

6.RTI GUIDELINES ACCOUNTS DEPARTMENT OF JAIPUR DIVISION (IMPLEMENTATION OF RIGHT TO INFORMATION ACT, 2005 AS PER CLAUSE (b) OF THE ACT)

1.Particulars of organization, functions and duties:

Sr. DEE/DEE(TrD) is the officer in immediate charge of the Traction Distribution section in a Division, responsible for all technical and organizational matters connected with the efficient maintenance and operation of the power supply installations, OHE and RC equipment. All activities pertaining to the TRD department in the division are coordinated by Sr. DEE/DEE(TrD), who is assisted by DEE/TRD/JP, DEE/TRD/FL, ADEE/TRD/NMK, & ADEE/TRD/RE,

2. Functions of TRD department :

a) General planning and supervision to ensure efficient and safe maintenance and operation of the traction installations in accordance with prescribed schedules and regulations;

b) Study of the day-to-day technical and organizational problems of operation and maintenance and initiation of appropriate measures to deal with these;

c) Man-power planning for effective maintenance at minimum cost;

d) Careful statistical analysis and compilation of details of all defects and failures occurring and initiation of appropriate remedial steps if these are attributable to inadequate or improper operation or maintenance or mismanagement by staff. Where defects are attributable to improper design or manufacture, or where modifications or proposed remedial measures require CEE's approval, prompt submission of detailed analysis together with recommendations, seeking such approval;

e) Watch on the progress and completion of all approved modifications as well as the efficacy of such modifications;

f) Watch on the availability of spare parts and stores required for maintenance and initiation of stores action well in advance for procurement of items involving prolonged delivery and effective follow-up action to ensure timely procurement. Also watch the behaviour of equipment to assess their anticipated life and timely programming of replacements;

g) Overall co-ordination at the divisional level with the operating and other departments to plan power blocks required for maintenance of OHE and careful planning of maintenance work to make the best use of such blocks;

h) Regular inspection of traction assets

i) Frequent surprise inspections by officers

j) Preparation of plans and estimates for works involving the traction distribution system and scrutiny of plans and estimates for works of other departments affecting the traction distribution system. For minor works such as small changes in the layout of lines in yards or alignments, provision of OHE for one or two additional loops, cross-overs etc. designs will be worked out at the divisional level in accordance with approved standards and approval of CEE obtained before the works are executed. Designs for major works will however, be worked out in CEE's office;

k) Arrange adequate training of staff in the correct methods of maintenance and operation;

l) Careful preparation of the budget for traction distribution section and control over expenditure for operation and maintenance. In addition to scrutiny and passing of power supply bills, study of the energy consumption and maximum demand figures and liaison with the operating department and Rolling Stock section to keep expenditure for these under effective control;

m) Special watch on the adequacy and alertness of the organization for dealing with failures and break-downs, personal supervision of operations in the event of major failures affecting train services or involving outage of essential equipment, so as to effect quick restoration ;

n) Close association with tests and trials in the area under his jurisdiction and submission of prescribed reports;

o) Ensuring by periodical and surprise inspections that rules and procedures laid down in the General and Subsidiary Rules, Manual of AC Traction, department codes and orders and circulars issued from time to time are being complied with by all staff and that they are Performing their allotted duties efficiently