

क्र.सं./No. दिनांक/Date

मु. प्र. (सू/प्रो)

उप मु. प्र. (सू/प्रो)

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Mechanical Department

SOUTH EAST CENTRAL RAILWAY
BILASPUR 495004 (C.G.)



Dated : 20.09.2016

No.Mech/HQ/001/PS/15 / 4548

DGM(G)/SECR

Sub : Suo-Moto closure of duty list of all department PHODs/CHODs as per section 4(i)(b) of RTI Act, in RTI portal on SEC Railway official web sites.
Ref : Your letter No.CPR/SECR/RTI/101/POLICY(14-15)/SEC-4(I)(b)/6880 dated 08.08.2016.

With reference to your letter referred above, Duty list of PHODs/CHODs is given as under :-

SN	Post	Duties
1.	CME	<ol style="list-style-type: none">1. Principal Head of the department of Mechanical wing.2. Cadre planning for all assets maintained by Mechanical department.3. Monitoring performance of the Workshops, ROH Depots, Coaching Depot, DEMU shed etc.4. Monitoring of regular activity related to outturn of POH, ROH and rehabilitation of wagons & IOH of the coaches. Formation of CC rakes etc.5. Reliability monitoring & improvement of mechanical assets (wagon, coaches, DEMUs, AC&TL etc.)6. Monitoring of Mfg & fitment of Bio-toilets in coaches.7. Monitoring of various project works sanction under RSP pertains to mechanical department.8. Monitoring of passenger amenities (Linen Mgmt) & OBHS activity in the division.9. Monitoring of Fund utilization in various plan heads.10. Planning of infrastructure for present & future requirement of rolling stock maintenance.11. Training and manpower planning to ensure availability of trained and adequate manpower for maintenance.12. Implementation of items stressed by Railway Board regarding improvements of passenger comfort & safety.

2.	CME/Plg & WS	<ol style="list-style-type: none"> 1. All matters relating to Planning and workshops. 2. Training Manager. 3. Comuterization/IT 4. Budget. 5. RTI 6. Action plan for Mechanical Department. 7. Scrap disposa /condemnation from workshops. 8. T.C.Member for M&P items of SAG level. 9. Innovations. 10. Any other duties entrusted by CME.
3.	CRSE	<ol style="list-style-type: none"> 1. All matters relating to coaching/freight stock. 2. PNR, Weeding of Records, e-samiksha (Swachha Bharat) 3. Electronic in-motion weighbridges. 4. Audit. 5. Scrap disposal from open line. 6. Office Administration. 7. Gazetted Cadre. 8. TC Member for C&W store items of SAG level. 9. Any other duties entrusted by CME.
4.	CMPE	<ol style="list-style-type: none"> 1. All matters relating to diesel and running. 2. Safety 3. Rajbhasha 4. CRS sanctions. 5. Scrap disposal of diesel sheds. 6. T.C.Member for diesel stores items of SAG level. 7. Issues relating to work culture. 8. Any other duties entrusted by CME.

This is for your information and necessary action.


 (S.P.Sonkusare) 29/1/16
 Secy to CME/SECR

✓/- CM(IT)

