

## Introduction - Mechanical Department (ASR Workshop)

- 1 **Head of the Branch:** Chief Works Manager Amritsar
2. **Functions and responsibilities:** Chief Works Manager is assisted by Dy. Chief Mechanical Engineer, Works Manager and Assistant Works Manager for
  - (i) Manufacturing of BOXN HL, BVCM Wagons
  - (ii) Manufacture of ICF Bogie frames, Air Spring Bogie frames, CBC Head Stock and Side walls of coaches for other units
  - (iii) Repair of wheels received from divisions

### Details of Department/Officer

Sl. No.	Designation Department	Station Headquarters	Jurisdiction/ functions
1	2	3	4
1.	<b>Dy. Chief Mechanical Engineer  Mechanical Department</b>	<b>Amritsar</b>	1. Monitoring of action plan 2. Wagon Material and Production planning , Wagon shop, Wagon cell, Drg./Jig & Tools, Bogie section, profile section, Yard and sanitation, Welding Shop, Crane shop, Diesel shop, Paint shop, Sub assembly, safety and Inspection 3. Production Control Organisation, Black smith shop, Head stock, Tool Room and Heat Treatment , IT Cell, M & P Section, Works Programme, Works and contracts, machine shop, wheel shop, Safety & IMS in their area, Tender cases, Basic Training Centre, training, Laboratory and Mill wright shop etc.
2.	<b>Sr. Personnel Officer  Personnel Department</b>	<b>Amritsar</b>	1. Manpower planning 2. Recruitment 3. Compassionate Appointment 4. Sports Quota/Cultural/Scout & Guide 5. Apprentice 6. Substitute 7. Training 8. Department Examination 9. Mutual Transfer 10. Bottom Seniority Transfer 11. Maintenance of Roster 12. Deputation 13. Fixation of Seniority

<b>Sl. No.</b>	<b>Designation Department</b>	<b>Station Headquarters</b>	<b>Jurisdiction/ functions</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
			14. Monitoring 15. Welfare 16. Court Cases 17. Miscellaneous
3.	<b>Dy. Chief Material Manager</b>  <b>Store Department</b>	<b>Amritsar</b>	1. Purchases of Stores, chasing of all construction items with HQ, firms, store policies and planning of system improvement Issue of items to mechanical Workshop Amritsar and disposal of scrap items 2. Miscellaneous Activities. 3. Establishment portion of ASR Store Depot, Diesel and Electric Shed LDH, DMU Car Shed JUC and <b>DSKP Jalandhar Cantt</b>
4.	<b>Asstt. Workshop Electric Engineer (AEE)</b>  <b>Electrical Department</b>	<b>Amritsar</b>	1. Operation and maintenance of the electrical power supply (Workshop Area) 2. Operation & maintenance of electrical installation and standby DG sets (Workshop Area) 3. Establishment portion
6.	<b>Sr. Asstt Financial Advisor</b>	<b>Amritsar</b>	Payment of salary & allowances of Staff posted in Amritsar Workshop, Bridge Workshop Jalandhar Cantt, Traffic Accounts Office Jalandhar City, Store depots of DMU Car Shed /JUC, Electric and Diesel Shed Ludhiana and DSKP Jalandhar Cantt Maintenance of accounts of manufacturing activities related to various departments of Amritsar Workshop and Bridge Workshop Jalandhar cantt,

## **Engineering Department (JRC Workshop)**

- 1 **Head of the Branch:** Dy. Chief Bridge Engineer Jalandhar Cantt
2. **Functions and responsibilities:** Dy. Chief Bridge Engineer is assisted by ABE/Workshop and ABE/Line for
  - (i) Fabrication of Bridge girders
  - (ii) Maintenance of major and important bridges (12.2 metres and above)

1.	<b>Dy. Chief Bridge Engineer (Engineering Department)</b>	<b>Jalandhar Cantt</b>	<ol style="list-style-type: none"><li>1. Establishment portion</li><li>2. Fabrication of girders</li><li>3. Maintenance of major bridges (12.2 metre and above)</li><li>4. Awarding of contracts for maintenance of bridges and other works</li><li>5. Procurement of steel</li><li>6. Maintenance of Tool and plant and other works</li><li>7. Scrap management</li></ol>
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