charge	Daily checking of complaints of running staff and compliance. Monitoring of staff ineffective of RDI, lobby, Running room. Monitoring of PCDO statements. Breathalyzer test and to monitor CMS equipments. Monitoring of stores inventory. Monitoring of pending DAR cases. Timely sending of periodical report to div. /HQ. Monitoring of out sourcing activities. Monitoring of lobby, RDI & running room. Monitoring of timely recoupment of imprest.
08	Crew controller	Monitoring of ineffective of running staff. Monitoring of updating of non run. Monitoring of unusual feed back by crew. Monitoring of working of CMS equipments breathalyzer, computer etc. Monitoring of CMS connectivity failure. Monitoring of feeding of caution orders, safety circular, and bulletin on CMS by CPCR. Monitoring of joint testing of VHF sets with S&T staff. Monitoring of replacement of effective VHF sets to running staff. Sending periodical position viz. Periodical rest, Sanders working in loco etc. to Div. HQ.

3. Procedure followed in decision making process including channel of supervision

The activities at the field unit level are supervised by the respective supervisors in different grades. In Mechanical power wing, there are 02 level of supervision viz. CLIs (Running supervisors) and CCRs who manage the depot & Running activities and take minor decisions for day to day disposal of works. The extraordinary cases where decisions at these levels are not possible, the issue is referred to the higher authority's i.e Asst. Divl. Mechanical Engineer (P).

Major decisions like policy decisions, staff welfare, creation of posts, additional assets, creation of facilities etc. are taken by the branch officer i.e Sr. Divl. Mechanical Engineer (P). The decision which are beyond the competency of the Sr. Divl. Mechanical Engineer (P) is referred to Addl. Divl. Railway Manager or Divl. Railway Manager or the case is sent to zonal HQ for further disposal at higher level.

4. Norms set by it for the discharge of its functions

Different targets are being set by the zonal office for each division to follow during a particular financial year. The divisional unit and the field units are acting as per the target set by the zonal HQ. At Rly. Board level, some mission items are set which are being followed by the different divisional unit and field units under the supervision and guidance of zonal HQ. For Proper Loco Link maintenance, Punctuality & failure proof working there are certain targets Besides, there are targets for safety performance like no. of inspections at different levels done, no. of safety drives at different level undertaken, no. of accident/derailment cases on Loco account.

5. Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its function:

Rules & Regulations:

- i) Railway Service Conduct Rule.
- ii) Disciplinary and Appeal Rule.
- iii) Hours of Employment Regulation.
- iv) Pass Rule.
- v) Leave Rule.

Instructions and Manuals:

- i) Indian Railway Establishment Code.
- ii) Indian Railway Financial Code.
- iii) General Conditions of Contract and standard specification.
- iv) Operating Manual
- v) General and Subsidiary rule
- vi) Accident Manual.
- vii) Indian Railway Store code.
- viii) Various technical pamphlets and instructions issued by RDSO from time to time.
- ix) Various instructions issued by Railway Board from time to time.
- x) General Rule and Service Rules.

6. Statement of the categories of documents that are held by it or under its control:

Codes, Manuals, Specification, Drawing, maintenance related documents, Records, files pertaining to inspections at various levels and remedial action. The policy guidelines and instructions from board, corrections slips to various Codes & manuals. Internal correspondence to carry out official jobs, which are not relevant to public at large.

7. Particulars of any arrangement that exist for consultation with or representative by the members of the public in relation to the formulation of its policy or implementation thereof

For internal matters, there are arrangements for holding informal meetings, PNM etc. with the recognized trade unions at suitable intervals in which the various issues regarding establishment, operational aspects, staff welfares etc. are discussed and resolved accordingly. For public related matters, the branch officer of the division does not has any power to hold any meeting with the public representatives', however, Divisional Railway Manager periodically holds meeting with the Divisional Railway Users Consultative Committee (DRUCC) and may hold press conference for dealing public issues. Besides, there is public relation organization in every divisional office through which representation is being accepted.

**8. Statement of the board, council, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, committees and other bodies are open to the public, or the minutes of such meeting are accessible to public:
In mechanical there is no such board, council, committee or other body.**

9. A directory of its officers and employees

S. N.	Name	Designation	Rly Phone (STD-097)	BSNL Phone	Fax No	Mobile No
1	Suresh Chand J	Sr.DME(P)	44502	0151	2201921	9001197401
2	Abhinav Sonkar	ADME(P)	44508	-	-	9001197403
3	Ramanand Meena	CLS/HSR	43-369	01662-283339	-	09729595403
4	Suresh Kumar	CLS/SOG	48-369	01509-222757	-	9001197443
5	Hukam Singh	CLS/HMH	42-369	01552-268099	-	9001197442
6	Naresh Kumar	CLI/L/lc/CUR	41-369	01562-252425	-	9001197441
7	Yadram	CLI/L/lc/BKN	44534 & 44525	0151-2540888	-	9001197430
8	Deepak Tiwari	CPRC	44510, 44511 &44524	0151-2202499	-	9001032630
9	Nouratmal	CLI/RDI/BKN	-	-	-	9001197430
10	Narender Singh	CLI/BKN	-	-	-	9001197446
11	Meethalal	CLI/BKN	-	-	-	9001197426
12	Banwari lal Meena	CLI/BKN	-	-	-	9001197429
13	Girdhari Lal	CLI/Staff/BKN	44536	-	-	9001197919
14	Dilip Kumar	CLI/Safety/BKN	-	-	-	9001197438
15	Awadhesh Prasad	CLI/Works/BKN	44537	-	-	9001197435
16	Pradeep Kumar	CLI/SOG	-	-	-	9001197432
17	Magan Lal Meena	CLI/HMH	-	-	-	9001197434
18	Satyender Kumar	CLI/RDI/HMH	-	-	-	9001197436
19	Surender Kr. Yogi	CLI/HSR	-	-	-	09729595399
20	Ravinder Kumar	CLI/HSR	-	-	-	09729595398
21	Jitender Kamal	CLI/HSR	-	-	-	09729595397
22	Harkesh Meena	CLI/RE	-	-	-	09729595402
23	Rajesh Singh	CLI/RE	-	-	-	09729595400

**10. Monthly remuneration received by each
of
the officers and the employees**

Sr. No	Name	Designation	Grade Pay	Mobile
1	Sh. Suresh Chand J	Sr.DME (Power)	8700/-	9001197401
2	Sh. Abhinav Sonkar	ADME/Power	5400/-	9001197403
3	Sh. Ramanand Meena	CLS/HSR	4200/-	9729595248
4	Sh.Suresh Kumar	CLS/ HMH	4200/	9001034103
5	Sh.Pradeep Kr.	CLI / SOG	4200/	9001034170
6	Sh.Naresh Meena	CLI/L/ In-charge CUR	4600/	9001197441
7	Sh.Naurat Mal	CLI/L/ In- charge / RDI / BKN	4600/	9001197427
8	Sh. Girdhari Lal	CLI/Staff/BKN	4600/	9001197429
9	Sh. Dilip Kumar	CLI/Safety/BKN	4600/	9001197919
10	Sh. Satyender Kumar	CLI/RDI/HMH	4600/	9729595397
11	Sh. Deepak Tiwari	CPRC	4200/-	9001034036

11. Budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and reports on disbursements made

S.No	Demand No.	Original Budget Grant 15-16(figures in thousands rupees)
1	8-200	558330
2	10-200	825345