

# **Carriage Workshop, Ajmer**

## **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.

Carriage Workshops headed by Deputy Chief Mechanical Engineer/Carriage. These Workshops deal with periodic overhauling (POH) and repair of railway coaching stock.

## **1.0. FUNCTIONS POWERS & DUTIES:-**

### **i).Dy. Chief Mechanical Engineer (Carriage):**

1. Overall responsibility of all the operations at Carriage Workshop, Ajmer
2. Liaison with outside bodies etc.
3. He has been delegated powers as per SOP Part A to E by GM of the North Western Rly.
4. Any other duties/work assigned from time to time.

### **ii).Works Manager (Repair) :**

1. Co-ordinates the repair activities of coaches and their sub Assemblies.
2. Looks after the responsibilities of Dy. CME (C) in his absence.
3. Planning of development activities of Repair Shops.
4. He shall be the quality manager of carriage workshop, Ajmer.
5. He shall personally look after the work of modification, repairs Of inspection carriages & special stock, AC coaches, Corrosion And rehabilitation of coaches.  
Monthly calling in programme, CRS section & CG section
6. Liaison with Engineering department for various Engineering Works for Office building & workshop shed etc
7. He has been delegated powers as per SOP Part A to E by GM/NWR.
8. Any other duties/work assigned from time to time.

### **iii).Production Engineer (Carriage):**

1. over all supervision of manufacturing shops viz. Wheel Shops, Machine Shops, Smithy Shops, and Millwright Shop & Cabinet Section.
2. Over all control of production control organization.
3. To plan and ensure most productive and the best method of Production and the most productive use of machines.
4. To determine the standard time for each operation by following the analytical method of fixing rates.
5. Liaison with Store department for availability of various items required by the shops.
6. Monitoring of submitted proposals and material schedules for M&P and RSP programs and duly approved timely sent to HQ.

7. He has been delegated powers as per SOP Part A to E by GM of the North Western Rly.
8. Any other duties /work assigned from time to time
9. He shall be the Management Representative for IMS activities.

**iv). Assistance Works Manager (Repair):**

1. Over all control over activities of Coach under gear section.
2. Overall supervision repairs to coaches & sub-assemblies in Coach under gear section.
3. He has been delegated power as per SOP Part A to E by GM of the North Western Rly.
4. Any other duties /work assigned from time to time.
5. He shall be the Management Representative for IMS activities.

**v). Assistant Inspection Officer :**

1. Over all control over activities of Yard & Inspection
2. Overall control of feeding of coaches and outturn of coaches.
3. He has been delegated power as per SOP Part A to E by GM of the North Western Rly.
4. Any other duties /work assigned time to time.

**vi). Assistant Works Manager (C)**

1. Over all control over activities of coach body repair, pipe fitting & painting and trimming work in coaches.
2. Overall supervision repairs to coaches & sub-assemblies in above mentioned section.
3. He has been delegated power as per SOP Part A to E by GM of the North Western Rly.
4. Any other duties /work assigned time to time.

**vii). Assistant Works Manager (M) :**

1. Over all control over activities of manufacturing & maintenance in wheel Shop, machine shop, smithy shop, millwright shop & cabinet section.
2. He has been delegated power as per SOP Part A to E by GM of the North Western Rly.
3. Any other duties /work assigned time to time.

**viii). Assistant Personnel Officer:**

- A) APO (W) shall be responsible for the work concerning with establishment Matters like recruitment, promotion, reversion & transfer, payment of Wages, settlement, welfare of staff and maintain industrial relations.
- B) He has been delegated power as per SOP Part A to E by GM of the North Western Rly.
- C) Any other duties /work assigned time to time

**ix). SSE INCHARGE**

- A)The workshops are divided into various Shops, which are under the supervision of SSE who have under them Section Engineer,Junior Engineer to assist them in the work of supervision.
- b) To achieve the targeted out-turn & Focusing 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 time to time.

**x).OTHER SUPERVISORS (SSE, SE, JE-I and JE-II):**

- 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.

**xi).STAFF:**

The artisan staff working under various shops carries out day to day repair, Maintenance and other activities under the direction of supervisors mentioned as above.

**xii).MINISTERIAL STAFF**

- a)They are responsible to keep all the record of his section like seniority list, Service sheet, appointment on compensatory ground, recruitment of Apprentices, indent, cadre, PCDO disposal of general information, Settlement related work, pass of employees, accident reports, Hindi related Work, PF & other advances, wages of staff, leave records, PF records etc.
- b) Upkeep of records pertaining to PF and other advance, personal cases & all other records that are kept in the section.
- c) To maintain the records of time keeping.
- d) Any other duties /work assigned from time to time

**2.0 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. CME (Carriage):** 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 (Repair)/PE (Carriage):** They work under the direction of Dy. CME(C) 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.

**iii) AWM (R)/AWM (C)/AWM (M)/ AIO:** 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:** The Supervisors work under the guidance of the concern officers and carry out POH/Repairs/Manufacturing activities in the shop with the help of allotted staff. About 09 main sections headed by Sr. Supervisor's carry out various activities and the in charge supervisor is fully responsible and accountable for the work allotted to his unit.

### **3.0 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:-

Activity		Yearly Target*	Actual out turn
BG COACH POH(Non AC)	POH	324	
BG COACH POH ( AC)	POH	60	
DEMU	POH	123	
SS-2 LHB Coaches		228	
SS-2 & 3		264	

\*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.

### **4.0 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

**5.0 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, Personal Branch, Supervisors Training Centers, CMT Organization & Accounts for necessary guidance for discharging their duties.

- i) Service record of the employees
- ii) Passes/PTOs 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.

**6.0 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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**7.0 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, and Electronic Data Processing Centre & Chemist & Metro logiest Laboratory

**i).Appellate Authority:-Shri Ashok Kumar Abrol**

Chief Workshop Manager, Ajmer  
Office Tele. Phone No.[Rly]  
[Rly] 096- 47000 [P & T] 2663731

**ii).Public Information Officer:-Shri R.K.Siroiya**

SPO(W)  
Loco Workshop, Ajmer.  
Office Tele. Phone No.  
[Rly] 096 -47004 [P & T] 2663730

**iii) Asstt. Public Information Officer:-Shri Ramesh Meena**

PE (Loco) Workshop,Ajmer.

Office Tele. Phone No.

[Rly] 096-47016 [P & T] 2663734

**8.0 DIRECTORY OF OFFICERS OF AJMER WORKSHOP AJMER:**

Name of the Officer ( Shri)	Designation	Post held	Telephone No.				Mobile	Fax	
			Railway		BSNL			Rly	BSNL
			Office	Res.	Office	Res.			
<b>CARRIAGE WORKSHOP</b>									
<b>Pramod Rawat</b>	Dy.CME(C)	Ajmer	47100	44577	2663729	2429705	9001196452	-	2663729
<b>Vacant</b>	APE (C)	Ajmer	47106	-	2663726	-	-	-	-
Vacant	WM (R )	Ajmer	47108	-	2663736	-	9001196472	7116	-
<b>R.L. Khandelwal</b>	<b>Sr.EDPM</b>	<b>Ajmer</b>	<b>47130</b>	-	<b>2663728</b>	-	<b>9001196581</b>	<b>47102</b>	-
Vacant	AWM (R )	Ajmer	47118	-	-	-	-	-	-
Vacant	AWM(I)	Ajmer	-	-	-	-	-	-	-
Vanadana Choubey	APO (C))	Ajmer	47110	-	-	-	9001196471	-	-

Naveen Kumar	AWM(C)	-	47112	-	-	-	9001196466	-	-
Manoj Chavra	APE(C)	-	47106	-	2663726	-	9001196470	-	-

**9.0 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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**10.0 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

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**11.0 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
- IV General condition of contract
- V Contract agreement

**12.0 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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**13.0 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 & Metro logiest Laboratory

S N0	Name of Officers	Designation	Telephone Nos.				Mobile Nos.	Fax No.(O)	
			BSNL(0145)		Railway(096)			BSNL	RLY.
			Office	Res.	Office	Res.			
1	Ashok Kumar Abrol	CWM & Appellate Authority	2663731	2422005	47000	44561	9001196450	2663732	47082
2	R.K.Siroya	SPO(W)	2663730	2670868	47004	-	9001196458	2663730	47082
3	Ramesh Meena	PE& PIO	2663734	2680975	47010	46011	9001196461	2663734	47082

**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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