

## 1.0 Electric Locomotives



### i) Organization, functions and duties:

Loco organization at HQ under the control of CEE is headed by CELE in discharging his duties.

The loco organization with HQ and Divisional/unit in-charges and their assisting officers is as under:

#### HQ level:

Officer in-charge for Loco Maintenance and operation is CELE assisted by Dy.CEE/Loco, Dy.CEE/Loco-operation, SEE/RS and technical & ministerial staff. He co-ordinates with CWM, DHD for activities connected with, Mid Term Rehabilitation and POH for Electric Loco at DHD workshop. CWM/DHD is assisted by Dy.CEE/Loco other officers and technical & ministerial staff at DHD.

#### FIELD LEVEL:

##### (a) BCT DIVISION

**Loco Maintenance:** Electric Loco Shed Valsad

**Officer in-charge:** Sr.DEE/TRS/BL

**Assisting officers and staff:** DEE/TRS/BL, AEE/TRS/BL-I, AEE/TRS-II and technical & ministerial staff.

**Loco Operation:** - For suburban train operation and main line Train Operation

**Officer in-charge:** - Sr.DEE/TRO/BCT,

**Assisting officers and staff:** - DEE/Operation/ BL & AEE/TRO/BCT & technical & ministerial staff.

### (b) BRC Division

**Loco Maintenance:** Electrical Loco Shed, Vadodara

**Officer in –charge:** Sr.DEE/TRS/BRC

**Assisting officers and staff:** DEE/TRS/BRC, DEE/MEMU, AEE/TRS-1, AEE/TRS-II. and technical & ministerial staff.

**Zonal Electric Training Centre:** Principal ZETC working under Sr. DEE/TRS/BRC with technical & ministerial staff.

**Loco Operation :** for main line Train Operation

**Officer in-charge:** Sr. DEE/TRO/BRC

**Assisting officers and staff:** AEE/Operation and technical & ministerial staff.

### (c) RTM Division

**Loco Operation:** for main line Train Operation

**Officer in charge:** Sr.DEE/TRO/RTM,

**Assisting officers and staff:** DEE/TRD/UJN and AEE/Operation and technical & ministerial staff

### (d) ADI Division

**Loco operation:** for main line Train Operation

**Officer in-charge :** Sr. DEE/ADI,

**Assisting officers and staff:** AEE/ADI and technical & ministerial staff.

### ii) The powers and duties of officers and employees:

The **duties of Loco Officers** are indicated in AC Traction Manual Part-1.

**Ministerial staff:** the office records are maintained by Office Superintendent.

**Technical staff:** Technical Staff comprises of Sr.section Engineers, Section Engineers, Junior engineer Gr-1, CLI, CTLC/TLCs. They look after the technical requirement for Loco and MEMU maintenance & Operation.

### iii) Procedure followed in its decision making, channel of supervision & accountability:

All the matters pertaining to Loco and MEMU are scrutinized, analyzed & recommended by technical section and reviewed by the officer assisting and finally approved or decided by the officer in-charge.

**iii) The norms set by it for discharge of its functions**

The directives/guidelines issued by Rly.Board & RDSO are pursued for implementation in operation and maintenance of electric locos & MEMU. Canons of financial propriety are followed by Budgeting and control over expenditure

**iv) The rules, regulations, instruction, manuals and records used by its employees for discharging its functions**

**Special Maintenance Instructions have been** issued by RDSO and headquarter from time to time on equipment maintenance.

RDSO specifications, RDSO's Codes of practices, RDSO Drawings, RDSO, CLW and ICF/RCF approved supplier list for various equipments are issued from time to time including references of various Indian Standards (IS) and other relevant standards. G&SR, SWR, Accident manual of Railways to be followed for train operation.

**vi) A statement of the categories of documents held by it or under its control**

All the **office records** are held under the control of Office Superintendent (OS).

<b>Type of Record</b>	<b>Controlled by</b>
Office records	Office Superintendent (OS).
Rules, regulations, instruction, manuals, Contracts, Reports papers, Circulars	Office Superintendent (OS).
E-mails	<a href="mailto:cele@wr.railnet.gov.in">cele@wr.railnet.gov.in</a> , <a href="mailto:celew5@gmail.com">celew5@gmail.com</a> <a href="mailto:dyceelop@wr.railnet.gov.in">dyceelop@wr.railnet.gov.in</a> , <a href="mailto:dyceeloc@wr.railnet.gov.in">dyceeloc@wr.railnet.gov.in</a>
Samples	At field level under the control of Officer in-charge
Drawings	Drawing wing of Electrical department