

ELECTRICAL (TRD) DEPARTMENT JODHPUR 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, IRCON, CONSTRUCTION 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 initialed;
 - 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.