

Compliance of section 4(1)b & 4(2) of RTI ACT pertaining to DLS/R

4.1b

i.: Particulars of organisation, functions & duties

1. Introduction: Diesel Loco shed is located adjacent to RSD yard in Raipur. The foundation stone of the project for establishing the Diesel Loco Shed at Raipur with initial homing capacity of 60 locos was laid in February'92. The Initial cost of the project was 26.44 Crs. with the basic facilities, activities of maintenance Diesel Locos had commenced during year 1995 with 10 BG locos holding.

2. Salient Features of the Shed:

- Present Homing Capacity : 100 Locos
- Present Holding : 102 Locos
- Shed area covered : 1.5 lakh Sq. mtr
- Total Sanctioned Staff Strength : 727
- Number of Pits available : 06 pits
- Total M&P available : 79 Item
- Number of Residential Units at Raipur : 100 numbers (100% occupied)

3. Mile Stone events:

- February 1992 : Diesel Shed Project started for 60 Loco.
- May 1995 : Become operational with 10BG loco.
- October 1996 : First Yearly Schedule.
- June 1999. : First 3rd Yearly Schedule.
- Year 2000 : Shed expansion to 100 loco sanctioned.
- September 2004 : First WDG3A loco (13126) commissioned..
- March 2008 : Loco holding reached to 100.

4. Shed Expansion project:

Railway Board has sanctioned a work to augment the capacity of the shed to hold 100 locos at a cost 8.91Crs during 1999-2000 vide pink book item number 524 of 1999-2000. Under this project the covered area is further increased to 1098 sq.mtrs and Administrative building is extended by 305 Sq. mtrs. As a result of expansion two additional pits has been created and length of the existing pits has been increased from 37 meters to 55 meters.

6. Satellite Shed for Narrow Gauge loco:

Satellite shed for maintenance of Narrow Gauge loco is located near Raipur station. 06 numbers of ZDM4 locos are being maintained to meet the requirement of narrow gauge passenger services of Raipur-Dhamatari-Rajim-Raipur. The minor schedules of ZDM4 loco are carried out at this shed.27 staffs have been posted at this shed to carryout the maintenance activity for ZDM4 loco.

7. Fuel Installation:

The Fuel installation has been set up by M/s BPCL in May 1995,for issuing fuel to the locomotives attended at DLS/Raipur shed .There are two vertical storage tank of 455 KL capacity each and three points are available for decanting the oil from the Road tankers to storage tanks. At present on an average 15.1 KL of HSD is issued per day.

8. Stores Organization:

Stores organization in Diesel Shed was started during the year 1995 and is functioning under Asst. Material Manager. The organization has one receipt ward and four issue wards for issue/receipts of the 830 numbers stock items. Lube oil stored in two oil tanks of 50 KI capacity and issued to the user in two numbers of 5KL capacity tank. Out of the 830 stock items there are 83 'Safety' category, 72 'Vital' Category, 675 'Others' Category items. This organization has separate set of staff of 31 personnel (17 Group'C' and 14.Group'D' staff).

9. Shed Holding:

Presently Diesel Loco shed –Raipur is holding four different types of BG Diesel Locomotives, which included the latest state of art technology of Microprocessor Controlled Locomotives. As on 01.05.2010 the total holding of Raipur Shed is 102

WDG3A	WDM3A	WDM2	WDS6	Total
38	20	24	20	102

Out of the above 20 numbers of WDM3A and 38 numbers WDG3A locos are provided with Microprocessor controlled excitation system (MEP).

10. Different Schedules of Diesel loco like Trip, Monthly, Quarterly, Hly, M24 & M48 and Repair& Overhauling of different components, subassemblies of loco are done at DLS/R

ii. Powers & duties of officers & employees

Powers of officers: Powers are delegated to officers as per SOP on establishment matters, stores matters, works matters & misc. matters.

Duties of officers: Implementation of plans & policies & special drives, execution of work, framing long term & short term programme / plans, look after welfare of staff, grievances redressal, maintaining healthy atmosphere in the work place & premises, keeping constant watch over safety aspects, (of staff & Rly properties), Adherence to Targets, Quality assurance, system improvement, insuring optimum utilization of resources (man power, material, M&P,) & Infrastructure development etc.

Duties of Supervisors: To implement and execute instruction & orders given by officer to achieve targets & to execute day to day loco maint activity. To ensure quality of work, amount of work, manpower utilization, maintaining records, maintaining healthy working environment ..

Duties of Technicians: Performance of work as per instruction of supervisors. Ensuring of optimum quality & quantity of his own work.

Duties of ministerial staff:

- 1) Accountal of Lube oil, Fuel oil, Preparation of monthly statement pertaining to Fuel section.
- 2) Accountal of store materials of Mechanical & Electrical store section. Day to day issue of materials preparation of requisitions, DS8 & R Notes when required. Accountal of Tools & plants, Issue of Tools to staff,
- 3) Preparation of Muster Rolls of all supervising & Artesian staff maintaining of their leave records,
- 4) Preparation of various types of proposals, Passing of PO bills and Contractor bills, Preparation of overtime bills, Compilation of TA bills.
- 5) Despatching of all out going letters, Entry of all incoming letters, preparation of charge sheets, matters of Railway Quarters, Compliance of Account & Audit inspection reports,
- 6) Preparation of Pass & PTO's to all staff of DLS/R,
- 7) Preparation of S32 to AMM/DLS/R for collection of materials, Collection of Imprest materials from AMM/GSD/R,
- 8) Preparation of Cash Imprest and dealing with Cash Imprest, Preparation of HSD oil cash imprest statement etc.
- 9) Dealing with tender cases, Compilation of ACRs

iii. : Procedure followed in decision making process, including channels of supervision and accountability.

Procedure followed in decision making process

- 1) Man Power Resource → Cadre review by officer & its associated staff → Indent placed to RRB after concurrence with finance & approval of HQ
- 2) Man Power Utilization → Ensured by Supervisor → Checked by Officer
- 3) Stock Item Procurement → AMM → HQ Stores Dept
- 4) EAC Review by shed officer in consultation with supervisors → Submission to HQ Stores Dept after finance vetting
- 5) Not stock Demand from section → under guide line of officer, preparation of Non stock requisition → Fund provision & Finance concurrence → procurement through AMM/Sr.DMM/COS
- 6) Requirement of M&P, RSP, works → Proposal sent by shed officer → Submission to HQ/RB after Finance concurrence
- 7) Performance, quantity & quality of work done by Technicians → Checked by Supervisor → Super checked by Sr Supervisor/ Officer
- 8) Forecasting in consultation with officers

Channels of supervision

Supervision by technicians of their own work for Optimum quality & quantity → Supervision by supervisor on duty → super check by in-charge supervisor → supercheck by officer

iv Norms set by Organisation for discharge of its function

- 1) Forecasting of Sch. monthly basis.
- 2) Pre-nomination of coaching fit loco.
- 3) Adherence to different targets such as
Availability, Equipment failures Per 100 loco holding ,Punctuality Loss(Direct Cases), Punctuality Loss(In Direct Cases) ,SFC- Goods(Lts. Per 1000 GTKM),SFC- Pass (Lts. Per 1000 GTKM),LOC Per 100 EKM, LFR, Ineffective%
more Emphasis on achieving ,more than targets .
- 4) Failure analysis & implementation of counter measures, launching of special drives to avoid re-occurrence of such failure.
- 5) Maintaining different records.
- 7) Better housekeeping,& better loco cleaning.
- 8) Optimum utilization of resources.

v. Rules , Regulations, Instructions, manuals and records, held by organisation or under its control or used by its employees for discharging of its functions.

Rules , Regulations& Instructions governed by Railway board.

Some instructions communicated by RDSO &HQ, where some instructions are of Shed

List of Manuals	
Sr.No.	Description
1	Maintenance Instructions Manual for WDS6/WDS6R
2	Diesel Maintenance spare parts catalogue for WDS6
3	Maintenance Instructions Manual for WDM2
4	Diesel Maintenance spare parts catalogue for WDM2
5	ALCO Red Manual
6	Maintenance Instructions Manual for YDM4
7	Diesel Maintenance spare parts catalogue for YDM4
8	Maintenance Instructions Manual for WDG3A
9	Diesel Maintenance spare parts catalogue for WDG3A
10	Maintenance tools catalogue for WDM2/YDM4/WDS6
11	Maintenance Manual - Electrical Equipment for 1400 h.p. WDS6, Vol-I
12	Maintenance Manual - Electrical Equipment for 1400 h.p. WDS6, Vol-II
13	Parts list - Electrical Equipments for 1400 h.p. WDS6
14	Maintenance Manual - Electrical Equipment for 3100/2750 h.p. WDG3A, Vol-I (With Woodward Governor)
15	Maintenance Manual - Electrical Equipment for 3100/2750 h.p. WDP2, Vol-II
16	Maintenance Manual - Electrical Equipment for 3100/2750 h.p. WDG3A, Vol-II
17	Parts list - Electrical Equipments for 2600/2400 h.p. WDM2
List of records	
Sr.No.	Description
1	Availability targets issued by Railway Board
2	Correspondence to HQ, RDSO, DLW, DMW,POH, firms etc.
3	Failure Reports and analysis
4	Planning (Works, M&P & RSP correspondence
5	Shed Instructions
6	RDSO instructions
7	RPP loco history sheet
8	POH loco history sheet
9	New loco history sheet
10	Proposals, Detail Estimates & Revised Estimates for M&P, RSP and works programme
11	Sch. maintenance diary
12	Attendance register
13	Files(Cadre, office order, Transfer &posting, Work study, PNM, Misc. Lab Staff)
14	Correspondence on Establishment Matters
15	Files (training & Trade Test)

vi. : Statement of the categories of documents that are held by organisation or under its control

Manuals
History sheet
Compendium
Various correspondences
Reports
Proposal& estimate relevant documents
Tender relevant documents
Sch& Breakdown maintenance Diary
Attendance register

vii. : The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof; Not applicable

Viii : A statement of the boards, council, committees and other bodies consisting of two more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public--Not applicable

ix.A directory of its officers and employees;

Name	Desig.	Mobile No.	(DOT)		Railway	
			Office	Residence	Office	Resid.
Sri. V.Dhuware	SR DME(D)	97524-40900	2886351	2252208	72630	73220
Sri Y.K.Dewangan	DME/D	97524-40901	2887139	2252100	72632	73633
Sri. B.Saha	ADME-I	97524-40902	2880790	2880815	72634	73643
Sri. P.K.Barman	ACMT	97524-40903	2883617	2252140	74255	73614
Sri. Samar Kar	ADME-II	97524-40904	2882238	-	73906	73638
Sri. B.K.Bajpai	AMM(D)	97524-40905	2884402	2252416	72638	72639
Sri. M.L. Vishwakarma	Ch. OS(Conf.)	9752440945	-	-	72648	-
Sri. S.R.Das	Ch.OS (Gen.)	97524-40946	-	-	72651	-
Sri. K.K.Sahu	Head Clerk	97524-45674	-	-	72648	-
Sri S. Biswas	SSE(M)Bench	97524-40908	-	-	-	-
Shift Room/DLS	-	-	-	-	72646	72647
Sri. J. K. Patra	SSE(D)/Mech	97524-40912	-	-	72642	-
Sri. S.K.Das	SSE(D)/Elect.	97524-40915	-	-	72642	73125
Sri. S.K.Ghosh	SSE/E	97524-40921	-	-	72650	-
Sri. S.P.Roy	SSE/M	97524-40914	-	-	72652	-
Sri. M. S. Thakur	SE/NG-Shed	97524-40922	-	-	72370	-
Sri. K. Ramdas	SSE/M	97524-40923	-	-	-	-
Sri. Mahendra Prasad	SSE/E	97524-40910	-	-	-	-
Sri. Ravi Newade	SSE/M	97524-40919	-	-	-	-
Sri Okiil Sahu	CMS-I	97524-40924	-	-	-	-

x.The monthly remuneration received by each of its officers and employee, including the system of compensation as provided in its regulation;

Sr. No.	Name of officers	Designation	Monthly Remuneration
1	Sri Vedish Dhuware	Sr. DME(D)	24800 + 7600 (GP)
2	Sri B. Saha	ADME (D)-I	20720 + 4800 (GP)
3	Sri Samar Kar	ADME (D)-II	18610 + 5400 (GP)
4	Sri R.K.Dewangan	ADME (D)-III	13800 + 4800 (GP)
5	Sri P.K.Barman	ACMT (D)	20510 + 4800 (GP)

Sr. No. Designation. of employees Monthly Remuneration

1	SSE(D)	9300-34800 + 4600(GP)
2	SE(D)	9300-34800 + 4600(GP)
3	JE-I	9300-34800 + 4200(GP)
4	JE-II	9300-34800 + 4200(GP)
5	MCM	9300-34800 + 4200(GP)
6	Tech-I	5200-20200 + 2800(GP)
7.	Tech-II	5200-20200 + 2400(GP)
8.	Tech-III	5200-20200 + 1900(GP)
9.	DCH	5200-20200 + 1800(GP)
10.	DC	5200-20200 + 1800(GP)

XI : The Budget allocated to each of its agency, including the particulars of all plan, proposed expenditure and reports on disbursements made.

Budget	Allocation	Agency of organization	Particulars of plan	Proposed Expenditure	disbursements
Total Revenue Budget Estimate for 2010-11 is Rs. 61,75,14000/-					

XII : The Manner of Execution of Subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. :- NIL

XIII : Particulars of recipients of concessions, permits or authorization granted it (organization)

Particulars of Recipients	Concensist as granted	Permit granted	Authorization granted
	NIL	NIL	NIL

XIV : Details in respect of the information, available to or held by it, reduced in an electronic Form :- In website (internet) Tender Notice, Tender Document & its Corrigendum. In Rail net - Various relevant information of Locomotives, Budget [Rev. & CAP(RSP, M&P, Works)], MCDO etc.

XV : The Particulars of facilities available to citizen for obtaining information, including the working hours if a library or reading room, it maintained for public use. :- Sri. Samar Kar, Information Officer, Designation-ADME(Diesel)/Raipur

XVI : Name & Designation & other particulars of the Public Relation officer.

Sri. Samar Kar, Information Officer, Designation-ADME(Diesel)/Raipur

4.2.: Information to the Public at regular interval through various means of communication including internet, so that the Public have minimum resort of this act to obtain Information.- Tender Notice, Tender Documents & its Corrigendum.