

1. Basic Information

a) BRIEF HISTORY OF THE BIKANER WORKSHOP

Foundation stone of Bikaner workshop was laid by late Shri Ganga Singhji Bahadur, Maharaja of Bikaner state on 18th March 1925 on outskirts of Bikaner Town at Lalgah. The workshop started functioning w.e.f. 1st March 1926. It was under State Government upto 01.04.1949 and thereafter under Central Government upto 01.04.1950. With the reorganization of Railways, the workshop became a part of Northern Railway w.e.f. 14.04.1952. On formation of new zone w.e.f. 01.10.2002, it is now under the jurisdiction of NORTH WESTERN RAILWAY.

Initially this workshop was meter gauge workshop. The workshop was carrying POH of steam locomotive, MG wagon repair and MG coach POH. This workshop was connected to BG track on 02-02-1994 after gauge conversion of BTI - LGH section.

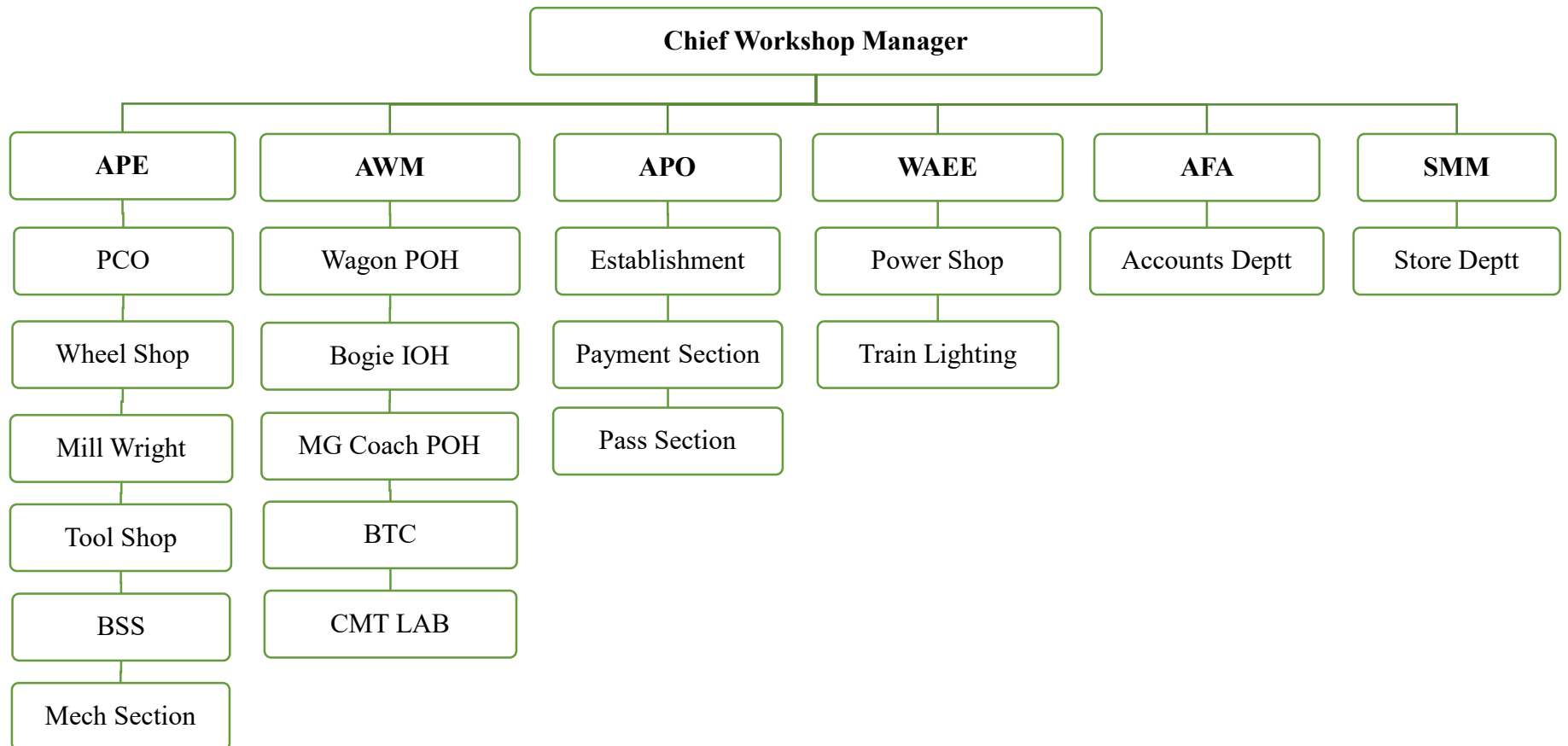
After closure of steam locomotive POH and MG Wagon POH activity, Workshop was entrusted with periodic overhauling of MG coaches with a target of 35 MG coaches per month. BG BOXN wagon rehabilitation work was started from April 2009 with an initial target of 10 BG wagons per month. Project of development of Repair and Overhauling of BCN and BLC Wagons was executed by M/s RITES and Modernization of workshop was completed on 30.11.2020 Outturn of BG Wagons has been increased in phased manner from 10 BG Wagons per month in 2009 to 118 BG Wagons per month in 2024. Intermediate overhauling of bogies of ICF coaches started from 2011 and presently Workshop is undertaking IOH of BG ICF Bogies with 90 Bogies per month.

b) BIKANER WORKSHOP AT A GLANCE :

Total Area	: 170545 sq m. (Before Modernization – 141226 sq m)
Total Covered Area	: 35052 sq m (20.55 % of Total)(Before Modernization – 24292 sq m)
No. of M&P	: 204 No's
Present outturn	: 118 BG Wagon POH (per month) + 4.08 MG Coaches POH (per month) + 90 BG ICF Bogie IOH (per month).

ADDRESS: Carriage & Wagon Workshop
Lalgah, Bikaner-334004 (Raj.)
FAX & Tel. : 01512212293, 9001197450 (CWM)

Organization Chart of Bikaner Workshop



2. FUNCTIONS POWERS & DUTIES

a) Chief Workshop Manager

Chief Workshop Manager has overall administrative and managerial control of the following Units of Bikaner Workshops. Among other things, Monitoring progress of outturn, planning of works and M&P, Establishment and Welfare matters of staff, day to day working:

- a) Co-coordinating work of all the Units, liaising with NW Railway Headquarter Office, Western Railway, other railway authorities, various field units of which rolling stock is given POH and repairs and Rehabilitation at these shops.
- b) Liaison with Engineering department for various Engineering works for Office building & workshop shed etc.
- c) Power delegated under Schedule of Power Part 'A' to 'E' by General Manager, North Western Railway.
- d) Establishment and Welfare matters of the staff and supervisors of all units of Bikaner workshops
- e) Appellate Authority for all units of Bikaner workshops under Right to Information Act 2005.

MECHANICAL BRANCH

b) Asstt. Works Manager :

- a) Co-ordinates the repair activities of coaches & Wagons and their sub assemblies.
- b) Planning of development activities of Repair Shops.
- c) He shall be the quality manager of all repaired stock.
- d) **Overall control of feeding & outturn of MG coaches and BOXN Wagons.**
- e) He shall personally look after the work of modification, repairs of inspection carriages & special stock, AC coaches, Corrosion and rehabilitation of coaches or wagon. monthly calling in programme.
- f) He has been delegated powers as per SOP Part A to E by GM of the North Western Rly.
- g) Any other duties/work assigned from time to time.

c) Asstt. Production Engineer :

- a) Over all supervision of manufacturing shops viz. Wheel Shops, Machine Shops, Smithy Shops, Millwright Shop.
- b) Over all control of production control organization.
- c) To plan and ensure most productive and the best method of Production and the most productive use of machines.
- d) To determine the standard time for each operation by following the analytical method of fixing rates.
- e) Liaison with Store department for availability of various items required by the shops.
- f) Monitoring of submitted proposals and material schedules for M&P and RSP programs and duly approved timely sent to HQ.

- g) He has been delegated powers as per SOP Part A to E by GM of the North Western Rly.
- h) Any other duties /work assigned from time to time

d) SSE INCHARGE

- a) The workshops are divided into various Shops, which are under the supervision of SSE who have under them Junior Engineer to assist them in the work of supervision.
- b) To achieve the targeted out-turn & Focusing attention on quality.
- c) Ensuring that the products and services satisfy customers needs.
- d) Implementing & improving standards in those areas where performance is required.
- e) Improving efficiency & quality.
- f) Any other duties /work assigned from time to time

e) OTHER SUPERVISORS (SSE, JE):

- a) These supervisors are subordinate to top level supervisors.
- b) Plan and execution of day to day targeted out turn
- c) Ensure Production and services of desired quality.

f) SSE/JE Drawing:

They work under guidance of Asstt. Production Engineer and carry out various work related to drawing.

g) Lab Supervisors:

They work under guidance of Dy. CCMT / Carriage workshop, Ajmer and carry out various test and analysis in the Lab. The Incharge Supervisor is fully responsible and accountable for the work allotted to his unit.

h) STAFF:

The artisan staff working in various shops carry out day to day repair, maintenance and other activities under the direction of supervisors mentioned as above.

PERSONNEL BRANCH

i) ASSISTANT PERSONNEL OFFICER

He is In-charge of personnel Branch. He is to discharge the following functions & duties. :

- i) Establishment matters of its employees, includes: recruitment under sports quota, compassionate ground, Selection, suitability and trade tests are conducted , promotion reversion transfer etc., fixation of seniority, maintaining service records, monthly payment, payment of arrears and claim. Incentive Bonus and PLB Bonus, Advances from Govt. funds and from employees provident funds, settlement of retiring employee. Trg. Of Act Apprentices under 1961 Act. Dealing with provisions of conduct rules and

Disciplinary rules. Compensation of Accidents and death and Man Power planning.

ii) Industrial relations There are two recognized and two unrecognized unions, namely NWREU and UPRMS, recognized and SC/ST and OBC Associations are unrecognized. Apart from day to day negotiations, periodical meetings are organized as PNM and informal with these Unions and Associations. Under these negotiations employees grievances are discussed and redressed

iii) Judicial Cases : There is a legal Branch established under personnel branch, dealing with the Court cases filed by its employees at various level of Judiciary, viz- CATs, High Courts and Supreme Courts.

iv) Welfare Activities : Personnel branch also deals with Welfare Activities of their employees viz -:

- i. Allotment of Rly Accommodations, Disbursement of funds under staff benefit funds, Management of Rly School, Canteens, Clubs and Sports activities over Rly.
- ii. -Implementation of provision of Factory act and other Acts, Viz payment of Wages Act, Minimum Wages Act, Workman Compensation Act and Industrial Dispute Act.
- iii. Welfare measures are being carried out with assistance of Welfare
- iv. Branch headed by Chief Personnel Inspector with team.

There are different sections in each workshop dealing with different work relating to personnel branch. These sections are supervised by Chief Office Supdt. And Office Supdt. Supervisor of each section is fully responsible for work allotted to their section. They report directly to APO. Employees are responsible for work allotted to them and are directly reporting to their Supervisors Power delegated under Schedule of Power Part 'A' to 'E' by General Manager, North Western Railway & Railway Board under Discipline & Appeals Rules Schedule I, II & III. Power delegated to public Information Officer under Right to Information Act 2005.

j) MINISTERIAL STAFF

- i. They are responsible to keep all the record of his section like seniority list, service sheet, appointment on compensatory ground, recruitment of apprentices, indent, cadre, PCDO disposal of general information, settlement related work, pass of employees, accident reports, Hindi related work, PF & other advances, wages of staff, leave records, PF records etc.
- ii. Upkeep of records pertaining to PF and other advance, personal cases & all other records that are kept in the section.
- iii. To maintain the records of time keeping.
- iv. Any other duties /work assigned from time to time.

ACCOUNTS BRANCH

k) ASSISTANT FINANCIAL ADVISOR (WORKSHOP & STORES)

He is overall In-charge of all function of Account office working as Associate Account & finance to Bikaner Workshop & Stores.

Over all supervision of Finance & Accounts office –Store Accounts, Finance, Books, Budget Workshops Manufacturing Suspense, Costing and Audit & Inspection, Establishment, Pension, Provident Fund, Incentive, Expenditure and Stock Verification.

3. NORMS SET BY ORGANISATION FOR THE DECISION MAKING PROCESS

a) Chief Workshop Manager :

To ensure implementation of policy guidelines on technical, establishment Administrative and other matters issued by NW Railway Headquarter Office, Railway Board, RDSO/ Lucknow, ICF/Chennai, RCF/Kapurthala, CAMTech. All establishment and staff welfare issues. Work assigned by NW Railway Headquarter Office from time to time.

b) AWM/APE

They take the guidance from CWM for the work under their control. They exercise the control over the supervisors under them and fully responsible and accountable for the system under them.

c) Supervisors:

The Supervisors work under the guidance of the concern officers and carry out POH/Repairs/Manufacturing activities in the shop with the help of allotted staff. The incharge supervisor is fully responsible and accountable for the work allotted to his unit.

d) WAEE:-

He is responsible for implementing the policy guide lines received from HQ/Railway Board/RDSO for all the works under him including workshops, powerhouse, outside workshop area and establishment matters. He exercise all control over the system and staff under him within powers delegated and overall accountable for the system.

e) APO (Workshop)

He is responsible to take decision regarding establishment matter for the staff & supervisors of workshop in accordance with the rules.

He is ensuring control over establishment matter concerning to Workshop.

f) AFA(Workshop Accounts & Store)

Assistant Financial Advisor being over all incharge in all matters relating to the Accounts staff working in organization at Bikaner.

4. 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: -

MECHANICAL BRANCH

ACTIVITY	YEARLY TARGET for F.Y. 2024-25	YEARLY TARGET for F.Y. 2025-26
POH OF MG CONVENTIONAL COACHES	49 Coaches	48 Coaches
WAGON OUTTURN	1416 BG WAGONS	1800 BG WAGONS
BG ICF BOGIE IOH	1080 Nos.	1080 Nos.

ELECTRICAL BRANCH

ACTIVITY	MONTHLY TARGET
ELECTRICAL WORK OF POH of MG CONVENTIONAL COACHES	49 Coaches
UPKEEP AND MAINTENANCE OF POWER SUPPLY & ELECTRICAL EQUIPMENT	

PERSONNEL BRANCH

Personnel branch deals with the personnel matters of its employees.
Suo-motto and on receipt of claims.

Dealing Staff deals with the subject under supervisions of sections supervisors and put up to personnel Officers who either take his own decision, under his powers and or put-up to competent authority i.e. either to respective Asstt. Officer, the incharges of Workshop and or CWM under his power.

ACCOUNTS BRANCH

To manage the office working, a set up of different sections as under.

1. ADMINISTRATION SECTION
2. ESTABLISHMENT SECTION
3. PROVIDENT FUND SECTION :-
4. SETTLEMENT/ PENSION SECTION :-
5. EXPENDITURE SECTION
6. FINANCE SECTION
7. BUDGET SECTION
8. BOOKS SECTION
9. WORKSHOP MANUFACTURING SUSPENSE & COSTING SECTION
10. INCENTIVE SECTION
11. STORES SECTION
12. INSPECTION & AUDIT OBJECTION SECTION
13. CO-ORDINATION SECTION
14. STOCK VERIFICATION BRANCH :-

5. 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 North Western Railway Workshop, Bikaner in different locations Carriage Shop, Wagon Shop, Electrical Shop, Personnel Branch, BTC, Lab 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.
- xxii). Indian Electricity Act 1956
- xxiii). Indian Electricity Rules 1959
- xxiv). Electricity supply Act 1948
- xxv). Regulation of track crossing 1987

In addition manual/codes in above documents/ Manuals, The following are also kept by

Note : All document are available at Railway Board Web site

<http://www.indianrailways.gov.in/>

6. STATEMENT OF THE CATEGORIES OF DOCUMENTS WHETHER HELD BY IT OR ITS CONTROL: -

Following documents/Manuals are kept by Bikaner Workshop for discharging the 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.

7. 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.

-----NIL-----

8. 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 North Western Railway Workshop, Bikaner

- i) Appellate Authority : Chief Workshop Manager
- ii) Asstt. Public Information Officer : Asstt. Production Engineer
- iii) Public Information Officer : Asstt. Personnel Officer

9. DIRECTORY OF OFFICERS OF BIKANER WORKSHOP :

Name of the Officer	Designation	Telephone No.	Mobile
		Office	
Sh. VIKAS AGRAWAL	CWM	0151-2212293	9001197450
Sh. AVAKASH SACHAN	SMM		9001197751
Sh. PAWAN KUMAR MEENA	APE		9001197452
Sh. VINAYA KUMAR SAXENA	AWM		9001197451
Sh. DEENDAYAL FULWARI	WAEE		9001197320
Sh. ANIL MODI	APO		9001197605
Sh. J P MEENA	AFA		9001197104