

Name of the sections of PCME office and duty list as on 01.07.2021

S. No.	Section	Work
1	Establishment	To maintain Leave records, Passes/PTOs, Details of employees and DAR Cases etc.
2	Records	To keep the record of letters; Receipt/Despatch to Railway Board, Departmental letters and VIPs/MPs/MLAs references etc. Due to e-office about 90% correspondence of letters have been finished.
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. D&G charge of Gazetted post, Cash impressed, Model SOP 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, Video conference & inspection note of workshops. PREM meeting etc.
6	General	PCDOs of higher Officers, Seminars, Quarter allotments, Parliamentary Questions, PCME/GM conferences, POMs, Awards, Inspection reports, complaints of MP & MLA, Public Grievances, Unions meeting, all Video Conference(CRB, GM, MRS, MR, MOSR,PCME), Transformation, News Paper's cutting, R.T.I. , Arrangement of Brake-fast, Lunch, for meeting, Skill Development, PAC, Theft Cases, Museum, Annual Narrative Report, etc.
7	Machinery & Plant	To prepare and maintain the correspondence regarding Plan Head-16, 21, 41 & 42, Inspection Report, Audit report, Man Power Planning, Corporate Plan, Action Plan, Technical Training, PCDO, Conference, Inspection note etc.
8	Diesel	To prepare and maintain the correspondence regarding Bulk Indent, Re-claimation, Tender cases, Inspection notes, 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, , Running Rooms inspection note, Engine link, Diesel lobby, FOIS and Safety action plan etc.
11	C&W	Correspondence regarding Coach & Wagon maintenance, in-effective percentage and detachment of Coach and Wagon, Train-parting, cleaning and Rake-links, EnHM, CRS Sanction, ART/ARME, PCDO & Inspection notr regarding C&W etc.
12	Cardex & Programme	Correspondence regarding BG/MG Coaching Stock and its condemnation, Addition/Deletion, Scrap disposal, Conversion Rolling Stock Programme etc.
13	Confidential	Correspondence regarding Training/Promotion/Transfer of officers, maintain Annual Confidential Reports, Vigilance cases and confidential correspondence from Division/Workshops etc.
14	Drawing	To prepare and supply the drawings and specifications 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, Position & Programme of coaches supplied to workshops, Position of DEMU, Rail Bus, operation of coach carrier etc.

16	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. Staff position etc.
17	Tender	Correspondence regarding Tender Cases, Tender information/Indent, Brief note, Minutes of Tender committee meeting, works contract related to tender, AMC of Computer, Arbitration, Banning of Business, Hindi Raj Bhasha etc.