

Introduction

The Diesel Component Works (DCW) was set up at Patiala with the laying of foundation stone on October 24, 1981 and production started in 1986. DMW is headed by Principal Chief Administrative Officer/R with the assistance of PCEE, PCME, PCMM, PCPO and Pr. FA&CAO alongwith 06 other SAG, 22 JAG and 63 Sr. Scale & Junior Scale Officer. DMW is a state-of-the-art Production Unit of the Indian Railways having integrated facilities to manufacture, upgrade & rehabilitate Locomotives and extend maintenance support to the Diesel Locomotive fleet of Indian Railways by providing high precision components and sub assemblies. The name of DCW was changed to Diesel Loco Modernisation Works (DMW) in July, 2003 to signify the modernisation of Diesel Locomotives being done. DMW is also manufacturing new Locomotives since March 2011. DMW is equipped with ISO 9001:2008, ISO 14001:2004 & IS 18001:2007 certified by M/S BIS, Chandigarh.

Duties and Functions of Auditee Units DMW/Patiala.

S. No.	Name of the Auditee Units	Apex Units	Brief profile of the Auditee	Core Activities of Auditee
1	O/o Secretary to Pr. CAO /R DMW /Patiala	Pr. CAO/R	The Pr. CAO/R is overall incharge of Diesel Locomotive Workshop, Patiala and all department (Mechanical, Medical, Electrical, Accounts, RPF, Personnel, etc.) of DMW are under his jurisdiction:	All work O/o Pr. CAO/R are look after by Secretary to Pr. Chief Administrative Officer/R at DMW/Patiala, and following all activities are controlled by him: Controlling all the activities relating to General Administration, Maintenance and other issues of Pr. CAO/R secretariat, all other works assigned by Pr. CAO/R from day to day basis, Rly. Bd. Dak, procurement & maintenance of T&P items, look-after T&P OF DMWRA-I, Estt. Matters of CAO/R office staff, to issue duty passes to staff, ORH booking, Cash imprests, to arrange stationery items, to arrange misc. eatable items for official meetings and other works assigned to him by Pr. CAO/R.
2	Chief Works Engineer	PCME	Chief Workshop Engineer is responsible for production activities of various shops like LMS, TMS, HMS, PPS & Bogie Shop. The direct control on the affairs of the workshop is exercised by the "Chief Workshop Engineer" who is the administrative head of the department for workshops.	He looks after the operation and maintenance of these workshops. All the In-charge of these workshops report him for their jurisdiction related to budget, expenditure, production, maintenance and other miscellaneous work. CWE is also over all controllers of these workshops.
3	CPLE/DMW/Patiala		The Chief Planning Engineer acts as the overall coordinating officer for ensuring effective working of the mechanical department. As such in all matters relating to policy formulation which concerns the Mechanical Department. He report to the Pr. Chief Mechanical Engineer who is head of the Mechanical Department.	The more important duties of the Chief Planning Engineer are as follows: (1) to plan and ensure most economical and the best method of Production and the most economical use of machines; (2) to determine the standard time for each operation by following the analytical method of fixing rates; and (3) to monitoring of design machines and tools to suit the needs of works passing through the shops. Other works to be done under his jurisdiction are:- (1) prepare and design drawings and specifications for new standard parts and for the necessary jigs and tools; (2) prescribe the nature and sequence of the operations to be performed; (3) inspect all manufactured parts: and (4) on the conclusion of any series of operations, compare the times actually taken with those originally estimated by it, investigate all important differences and report as to the causes thereof and as to remedies therefor. (5) Planning and Production Control

4	CESE/DMW/PTA	PCEE/DMW/PTA	<p>Chief Electrical Service Engineer (CESE) is incharge of Service Building of Electrical Department, Machine & Plant Section and ELS in Diesel Loco Modernisation Works /Patiala. He is assisted by Dy.CEE, Dy. CME Plant, WEE and WM (M&P) etc. He looks after the operation and maintenance of the electrical power supply installations, air conditioning plants and other associated equipments. He is responsible for providing better service of electrical supply and Promotion of non-conventional sources of energy for smooth working of DMW/Patiala. he officers of this cadre are responsible to maintain the assets of the Electrical Department in Indian railways</p>	<p>The CESE is responsible for :-</p> <ul style="list-style-type: none"> • Purchase of electricity at 66 KV from PSPCL. • Distribution & utilization of power supply. • Improving the quality of power supply. • Operation and maintenance of Electrical assets. • Operation & maintenance of air-conditioning services. • Energy conservation. • Promotion of non-conventional sources of energy. • Operation & maintenance of standby DG sets. • Operation & maintenance of telecommunication facilities. • Planning & execution of related works.
5	CEE (Loco)		<p>Chief Electrical Engineer (Loco) is responsible for out-turn of locomotives including conversion locos and other rolling stock.</p>	<p>CEE (loco) is assisted by Dy. CME (Loco) & Dy.CEE (Loco) alongwith subordinate offices. He is monitoring the work of Loco re-building shop (mechanical, other shops as ABS,SSS. He is look after the Transmission, control, testing & commissioning of all type of rolling stock.</p>
6	CEE (Service Engineer)		<p>Chief Electrical Engineer (Service Engineer) is responsible for Quality/energy Management Systems, service and support.</p>	<p>CEE (Service Engineer) is assisted by Dy. CEE (System) alongwith subordinate offices. He is control quality issues of DMW product, warranty obligation (sig), Accreditation & certifications, legal compliances. He is also responsible for Quality/energy Management Systems, service and support for DMW manufactured rolling stock and other product.</p>
7	PCMM	PCMM	<p>PCMM is the Apex of Store Department. He is Principal Chief Head of Stores Department at DMW/Patiala, controlling all the activities of Purchase/ Non Purchase sections and Store Depots. He is over all controlling officer placed above all the 03 CMM's and 05 Dy.CMM's controlling their work which include the work of all Purchase Sections and Non-Purchase Sections (Genera Section I & 2), Depot-I & Depot-II, Scrap Yard and Scrap Sale and Works Program for Stores Department.</p>	<p>PCMM is responsible for Procurement of all Stock Items, Non-Stock Items, PAC Items, Vital Items, Critical Items, Safety Items, Emergency Purchase, Inventory Management i.e. Overstock, Surplus Store, Inactive Store, Dead Stock, Turnover Ratio, Stationary Items, Scrap Management i.e. sale and disposal of Scrap targeted by Railway Board, Nomenclature of Stores, allotment of Price Ledger Numbers, etc. and Administrative functions of Store Department. Function of various section of Store department/DMW/Patiala under the control of PCMM are as under:- UPC-01 for Light Machine Shop, Steel Items, Carbon Bush Shop. UPC-02 and UPC-03 dealing with procurement for Traction Machine Shops, BHEL items for Phase-I and Phase-II Shops, Tooling Items, Pipe & Tubes, Hardware Items</p>

				<p>UPC-11 and dealing with procurement Machinery & Plant and its spares.</p> <p>UPC-12 and G-I Section dealing with procurement of General Electrical items of material schedule only, POL (Petroleum, Oil, Lubricant), Fuel, Coal, Wood, Rubber, Leather and Plastic items, Clothing items.</p> <p>UPC-20 and G-II Section dealing with procurement for Air Brake Shop, Power Pack Shop, Loco Rebuilding Shop, Electric Loco Items</p> <p>UPC-21 for Traction Machine Shop, Bogie Shop</p> <p>UPC-22 Super Structure Shop, Hardware of all shops, Components for LRS Shop</p> <p>Stocking and Issue of items to DMW and Zonal Railways, Disposal of Scrap Items are dealt by Store depot at DMW/Patiala.</p>
8	Pr. Financial Advisor & Chief Accounts Officer	Pr. Financial Advisor & Chief Accounts Officer	Pr. FA&CAO is over all incharge of finance directorate. He leads in the areas of budgeting, financial advice and revenue generation and accountal. He is mainly responsible to keep the accounts of DMW/Patiala & carry out internal check of transactions.	<p>The Finance and Accounts functions are integrated with At the Zonal level, the General Manager is aided by the Financial Adviser and Chief Accounts Officer along with his assistants</p> <ol style="list-style-type: none"> (1) Dealing with proposals of financial concurrence: to creation of new posts, extension & upgradation of existing posts and other miscellaneous establishment cases. (2) Dealing with proposals of financial concurrence to purchase of stores, vetting of their quantities, certification of funds, vetting of Purchase Orders and miscellaneous case work pertaining thereto.(Often this work is done in Inventory Control Cell) (3) Financial scrutiny of proposals and directly issued pay orders of Commercial Department regarding payment of compensation for loss/damage to consignments, quotation of special rates from station to station and for container service etc. (4) Financial scrutiny of proposals to be included in the Works, Machinery & Plant and Rolling Stock Programme. (5) Scrutiny of Estimates including check of incidence and allocation of expenditure. (6) Vetting of tender documents and special conditions of contracts. (7) Attending tender-opening, Tender Committees, vetting of Agreements etc. (8) Dealing with proposals of financial concurrence to Miscellaneous items concerning works such as special rates, variation in quantities, recovery of penalties, damages etc. (9) Vetting of productivity tests and reviews.

				<p>(10) Vetting of Miscellaneous proposals such as cash imprest, contingent expenditure, Extra of Temporary Labour Requisitions under Revenue, Awards to staff, etc.</p> <p>(11) Maintenance of accounts of DMW/Patiala and Financial Advice to the executive.</p> <p>(12) Budget Management, Expenditure Control, Earnings Accountal.</p> <p>(13) Financial scrutiny of various executive proposals</p> <p>(14) Internal check of transactions affecting the receipt and expenditure of DMW/Patiala.</p> <p>(15) Proper Budgeting of earnings and expenditure, pertaining to DMW/Patiala.</p> <p>(16) Keeping the Accounts and compilation thereof at the end of each financial period according to well established procedures and formats</p> <p>(17) Scrutiny of investment proposal</p> <p>(18) To minimize the financial irregularities.</p> <p>(19) Discharge all duties assigned by railway board.</p> <p>(20) responsibility for the internal check of all transactions pertaining to provident fun</p>
9	Pr. Chief Personnel Officer	Pr. Chief Personnel Officer	<p>Pr. Chief Personnel Officer heads of the human resource department of DMW/Patiala. He is responsible for maintenance of industrial relations and implementations of all welfare policies. He looks after the staffing of the unit and all related personnel functions. He is also main controlling officer of all the Sections which are headed by Officers (Dy.CPO, SPO, APO-I, APO-II) in the hierarchy of personnel department.</p>	<ol style="list-style-type: none"> 1. Establishment of non gazetted employees including seniority list. 2. Transfers. Promotion, maintenance of seniority and other related matters of all technical & non-technical staff. 3. All disciplinary action cases against all Non-Gaz. and Gaz. employees are monitored by this office. 4. To deals with confidential issues pertaining to selections of all non-gazetted staff, suitability of Gazetted Officers for their promotion up to the level of JA Grade (ad-hoc) and Suitability tests in Compassionate Appointment cases. 5. Preparation of monthly salary bills, feeding of data and timely payment of salary to all employees of DMW (except RPF & Accounts) in association with EDP Centre, 6. To deals with selections, promotions of Group B staff, postings, transfers and other related correspondence of Group A&B officers. 7. DPC's, MACP 80:20% Selection of all departments. 8. Transaction of moveable & Immovable property. 9. D&AR, Vigilance Cases, Complaint of, Cases of sexual harassment, HBA, PCA, Court Cases, Settlement Cases, Metal Passes & PF Advances,

				<p>Withdrawal, Bills & Training of Gazetted & Non-Gazetted Employees.</p> <ol style="list-style-type: none"> 10. Establishment work of DMW/Patiala. & all Works related to DMW Staff including pass. 11. Settlement & bills Election of Lok Sabha etc, Incharge of Security Cell. 12. Budget & Staff Car of CPO/A, TADK, PNM & NPM of DMW/PTA. 13. Meeting with various association, ST, SC,OBC Association related work. 14. Maintenance & inspection of office equipment & procurement of vehicle hiring 15. Monitoring of Court Cases, D&AR cases of non Gazetted staff, C.G cases, 16. Recruitment & selection policy, Schedule of powers, Casual labour & Substitutes, Pay Commission references. 17. Works related to RRB/RRC & all Types of recruitment & engagement of fresh faces, Apprentices, wards of land loser, fresh faces etc. 18. Recruitment of Group D from open market including Ex-service & Handicapped & GDCE
10	ASC/RPF	ASC/RPF	<p>Assistant Security Commissioner (ASC) is the head of Railway Protection Force (RPF) in Diesel Loco Modernisation Works /Patiala. He is responsible for better protection, security and smooth movement of Railways property as well as for the efficient Administration of the Force in his jurisdiction and shall deal with all establishment matters concerning the enrolled member of the Force placed under his control. He shall keep in close touch with the superior Officers posted in this unit and maintaining liaison and co-ordination between civil administration and Railway administration.</p>	<p>RPF is responsible for –</p> <ol style="list-style-type: none"> 1. Escorting of Passenger trains in vulnerable areas. 2. Providing access control, regulation and general security on the platform, in passenger areas and circulating areas. 3. RPF is also entrusted with following duties:- <ol style="list-style-type: none"> (i) To protect and safeguard railway property, passenger areas and passenger, (ii) To remove any obstruction in the movement of railway property or passenger area and. (iii) To do any other act conducive to the better protection and security of railway property, passenger area and passenger. (iv) The RPF also performs duties relating to passenger facilitation, ensuring passenger's safety and security, action against unauthorized hawkers, ticket-less travelers, beggars and urchins, trespassers etc. Duties pertaining to movements, Melas, Agitations etc.
11	CMO/DMW/P TA	CMO/DMW/P TA	<p>Chief Medical Officer is the over all in charge of medical department of DMW/ Patiala. He is responsible for providing comprehensive health care through preventive, promotive,</p>	<p>Main activities of medical department of DMW/ Patiala are as under:</p> <ol style="list-style-type: none"> 1. Establishment in Office. 2. Outdoor patient Services 3. Indoor patient service

			<p>curative and rehabilitative services to DMW employee both serving, retired and their family members. He is also responsible to attain an optimum level of positive health in the workforce which renders them productive and useful to the organization.</p>	<ol style="list-style-type: none"> 4. Emergency patient services 5. Pathological services 6. Radiological Services. 7. Safety and work as per factory act and First Aid. 8. RELHS policies implementation. 9. Immunization Programme. 10. Health Drive Programme. 11. Family Welfare Programme. 12. Periodical Health checkup programme. 13. Procurement of stock medicine. 14. Procurement of local purchase (non stock) medicine. 15. Disbursement/issue of medicine. 16. Recognition of private Hospital and their renewal. 17. Reimbursement of medical claims 18. Water and food sampling 19. Mosquito related disease (Malaria, Dengue) programme. 20. Bio waste Management. 21. Training of Medical Staff.
12	Dy.CE/DMW/PTA	Dy.CE/DMW/PTA	<p>Dy. Chief Engineer (Dy. CE/DMW/PTA) is over all in-charge of Civil engineering department and he is reported to PCME/DMW/Patiala.</p>	<p>The Civil Engineering department is responsible for:</p> <ol style="list-style-type: none"> 1. Maintenance and upkeep of assets of colonies & work shop. 2. Keeping the environment clean. 3. Arrangement of safe water supply. 4. Operation & maintenance of sewage treatment plant in colony. 5. Operation & maintenance Effluent treatment plant in workshop. 6. In addition, the department is also entrusted with the sanitation work.