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Document title: Function duties of MP Dte.			

MP-WI-5.5.1-2

Function duties of MP Dte.

1.0 AMENDMENT HISTORY: -

S. No.	Amendment date	Version	Reason for amendments
1.0		1.0	First issue under new documentation system

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1. Executive Director Standard

- a) Coordination with Railway Board, Zonal Railways, Production Units.
- b) Coordination with DG and other directorates.
- c) Overall direction and approval of design and development.
- d) Implementation of quality system in MP Dte.
- e) Overall direction to documentation and data control.
- f) Manpower planning and human resource development.

2. Director/ J Director

- a) Direction monitoring and control of design development work.
- b) Human resource development of personnel under his control.
- c) Ensure corrective and preventive action.
- d) Implementation of quality system in sub units.
- e) Approval of drawings.
- f) Conduct regular meeting like DMG, LSC, BHEL Coordination, DLW Coordination etc.
- g) Review and feedback of existing designs, new designs.
- h) Inter departmental coordination at his level.

3. DD/ADE

- a) Direction monitoring and control of design development work.
- b) Human resource development of personnel under his control.
- c) Ensure corrective and preventive action.
- d) Implementation of quality system in sub units.
- e) Review and feed back of existing designs, new designs.
- f) Internal departmental coordination at his level.

4. Unit Supervisors

- a) Drawing/design preparation, review etc.
- b) Implementation of corrective and preventive measures.
- c) Costing of projects/work.
- d) Obtain feedback about new designs/narratives, initiate changes proposes, if any.
- e) Quality system implementation.
- f) Coordinating the work of the sub group.

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