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GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. 2019/Track-III/TK-13

Dt. 25th June 2019

Principal Chief Engineers
All Zonal Railways

Sub: Divisionalised system of working of Track Machine Organisation

Ref: i) Railway Board's letter No.2004/Track-III/TK/19 ddt.04.11.2004

ii) 2004/Track-III/TK/19 dated 21.06.2006

Instructions for divisionalisation of working of Track Machines were issued vide above referred letters and reiterated by Board during various review meetings. Satellite Depot shall be developed in each Division and available machines shall be distributed to each division along with the staff for their operation and maintenance.

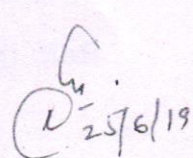
Indian Railway is planning for complete mechanization of track inspection, monitoring, maintenance, laying and relaying by 2024. The sanction and procurement of machines is being done accordingly. In view of increasing number of machines, now it is decided to develop divisional organization for track machines finally with one DEN/Sr. DEN in charge along with AEN/Track Machines, two SSE/TM and Satellite depot for deployment operation, maintenance and scheduled maintenance/repairs of machines in the Division.

The organization chart for TM organization along with duty lists of Sr. DEN Track Machines, AEN Track Machines in the division and sectional Sr.DEN pertaining to Track Machine are enclosed. It has been decided that **at least one XEN/AEN/TM must be posted in each division** for operation and maintenance of machine and wherever Sr. DEN Track Machines is not posted Sr, DEN/Coord. will be in charge for his duties.

Board has also decided that a Sr DEN/Track Machine may be posted in Delhi Division of Northern Railway and Mumbai Division of Western Railway for gaining experience on the policy before implementation over IR.

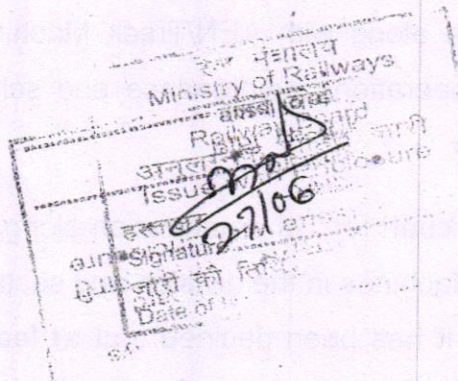
A feedback on posting of at least one XEN/AEN Track Machine in each division and experience of working of Sr.DEN/TM in Delhi & Mumbai Division may please be sent to Board by 31.08.2019.

Encl: As above

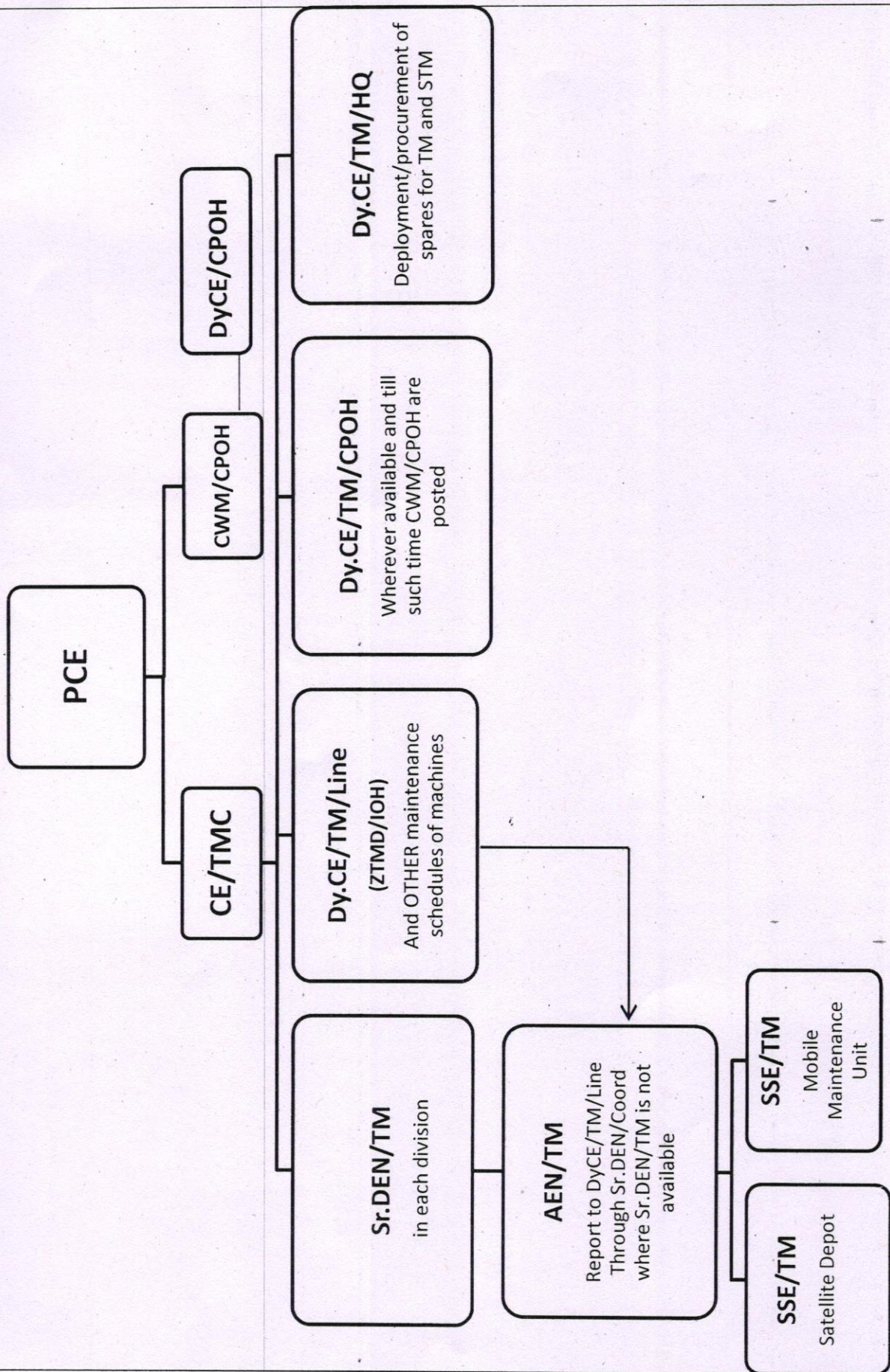

(A.K.Khandelwal)

Executive Director, Track Machines

am. 1/5/19



TRACK MACHINES ORGANISATION CHART



Proposed duty list of Sr.DEN/TM/Division

- (i) Planning and deployment of track machines in consultation with Sr.DEN/Coord. and CE/TMC for HQ controlled machine
 - (ii) Day to day monitoring for optimum utilization of machines
 - (iii) IOH and other schedules maintenance of all track machines working in Division as per plan given by Zonal HQ.
 - (iv) Planning for arrangement of spares and consumables for machines working in the Division.
 - (v) Monitoring of AMC with OEMs for inspection and attention of machines working in the Division
 - (vi) Managing all affairs of satellite depot including finalization of agencies (works contracts) for scheduled maintenance including IOH in consultation with Dy.CE/TM/Line and CE/TMC of the Zonal Railway.
 - (vii) Ensure timely finalisation of works contracts for pre & post works of machine through Sr.Divisional Engineers as required.
 - (viii) Responsible for all emergency repairs and breakdown attention including associated procurement/arrangement of spares required.
 - (ix) Monitoring development/provision/modernization/upkeep of all infrastructure, such as Satellite Depots, Stabling Sidings, Mobile Workshop cum Rest Vans, etc. for track machines in the Division.
 - (x) Inspection of machines allotted to the Division as per laid down schedule.
 - (xi) Basic duty of Sr.DEN/TM will be to ensure that machine is maintained as per schedule and is fit to work in the block with quality output.
 - (xii) Training of staff and officers and managing all matters related to staff.
 - (xiii) Hiring of vehicles.
- He will be assisted by AEN/TM along with two SSEs/TM

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Duties of sectional Sr.DEN/DEN

- (i) Ensure that section is fit for machine working
- (ii) Supervision of block working of machine taking block, supervising machine work and clearing blocks
- (iii) Coordination and arrangement of blocks and associated rolling stock etc.
- (iv) Structural input to the track to make it fit for machine working to ensure correct quality output from machine.
- (v) Check all parameters of machine and record before taking machine block.
- (vi) Finalisation of works contracts for pre & post works of machine in consultation with Sr.DEN/Coord. of the Division as required.
- (vii) Arranging input to track machines for design mode tamping.
- (viii) Supervision and monitoring of pre & post tamping works. The output of machine shall be measured manually with DRP system and results of OMS/TRC must be analyzed jointly by Sr.DEN/TM and Sectional Sr.DEN to ensure quality output. In case the improvement is not as desired, the reasons to be identified and correction action taken.
- (ix) Arranging blocks, attending and clearing blocks
- (x) Local transportation of spares and materials
- (xi) Arranging resting facilities, track machine rest rooms, stabling siding, satellite depot, ZTMD etc. works
- (xii) Sufficient lighting for night working
- (xiii) Arranging HSD oil and other consumables.
- (xiv) Working of machine as per deployment plan.
- (xv) Arrangement of tools and plants and manpower to attend minor failures where shifting of machine to zonal/satellite depot is not required.
- (xvi) Arrangement of transportation of material and hiring of truck if required.
- (xvii) Arrangement of resting facilities
- (xviii) Allotment of houses
- (xix) Development of suitable machine sidings
- (xx) Communication facilities for staff
- (xxi) Disbursement of salary and other payments to the staff.
- (xxii) Ensuring optimum output of machines duly arranging stipulated blocks
- (xxiii) Ensuring sufficient lighting for night working
- (xxiv) Working of machines as per G & SR and as per the deployment plan of machines finalized by zonal headquarters
- (xxv) Any other duties assigned by CTE/CE(TM).

Duties of ADEN/TM

- (1) **General** – He shall be responsible for operation and maintenance of all the track machines in his charge. He shall perform following duties:
 - (a) Inspection and maintenance of all machines to ensure these being in a satisfactory, efficient and effective working condition. For this he shall ensure availability of tools & gadgets for inspection of the machines.
 - (b) Ensure adherence to stipulated maintenance schedules.
 - (c) Ensure availability of necessary staff, consumables and spares of fast wearing components and unit replacement assemblies etc. for the operation and optimum utilisation of machines.
 - (d) Ensure achievement of stipulated targets in respect of both the quantity and quality of output.
 - (e) Breakdown repairs shall be organised by him so as to ensure that idle time of machine is minimum.
 - (f) Initiate proposals and plan for major schedules, ensure their execution and submit completion reports for all such works. He shall personally supervise important schedules and major repairs.
 - (g) Ensure co-ordination with other units of Engineering Department as well as those of other departments as necessary.
 - (h) Verification of stores held by the field units, once a year. He should ensure that scraps and obsolete stores are returned to the zonal depot or disposed of.
 - (i) Ensure maintenance of various records and submission of various returns pertaining to machines from the field units.
 - (j) Satellite depot in the division will be under his control through SSE/JE/TM/SDI.
 - (k) **Training of Probationers** – The Assistant /Executive Engineer shall take interest in training of all probationers sent to him and see that training is given according to the specified programme. He should periodically examine the notes made by them.
 - (l) **Staff Matters** – He shall ensure that -
 - (i) Strict discipline is maintained within the framework of the rules.
 - (ii) Service and leave records are maintained correctly and up-to-date. He will ensure this by sample checks.
 - (iii) Appeals and representations are dealt with promptly and welfare of staff looked after.
 - (iv) Assist Dy.CE/TM(Line) in selections for various skilled and semi-skilled posts so that the same are held in time and the posts are promptly filled up.
 - (v) All the SSE/JEs and other staff working under him possess necessary medical, competency and other certificates, receive route learning and proper training in maintenance practices, safety and protection rules.
 - (m) Ensure adoption of safe operation and maintenance practices and check availability and functioning of safety devices provided on the machines.
 - (n) Ensure proper operation of Service Agreements in force.

- (o) Counselling of machine staff for immediate action to be taken in case of failure.

(2) Observance of Rules and Regulations

He shall ensure observance of rules, regulations and procedures laid down in this Manual, G&S Rules, IRPW Manual, Engineering Code and other departmental codes, extant orders and circulars issued from time to time. He shall ensure that the staffs under him possess these codes and manuals and are acquainted with the relevant rules of operation and maintenance procedures & stipulations connected with their duties and they perform duties, accordingly.

(3) Inspection by Higher Officers

He shall accompany the higher officers during their inspections. Following records shall be made available by him during inspections

- (a) History book of the machine, engine and major unit assemblies.
- (b) Failure registers.
- (c) Progress bar charts and analysis.
- (d) Unit cost statement.
- (e) Maintenance schedule register.
- (f) Inspection notes of higher officers and compliance report.
- (g) Operation and maintenance instructions of the machines issued by OEM/RDSO.
- (h) Programme of deployment of machines.
- (i) Track Machine Manual and G&S Rules.
- (j) Record of the training given to supervisors and their competency certificates, road learning and medical certificates.
- (k) Scale and Position of critical spares and consumables.
- (l) Inspection checklist and maintenance schedule instruction issued by OEM/RDSO.