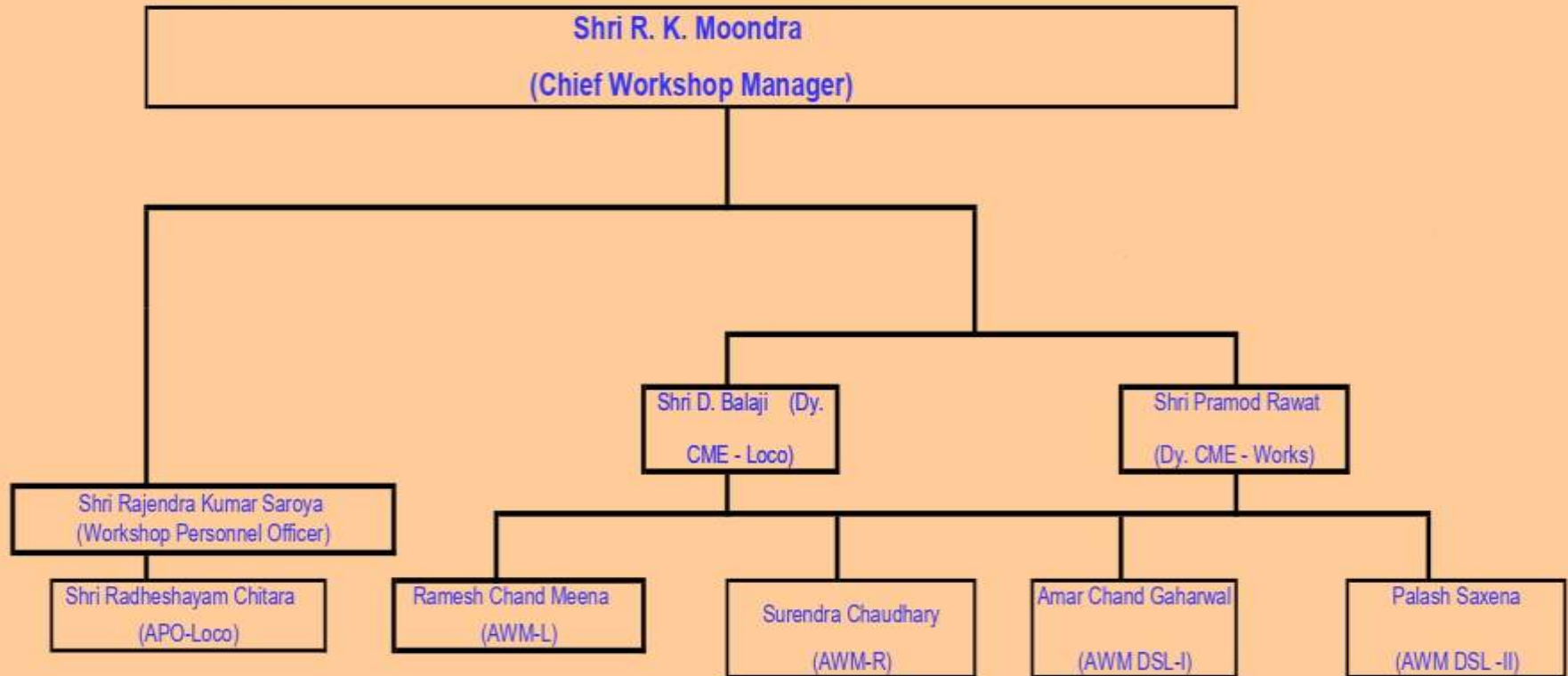


ORGANISATION STRUCTURE OF DIESEL LOCO & WAGON WORKSHOP - AJMER



## 1.0 THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:

### **BRIEF HISTORY OF “AJMER GROUP OF WORKSHOPS”**

The foundation of prestigious **Central Workshop** was laid in 1876 and established in 1877 to undertake repairs and manufacture of steam locomotives, carriages and wagons of Rajputana- Malwa MG system. Carriage and Wagon activity was shifted in 1884 to south of this shop. It had privilege of producing 467 steam locomotives during 1896- 1949, including 20 BG locomotives Works. The workshop started POH/IOH of steam locomotives in 1884. POH of MG Diesel locomotives started in 1979. POH of MG steam Locos was stopped in May 1995. MG Wagon POH activity was shifted from C&W Workshop to Loco Workshop with effect from Jan. 2000. Loco Workshop has been renamed as Diesel Loco and Wagon Workshop and C&W Shop as Carriage Shop

#### **Carriage and Wagon workshop:**

It was build in 1884 for repair and manufacture of carriage and wagon for the “Rajputana Malwa” Railway. This Workshop has proud privilege of being the first workshop in the country to set up facilities in 1902 for production of steel castings. The manufacturing of new coaching and wagon stock continued in this workshop till the setting up of Integral Coach Factory and till development of certain private and public sector factories for manufacture of wagons. This workshop was modernized during 1986-92 at a cost of Rs.31.81 Crores. Guage conversion in the workshop took place in 1995-96.

**It is currently carrying out POH of 124 BG coaches/Month, POH of 75 BG Wagons/Month, POH of 27 Diesel Locomotive Engines/Year, DEMU/SPART etc. This workshop also carries out POH of Palace on Wheel and Royal Orient Express .**

This activity of Wagon & Diesel was shifted to Diesel Loco and Wagon Workshop.

**Electrical Workshop:** It had two portions - the main electrical workshop looking after the power requirement of the entire Ajmer Group of Workshops complex of North Western Railway and the electrical portion of overhauling of the coaching stock; and electrical Production Shop for manufacture of train lighting equipment and allied accessories. It is headed by Dy. CEE (Workshop).

**Central Chemical & Metallurgical laboratory :** Chemical and Metallurgical Organization has its Central laboratory at Ajmer with its 06 field laboratories situated in different Workshops, Diesel Shed and ROH/Sick line Depots of North Western Railway. This organisation is playing a pivotal role towards quality and reliability of goods and passenger trains by way of conducting quality assurance and quality control tests and rendering advisory services on chemical & metallurgical aspects. It is headed by Sr. CMT.

## 2.0 THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES

### CHIEF WORKSHOP MANAGER

**Chief Works Manager** has overall administrative and managerial control of the following Units of Ajmer Workshops. Among other things, monitoring progress of output, planning of works and M&P, Establishment and Welfare matters of staff, day to day working:

- a) Carriage Workshops headed by Deputy Chief Mechanical Engineer. These Workshops deal with periodic overhauling (POH) and repair of railway coaching stock.
- b) Diesel Loco and Wagon Workshop headed by Deputy Chief Mechanical Engineer (Loco). These Workshops deal with mainly POH/IOH of BG diesel Locos, DEMU , SPART, POH of BG freight stock, Rebuilding of Box’N’ Wagons and Production Shops.
- c) Modernization work of Diesel Loco & Wagon workshop headed by Deputy Chief Mechanical Engineer (Modernization).
- d) Electrical Workshop headed by Deputy Chief Electrical Engineer. These Workshops deal with electrical part of BG Coaching stocks, electrical maintenance of M&P in Carriage Workshops and Loco Workshops. Electrical production workshop. Power maintenance and supply installation and distribution.
- e) Modernization work of electrical portion headed by Deputy Chief Electrical Engineer (Modernization).
- f) Working of Personnel Branch of all the Workshop Units headed by Dy.Chief Personnel Officer (Workshops). This branch deals with all the matters pertaining to all staff and supervisors.
- g) Supervisors Training Centre headed by the Pincipal STC, conducts various courses for staff and supervisors of Western Railway and North Western Railway.
- h) Administrative control of Chemical and Metallurgical Organisation which is headed by Sr. CCMT . The Chemical and Metallurgical Laboratory deals with testing and failure investigation of railway materials.
- i) Overall administrative and managerial control of Carriage Workshops, Diesel Loco and Wagon Workshops, Electrical Workshops, Supervisors Training Centre, Electronic Data Processing Centre.
- j) Co-ordinating work of all the Units, liasoning with NW Railway Headquarter Office, other railway authorities, various field units of which rolling stock is given POH and repairs at these shops.
- k) Power delegated under Schedule of Power Part ‘A’ to ‘E’ by General Manager, North Western Railway.
- l) Establishment and Welfare matters of the staff and supervisors of all units of Ajmer workshops.
- m) Appellate Authority for all units of Ajmer workshops under Right to information Act 2005.

**i). DY.CME LOCO**

- i) Overall responsibility of all the operations at ADLW, Ajmer & liaison with outside bodies etc.
- ii) He has been delegated powers as per SOP Part A to E by GM of the North Western Railway.
- iii) Any other duties/work assigned from time to time.

**ii). DY.CME works**

- i) Over all supervision of manufacturing shops viz. Rebuilding Shops, Bogie Shops, Machine Shops, Smithy Shops, Tool Shops.
- ii) Over all control of production control organization.
- iii) To plan and ensure most productive and the best method of Production and the most productive use of machines.
- iv) To determine the standard time for each operation by following the analytical method of fixing rates.
- v) Liaison with Engineering department for various Engineering works for Office building & workshop shed etc.
- vi) Monitoring of submitted proposals and material schedules for M&P, Works and RSP programs and duly approved timely sent to HQ.
- vii) Over all control over activities of Millwright shop.
- viii) He has been delegated powers as per SOP Part A to E by GM of the N. W. Rly.
- ix) Any other duties /work assigned from time to time

**iii). WM (Diesel)/Loco**

Co-ordinates the activities of Diesel rolling stock and their sub assemblies.

Looks after the responsibilities of Dy. CME (L) in his absence with respect to Diesel POH Unit.

Material planning, raising of material demand so that material is timely made available by Stores Department.

Planning of developmental activities of Diesel Shops.

Monitoring of submission of proposals and material schedules for M&P, Works and RSP programs and progress thereof for Diesel Shops.

He has been delegated powers as per SOP Part A to E by GM of the North Western Rly.

Any other duties/work assigned from time to time.

**iv). AWM (D)**

- i) Dealing with the Homing Diesel Sheds of Diesel Locos given POH and major schedules by the Workshops. He liaisons with the diesel sheds to get feedback on performance of diesel locos given POH by the shops so as to take corrective action.

- ii) Responsible for all the activities related to POH and major schedules of Diesel rolling stock at Diesel shop.
  - iii) Analysis of failures related to POHed Locos.
  - iv) Monitoring of locos turned out on trial.
  - v) He has been delegated powers as per SOP Part A to E by GM of the North Western Rly.
  - vi) Any other duties /work assigned from time to time.
- v). **APE (Loco) / AWM(Loco)**
- i) Supervision of manufacturing shops.
  - ii) Control of production control organization (progress, planning & inspection), Drawing office.
  - iii) To assist the Production Engineer in his work.
  - iv) He has been delegated powers as per SOP Part A to E by GM of the N. W. Rly
  - v) Overall supervision of general activities including training,
  - vi) Any other duties /work assigned from time to time
- vi). **WM (Repair / M&P)**
- i) Co-ordinates the activities of POH and major repair of Wagons, sub assemblies.
  - ii) Responsible for all activities related with Wheel Shop and Yard.
  - iii) He has been delegated power as per SOP Part A to E by GM of the N. W. Rly.
  - iv) Any other duties /work assigned from time to time.
- vii). **AWM (Repair) / ACMT/(AWM-R)**
- i) Over all control over activities of Yard.
  - ii) Overall control of feeding of wagons and outturn of wagons
  - iii) Overall supervision over maintenance of machinery and plant
  - iv) Overall supervision of general activities including training
  - v) Overall supervision repairs to wagons and assemblies
  - vi) He has been delegated power as per SOP Part A to E by GM of the North Western Rly
  - vii) Any other duties /work assigned from time to time
- viii). **SSE INCHARGE**
- a) The workshops are divided into various Shops, which are under the supervision of SSE who have under them Section Engineers, Junior Engineers to assist them in the work of supervision
  - b) To achieve the targeted out-turn& attention on quality
  - c) Ensuring that the products and services satisfy customers needs
  - d) Implementing & improving standards in those areas where performance is required

- e) Improving efficiency & quality
- f) Any other duties /work assigned from time to time

**ix). OTHER SUPERVISORS (SSE and JE):**

- a) These supervisors are subordinate to top level supervisors.
- b) Plan and execution of day to day targeted out turn
- c) Ensure Production and services of desired quality.

**x). STAFF:**

About **1306employees** working under various shops carry out day to day repair, maintenance and other activities under the direction of supervisors mentioned as above.

**3.0 THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

To ensure implementation of policy guidelines on technical, establishment and other matters issued by NW Railway Headquarter Office, Railway Board, RDSO/ Lucknow, ICF/Chennai, RCF/Kapurthala, RWF/ DLW/Varanasi, DCW/Patiala CAM Tech/. All establishment and staff welfare issues. Work assigned by NW Railway Headquarter Office from time to time.

**DIESEL LOCO & WAGON WORKSHOP**

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

- i) **Dy. CME (Loco):** He is responsible for implementing the policy guidelines received from HQ/ Railway Board/RDSO for all the works under him. He exercises all control over the system and staff under him within powers delegated and overall accountable for the system.
- ii) **WM (Dsl.)/WM (Repair)/PE (Loco) :** They work under the direction of Dy. CME(Loco) and ensure compliance the directives issued. Being leader of the group, they issue necessary inspections, guidelines and activities prescribed under their duties. They are authorized to exercise all powers given to them and they are fully responsible and accountable for the same.

Activity	Yearly Target* 2020-21	Actual out turn up to 31 January -2021
BG wagon POH	1188	1056
Rebuilding of BOXN Wagon 'C' Cat.	00	08
Up-gradation and Rehabilitation of BOXN to BOXNR Wagons	00	06
POH of BG DSL Loco	06	04
IOH of BG DSL Loco	07	02
DEMU POH +SPL REP(DPC/TC/DTC) BG	89	POH 86 SPL 04 TOTAL 90
SPART/ SPARME BG	14	08
POH of MEMU	08	08
Deposit work for RITES (M-24 Schedule)	00	02
M-36 IOH Schedule of Tower wagon	00	01
M-18 IOH Schedule of tower wagon	00	01

iii) **APE (Loco)/AWM(R)/AWM (Dsl.)-I&II/ACMT:** They take the guidance from concern WM/PE for the work under their control. They exercise the control over the supervisors under them and fully responsible and accountable for the system under them.

iv) **Supervisors:** About 177 Supervisors work under the guidance of the concern officers having about 1121 staff and carry out POH/Repairs/Manufacturing activities in the shop. About 15 Smain sections headed by Sr. Supervisor's carry out various activities and the incharge supervisor is fully responsible and accountable for the work allotted to his unit.

#### 4.0 THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

Important norms set by North Western Railway HQ/Railway board for effective discharge of the functions: \*Work activity and their targets may change subject to the requirement of the railways as decided from time to time by Rly. Board & HQ Office, NWR, JP.

## **5.0 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 Centers, 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) Indian Electricity Act 1956
- b) Indian Electricity Rules 1959
- c) Electricity supply Act 1948
- d) Regulation of track crossing 1987



**6. STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL: -**

Following documents/Manuals are kept by Carriage Shop, Diesel & Wagon Shop, Electrical Shops, Personal 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.

**7.0 THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS 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

----- NIL -----

**8.0 STATEMENT OF THE BOARDS COUNCILS COMMITTEES AND OTHER BODIES CONSISTING 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 COUNCILS, 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

DIESEL LOCO & WAGON WORKSHOP, NORTH WESTERN RAILWAY, AJMER

i)	<b>Appellate Authority</b>	:	<b>Shri R.K. Moondra</b> Chief Works Manager, Ajmer Office Tele. Phone No.[Rly] [Rly] 096 - 47000 [P & T] 2663731 Mobile No. 9001196450
ii)	<b>Public Information Officer</b>	:	<b>Shri Rajendra Kumar Saroya</b> Workshop Personnel Officer Loco Workshop, Ajmer Office Tele. Phone No [Rly] 096 - 47004 [P & T] 2663730 Mobile No. 9001196458
iii)	<b>Asstt. Public Information Officer :</b>	:	<b>Shri Ramesh Chand Meena</b> Asstt. Workshop Manager Loco Loco Workshop, Ajmer Office Telephone No. [Rly] 096-47016 [CUG] 9001196460, [P & T] 2663734

**9.0 DIRECTORY OF OFFICERS OF AJMER WORKSHOP AJMER:**

Name of the Officer (Shri)	Designation	Post held	Telephone No.				Mobile	Fax	
			Railway		BSNL			Railway	BSNL
			Office	Res.	Office	Res.			
R. K. Moondra	CWM	Ajmer	47000	44561	2663731	2662731	9001196450	-	2663731
<b>DIESEL LOCO &amp; WAGON WORKSHOP</b>									
D. Balaji	Dy.CME(L)	Ajmer	47002	44563	2663732	2429705	9001196451	47082	2663732
Pramod Rawat	Dy.CME (Works)	Ajmer	-	-	-	-	9001196408	-	-
Rajendra Kumar Saroya	WPO	Ajmer	47004	-	2663730	-	9001196458	-	2663730
Vacant	WM(DSL)	Ajmer	-	-	-	-	-	-	-
Vacant	PE(Loco)	Ajmer	-	-	-	-	-	-	-
Surendra singh chaudhary	AWM(R)	Ajmer	-	-	-	-	9001196459-	-	-
Ramesh Chand Meena	AWM(L)	Ajmer	-	-	-	-	9001196460	-	-
Rajesh Kumar	AWM (D)-I	Ajmer	47012	-	2663725	-	9001196456	-	-
Vacant	AWM(D)II	Ajmer	-	-	-	-	-	-	-
Radheshyam Chitara	APO(L)	Ajmer	47011	-	2663730	-	9001196479	-	-

**10.0 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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**11.0 PARTICULARS 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

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**12.0 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
- VI. General condition of contract
- V. Contract agreement

**13.0 THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING THE INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING 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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**14.0 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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