

ELECTRICAL (TRD) DEPARTMENT AJMER DIVISION

Duties of Officers:-

(A) Duties of Senior Divisional Electrical Engineer (TrD)

At Divisional level Sr. Divisional Electrical Engineer/TRD, is the overall in-charge of TRD unit. All activities pertaining to Traction Distribution in the division is coordinated by Sr. Divisional Electrical Engineer/TRD, who is assisted by DEE/AEE & SSE/JE's. TRD unit is responsible for operation and maintenance of OHE/PSI assets & co-ordination with executive agencies CORE, RITES, DFCCIL, IRCON etc.

1. Assisted by his DEE/AEE(TrD) he will follow up with the Construction Organization to ensure that the following works are ready well in advance of the-date of commissioning:-
 - Accommodation for the new Sr.DEE(TrD)'s Office together with necessary furniture ,office equipment etc.
 - Central Repair Shops, PSI and maintenance Depots, and Sub-depots with necessary road and rail facilities.
 - Full stock of spare parts, tools and plant, testing equipment, lifting tackle, emergency vans, motor trolleys, push trolleys, jeeps, motor trucks etc. required for operation and maintenance.
 - Installation of emergency power plant at the RCC.
2. He will make a detailed study of tariff for power supply and get acquainted with officers of the power supply authorities.
3. He will arrange for creation and timely filling up of all posts required for operation and maintenance.
4. He will ,arrange for screening and conversion training of staff expected to be rendered surplus due to electrification and recruitment and initial training of the balance requirement of staff.

(B) Duties of Divisional / Assistant Electrical Engineer (TrD)

DEE/AEE (TrD) is the officer in immediate charge of the maintenance, operation and safety of all power supply installations, overhead equipment (OHE) and RC equipment in his jurisdiction and is answerable to Sr. DEE(TRD) in all matters connected therewith. In addition to assisting Sr. DEE(TrD) in his duties, his chief duties will be as under :-

1. Efficient and safe upkeep and operation of the installations under his charge in accordance with the prescribed schedules including detailed planning of all maintenance works;
2. He should ensure that Traction Power Controller (TPC) takes effective and prompt action to restore services in the event of power supply interruptions or other failures of the distribution system affecting train services;
3. Close liaison with power supply authorities to ensure continuity of power supply;
4. Careful and prompt investigation of all recurring or major power supply interruptions and equipment failures and initiation of appropriate remedial measures;

5. Preparation of preliminary plans and estimates called for by Sr. DEE(TrD) for works involving the traction distribution system, and scrutiny as called for by Sr. DEE(TrD) of plans and estimates for works of other departments in the section so far as they affect the system;
6. Personal and periodical checking of the break-down organization to ensure that it is in good fettle to deal with all break-downs ;
7. Prompt implementation of instructions received from time to time including those contained in Inspection Notes of superior officers and keeping record of action taken against each item;
8. Careful scrutiny of statistical and other periodical returns before submission to Sr. DEE(TrD) and taking appropriate corrective action;
9. Effective co-ordination with officers and staff of other departments in matters that warrant joint action and similar co-ordination with officers of contiguous sections;
10. Inspection of his jurisdiction as under :-
 - a) Detailed visual inspection of the OHE in his section from observation dome/roof of OHE Inspection Car once in six months. Similarly inspection from cab of locomotives shall also be carried out;
 - b) Detailed inspection of traction sub-stations, switching stations and other power supply installations, in particular, protective gear, once in 3 months;
 - c) Frequent surprise checks of maintenance gangs at work including gangs working at night. The musters for casual staff, if any, should be checked and initialled;
 - d) Random check of the procedure followed for imposition of power blocks to verify that all prescribed safety rules are being rigidly followed;
 - e) Periodic inspection of subordinate offices, including stores, at least once in six months;
 - f) Current Collection Test over his entire jurisdiction at least once in six months.

(C) Duties of Assistant Electrical Engineer (Traction)

AEE/TRACTION is the officer in immediate charge of the maintenance & operation of electric locomotives and electric multiple unit (EMU) stocks outside the electric loco shed.

AEE/TRACTION is also responsible for dealing, on behalf of the Electrical Department, with all technical and organizational matter connected with the operation of electric rolling- stock. His chief duties will be as under:-

1. Plan the requirements of locos and EMUs to meet traffic requirements and preparation of loco/EMU link to suit traffic requirements.
2. Maintain close liaison with the operating Department officials and keeping himself fully conversant with operating problems and evolving counter measures to get over them so far as electric stock is concerned. Ensure maximum utilization of locos by watching detentions. Taking on additional services, improving the engine links etc.
3. Make available locos and EMUs as well as running staff as required for traffic and keeping a watch over train operations and making suggestions for better utilization of available stock.
4. Keep himself fully posted with the technical details of the electrical equipment on rolling stock so as to give guidance to the Drivers of locos in case of failures of equipment to give first aid attention and arranging relief when required, so that normal working may be restored with the least possible delay.

5. Ensure by periodical and surprise inspections that rules and procedures laid down in the General and Subsidiary Rules, Manual of AC Traction, departmental codes and orders and circulars issued from time to time are being complied with by all staff under him and that they are performing their allotted efficiently.
6. Ensure efficient and safe operation and running maintenance of the rolling-stock under his charge in accordance with the prescribed rules.
7. Prompt and careful investigation of electrical rolling-stock failures and furnishing of necessary details to the maintenance shed for taking remedial action. Failures causing detention of more than 30 minutes or other unusual occurrences shall be investigated jointly with in-charge of the loco shed. Appropriate remedial action should be taken by AEE/TRACTION himself if the failure is attributable to lapses of running maintenance or defective Operation.
8. Organize, in co-operation with the Operation Department, the timely withdrawal of electric rolling stock for maintenance attention in accordance with prescribed maintenance schedules. Liaison with the PPO of the shed for this purpose.
9. Compile prescribed statistical information on electric rolling-stock, performance and utilization and their timely submission, after proper scrutiny, to PCEE office.
10. Maintain watch over the punctual running of electrically hauled trains and report of serious lapses to Sr.DEE and Dy.CEE/HQ.
11. Study the pattern of energy consumption and maximum demand figures in relation to the traffic handled and initiation of appropriate measures.
12. Give requisite technical guidance to Operating Department officers and staff in regard to the special techniques involved in the operation of electric rolling-stock.
13. Issue of trouble-shooting, standing and instructions required for the guidance and education of running staff. Arrange notification in the Working Time Table of instructions especially applicable to Electric Running Staff.
14. Supervise restoration work personally, when electric rolling stock is involved in accidents and arranging representation of Electrical Department at joint inquiries.
15. Foot-plate inspection of train working so as to cover the entire division at least once in 3 months. When he should pay special attention to:-
 - i) Punctuality of trains in accordance with the time-table and allotted paths
 - ii) Observance of safety rules by Drivers and other operating staff
 - iii) Correct observance of the prescribed rules of driving including, the best use of coasting and gradients for conservation of energy
 - iv) Proper functioning of loco/EMU equipment
 - v) Observance of speed restriction.
 - vi) Scrutiny of loco log books and test check of locomotives and EMU stock as often as feasible for compliance with prescribed safety regulations and for efficient upkeep; by frequent surprise checks and questioning of electrical running staff. He will observe their alertness equipment
 - vii) Look for reasons of poor signal visibility, train parting stalling and other irregularities in the section where such things are reported
16. Ensure that speedometer charts regularly scrutinized
17. He will look after all activity related to Trip Shed Ajmer.

Jurisdiction of Electrical (TRD) Officers

SN	Division	ADEE/DEE office	Jurisdiction	Depots
1	Ajmer	DEE/ABR	Palanpur (Excl.) – Haripur (Excl.)	ABR, PDWA, RANI, MJ
2		AEE/TRD/UDZ	Sareri (Excl.) – Det(Incl.) Berach (Excl.) – Udaipur (Incl.)	HMG, MVJ, UDZ
3		ADEE/TRD/AII	Madar(Incl.) – Haripur(Incl.) Ajmer(Incl.)- Sareri (Incl.) Madar- Pushkar(Incl.)	AII, BNGM, BJNR
4		ADEE/Traction/AII	As AEE/Op. , he is looking after crew management of electrical trains over Ajmer division. Other duties assigned by Sr.DEE/TRD/AII.	

Note:-Duty defined as per above point (B) for above mentioned sections, ADEE/TRD/AII will also monitor/ensure the works related to Quotation, Budget, Estimate, Store, Correspondence with HQ, Division, Rly Board, RVNL, RE, RITES, RVPNL, TW maintenance, Failure Analysis etc. and any other work assigned by Sr. DEE/TRD/AII.