

d. Duty List of Officers and key supervisors – Attached as annexure - A.

e. Position of Major and Minor penalty charge sheet – Attached as annexure – B.

This is for your kind information please.

Rdz  
29/03/2024  
Sr.DME/DSL/TKD

Sept 2021

Northern Railway

Diesel Shed, Tughlakabad.

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No. TKD/EST/Office Order/20

Date: 25.01.2020

Email- srdmetkd@gmail.com

Latest

Sub: - Work distribution of Shed offices.

In Suppression to previous office orders on subject matter, following duties of officers are hereby re-assigned as under:

DME/DSL:

- Officer Incharge for Major Scheduled maintenance of diesel & electric locomotives (Mechanical)
- To look after training school, hostel & Simulator Centre.
- To look after estt., GFO, Unions, infrastructural Maintenance works.
- Planning, processing, execution & bill payment of all contractual management works, works programme and M&P programmes.
- Look after functioning of Material (Spares) cell.
- Implementation and functioning of loco management system as well as looking after IT Cell.
- To look after Motor shop, Power section & Mill Wright Section.
- To look after special certifications e.g. IMS, 5S etc.
- Any other important work as allotted by undersigned time to time.
- To ensure safety in his work area pertaining to electric and diesel locos.

ADME/Mechanical:

- To co-ordinate with CB Shop DMW & DLW for IOH/ POH/RB and other technical issues.
- To look after running minor schedule & OOC maintenance of HHP & ALCO 4 electric locomotives from Mechanical side and would provide complete technical support and monitor safety and seasonal drives.
- To monitor Control room functioning. Daily meeting for loco planning and failure meeting & outage monitoring.
- Condition monitoring of locomotives and working in predictive maintenance regime.

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- To look after complete bogie section.
- To look after fuel installation and accountal.
- To look after electric locomotives from mechanical side with overall planning & turn out
- To look after functioning of CTA Cell and drawing section keep these with continuous updation from DLW, DMW & RDSO.
- Monitoring and Control of LOC & SFC.
- Looking after Washing and Painting of locomotives.
- Any other important work as allotted by undersigned time to time.
- To ensure safety in his work area pertaining to electric and diesel locos.

#### ADME/Elect:

- To act as an overall incharge for electrical & electronic technology domain for electric & diesel locos.
- Looking after complete traction motor section, governor and small motor section, battery & Electrical Test Room and all electric loco. Sub assy sections as allotted to respective electric sections in work distribution time to time..
- Looking after complete yearly, running minor schedule and OOC maintenance from electrical side for both ALCO, HHP 4 electric locomotives.
- Condition monitoring of locomotives and working in predictive maintenance regime.
- Locomotive failure investigation and thus ensuring necessary steps for avoiding repetition of the same.
- To look after both water & grid load box and its maintenance.
- Looking after Air Brake & Speedometer section for Alco & HHP locomotives.
- Monitoring of seasonal drives, special drives
- Any other important work as allotted by undersigned time to time.
- To ensure safety in his work area pertaining to electric and diesel locos.

#### ADME/HRB:

- To look after Mechanical Sub-assembly sections of diesel loco & Pantograph, SMGR, Compressor, Cabin section of electric locos to ensure availability of sufficient numbers of good quality sub-assemblies for Alco locomotives, HHP & electric locomotives.
- To look after machine shop section, reclamation section & wheel lathe section.
- To ensure smooth functioning of all labs, test rooms, test machines, ETP etc.
- To ensure timely inspection & testing of Materials.
- To ensure timely sample testing of consumables and materials. *D*

- To provide analysis report of failed components of locomotives.
- To look after environment related work of the shed.
- To look after Canteen & housekeeping Activity of shed and disposal of scrap.
- To work as safety officer of the shed.
- Any other important work as allotted by undersigned time to time.
- To ensure safety in his work area pertaining to electric and diesel locos.

**SMM/DSL:**

- To ensure 100% availability of Safety related materials with standard buffer.
- To ensure timely availability of vital & other materials
- Staff related items should never be out of stock
- Offering the material received for inspection within 3 days.
- To dispose of obsolete materials as per standard guidelines
- To ensure local procurements timely as & when required
- Planning and updation of stores depot with material management gadgets & equipments.
- To ensure timely training & refresher of staff on material management aspect.

**NOTE:-**

- In the absence of DME/DSL, his work will be looked after by ADME/HRB only up to his SOPs & vice versa.
- In the absence of ADME/R, his work will be looked after by ADME/Elect.
- In the absence of DME & ADME/HRB the work would be looked after by ADME/R/Mech.

  
Sr. DME/DSL/TKD

- CC:- (1) To all officers  
(2) To all SSE/Incharges