

**Short duty list of Mechanical officers at H.Q. level in N.E.Railway As on 01.07.2021**

<b>S.No</b>	<b>Designation</b>	<b>Description of short duty list</b>
1	PCME	Principal Chief of the Mechanical Department. Disposal of all Administrative & Policy Matters of the Deptt.
2	CWE	Chief of the Mechanical Workshops. Disposal of Administrative & Policy Matters of the Workshops along with technical guidance, planning and managerial works. Incharge of compilation of Revenue Budget of Mech. Deptt. and general matters of HQ office including establishment, staff matters etc. Planning & monitoring of M&Ps, Works, RSP, etc related to workshop.
3	CMPE	Disposal of all Administrative, Policy Matters & guidance of the Diesel sheds alongwith Crew management. Co-ordination with other departments and firms.
4	CRSE	Disposal of all Administrative, Policy Matters & guidance of the Coaching & EnHM matters along with planning and monitoring of CRS sanction & JSC of rolling stock, MPP, RSP, M&P, Works, Time Table, Cardex programme and POH programme etc. To function as safety manager of Mech. Deptt. For coaching items.
	CRSE/Freight	Disposal of all Administrative, Policy Matters & guidance of the Freight Maintenance MEMU, DEMU, ART, ARMV, SPART & SPARV and Tender cases along with monitoring of arbitration cases of Mech. Deptt. To function as Disaster Manager in disasters and deal with Accident & its enquires.
5	CME(Plg)	To execute and monitor the works of Rolling Stock Programme, Machinery and Plant programme, Works programme, Man Power Planning, Gazetted and non-gazetted workcharged post. Training manager of Training matters of Mech. Deptt. at HQ for Non-Gaz. Staff.
6	Dy CEE /Loco	To execute and monitor the works of Crew & Loco Management, Safety & Fuel.
8	Dy.CME/Plg.	To assist CME/Plg. in day-to-day working and co-ordinate to monitor the works of Rolling Stock Programme, Machinery and Plant programme, Works programme, Man power Planning, Gazetted and non-gazetted work-charged post.
9	Secy. To PCME	To assist PCME in day-to-day working and co-ordinate with HODs of Mech. & other Deptts. Alongwith Divisional officers. Disposal of VIPs references and Inspection notes. Prepare PCDO and other statistical information.
10	Dy.CME/C&W	All works related to Coaching and management of Carriage control at head quarter level. Co-ordination with the division regarding repair and maintenance of Coaching. To Execute and monitor the works of Rolling Stock, Machinery & Plant and works programme and charged post. Reply of Audit para of Assist to CME/Plg.
11	Dy CME/EnHM	Monitoring and coordination for environment related work sanctioned under 1% provision. Coordinating various NGT Guidelines and various cleanliness programme as advised by EnHM Directorate/Rly. Board from time to time (World environment day, Swachhata Pakhwara, Swachhata hi sewa)
12	Dy.CME/W/HQ	To execute and monitor the works of workshops, Stores, Tender and drawing.

13	Dy.CSO/Mech.	To execute Inspection and monitor the Safety activity of all units of Mechanical Department.
14	Dy. CME/Freight	Planning and monitoring of the Freight, MEMU, DEMU, ART, ARMV, SPART & SPARV and Tender cases along with monitoring of arbitration cases of Mech. Deptt.
15	EME/Freight	Planning and monitoring of the Freight Maintenance MEMU, DEMU, ART, ARMV, SPART & SPARV and Tender cases along with monitoring of arbitration cases of Mech. Deptt.
16	EME/DEMU	To execute the works related to DEMU/MEMU, ART & ARME at head quarter level. To execute and monitor the works of Vehicles hiring of SAG and above Officers, GM & Mech. Control, Vigilance & GM office officers.
17	AME/HQ	Monitoring of stock items of Coaches/Wagons for procurement and liasioning. Technical suitability of tender cases of stock items. Monitoring of Revenue Budget, specifications & description of stock items, outturn of workshop, RSP works related to workshop.
18	AHO/HQ	Monitoring and coordination for environment related work sanctioned under 1% provision. Coordinating various NGT Guidelines and various cleanliness programme as advised by EnHM Directorate/Rly. Board from time to time (World environment day, Swachhata Pakhwara, Swachhata hi sewa)