

Name of sections in Mechanical Department

S.No	Name of the Section	Attached work
1	Establishment.	To maintain Leave records, passes/PTOs, Details of employees and DAR cases, MPP and Staff position.
2	Records	To keep the record of letters, receipt/dispatch to Railway Board, Departmental letters And VIPs/MPs/MLAs references etc..
3	Budget	To prepare/maintain the pay order, foreign Railways Debit/Credit statement and demand no. 3,5,6,7,8,10,11,12,13 & 16 etc.
4	Stores	Supply & correspondence regarding workshops items, purchase/repair/AMC of office T&P, computer and stationery items etc.
5	Workshop	POH of coach/wagon, POH programme, quality Audit, Special Repair, Rehabilitation, PCDO of workshops etc.
6	General	PCDOs of higher officers, seminars, quarter allotments, parliamentary questions, CME/GM conferences, POMs, Awards, inspection reports, complaints of MP & MLA, Public Grievances, unions meeting, Rail Mela, News Paper's cutting, R.T.I etc.
7	Machinery & plant	To prepare and maintain the correspondence regarding plan Head-16, 41 & 42, inspection Report, Audit report, Man Power, planning, corporate plan, Action plan, Technical training etc.
8	Diesel	To prepare and maintain the correspondence regarding Bulk indent, Reclamation, Tender cases, Inspection noted, DLW/DMW Materials, Disposal of condemn locos, loco failures, diesel loco sheds, POH/IOH etc.
9	Fuel	To prepare and maintain the correspondence regarding Railway Diesel Installation works, supply of HSD oil, SFC, Fuel correspondence details, disposal of Tank wagon etc.
10	Operating	Correspondence regarding safety, accidents, ART punctuality, crew-link, Refreshers, CRS sanction, Running Rooms inspection note, Engine/Loco Link, Diesel Lobby and FOIS etc.
11	Carriage & Wagon	Correspondence regarding Coach & Wagon maintenance in-effective percentage and detachment of coach and wagon, Train-parting, coach cleaning-OBHS, CTS, Mechanised laundry and Rake-links etc.
12	Cardex & programme	Correspondence regarding BG/MG Coaching stock and its condemnation, conversion Rolling Stock Programme etc.
13	Confidential	Correspondence regarding Training/promotion/Transfer of officers, maintain Annual Performance Appraisal Reports, Vigilance cases and confidential correspondence from HQ/Division/Workshops etc.
14	Drawing	To prepare and supply the drawing and specification of C&W. Disposal of tender cases and upkeep the rolling stock records of C&W and Loco etc.

15	Carriage Control	Correspondence regarding Accident, Train-parting, Coach & wagon failures, punctuality-loss, In-effective report of coach & Wagon, AC coach position & programme of coaches supplied to workshops, position of DEMU Rail Bus operation.
16	EnHM	All works of Environment and House keeping Management as prescribed by Railway Board and N.E.R Administration
17	C.P.N.L	Correspondence regarding Accident, Train-parting, Engine Failure, Time failure, Punctuality loss, Dead Loco movement, Loco holding, outage, overdue schedule loco movement, ART/ARMV movement, Fuel position of RD's. staffe position etc.
18	Tender	Correspondence regarding Tender cases tender information/Indent, Brief note, Minutes of Tender committee meeting, works contract related to tender etc.