

Sub: Re-organization of Track Machine Organization.

Instructions were issued earlier vide CE's re-organization order No.18 and CE's circular No.162/99 (F/314) where AEN/TM had been kept under administrative control of Sr.DEN/Co of the division.

A need has been felt to review the existing role and responsibility of AEN/TMs in respect of maintenance and upkeep of Track Machines. It is observed that AEN/TM in divisions are not giving due attention to maintenance & repair of track machines. For better maintenance & repair of track machines, it is now decided that henceforth AEN/TMs shall work under the administrative and technical control of Track Machine Organization. Whereas SSE/TM including machine staff deployed on various Track machines in divisions will continue to work under the administrative control of Sr.DEN (Co-ord) of the division for better staff welfare.

1.0 Divisions will be responsible for the following items:-

- 1.1 Day to day establishment matters affecting productivity of the machine, such as deciding roster hrs, grant of leave, payment of salaries, and disciplinary action to staff working with the machine.
- 1.2 Day to day upkeep and maintenance of machine including weekly monthly and 250 hrs schedule maintenance. The division shall also be responsible for arrangement of HSD Oil and reconditioning of tools.
- 1.3 Division shall be responsible for arranging Tools & Plants and manpower to attend minor failures. Division shall arrange OHE block for maintenance of track machines in machine siding.
- 1.4 The division shall be responsible for collection of the spares, and consumables like Lub. Oil, Hydraulic Oil as per the instructions from XEN/TM either KGP or SNY or any other place from time to time.
- 1.5 Prompt report of any major failure.
- 1.6 Provision of accommodation to the machine staff working on the respective divisions.
- 1.7 Arrangement of resting accommodation at important stations of the division where the machines are deployed.
- 1.8 Provision of water tap and electric connection at the machine siding and in Retiring facilities.
- 1.9 Provision of Railway/P&T Phone at machine siding.
- 1.10 Arrangement of adequate lighting in case night working.
- 1.11 Division shall ensure safe working of Track Machines as per G&SR.
- 1.12 Preparation of track machine deployment plan.

2.0 The following items shall continue to be controlled by the Machine Organisation.

- 2.1 Training, transfer, promotion of machine staff . Supply of uniform to machine staff.
- 2.2 Preparation of salary bill. However, drawing of salary and disbursement will be done by the Divisions.
- 2.3 Planning and procurement of spares, lub. Oil & hydraulic oil etc.
- 2.4 Approval of department plans of machines on the Division.
- 2.5 Major repairs to the machines IOH/POH etc.

This issues with the approval of Principal Chief Engineer and supersedes all earlier instructions on the subject, if any.

Sd/-

(S.L.VERMA)

**Chief Track Engineer
For Principal Chief Engineer**