

# क्रियाकलाप, कर्तव्य एवं उत्तरदायित्व

## FUNCTIONS, DUTIES & RESPONSIBILITIES

The shed deals mainly with the requirements of locomotives of various divisions of North Western Railway based on the Headquarter directives through Power Plan issued from time to time. The allocation of locomotives to various divisions for freight service as communicated through Power Plan is maintained and is called Goods Outage. The allocation of locomotives maintained for various passenger and express trains of the Railway is communicated through Power Plan called as passenger link.

Through the procedure for contact review it is ensured that requirements of Headquarters and Optg. Branches are clearly understood, incase of any ambiguity same is clarified. The targets are also reviewed regularly.

Daily review is conducted for availability of Mail & Goods locos, ineffective %, failures etc. The review of the progress of offering locomotives to Goods and Passenger traffic of the Railways is being done by Sr Divisional Mechanical Engineer / Diesel/ along with the respective Section / Junior Engineers during the daily performance review meetings. Daily position of locomotives is prepared by control room and communicated to section incharges. Planning of daily activities is carried out by SSE/Running along with all section incharges every morning in order to assign priorities for schedule attention. AME-I & II review the same and approve any intermittent change in the daily plan.

अधिकारियों व कर्मचारियों के कर्तव्य एवं शक्तियां  
The powers and duties of officers and Employees.

### Powers & Duties of Officers

SN	Post	Power	Duties
1	Sr DME/D	As per SOP issued by Railway Board	Over all in-charge of the shed.
2	DME/Dsl		<ul style="list-style-type: none"> <li>• Finalization of tender &amp; contracts.</li> <li>• Overall Incharge of Material /spares cell for HHP locomotives.</li> <li>• Overall Incharge of CTA Cell.</li> <li>• Overall Incharge of establishment section.</li> <li>• In charge of Mechanical maintenance &amp; Electrical maintenance.</li> <li>• Daily position and monitoring of locomotive, co-ordination with PCR of NWR &amp; FR.</li> <li>• Overall Incharge of Training School. (DTTC) &amp; Simulator &amp; its functioning.</li> <li>• Overall Incharge of Laboratory &amp; Management system, implementation in shed along with co-ordination with RPCB and its monitoring works and licenses and also monitoring of working of ETP, Incinerator.</li> <li>• Responsible for M&amp;P, T&amp;P, RSP/IRSP items purchase.</li> <li>• Planning of new works and works (Pink Book, LAW Book, Mini LAW Book) monitoring and co-ordination with Engg, Elect., S&amp;T dept. Etc.</li> <li>• Handling of warranty issues.</li> </ul>

		<ul style="list-style-type: none"> <li>• In charge of Bogie, MW, wheel lathe working &amp; maintenance and development section.</li> <li>• Monitoring/ Extension of AMC's of different makes.</li> <li>• Overall Incharge of scrap disposal.</li> <li>• Any other works/ responsibilities assigned by Sr DME/Dsl &amp; Superior officials.</li> </ul>
3	ADME/Dsl	<ul style="list-style-type: none"> <li>• Daily position and monitoring of locomotives and co-ordination with PCR of NWR &amp; FR.</li> <li>• Overall Incharge of Mechanical Running &amp; heavy section including sub assembly sections.</li> <li>• In charge of Power Assembly, TSC section, Air Brake &amp; Compressor section.</li> <li>• In charge of RDI.</li> <li>• Incharge of Summer, Monsoon &amp; Winter drive &amp; other drives assigned by the undersigned from time to time.</li> <li>• Monitoring / Extension of AMC's of TCC of different makes.</li> <li>• Monitoring of contract, i.e. Housekeeping, Fire Extinguisher, Overhauling of Governor, Valves &amp; Radiator Core.</li> <li>• Incharge of Cleaning of Components, Housekeeping contract &amp; Shed premises.</li> <li>• Petty repair work of shed (Civil &amp; Elect.)</li> <li>• Monitoring of Respective section wise drives.</li> </ul>
4	AEE/RS	<ul style="list-style-type: none"> <li>• Daily position and monitoring of locomotives and co-ordination with PCR of NWR &amp; FR.</li> <li>• Overall Incharge of Electrical Running &amp; heavy section including sub assembly sections.</li> <li>• In charge of TM, Small motors, Relay Room, Battery section.</li> <li>• Monitoring / Extension of AMC's of different makes.</li> <li>• Monitoring of electrical related Contracts, i.e. AMC of Brake Controllers etc.</li> <li>• Staff counselling for upkeep &amp; quality issues.</li> <li>• Responsible for planning &amp; execution for looking of Electrical Locomotive in the Shed.</li> <li>• Responsible for Staff's skill enhance &amp; taken training to deal with maintenance of repair of electrical Locomotives.</li> <li>• Plans &amp; execution of proposals of stocking of Items, M &amp; P, T &amp; P, infra w.r.f. electric locomotives.</li> <li>• Monitoring of Respective section wise drives.</li> </ul>

## उत्तरदायित्व

### RESPONSIBILITY:

All Section in-charges and their supervisors, in addition to any other specific responsibility assigned, are responsible for establishing, implementing and maintaining the Quality Management system and to ensure its continuing suitability under their respective areas of control

Sr.No.	गतिविधिया Activity	उत्तरदायित्व एवं प्राधिकार Responsibility & Authority
i)	प्रबन्धन के उत्तरदायित्व <b>Management responsibility</b> a) Customer focus b) Assignment of Responsibilities c) Communication d) Management review meeting.	Sr DME (Dsl) & ADME/D Sr DME (Dsl) Sr DME (Dsl) & SSE Concern Sr DME (Dsl)
ii)	संसाधन प्रबन्धन <b>Resource Management</b> a) Identification b) Provision of resources	Section in-charges Authority as authorized by HQ North Western Railway.
iii)	उत्पाद जानकारी <b>Product realization</b> a) Planning b) Customer related process c) Purchasing d) Production & service provision.	SSE (Spares) DME (Dsl) DMM (Dsl) SSE Concerned
iv)	मापन, अध्ययन एवं सुधार <b>Measurement, analysis and improvement</b> a) Customer satisfaction b) Internal Audit c) Monitoring & measuring of process & product d) Control of non conforming product e) Continual improvement f) Corrective & preventive action	Sr DME (Dsl) DME (Dsl) ADME (Dsl) & SSE/Concern  ADME (Dsl) & SSE/Concern ADME (Dsl) & SSE/Concern ADME (Dsl) & SSE/Concern