

### CWM

Incharge of EMU Workshop, he has the requisite Authority to discharge the following functions which include:-

1. Overall control incharge of EMU workshop, Mahalaxmi, WR.
2. Reports to PCME through Chief Workshop Engineer
3. Administrative work and execution of work in connection with the maintenance of EMU coaches.
4. Administrative control over the stores depot at MX workshop.
5. Coordinates the activities of various departments of the workshop.
6. Authority for deciding the issues, implementing the policy decision, arranging the resources, reviewing the progress of performance of EMU rakes.
7. Liaison with WR Headquarters, Carshed, field staff and other external agencies.
8. Documentation, implementation and maintenance of quality systems consistent with international standards and taking periodic management reviews.
9. Ensuring out turn of EMU Coaches as per the targets laid down from time to time
10. Planning and coordination.
11. Training and development of human resources.
12. Any other executive role assigned from time to time.

Dy CEE

He has the requisite authority and responsible for the following:

1. Officer in-charge of Electrical portion of the Work in POH.
2. Look after the work of CWM in his absence.
3. To supply spare equipment to Carshed to meet their day to day requirement on line.
4. Various modification works on the electrical side are to be carried out on EMU coaches from time to time.
5. Liaison with RDSO/Pus/Other Zonal Railways, MX/HQ Stores & other concerned Deptt./Divisions
6. Finalization and timely submission of M&P programme, Work Programme and RSP Programme to HQ Authorities in consultation with other officers of the Workshop.
7. Establishment matters for all electrical sections and Departmental exams, trade tests etc.
10. Responsible for electrical power supply arrangements for EMU workshop, Mahalaxmi.
11. Controls cadre of electrical department within EMU workshop, Mahalaxmi.
12. Liaison with stores & electrical department at WR Headquarters.



13. Establishing, implementing, maintaining and ensuring continuing suitability of all aspects of an IMS & other certification in areas under control.
14. Coordinate with EMU Carshed for day to day arrival and dispatch of rakes due for POH.
15. Coordinate for all failures on line and corrective action to be taken by the shop, with division & Liaison with construction organization for execution of major infrastructure work and planning of production on a day to day basis.
16. Under administrative and technical control of CWM/MX
17. Any other work assigned from time to time.

#### **Dy. CME**

1. Officer in-charge of Mechanical shops.
2. Control of mechanical department cadre.
3. Out turn of EMU/MEMU rakes ( mechanical portion ) on the shop floor consistent with specified quality standards and to meet the requirement of POH of rakes.
4. Liaison with stores department for procuring stock & non-stock items and inventory.
5. Planning and monitoring supplies of Wheel sets from PL.
6. Planning items under Rolling Stock Program (RSP).
7. Communicating & implementation of Tech-Instructions, Modifications including new specifications/Drawings.
8. Liaison with RDSO/Pus/Other Zonal Railways, MX/HQ Stores & other concerned Deptt./Divisions.
9. Coordinating and processing Works Contracts.
10. Responsible to establish and to monitor, implementation and maintenance of ISO 3834 of MX workshop.
11. Implementing, maintaining and ensuring continuing suitability of all aspects of an IMS & other certification in areas under control.
12. Under administrative and technical control of CWM.
13. Any other work assigned from time to time.

#### **Production Engineer:- PE**

PE assists Dy.CME/MX in day to day working and has the requisite authority and responsibility for the following:

1. Material Management Stock/Non-stock items requirement.
2. All Works/M&P/RSP proposals pertaining to Mechanical.
3. Production in Machine shop i.e.(Springs, BrkGear, Coupler, Machine shop)
4. MW Organisation- Mechanical Control over PCO & estimation section for works contract

5. Accident Management.
6. Liaison with PL and day to day arrangement of Wheels for Bogie Lifting.
7. Implementing, maintaining and ensuring continuing suitability of all aspects of an IMS & other certification like ISO/ISO-3834/OHSAS/FIVE-S in areas under control i.e. (MC/MX, MW/MX, Schaku Coupler, Springs, Brk Gear) .
8. Duties of Dy.CME / PE in their absence.
9. Duty assigned by Dy. CME/CWM/MX

#### AWM:

AWM assists Dy.CME/MX in day to day working and has the requisite authority and responsibility for the following:

1. Day to day out-turn (Bogie lifting , Paint shop, CR-1,II,III section)
2. Trial and final fitness of Rakes.
3. Yard working, Shunting, Traversor operation.
4. Liaison with Carsheds.
5. Neutral Examination, Inspection of Material (Mech).
6. Failure Investigation/Accident.
7. Implementing, maintaining and ensuring continuing suitability of all aspects of an IMS & other certification like ISO/ISO-3834/OHSAS/FIVE-S in areas under control i.e. (Bogie lifting , Paint shop, CR-1,II,III section) .
8. Duties of PE in absence.
9. Duty assigned by Dy.CME/CWM/MX.

#### AEE

He assists Dy CEE in day to day working. He has the requisite authority and responsibility for the following:

1. Responsible for the POH of EMU coaches on Electrical account. All related sections are under his control.
2. Control over the drawing section.
3. Failure analysis for sections.
4. Proper material Management for sections.
5. Coordination between Electrical and mechanical works pertaining to mounting of traction motors, testing and trial of rakes.
6. Assist Dy CEE in finalization and timely submission of M & P Program, Works Program and RSP Program to HQ authorities.

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14. Work pertaining to Millwright sections including scheduled and breakdown maintenance of various equipment.
15. Stores works pertaining to the Electrical section of MX Workshop and overall coordination for DS8 activities of scrap material.
16. Handling contractual matters as per requirement.
17. Monitoring of daily outturn programmes for EMU coaches.
18. Looks after material management for POH of EMU coaches.
19. Execution of RSP electrical works for EMU coaches.
20. Any other work assigned by Dy CEE/CWM/MX .

#### APO:

He has the requisite authority and responsibility for

1. All personnel matters pertaining to the Electrical Department under the control of CWM/MX including union dealings, organizing selection, trade tests, transfer and promotion and training.
2. Officer in-charge of Personnel department of MX workshop.
3. Maintains details and records of personnel working in MX workshop.
4. In-charge of staff welfare and payment for staff in MX workshop.
5. Follow-up with WR Headquarter office on personnel issues.
6. Establishing, implementing, maintaining and ensuring continuing suitability of all aspects of an IMS in areas under control.
7. Under administrative control of CWM/MX.

#### AMM/MX

He has the requisite authority and responsibility for all the stores matters including

1. Officer in-charge of Stores depot at MX workshop.
2. stock as well as non-stock items, emergency purchase of material.
3. preservation and record keeping of the materials under ACOS/MX.
4. Responsible for all matters in connection with receipt to dispatch of store material.
5. Manages for procurement of Materials (mechanical and electrical) as per schedule of powers delegated and its storage.
6. Periodical review of inventory and monitoring.
7. Looks after security of the materials in stores and safety of the personnel.
8. Follow-up with WR Headquarter office for procurement of stock items.
9. Under administrative control of CWM/MX.