

# **POWERS & DUTIES OF OFFICERS AND SR.SUBORDINATES**

## **OPERATING DEPARTMENT**

### **1. SR.DIVL.OPERATIONS MANAGER**

- i. Acting and using the powers as delegated vide NWR SOPs.
- ii. Monitor the train operational work of entire division.
- iii. Make close liaison with other Divisions/ Divl. Departments officer's to facilitate smooth train operations.
- iv. Appraise the Train operation position to the HQ officials.

### **2. DIVL.OPERATIONS MANAGER (GENERAL)**

- i. Acting and using the powers as delegated vide NWR SOPs.
- ii. Station Working Rules.
- iii. Close monitoring of Supply of essential equipments.
- iv. Monitoring on Green Notices, Engg.Works, Overhauling works etc.
- v. Close monitoring of Safety inspections.
- vi. Maintain liaison with adjoining Divisions and HQrs.

### **3. DIVL. OPERATIONS MANAGER (Freight)**

- i. Acting and using the powers as delegated vide NWR SOPs.
- ii. Monitor the freight operation of the division.
- iii. Close monitoring of terminal management system.
- iv. Maintain liaison with adjoining Divisions and HQrs.

### **4. ASSTT. OPERATIONS MANAGER (GENERAL & COACHING)**

- i. Acting and using the powers as delegated vide NWR SOPs.
- ii. Monitor the Coaching operation of the division.
- iii. Close monitoring of Coaching Operation Information System.
- iv. Maintain liaison with adjoining Divisions and HQrs.
- v. Monitor punctuality of trains.

## **5. CHIEF CONTROLLER (INCHARGE)**

- i. Monitor the Freight and Coaching operation.
- ii. Ensure feeding of position in FOIS, COIS and PAM.
- iii. Ensure the timely information to all concerned in case of accident and maintain the accident log book properly.
- iv. Overall supervision of control office.

## **6. STATION MASTER**

- i. Supervise the train operation and ensure that staff is working as per Station Working Rules.
- ii. Ensure smooth train operation and punctual running of trains.
- iii. Inform the divisional officers/controls immediately regarding any unusual occurrence / failures.
- iv. Deal with passenger complaints on priority.
- v. Ensure that competent staff deputed on the job.
- vi. Maintain station records properly.
- vii. Supervise VIPs movements on the station.

## **7. TRAFFIC INSPECTOR**

- i. Inspect the stations/sections in a sensitive manner.
- ii. Conduct D&AR enquiry.
- iii. Manage the staff in his jurisdiction.
- iv. Supervise and counsel the operating staff to work as per rule.
- v. Highlight the grievances/operational problems to higher officials.
- vi. Maintain and update the data's and records of stations under his jurisdiction.

## **8. OFFICE SUPERINTENDENT**

- i. Overall supervision of Operating branch/ section in DRM's office.
- ii. Early clearance of HQrs. letter reply/DO letter reply.
- iii. Submission of required information of HQrs in time.
- iv. Chasing of files avoiding undue delay.
- v. Circulation of instruction received from Railway Boards/HQrs/Divisional level to all concerned in time.
- vi. Deal with court cases/audit paras/inspections in time.
- vii. Any other duties as assigned by administration.

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