

## **NORTH WESTERN RAILWAY**

### **MECHANICAL (C&W) DEPTT. OF JAIPUR DIVISION**

(IMPLEMENTATION OF RIGHT TO INFORMATION ACT, 2005 AS PER  
CLAUSE 4(1) (b) OF THE ACT

#### **1. Particulars of organization, functions and duties:**

At divisional level Sr. Divisional Mechanical Engineer (C&W), is the over all in-charge of Mechanical (C&W) department. All activities pertaining to Mechanical (C&W) department in the division is coordinated by Sr. Divisional Mechanical Engineer (C&W), who is assisted by DME/FL, ADME(C&W), Coaching Depot Officer, Jaipur. C&W control is available for assisting the operating control in smooth and safe operation of trains. The technicians and helpers under SSE/JE(C&W) are responsible for maintenance of Rolling stocks, maintenance and operation of break down equipment etc.

#### **Functions of Mechanical (C&W) department:**

- i) Maintenance of coaching & freight rolling stock.
- ii) Maintenance and Operation of Break Down equipments, Restoration, Relief and Rescue work in case of Railway accident.

## 2. Powers and duties of officers and supervisors:

S .No	Designation	Duties
1	<b>Sr. DME (C&amp;W)</b>	Overall in-charge of mechanical (C&W) department at divisional level. Overall management and co-ordination of all activities pertaining to mechanical (C&W) department, decision making, dealing mechanical (C&W) department , coordination with HQ and other department in the division.
2	<b>DME</b>	Management and monitoring of freight train examination and ROH activities at FL. Exercising financial power for procurement of items required for day to day activities, test checking of contractual works, monitoring installation, maintenance smooth functioning of vital assets and equipments under Mech. ( C&W) Department.
3	<b>ADME (C&amp;W)</b>	Management of C&W activities at field units, co-ordination with Divisional head quarter for smooth functioning of field units, dealing of D&A cases, Exercising financial power for procurement of items required for day to day activities, test checking of contractual works, monitoring installation, maintenance smooth functioning of vital assets and equipments under Mech. ( C&W) Department.
4	<b>Coaching Depot Officer, Coach Care Complex, Jaipur</b>	Management of coaching activities of coach care complex/Jaipur, coordination with Divisional head quarter for smooth functioning of CCC/JP, dealing of D&A cases, Exercising financial power for procurement of items required for day to day activities, test checking of contractual works, monitoring installation, maintenance smooth functioning of vital assets and equipments of CCC/JP.
5	<b>Engineer (C&amp;W)</b>	Supervision for maintenance of passenger carrying coaches, supervision of contractual activities operated under C&W wing, supervision in maintenance and operation of break down equipments, management of staff for such maintenance.

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

The activities at the field unit level are carried out by the respective Engineer (C&W) in different grades. In C&W wing, there are 2 level of supervision viz. Sr. Section Engineer and Junior Engineer and who manage the C&W depot 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 authorities' i.e DME /FL for freight train examination and ROH, Coaching Depot Officer for Coach Care Complex, Jaipur & Assistance Divisional Mechanical Engineer (C&W). Major decisions like policy decisions, staff welfare, creation of posts, additional assets, creation of facilities etc. are taken by the branch officer i.e. Senior Divisional Mechanical Engineer (C&W). The decision which are beyond the competency of the Sr. Divl. Mechanical Engineer (C&W) is referred to Addl. Divisional Railway Manager (ADRM) or Divisional Railway Manager (DRM) 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 freight maintenance, there are certain targets for no. of en-route wagons detached, no. of train parting cases, no. of poor brake power etc., for coaching services, the targets are for number of coach detached en-route, number of coaches attended for schedule maintenance in the primary depot, no. of punctuality loss cases due to improper maintenance. Besides, there are targets for safety performance like number of inspections at different levels done, number of safety drives at different level undertaken, number of accident/derailment cases on C&W account. There are also targets for disposal of scrap for both ferrous and non-ferrous metals.

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

**(A) Rules and regulations:**

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

**(B) Instructions and Manuals:**

- i) Indian Railway Establishment Code.
- ii) Indian Railway Financial Code.
- iii) General Conditions of Contract and standard specification.
- iv) Coach Maintenance Manual.
- v) Wagon Maintenance Manual.
- vi) General Rule and Service Rules.
- vii) Accident Manual.
- viii) Indian Railway Store code.
- ix) Indian Railway Conference Rule- Pt-III & IV.
- x) Various technical pamphlets and instructions issued by RDSO from time to time.
- xi) Various instructions issued by Railway Board from time to time.
- xii) General and subsidiary rule

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

**Codes, Manuals, Specification, Drawing, C&W maintenance related documents, Records, files pertaining to inspections at various levels and remedial action. The policy guidelines and instructions from board, corrections slip 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. For improvement of service and passenger amenities in passenger trains, Railway administration accepts the various complaints and suggestions from the bonafide Railway passengers and act accordingly for disposal thereof.**

**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.