

POWERS AND DUTIES OF OFFICERS AND SUPERVISORS

S.No.	Designation	Duties
1.	Sr. DME (Power & EnHM)	Monitoring of activities pertaining to Power control, Monitoring and decision making in crew management, Monitoring and management of Environment and housekeeping activities over Division, finalization of tender and contract, awarding petty contracts, manpower management, staff training and HRD management, dealing of D&R case, monitoring installation, maintenance smooth functioning of vital assets and equipments under Mech. Department.
2.	ADME (Power & EnHM)	Management of loco and running activities at field units, co-ordination with Divisional headquarter for smooth functioning of field units, dealing of D&R 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. Department. Monitoring and management of Environment and housekeeping activities over Division, finalization of tender and contract, awarding petty contracts, manpower management, dealing of D&R case, monitoring installation, maintenance smooth functioning of vital assets and equipments under Mech. Department.