

Duty List of Executives in Mechanical Department (Corporate Office)

CHIEF PROJECT MANAGER (CPM)

- Execution of Rolling Stock Component Factory Project
- Business Development – Exploring new projects for execution over Indian Railway
- Assisting CME in open line and project activities of Mechanical Department as assigned / in his absence
- EnHM related activities – coordination with Railway Board and KRCL
- Any other duties assigned by CME

Dy CME/HQ

- Planning and coordination for Capital Budget / Revenue Budget
- Establishment Matters, Manpower Planning and Union related issues
- Material Procurement and Stores Matters.
- Planning and coordination for O&M of Track Machines/ART/ARMV etc
- Assisting CME in Mechanical Projects such as NTPC Projects / ACWP / ATES Projects / Nepal Project
- General Supervision / Management of CME office including administrative / liaison work
- Dealing with RTI / Parliamentary Questions / Audit Reports etc
- Planning and coordination for C&W activities of Mechanical department
- Planning of training of Executives and Non-executives
- Any other works assigned by CME

Senior Mechanical Engineer/Project

- Close monitoring for completion of Rolling Stock Component factory shed cluster for LHB bogie overhaul including installation and commissioning of machinery & plant, process layout and work flow for LHB bogies.
- Project Monitoring like site supervision, safety meetings, monthly reports, etc
- Implementation of quality assurance plans, inspection of machinery & plant
- Fund Management of the Project
- Monitoring and coordination with Central Railway and local authorities like MIDC, MSEDCL, MSETCL, etc
- Monitoring billing process of RSCF and procurement of M&P items
- Implementation of Swachh Bharat Abhiyan plans
- Assisting CME and CME/P in Business Development

Senior Mechanical Engineer/Corporate Office

- Business Development – Exploring new projects
- Project Monitoring like requirement of staff, M&P, other material along with site supervision, safety meetings, reports, etc
- Assisting CME in project activities of Mechanical Department as assigned
- Looking after Asset failures, Punctuality and Rail Madad complaints
- Assisting CME in Business Development

- Preparing estimates for mechanical components and ensuring adherence to financial guidelines.
- Ensuring timely availability of spares and equipment for ongoing projects
- Any other works assigned by CME

Duty List of Executives in Mechanical Department (Regional Office-KAWR)

Sr RME/MAO

- Overall incharge of Mechanical department (Non-Running) of Karwar Region.
- Overall supervision of Mechanical activities of Train Operations and Rolling Stock maintenance.
- Planning and coordinating for maintenance of M & P items, Weigh Bridges and ATES in Karwar Region.
- Coordination with Zonal Railways for POH/IOH/ROH related work for Rolling Stock maintenance.
- Maintenance & Operation of Track machines, Tower wagons, ART, ARM & MFDTV and 140 T Crane.
- Maintenance of Coaching and freight stocks including management of CCC/MAO, DRSD/VEN and TOK Depots.
- Disaster Management and Rescue operation in KAWR region.
- Monitoring & Control of Expenditures and planning & execution of Capital Budget Items.
- Establishment Related matters and Union Related Matters of KAWR Region.
- Management of RCD/MAO & coordination with IOCL officials.
- Any other works assigned by CME and RRM.

Duty List of Senior Mechanical Engineer/Madgaon (SME/MAO)

- Management of Staff/ Supervisors headquartered at MAO.
- Monitoring of coaching activities at MAO depot/yard and Up keepment of M&P items available at MAO including ACWP MAO
- Enroute failure/trouble shooting of loco & coaching stock.
- Other activities of TOK/SL including UPCL siding
- Carry out inspections as per the schedule given and ensuring subordinate inspections.
- Monitoring of works related with RCD/MAO and coordination with IOCL officials.
- Attending unusual like derailments & restoration works as per the case.
- To conduct “Swachh Bharat Abhiyan” at concerned Mechanical Depots and at nominated stations and implementation of “Rajbhasha” in day-today working as per the Guidelines.
- Any other work assigned by higher officials.

Duty List of Assistant Mechanical Engineer/Disaster Management/VEN (Non-sensitive post):

- In-charge of ART, SPARME, 140T Crane at VEN and Tool Van/SL
- Ensuring proper upkeep, training and exercises of staff or ARTs / ARMEs
- Attending unusual like derailment & restoration works.
- Management of Staff/Supervisors headquartered at VEN and imparting training to staff & supervisors of VEN.
- Maintenance and Operation of freight stock in Region.
- Any other duties assigned by higher officers.

Duty List of Assistant Mechanical Engineer /Track Machine/VEN (Sensitive post):

- Maintenance/Up-keepment and en-route failure/trouble shooting of KR Locos, Track Machines, MEMUs, RMVs, DETCs of the Regions.
- Monitoring & Up-keepment of HABD/ATES, Weigh Bridge of the Region and at adjoining Railways.
- Imparting training to Staff & Supervisors of VEN.
- Attending unusual like derailment & restoration works as per the case.
- All works related to tenders and contracts / material procurement / bill passing etc of all activities at VEN.
- Implementation of “Rajbhasha” in day-today working as per the Guidelines
- Any other duties assigned by higher officers.

Duty List of Executives in Mechanical Department (Regional Office-RN)- Regional Mechanical Engineer/RN

- Overall incharge of activities of Mechanical department of Ratnagiri region.
- Maintenance & operation of Track machines, RMV's & SPARM & MFDTV.
- Maintenance of freight and Material trains, Machinery & Plants including Electronic In Motion Weigh Bridge and DETC's
- Disaster Management and Rescue operation.
- Management of RCD/CHI, Ratnagiri and coordination with IOCL officials
- Monitoring and Control of expenditures.
- Planning and execution of Revenue and Capital Budget Items.
- Establishment Related matters and Union Related Matters of Ratnagiri region.
- Implementation of Swachh Bharat Abhiyan and Implementation of Rajbhasha
- Any other works assigned by CME, RRM/RN.
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Other additional activities are as follows.

- Ensuring load ability check and attention of BCN rakes for fertilizer loading at Ratnagiri.
- Ensuring load ability check and attention of BOXN rakes for bauxite loading at Ratnagiri.
- Procurement of materials under CSR activity.
- Road vehicle management of Ratnagiri region.