

# ORGANISATIONAL STRUCTURE OF ELECTRICAL WORKSHOP

Shri AshokKumar  
Dy.Chief Electrical Engineer (Workshop)

Shri Girdhari Ram Mandad  
AEE (Workshop) Ajmer

## **2. AT A GLANCE**

### **ELECTRICAL WORKSHOP**

Total Area 16236 Sq. M. (approx.)  
Total Covered Area 4024.27 Sq. M. (approx.)  
ADDRESS Electrical Deptt. ,  
Carriage Workshop, Ajmer  
(Rajasthan) India –305001

### **TELECOMMUNICATIONS**

Tel. No. 0145-2660688  
Fax No. - 0145-2660688

## **3. FUNCTIONS ,POWERS & DUTIES**

- i). **Dy. CEE(W)  
Ajmer**
- 1). Dy. CEE (Workshop) Ajmer is over all in charge of Electrical Department of Ajmer Workshop and looks after :-  
POH of BG LHB & ICF AC and Non-AC coaches and Demu including POH of Palace on Wheels & RROW.  
Operation and maintenance of power supply installation in Ajmer group of workshop including 33/ 11electrical sub-station having standby system comprising of 1x1750 kW DG set, 2x750KV DG set, 8 Nos.11/0.4 kV sub-stations and other installations / equipments. The functions and duties also include maintenance and operation of power supply at all service Buildings, Window/Split AC units & Water coolers.
  - 2). She is responsible for all establishment matters including promotion, Reversion and Transfer of staff working under him by conducting various selections, suitability tests & trade tests etc.
  - 3). Controlling Budget of the Electrical Department - Workshop area.
  - 4). Awarding works contract under his competency and effecting purchase of all types of materials requiring for maintenance and up keeping of electrical assets under him.
  - 5). She is assisted by one AEE(WS) (Jr. Scale officer) in discharging his Technical functions and duties and one APO (E&S) (Jr. Scale) for Establishment matter.
  - 6). Any other duties assigned by superior officers.
- ii) **AEE/WS./All**
1. He will look after Power side activities of Ajmer Group of Workshops.
  - 2, He shall be responsible for POH outturn of Carriage Workshop.
  3. He shall be responsible for Stores management, failure analysis & implementation of RDSO's SMIs, MSs, and other instructions issued from time to time, dealing with PCO section of TL & RAC and to ensure quality of POH outturn of coaches.
  4. Planning & implementation of RSP & M&P.and execution of works. He will also deal with other works contract and indent requisitions under his power.
- iii) **AP0 (W) All**
- a). APO (E&C) will assist Dy.CEE(W)/Ajmer in day to day staff establishment matter.
  - b). He is responsible for all establishment matters including promotion, Reversion and Transfer of about **567** staff working under him by conducting various selections, suitability tests & trade tests etc.

#### **4. 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.CEE (Workshop) Ajmer* :- He is responsible for implementing the policy guide lines received from HQ/Railway Board/RDSO for all the works under him including Workshops, Railway Power House and establishment matters. He exercise all control over the system and staff under him within powers delegated and overall accountable for the system.

*ii) AEE/WS/All:-* He works under the direction of Dy.CEE (Workshop) and ensure compliance the directives issued. He issues necessary instructions, guidelines and all assistance to supervisors under him for carrying out all the activities as per their duty list.. For repair and maintenance and up keeping of the system and he is authorized to exercise all powers given to him. He will look after Power side activities of All group of WS and POH activities (electrical) of Carriage Workshop.

In addition he will also look after the out-turn (Elect.side) of Carriage Workshop to achieve the target as under:

S.No.	Activities	Target 2022-23
1.	POH of ICF BG AC coaches	80
2	POH of ICF BG Non-AC coaches	324
3	POH of LHB BG AC coaches	228
4	POH of LHB BG Non-AC coaches	264
5	POH of DEMU	123

*iii) APO (W)/ All*

APO (W) will assist Dy CEE(W)/Ajmer in day to day staff establishment matter.

*iv) Supervisors:-* 58 supervisors works under the guidance of the concern officers having about 567 staff for carrying out POH activities, maintenance and operation of 33 KV and 8 Nos. 11 KV sub-stations, maintenance of Window/Split AC, water coolers, service buildings, etc. About 5 main sections headed by Sr. supervisors carry out various activities and the Supervisor Incharge is fully responsible and accountable for the work allotted to his unit.

#### **5. 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:-  
i)Workshop :-

S.No.	Activities	Target 2023-24	Outturn (Upto Jan., 24)
1.	POH of ICF BG AC coaches	60	102
2	POH of ICF BG Non-AC coaches	180	228
3	POH of LHB BG AC coaches	147	100
4	POH of LHB BG Non-AC coaches	288	192
5	POH of DEMU	264	255

6.DIRECTORY OF ELECTRICAL OFFICERS OF AJMER WORKSHOP:

Name of the Officer ( Shri)	Designation	Post held	Telephone No.				Mobile	Fax	
			Railway		BSNL			Railway	BSNL (0145)
			Office	Res.	Office	Res.			
<b>ELECTRICAL WORKS</b>									
Shri Ashok Kumar	Dy.CEE(W)	Ajmer	47200	-	2660688	2426018	9001196453	47200	2660688
Shri Girdhari Ram Mandad	AEE- (W/S)	Ajmer	47202	-	-	-	9001196473	-	

7.THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS –ELECTRICAL WORKSHOP

DESIGNATION	PAY	Level	NO. OF EMP.	Average monthly salary including applicable allowance ( in Rs)	Average productivity Incentive per employee ( in Rs)	Average total emolument Per employee ( in Rs)
<b>OFFICERS</b>						
Dy.CEE	78800-209200 G.P.7600	12	1	119308	-	119308
AEE (WS)		10	1	137130	-	137130
<b>SUPERVISORS</b>						
SSE(Chg./Power)	44900&142400 G.P 4600	7	37	100399	5827	106226
JE(Chg/Power)	35400&112400 G.P 4200	6	19	65207	5565	70772
SSE/ Drg	44900&142400 G.P 4600	7	02	90142	-	90142
<b>ARTISAN(Coaching/Power)</b>						
Sr. Tech.	35400&112400 G.P 4200	6	138	75163	5372	80535
Tech..I	29200&92300 G.P 2800	5	136	57643	5772	63415
Tech..II	25500&81100 G.P 2400	4	49	45821	3364	49185
Tech..III	19900&63200 G.P 1900	2	67	38911	4433	43344
H/KH	18000&-56900 G.P 1800	1	109	37711	2091	39802
<b>Ministerial staff</b>						
COS	44900&142400 G.P 4600	7	05	112080	-	112080

OS	35400&112400 G.P 4200	6	13	86688	-	86688
Sr.Ck.	29200&92300 G.P 2800	5	01	50576	-	50576
C.A.	44900&142400 G.P 4600	7	00	118529	-	118520
General Asstt.	18000&-56900 G.P 1800	1	04	37701	-	42701
Bunglow peon	18000&-56900 G.P 1800	1	01	30400	-	30400

**8-THE BUDGET ALLOCATED TO EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES & REPORTS ON DISBURSEMENT MADE**

**ELECTRICAL WORKSHOP - BUDGET GRANT & EXPENDITURE**

(Figure in thousand of Rupees)

S.No.	Particulars of head of expenditure	Demand No.	Revised Budget Grant 2023-24	Actual Expenditure Up to Jan, 2024
1.	TL & AC supervisor and their office staff	6D100	59069	48470
2.	Repairs and maintenance of conventional coaches and AC coaches	6D500	456117	331734
3.	Salary of Officers and establishment, supervisor and their office staff	7E100	59409	48290
4.	Repairs and maintenance of plants and Equipments	7E400	59047	46956
5.	Credit/ Recovery	7E900	(-) 22985	(-) 19361
6.	Generating station, electric energy purchase from AVVNL and other operating staff	8F600	9167	7036
7	Credit for energy supply outsiders	8F900	(-) 427	(-) 244
	Total:-		460210	619397

**9. 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 Centres, 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) The Electricity Act 2003.
- b) The Electricity Rules 2005.
- c) The Energy Conservation Building Code – 2007.
- d) The Energy Conservation Act – 2001.
- e) Electricity supply Act 1948
- f) Regulation of Track Crossing 1987

**10. 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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**11. 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  
-----Nil-----

**12. 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

**13. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING THE INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READY 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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**14. 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 & Metallurgist Laboratory

S.N o.	Name of Officers S/Shri	Designation	Telephone Nos.				Mobile Nos.	Fax No.(O)	
			BSNL(0145)		Railway(096)			BSNL	RLY.
			Office	Res.	Office	Res.			
1	Shri Vikas Anand	CWM & Appellate Authority	2663731	-	47000	-	9001196450	2665850	47000
2	Raghuveer Singh Charan	Dy.CPO(WS).. & P. I. O.	2663730	-	47004	-	9001196458	2665850	47004

**15. 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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**16.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 , Personnel Branch, Supervisors Training Centers, CMT organization & Accounts for necessary guidance for discharging their duties.

- i)Service record of the employees
- ii)Passes/PTO's 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

**17.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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**18.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, Electronic Data Processing Centre & Chemist & Metro logiest Laboratory

i).Appellate Authority –  
Shri Vikas Anand  
Chief Works Manager, Ajmer  
Office Tele. Phone No.[Rly]  
[Rly] 096 - 47000 [P & T] 2663731,Mob. 9001196450

ii).Public Information Officer  
Shri Raghuvveer Singh Charan  
Dy.Chief Personnel Officer (WS)  
Loco Workshop,Ajmer.  
Office Tele. Phone No.  
[Rly] 096 - 47004 [P & T] 2663730  
Mob. No. 9001196458

