

3.0 EMU



i) **Organization, Functions and duties:**

EMU organization at **HQ** under the control of CEE is headed by CEE(RS) & assisted by DY.CEE/EMU in discharging his duties.

The EMU organization with HQ/Divisional/Unit In-charge and their assisting officers is as under:

HQ level : Officer in-charge for EMU: CEE(RS) assisted by Dy. CEE/EMU, and technical & ministerial staff.

Field level :

(a) **BCT Division**

Officer in-charge : Sr. DEE/RS/BCT,

Assisting officers and staff: DEE(RS) BCT, DEE/KILE, AEE/RS/BCT, AEE/KILE & AEE/VR and technical & ministerial staff.

(b) **MX Workshop:**

Officer in-charge : CWM/MX,

Assisting Officers and staff: Dy.CEE (EMU) MX, DEE/MX, AEE/RF and AEE/ I & II, Principal,

ZETS/MX working under CWM/MX is incharge for training school at MX.

i) **The powers and duties of its officer and employees:**

The **duties of EMU** officers are indicated as under-

Ministerial Staff : The office records are maintained by OS.

Technical Staff : Technical staff comprises of Sr.Section Engineers, Section Engineers, Junior engineer, Gr-1, Junior Gr-II. They look after the technical requirement for EMUs on suburban section.

ii) The procedure followed in its decision making, channel of supervision & Accountability:

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

ii) The norms set by it for discharge of its functions:

The directives/guidelines issued by Rly. Board, RDSO & HQ are pursued for implementation Canon of financial propriety are followed by Budgeting and control over expenditure

iii) The rules, regulations, instructions, manuals and records used by its Employees for discharging its functions:

Special Maintenance Instructions issued by RDSO and HQ from time to time on equipment maintenance.

RDSO specifications, RDSO's Codes of practices, RDSO Drawings, RDSO & ICF approved supplier list on various equipments issued from time to time including various Indian Standards (IS) and other relevant standards.

G&SR, SWR, Accident manual of Railways as referred in ACTM are used for train operations.

iv) 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).

Type of Record	Controlled by
Office records	Office Superintendent (OS).
Rules, regulations, instruction, manuals, Contracts, Reports papers, Circulars	Office Superintendent (OS).
E-mails	ceers@wr.railnet.gov.in , dyceeemu@wr.railnet.gov.in
Samples	At field level under the control of Officer in-charge
Drawings	Drawing wing of Electrical department