

Track Machines and Monitoring Directorate

Track Recording Cars		
S.No.	Post	Duty List
1.	SSE/SE/JE (Engg.)	Preparation of monthly TRC program as per master chart, Co-ordination with zonal railways to make arrangement for power, crew, path and cleaning of TRC. Recording of track parameters reliably. Maintenance of DSR
2.	SSRE/SRE/JRE (Civil)	Operation of track recording system. Preparation of recording report. Timely POH and IOH of TRCs and staff cars
3.	SSRE/SRE/JRE (Instrumentation)	Calibration, maintenance and repair of track recording system. Maintenance of DSR
4.	Technician (Electrical)	Ensuring power supply to system from generator and maintenance of electrical fittings and batteries of the coach. Operation of AC unit.
5.	Technician (Mechanical)	Maintenance of measuring frame/sensor beam and DG set.
6.	Helper	Assistance to technician electrical and mechanical in repair of the system and protection during working in yards.
7.	Car Attendant	Preparing and serving food to occupant of the TRC, cleaning of utensils and TRC, opening and closing of TRC etc.
Staff of HQ/UG Unit		
1	SSRE/SRE/JRE (Civil)	Analysis of TRC results, up keep of TRC data & record, assistance to Director and Dy. Director in various technical studies, works related to procurement of track recording equipments and systems. Analysis of ORPMS and Oscillograph car results. Identification of test sections for various trials.
2	SSE/SE/JE (Engg.)	Field trials and lab testing of the track recording equipments and systems being procured. Imprest management and processing, processing of bill.
3	SSE/SE (Mechanical)	Maintenance and repair of DG sets and measuring frame for all TRCs
Store Unit		
1	SSRE/SRE/JRE (Civil)	Acquisition and distribution of consumable and dead stock store for TRCs and HQ/UG units.
2	Helper	Assistance to SSRE/SRE/JRE (Civil) in acquisition and distribution of consumable and dead stock store.

SSE/SE is the in-charge of the TRC and is responsible for supervising the staff. Group “B” officers (AREs) also visit the car during testing.

Track Lab		
S.No.	Post	Duty List
1.	SSE/SE (Engg.) and SSRE/SRE (Civil)	<ul style="list-style-type: none"> i) Testing of Elastic Rail Clips. ii) Calibration – verification of load cells of Electronic Toe Load Measuring Device. iii) Calibration of Helical Springs of mechanical toe load measuring device. iv) Inspection of Electronic Toe Load Measuring Device against P.O. of zonal Railways. v) Training on lab testing of Elastic Rail Clips to railway officials vi) Calibration of other load cells made for specific purpose. vii) Fatigue testing of track components such as ERCs, Rubber pads, sleepers etc on Hydraulic Pulsator as per test scheme. viii) Fatigue testing of track components such as PSC sleepers, composite sleepers, parent rails, welded rail joints, flaw growth rate in rails etc on Rail Track Panel Fatigue Testing Equipment (RTPFTE). ix) Static load testing of track components on RTPFTE and power operated hydraulic Jack. x) Calibration of Oscillation Monitoring System (OMS) and accelerometers on RTPFTE. xi) In-house calibration of testing machines/equipments. xii) All correspondences and activities for cleaning and maintenance of office building & surroundings xiii) Field trials. xiv) All establishment works pertaining to lab staff. xv) Other miscellaneous works/activities of track lab.
2.	SSRE/SRE (Instrumentation)	<ul style="list-style-type: none"> i) Maintenance and operation of electronic control system of Rail Track Panel Fatigue Testing Equipment (RTPFTE). ii) Testing of various track components on RTPFTE. iii) Calibration of OMS. iii) Strain gauging works on ERCs, Rails, sleepers and other components. iv) Stress measurements, instrumentation works etc. v) Field trials and other misc. nature of works. vi) In-house calibration of testing machines/equipments.
3.	SE (Mechanical)	<ul style="list-style-type: none"> i) Maintenance and operation of Rail Track Panel Fatigue Testing Equipment including power pack and all mechanical parts.

		<ul style="list-style-type: none"> ii) Arranging proper test set up for different testing on RTPFTE as per test scheme. iii) Maintenance of Hydraulic pulsator, UTM and power operated hydraulic Jack. iv) Testing of track components on RTPFTE and power operated hydraulic Jack. v) Other miscellaneous works/activities related with working of RTPFTE. vi) Field trials and other miscellaneous works vii) In-house calibration of testing machines/ equip.
4.	JE/JRE (Civil)	<ul style="list-style-type: none"> i) All activities/works pertaining to store of track laboratory, ii) Assisting in testing of various track components/ machines on Universal testing machines (UTM) and operation of UTM. iii) Assisting in Calibration and inspection of electronic toe load measuring device iv) Assisting in fatigue & static testing of track components on RTPFTE. v) Assisting in testing of track components on hydraulic Pulsator, vi) Works pertaining to ISO of Track Lab. vii) Assisting in preparation of test/trial repots and maintenance of files. viii) Field trials and other misc. works/activities of track lab.
5.	JE/JRE/Instt.	Assisting in maintenance and operation of electronic control system of Rail Track Panel Fatigue Testing Equipment (RTPFTE), testing of various track components on RTPFTE, calibration of OMS. Strain gauging works on ERCs, Rails, sleepers and other components. Stress measurements, instrumentation works etc. Field trials and other misc. nature of works.
6.	JE/JRE/Mech.	Assisting in maintenance and operation of RTPFTE, power pack, hydraulic jacks and other mechanical parts/equipments. Arranging proper test set up for different testing on RTPFTE and hydraulic pulsator as per test scheme. Assisting in maintenance of hydraulic pulsator, UTM and power operated hydraulic jack. Testing of track components on power operated hydraulic jack. Preparation of all drawings, related calculations as per the requirements. Field trials and related arrangements. Other misc. works of the track laboratory.
7.	Technician (Instt & mech.)	Assisting in instrumentation & strain gauging works related to maintenance of electronic and mechanical

		component of RTPFTE. Field trials and handling of materials/equipments/ accessories. Assisting in maintenance and operation of various testing machines. Assisting to SSE/SRE in performing the various activities/testing and other misc. activities/works.
8.	Helper	All cleaning and dusting works in track lab. Helping in instrumentation & strain gauging works. Assisting in fixing of test samples on test bed, movement of testing materials in lab. Assisting in maintenance/operation/repairing/calibration of various testing machines/equipments. Assisting in testing of track components on various machines field trials and other misc. activities/works.

Small Track Machines		
Field Unit		
S.No.	Post	Duty List
1.	SSE (Engg.)/ JRE (Civil)	i) Technical capability assessment and over-site inspection. ii) Prototype testing in respect of multi sourcing iii) Change in status (Name, Address etc.) iv) Work related to guideline for vendor development & approval. v) New Development. vi) Work related to ISO vii) Other works assigned by ARE/DTM/EDTM
HQ/Specification Unit		
1.	SE (Engg.)/ SRE (Civil)	i) Trials & collection of report from railways ii) Complaint. iii) Framing/revision and issue of specification & drawings. iv) Work related Audits. v) Updating webpage & works related to Manual. vi) Other works assigned by ARE/DTM/EDTM
3.	Technician (Mechanical)	Assisting to SE/SRE in performing the various activities and other misc. activities/works of small track machines.
4.	Helper	Assisting to SE/SRE in performing the various activities and other misc. activities/works of small track machines.

Large Track Machines		
S.No.	Post	Duty List
1.	SE (Engg.) / SRE (Civil)	i) Preparation and issue of trouble shooting manual ii) Preparation and issue of maintenance schedule manual iii) Preparation and issue of inspection check list iv) Preparation of failure analysis report of large track machines working on Indian Railways v) Preparation and other correspondence regarding provisional and final speed certificate of newly introduced large track machines working on Indian Railways vi) Preparation/ revision of specification for large track machines vii) Correspondence on technical and general matters with Railway Board and Zonal Railways viii) Establishment matter of large track machines unit ix) Store related work of large track machines x) Maintenance of various files related to large track machines
3.	Technician (Mechanical)	Assisting to SE/SRE in performing the various activities and other misc. activities/works of large track machines.
4.	Helper	Assisting to SE/SRE in performing the various activities and other misc. activities/works of large track machines.

Drawing Office		
S.No.	Post	Duty List
1.	SSE (Engg.)	All work related to ISO
2.	SE (Engg.)	i) All work related to test track project ii) Preparation of drawing of spare part of on track machine iii) Establishment work of drawing office
3.	SE (Design)	i) Work related to ISO regarding conducting of DRM, MRM, Internal Audit, Surveillance Audit, Training Work Instructions, Directorate Manual, Process Map, Quality objective & other ISO work ii) All work of sectional library
4.	JE/JRE	i) Preparation of drawings of the directorate ii) Managing sectional library and associate work iii) Keeping record of drawing office iv) All store work of drawing office v) Establishment matter
5.	Technician (Book Binder)	i) All book binding and spiral binding, old record repairing work and lamination work. ii) To assist other miscellaneous work of drawing office

Rail Grinding Machine Unit		
S.No.	Post	Duty List
1.	SSE/SSRE	<ul style="list-style-type: none"> i) To assist for the preparation of deployment program ii) Preparation of proposed route of RGM over IR in different phases, proforma for test locations etc. iii) Correspondence to M/s Loram, Railway Board, Zonal Railways and different directorates of RDSO related to RGM viz oils & lubricants, siding etc. iv) Procurement of Mini-Prof & others hand held instrument, safety equipment v) Upkeep of stores of Spurt car vi) Establishment matter of RGM Unit.
2.	SE (Design)	<ul style="list-style-type: none"> i) Preparation of drawing of siding, rail section for RGM ii) To assist for the preparation of deployment program iii) Preparation of proposed route of RGM over IR in different phases, proforma for test locations etc. iv) To assist for the preparation of the proposed routes of RGM v) Analyze the data taken by Mini-Prof on RGM route
2.	Helper	Assisting to SSE/SSRE in performing the various activities and other misc. activities/works of RGM Unit

No authentic duty list for any category of staff is available in the directorate.