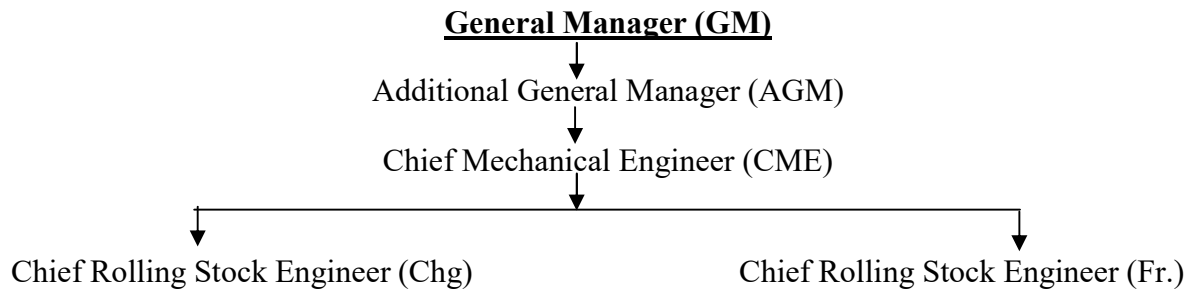
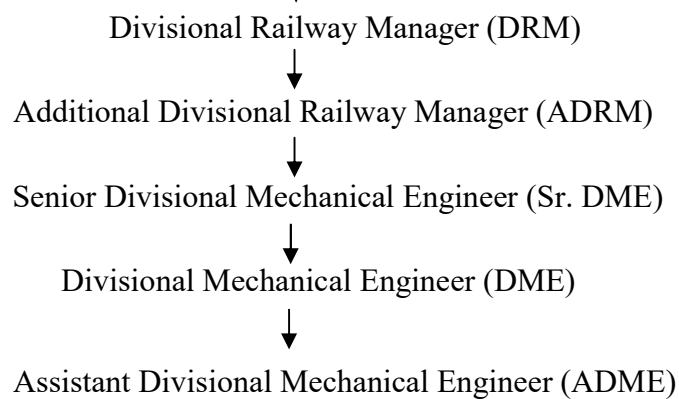


ORGANISATIONAL SET UP OF C&W DEPARTMENT

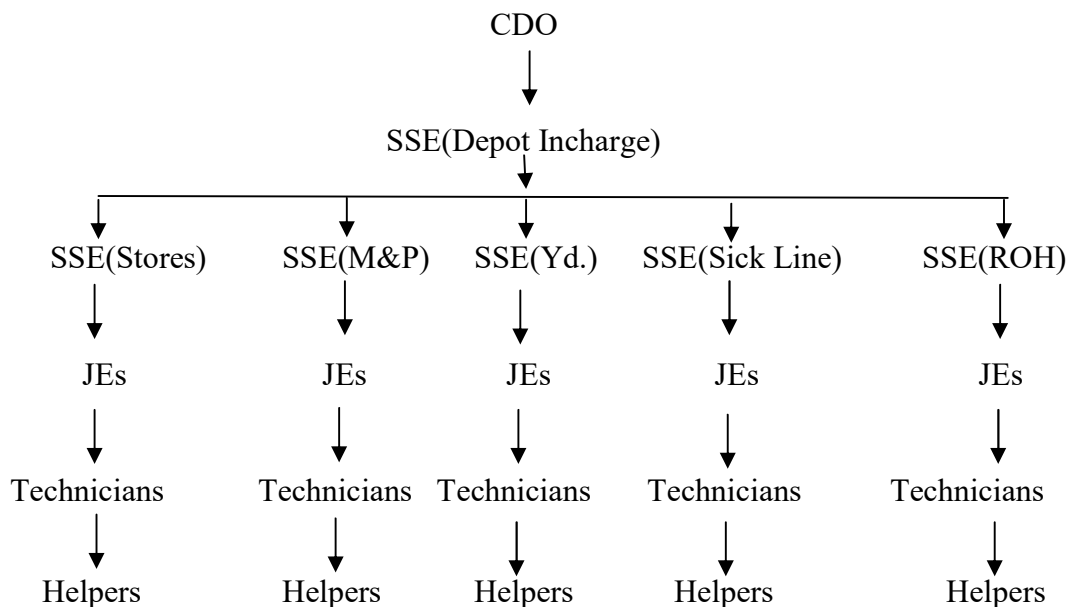
At Zonal HQ



At Division



At Depot/Shed



General information for C&W Engineers in open line

- C&W organisation set-up in a Division.
- Codification and Numbering of Coaches.
- **Ineffective percentage.**
- Yard Stick.
- Nomination of a Depot.
- Concept of a Block Rakes.
- Indication and Destination Boards.
- Fire Extinguishers.
- Brake Van Equipment.
- Integrated Maintenance.
- Rake link
- Working Timetable.

Responsibility and duties of C&W Engineers:

A C&W Engineer is not only responsible for the maintenance of discipline, keeping the morale of staff at a high level, but is also required to organize the execution of the technical details of work and to ensure that the required tools and raw material are made available. He has to ensure that quality standards are maintained and should be cost conscious to cut down the expenditure to the minimum.

General Duties

The following items will help a C&W Engineers considerably in discharging his duties and gaining proficiency in these will also materially contribute to the betterment of his prospects:

- 1 Planning of the work schedule.
- 2 Better House-keeping.
- 3 Cost-consciousness and control.
- 4 Accident prevention measures.
- 5 Ensuring proper maintenance of the machinery and plants.
- 6 Ensuring proper quality of workmanship.
- 7 Improving work methods.
- 8 Motivating employees for higher productivity.
- 9 Providing leadership to the staff working under him.
- 10 Implementation of the administrative policy decisions.
- 11 Proper manpower management.
- 12 Job analysis and evaluation.
- 13 Appraising performance of the employees.
- 14 Training employees for improved performance in their jobs
- 15 Maintaining harmonious relationship with Trade Unions.

Job concern duties

Sr Section Engineer (C&W) working as a C&W Inspector

He is generally required to assist Sr DME / DME (C&W) in the compilation of various statistical information and also collection of data from the Depots. Broadly the duties can be delineated as under-

- i) Compilation of periodical returns for submission to Headquarters.
- ii) To conduct joint accident and DAR enquiries as and when required.
- iii) To conduct departmental verification of the stores in the Depots and assist the Sr DME / DME in framing replies to Stock Sheets, Audit Objections etc.
- iv) Check the quality of repairs executed in sick lines.
- v) To check that various schedule repairs are carried out periodically by the depots, and in accordance with the prescribed schedule periods.
- vi) To take follow up action on the defects pointed out by the C&W Engineers in sick Lines.
- vii) To periodically check registers maintained in the depots and ensure that these are kept up to date and correctly maintained.
- viii) To periodically inspect outgoing trains after attention by the C&W Engineers gangs to assess the standard of examination and attention provided.
- ix) Investigate cases of damages to coaches due to rough shunting and to provide liaison with the operating department for eliminating this incidence.
- x) Check detention to damaged stock from damage-labeling to placement, placement to repairs and repairs to withdrawn in the sick lines and take effective steps for minimize these detentions.
- xi) To check damage-labeled stock to ensure that no indiscriminate damage-labeling is carried out.
- xii) To check availability of adequate brake power in maintained rake.
- xiii) To check the working of machinery and plant provided in yards and Depots.
- xiv) To assist Sr DME / DME in the control of expenditure on the Divisions and to suggest ways and means to achieve economy in the expenditure.
- xv) To assist Sr DME / DME in case of derailments for expeditious clearance of track and restoration of communications.

Some other information

- i) Collecting and documenting information pertaining to carriage and wagon activities affecting train running or Depot working immediately after its occurrence and putting up the same to Sr DME / DME.
- ii) Maintaining close liaison with the chief controller and chief power controller in the Divisional Control Office in regard to train operation activities pertaining to carriage and wagon Department.
- iii) Collecting information pertaining to road-side detachments in the Rolling Stock from the control graphs / SMs and advising the concern C&W Depot for arranging quick release of such Rolling Stock and providing necessary attention.
- iv) Collecting and documenting the mid night position for putting up to Sr DME / DME.
- v) Holding conference with the In charge of the Depots at 8 O'clock for collecting daily performance position.
- vi) Compilation of the following information for communication to the Sr Section Engineer (C&W) working as a C&W Inspector in Zonal Head Quarter

< General information

- Sick-line outturn
- Position of Coaches in sicklines and Yard.
- Coaches marked sick on road-side stations, number of coaches released and balance left over.
- Home line POH and NPOH coaches on the Divisions.
- POH coaches inside Shops under-going repairs and in shop-pockets awaiting repairs (to be collected by the CCR of the Division in whose jurisdiction the shops are situated)
- POH coaches at the Stations / Yards awaiting feeding to the Shops.
- Stock held up for want of material and details of material required and action taken by the Division for arranging the material.

< Information for CME

- Coaches detached on account of hot boxes on date and up to date.
- Coaches detached for other than hot boxes on date and up to date.
- Train partings on date and up to date.
- Passenger trains detained for Vacuum / Air pressure trouble on date and up to date.

< Unusual occurrences concerning C&W

- Accidents.
- Derailments.
- Train Partings.
- Loss of punctuality of important Mail and Express trains.
- Detentions to passenger trains.
- Arranging vital items of materials from the stores / Depots and arranging their dispatch to the C&W Depots where the Rolling Stock is held up.
- Arranging Inter-Depot transfer of the material to meet urgent requirements of the Depots.