

## ORGANISATIONAL STRUCTURE OF ELECTRICAL WORKSHOP

Smt Swati Jain  
Dy.Chief Electrical Engineer (Workshop)  
Kaveri Gupta  
DEE (Mod.) Ajmer

### **2. AT A GLANCE**

#### **ELECTRICAL WORKSHOP**

Total Area 16236 Sq. M. (approx.)  
Total Covered Area 4024.27 Sq. M. (approx.)  
ADDRESS Railway Power House ,  
Carriage Workshop, Ajmer  
(Rajasthan) India –305001

#### **TELECOMMUNICATIONS**

Tel. No. 0145-2660688  
Fax No. - 0145-2660688

### **3. FUNCTIONS , POWERS & DUTIES**

i). Dy. CEE(W) Ajmer	1). Dy. CEE (Workshop) Ajmer is over all in charge of Electrical Department of Ajmer Workshop and looks after :- POH of BG conventional and AC coaches including POH of Palace on Wheels. Operation and maintenance of power supply installation in Ajmer group of workshop including 33/ 11 electrical sub-station having standby system comprising of 1x1750 kW DG set, 2x750KVA DG set, 8 Nos.11/0.4 kV sub-stations and other installations / equipments. The functions and duties also include maintenance and operation of power supply at all service Buildings, Window AC units & Water coolers.
	2). He is responsible for all establishment matters including promotion, Reversion and Transfer of about <b>894</b> staff working under him by conducting various selections, suitability tests & trade tests etc.
	3). Controlling Budget of the Electrical Department - Workshop area.
	4). Awarding works contract under his competency and effecting purchase of all types of materials requiring for maintenance and up keeping of electrical assets under him.
	5). He is assisted by one DEE (Sr. Scale officer) in discharging his Technical functions and duties and one APO (E&S) (Jr. Scale) for Establishment matter.
	6). Any other duties assigned by superior officers.

- ii) DEE/Mod./All
1. He will look after Modernization work of Ajmer group of work-shop i.e. in Loco workshop & Carriage Workshop.
  2. He will look after side activities of Power house, Loco Workshop . Carriage Workshop and also deal with PCO section of TL and RAC.
  3. He shall be responsible for Store management, failure analysis & implementation of RDSO's SMIs, MSs and other instructions issued from time to time dealing with PCO section of TL and RAC and to ensure quality of POH outturn coaches.
  4. Planning & implementation of RSP, M&P and Mod works. He will also deal with other works contract & requisitions which falls under senior scale's Power as per SOP.

- APO (E&C) All
- a). APO (E&C) will assist Dy.CEE(W)/Ajmer in day to day staff establishment matter.
  - b). He is responsible for all establishment matters including promotion, Reversion and Transfer of about **567** staff working under him by conducting various selections, suitability tests & trade tests etc.

#### 4. PROCEDURE FOLLOWED IN DECISION-MAKING INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The decision making process, channel of supervision and accountability is as below: -

*i) Dy.CEE (Workshop) Ajmer* :- He is responsible for implementing the policy guide lines received from HQ/Railway Board/RDSO for all the works under him including Workshops, Railway Power House and establishment matters. He exercise all control over the system and staff under him within powers delegated and overall accountable for the system.

*ii) DEE/WS/All:-* DEE(MOD) W/S Aii & work under the direction of Dy.CEE (Workshop) and ensure compliance the directives issued. Being leader of the group, they issue necessary instructions, guidelines and all assistance to supervisors under them for carrying out all the activities as per his duty list.. For repair and maintenance and up keeping of the system and they are authorized to exercise all powers given to them. They are fully responsible and accountable. He will look after Power side activities of Power house ,Carriage shop, MWT shop and Loco workshop and also PCO section of TL and RAC.

iii) He will look after Electrical activities of Carriage shop, and Loco workshop for.

1- He shall be responsible for failure analysis & implementation of RDSO's SMIs, MSs and other instructions issued from time to time in his jurisdiction.

2- He will be responsible for repair and maintenance of all motor vehicles of Electrical Department in Ajmer workshop.

3- He will deal with issues related to contract management within his jurisdiction.

4- In addition he will also look after to achieve the target of monthly out-turn of carriage workshop i.e.

**84 NAC + 24 AC coaches + 3.9 LHB SS-II&III & 7.2 LHB SS- I** Power supply arrangement of Ajmer group of workshop.

iv) APO (E&C) All

APO (E&C) will assist Dy CEE(W)/Ajmer in day to day staff establishment matter.

Supervisors:- About **52** supervisors works under the guidance of the concern officers having about **515** staff for carrying out POH activities in the shop, maintenance and operation of 33 KV and 7Nos. 11 KV sub-stations, Central AC plants, window AC, water coolers, service buildings, etc. About **6** main sections headed by Sr. supervisors carry out various activities and the in charge supervisor is fully responsible and accountable for the work allotted to his unit.

#### 5. NORMS SET BY ORGANISATION FOR THE DISCHARGE OF ITS FUNCTIONS: -

Important norms set by North Western Railway HQ/Railway Board for effective discharge of the functions:-

i)Workshop :-

ACTIVITY	YEARLY TARGET	ACTUAL OUTTURN up to Jan.2020
POH OF BG CONVENTIONAL COACHES	1008	739
POH OF BG AC COACHES	312	280
POH OF LHB COACHES- SS II & SS III	139	159

6.DIRECTORY OF ELECTRICAL OFFICERS OF AJMER WORKSHOP:

Name of the Officer ( Shri)	Designation	Post held	Telephone No.				Mobile	Fax	
			Railway		BSNL			Railway	BSNL (0145)
			Office	Res.	Office	Res.			
<b>ELECTRICAL WORKS</b>									
Smt Swati Jain	Dy.CEE(W)	Ajmer	47200	-	2660688	2426018	9001196453	47200	2660688
Kaveri Gupta	DEE- (W/S)	Ajmer	47204	44313	-	2621714	9001196469	-	
Vaccant	AEE/PR	Ajmer					9001196473		

7.THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS –ELECTRICAL WORKSHOP

DESIGNATION	PAY	Level	NO. OF EMP.	Average monthly salary including applicable allowance ( in Rs)	Average productivity Incentive per employee ( in Rs)	Average total emolument Per employee ( in Rs)
<b>OFFICERS</b>						
Dy.CEE	118500–214100 G.P.8700	13	1	177431	-	177431
DEE/MOD./AII	67700–208700 G.P 6600	11	1	89370	-	89370
AEE (PR)			1			
<b>SUPERVISORS</b>						
SSE/Elect	44900–142400 G.P 4600	7	46	69365	4635	74000
JE/ Elect	35400–112400 G.P 4200	6	08	62454	3193	65647
SSE/ drg	44900–142400 G.P 4600	7	02	75073	-	75073
JE/ drg	35400–112400 G.P 4200	6	00	60620	-	60620
<b>ARTISAN(Coaching/Power)</b>						
Sr. Tech.	35400–112400 G.P 4200	6	151	72020	3966	75986
Tech..I	29200–92300 G.P 2800	5	134	64525	3348	67873
Tech..II	25500–81100 G.P 2400	4	46	48811	2781	51592
Tech..III	19900–63200 G.P 1900	2	112	37836	2472	40308
H/KH	18000–.56900 G.P 1800	1	64	36289	1953	38242
<b>Ministerial staff</b>						
COS	47600–151100 G.P 4800	8	00	80980	-	80980
COS	44900–142400 G.P 4600	7	07	69365	-	69365
OS	35400–112400 G.P 4200	6	19	70920	-	70920
Sr.Ck.	29200–92300 G.P 2800	5	02	63525	-	63525
Ck.	19900–63200 G.P 1900	2	01	37836	-	37836
C.A.	44900–142400 G.P 4600	7	01	69365	-	69365
Steno	29200–92300 G.P 2800	5	01	64525	-	64525
Typist	44900–142400 G.P 4600	7	01	69365	-	69365
Typist	35400–112400 G.P 4200	6	00	71920	-	71920
Peon	18000–.56900 G.P 1800	1	06	37701	-	37701
Daftry	18000–.56900 G.P 1800	1	00	48517	-	48517
Bungalow peon	18000–.56900 G.P 1800	1	00	18841	-	18841

**8-THE BUDGET ALLOCATED TO EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES & REPORTS ON DISBURSEMENT MADE**

**ELECTRICAL WORKSHOP - BUDGET GRANT & EXPENDITURE**

(Figure in thousand of Rupees)

S.No.	Particulars of head of expenditure	Demand No.	RG 2018-19	Actual Expenditure Up to Dec.19
1.	TL & AC supervisor and their office staff	6D100	35459	28865
2.	Repairs and maintenance of conventional coaches and AC coaches	6D500	355976	249911
3.	Salary of Officers and establishment, supervisor and their office staff	7E100	51837	40795
4.	Repairs and maintenance of plants and Equipments	7E400	61928	38827
5.	Credit/ Recovery	7E900	40000	(-) 36600
6.	Generating station, electric energy purchase from AVVNL and other operating staff	8F600	12906	9732
7	Repairs and maintenance of residential, services, welfare, buildings and water supply system(pumps)	11J500	(-) 1094	(-) 15
	Total:-		557012	331515

**9.THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY IT'S EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

Following documents/Manuals are kept by Carriage Shop, Diesel & Wagon Shop, Electrical Shops, Personnel Branch, Supervisors Training Centres, CMT organization & Accounts for necessary guidance for discharging their duties:-

- i) Indian Railway Establishment Code I & II
- ii) Indian Railway Mechanical Code
- iii) Works Manual
- iv) Indian Railway engineering Code
- v) Indian Railway Finance code I & II
- vi) Schedule of Powers A to E issued by General Manager
- vii) Indian Railway Accident Manual
- viii) Factory Act 1948
- ix) Workman compensation Act
- x) Payment of wages Act
- xi) Service conduct Rules 1966
- xii) Pass and Pension Manual
- xiii) Accounts Code - Part-I,
- xiv) Provident Fund Manual
- xv) Finance Manual
- xvi) Engineering Code
- xvii) Store Code I & II
- xviii) Inspection Manual
- xix) An Introduction Railway
- xx) Administration & Finance
- xxi) Manual of Railway Pension Rules.

In addition Manual/Codes in above documents/Manuals. The following are also kept by Electrical Workshops for necessary guidance for discharging the duties

- a) The Electricity Act 2003.
- b) The Electricity Rules 2005.
- c) The Energy Conservation Building Code – 2007.
- d) The Energy Conservation Act – 2001.
- e) Electricity supply Act 1948
- f) Regulation of Track Crossing 1987

**10. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMME.**

For Carriage Workshop, Diesel Loco & Wagon Workshop, Electrical Workshop, Personnel Branch , Accounts Office , Supervisors Training Center, Electronic Data Processing Center & Chemist & Metro logiest Laboratory  
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**11. PARTICULAR OF RECIPIENTS OF CONCESSION PERMITS OR AUTHORIZATION GRANTED BY HIM.**

For Carriage Workshop, Diesel Loco & Wagon Workshop, Electrical Workshop, Personnel Branch , Accounts Office , Supervisors Training Center, Electronic Data Processing Center & Chemist & Metro logiest Laboratory  
-----Nil-----

**12. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.**

For Carriage Workshop, Diesel Loco & Wagon Workshop, Electrical Workshop, Personnel Branch , Accounts Office , Supervisors Training Center, Electronic Data Processing Center & Chemist & Metro logiest Laboratory

- I- Notice inviting tender
- II-Tender schedule and specification
- III-Terms and conditions of the works contract
- IV-General condition of contract
- V-Contract agreement

**13. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING THE INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READY ROOM, IF MAINTAINED FOR PUBLIC USE**

For Carriage Workshop, Diesel Loco & Wagon Workshop, Electrical Workshop, Personnel Branch , Accounts Office , Supervisors Training Center, Electronic Data Processing Center & Chemist & Metro logiest Laboratory  
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**14. NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

For Carriage Workshop, Diesel Loco & Wagon Workshop, Electrical Workshop, Personnel Branch, Accounts Office, Supervisors Training Center, Electronic Data Processing Center & Chemist & Metallurgist Laboratory

S.N o.	Name of Officers S/Shri	Designation	Telephone Nos.				Mobile Nos.	Fax No.(O)	
			BSNL(0145)		Railway(096)			BSNL	RLY.
			Office	Res.	Office	Res.			
1	R.K.Moondra	CWM & Appellate Authority	2663731	-	47000	-	9001196450	2665850	47082
2	Rajendra Kumar Saroya	W.P.O. & P. I. O.	2663730	-	47004	-	9001196458	2665850	47082
3	Arun Kumar	PE & APIO	2663734	-	47010	-	9001196470	2665850	47082

**15. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED & THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR.**

For Carriage Workshop, Diesel Loco & Wagon Workshop, Electrical Workshop, Personnel Branch, Accounts Office Supervisors Training Center, Electronic Data Processing Center & Chemist & Metro logiest Laboratory

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**16.STATEMENT OF THE CATEGORIES OF DOCUMENTS WHETHER HELD BY IT OR ITS CONTROL: -**

Following documents/Manuals are kept by Carriage Shop, Diesel & Wagon Shop, Electrical Shops , Personnel Branch, Supervisors Training Centers, CMT organization & Accounts for necessary guidance for discharging their duties.

- i)Service record of the employees
- ii)Passes/PTO's and Leave records
- iii)Technical specification and tender schedules and contracts, if any
- iv)General condition of contracts
- v)Schedule of payment to contractors, if any
- vi)Grievance Registers for staff
- vii)Policy files.
- viii) Dealing files
- ix)Seniority list
- x)Incumbency
- xi)Code, Manuals , Text books etc.
- xii)Personal Cases
- xiii)Other related documents of its employees

**17.THE PARTICULARS OF ANY ARRANGEMENT THAT EXIST FOR CONSULTATION WITH , OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.**

For Carriage Workshop, Diesel Loco & Wagon Workshop, Electrical Workshop, Personnel Branch , Accounts Office, Supervisors Training Centre, Electronic Data Processing Centre & Chemist & Metro logiest Laboratory.

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**18.A STATEMENT OF THE BOARD COUNCIL COMMITTEES AND OTHER BODIES CONSIST OF TWO OR MORE PERSONS CONSTITUTED AS IT'S PART OR FOR THE PURPOSE OF ITS ADVISE AND AS TO WHETHER MEETINGS OF THOSE BOARDS COUNCIL COMMITTEE'S AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR THE PUBLIC.**

A Committee of Officers formed to deal with public representation related to Carriage Workshop, Diesel Loco & Wagon Workshop, Electrical Workshop, Personnel Branch , Accounts Office , Supervisors Training Centre, Electronic Data Processing Centre & Chemist & Metro logiest Laboratory

i).Appellate Authority –  
Shri R.K.Moondra  
Chief Works Manager, Ajmer  
Office Tele. Phone No.[Rly]  
[Rly] 096 - 47000 [P & T] 2663731,Mob. 9001196450

ii).Public Information Officer  
Shri Rajendra Kumar Saroya)\  
Workshop Personnel Officer  
Loco Workshop,Ajmer.  
Office Tele. Phone No.  
[Rly] 096 - 47004 [P & T] 2663730  
Mob. No. 9001196458

iii)Asstt. Public Information  
Shri Arun Kumar  
Production Engineer. Loco  
Workshop, Ajmer.  
Office Tele. Phone No.  
[Rly] 096 - 47010 [P & T] 2663734  
Mob. No.9001196470

