



भारतीय रेल (रेल मंत्रालय)
बनारस रेल इंजन कारखाना
वाराणसी - 221004
Indian Railways
(Ministry of Railways)
Banaras Locomotive Works
Varanasi-221004,INDIA



No.Q201

Office of the CEE/Inspection

Date- 22/02/2024

Asstt. Public Information Officer
BLW, Varanasi

Sub:- Content of information under section 4(1)(b) of RTI Act.

Ref.:- (1) Secy. Central Information Commission, New Delhi D.O. no. Legal-17/1/2024 dated 12/01/2024.

(2) Exe. Dir. (PG), Railway Board letter no. 2024/RB/RTI/CIC Ds/1 dated 09/02/2024.

(3) Your letter no. PI/46/RTI/Misc./2023-24 dated 15/02/2024.

(4) This office same even letter no. dated 22/11/2023.

The aforementioned letter (4) was initially sent to Asstt Public Information Officer / BLW on E-office no. 2381614 dated 24/11/23. It is again being sent to with this letter attached document of CME/QMS organization under section 4(1)(b) of RTI Act from to update on BLW Website at your end.

Contents of information under section 4(1)(b) of RTI Act:-

S.NO.	Particulars for RTI act U/s 4(1)(b)	Description	Remarks
i	The Particular of our Organization functions and duties.	Particulars of Inspection Division, including functions and duties.	As per Annexure-1
ii	The Power and duties of our officers and employees	The powers and duties of CEE/Inspection, CQAM, CME/QMS* , Dy CEE/Inspection-I, Dy CEE/Inspection-II, Dy CME/Inspection, Dy CQAM-II, SEE/Inspection, SQAM, AQAM,ACMT,AEE/Inspection and employees	As per annexure-1 (Duty List) (COPY ENCLOSED*)
iii	The procedure followed in the decision making process including channels of supervision and accountability-	According to hierarchy	Being followed.
iv	The norms set by it for the discharge of our functions	As per Duty list.	As per annexure-1 (Duty List)
v	Rules, regulations, instructions, manuals and records used by our employees for discharging their functions.	As per Duty list.	As per annexure-1 (Duty List)
vi	A statement of categories of the documents held by the department or under its control	As per Duty list.	As per annexure-1 (Duty List)
vii	The particulars of any arrangement that	Not applicable.	

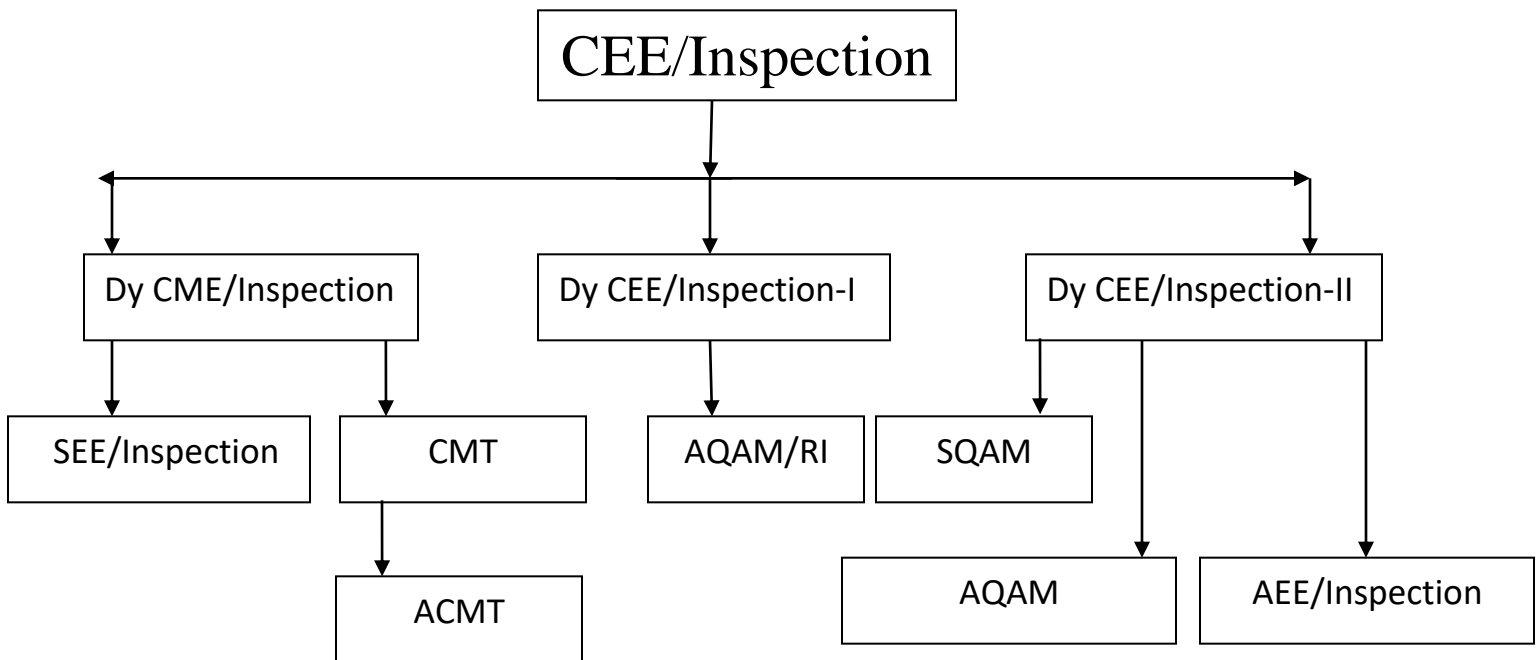
	exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation thereof		
viii	A statement of the Boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	Not applicable.	
ix	A directory of officers and employees.	Not applicable.	
x	Monthly remuneration received by each of the officer and employee including the system of compensation as provision in the regulation.	As per salary slip of officer & staffs.	
xi	The budget allocated to each of of its agency indicating the particulars of all plans proposed expenditures and reports on disbursements	Not applicable.	Not applicable.
xii	The manner of execution of subsidy programmers, including the amounts allocated and the details of beneficiaries of such programmer.	Not applicable.	
xiii	Particulars of recipients of concessions, profit or authorizations granted	Not applicable.	
xiv	Details in respect of the information, available to or held by it, reduced in an electronic form	Not applicable.	
xv	Facilities available to public for obtaining information	Not applicable.	
xvi	Name, designation and other particulars of public information officers.		
xvii	Any other information as may be prescribed	There is no more information to furnishing. As per statutory requirement update of these publications every year will be done.	

Enclosure:- As above.

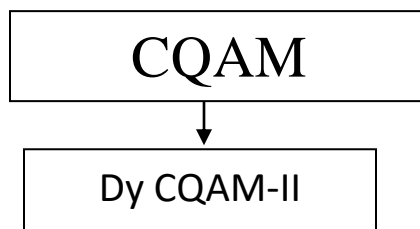
(Anil Kumar Singh)
Dy CME/Inspection
&
Public Information Officer/Inspection

Annexure-1

Organization Chart of Inspection Division



Organization Chart of Quality Assurance Wing



**INDIAN RAILWAY
BANARAS LOCOMOTIVE WORKS
VARANASI**

No. QC/246 PL-I

Office of CEE/Inspection

Dated: 05/12/2022

Sub: Duty list of officers under the administrative control of CEE/Inspection.

Ref: i. Dy. CEE/HQ letter no. BL/PCEE/BLW/Officers Duty List dated: 28/01/2022 (SN/107-109).

ii. CEE/Inspection note no. CEE/Insp. /Duty List dated: 18/08/2022

In reference to above, Duty List of Officers under administrative control of CEE/Inspection is revised as below. This order shall supersede all previous duty list.

1. Dy. CEE/Inspection-I

SN	Duty
(i)	Inspection of all Electric locomotive material at BLW, Firm premises etc. (other than RDSO/RITES/CLW inspected).
(ii)	Monitoring and disposal of all Proforma-A cases for all Electric Locomotive items.
(iii)	To prepare and review material inspection check-sheet and QAP for RI and Firm inspection.
(iv)	He will be assisted by AQAM/RI.
(v)	Any other work assigned from time to time.

2. AQAM/RI

SN	Duty
(i)	He will assist Dy. CEE/Inspection-I for working in RI.
(ii)	Inspection of all Electric locomotive material at BLW, firm premises etc.
(iii)	Monitoring and disposal of all Proforma-A cases for all Electric Locomotive items.
(iv)	To prepare, review and implement material inspection check-sheet and QAP for RI and Firm inspection.
(v)	To ensure all material inspection are being carried out in accordance with relevant Rules, Guidelines, Specification and Drawing etc.
(vi)	Any other work assigned from time to time.

3. Dy. CEE/Inspection-II

SN	Duty
(i)	Stage inspection, final inspection, testing and dispatch of all types of Locomotives.
(ii)	Monitor & Arrange for RRT/Final dispatch of all types of locomotives in coordination with NR & NER.
(iii)	Conduct quality audit, review check-sheets and QAP for inspection.
(iv)	Technical audit of production practices in shop to ensure reliability.
(v)	To coordinate daily inspection meetings.
(vi)	He will be assist by SQAM/Veh., for TMS; AQAM for TAS, LAS and AEE/Insp. for LTS
(vii)	Any other work assigned from time to time.

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4. SQAM/Veh.

SN	Duty
(i)	He will assist Dy. CEE/ Inspection-II for inspection in section TMS.
(ii)	To monitor Stage Inspection in his assigned sections (TMS).
(iii)	Conduct quality audit, review check-sheets and QAPs for inspection.
(iv)	Technical audit of production practices in shop to ensure reliability.
(v)	Any other work assigned from time to time.

5. AQAM

SN	Duty
(i)	He will assist Dy. CEE/ Inspection-II and locomotive inspection activities in LAS & TAS.
(ii)	To monitor Stage Inspection in his assigned sections (LAS & TAS).
(iii)	Conduct quality audit, review check-sheets and QAPs for inspection.
(iv)	Technical audit of production practices in shops to ensure reliability.
(v)	Any other work assigned from time to time.

6. AEE/Inspection

SN	Duty
(i)	He will assist Dy. CEE/ Inspection-II and locomotives inspection activities in LTS
(ii)	To monitor Stage Inspection, Final Inspection and Testing in LTS.
(iii)	Monitoring & Arrange for RRT/Final dispatch of all types of locomotives in coordination with NR & NER.
(iv)	Conduct quality audit, review check-sheets and QAPs for inspection.
(v)	Technical audit of production practices in shop to ensure reliability.
(vi)	Any other work assigned from time to time.

7. Dy. CME/Inspection:

SN	Duty
(i)	Monitoring of Commissioning of all types of locomotive except NRC/Export locomotives.
(ii)	Monitoring of failure of electric locomotives and commission defects for all types of locomotives (except NRC/Export) from zonal railways.
(iii)	To plan and conduct regular internal defects/ failure meeting with Inspection, Design & Production on all reliability issues and monitor the compliance.
(iv)	Coordination with Railway Board for allotment of new locomotives to zonal railways.
(v)	He will be In-charge of Office of CEE/Inspection.
(vi)	He will coordinate & responsible for periodic position & Statements like MOU, MCDO etc.
(vii)	Cadre planning of Non Gazetted clerical staff in inspection wing.
(viii)	To monitor stage inspection in LFS and SMS.
(ix)	Conduct quality audit, review check-sheets and QAPs for inspection.
(x)	Technical audit of production practices in shop to ensure reliability.
(xi)	SEE/Inspection will report to him.
(xii)	He will be look after administrative control of C&T Lab
(xiii)	Any other work assigned from time to time.

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8. SEE/Inspection

SN	Duty
(i)	He will assist Dy. CME/Inspection for working SIG Cell, Office and stage inspection in LFS & SMS.
(ii)	Monitoring of Commissioning of all types of locomotive except NRC/Export locomotives.
(iii)	Monitoring of failure of electric locomotives and commission defects for all types of locomotives (except NRC/Export) from zonal railways.
(iv)	To plan and conduct regular internal defects/ failure meeting with Inspection, Design & Production on all reliability issues and monitor the compliance.
(v)	He will assist Dy. CME/Inspection for Coordination with Railway Board for allotment of new locomotives to zonal railways.
(vi)	Conduct quality audit, review check-sheets and QAPs for inspection.
(vii)	Technical audit of production practices in shop to ensure reliability.
(viii)	Any other work assigned from time to time.

9. CMT

SN	Duty
(i)	All works related to C&T Lab.
(ii)	He will be assist by ACMT.
(iii)	He will report to Dy. CME/Inspection.

Note: Cadre planning of Non Gazetted Technical staff in inspection wing shall be under control of Dy.CEE/Inspection-I or Dy.CEE/Inspection-II who shall be senior most among them.

This issue with the approval of PCEE

[Signature]
CEE/Inspection

C/- Secy to GM for kind information to General Manager
PCEE, PCME, PCMM, PFA, PCPO, PCE, PCSC/RPF
CEE/Loco, CME/P&MKTG, CDE/EL, CDE/DL, CQAM, CME/QMS & CESE

E-Office :- E1579655
Date :- 8/12/22

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Annexure

(1)

Indian Railway (Ministry of Railways)
Banaras Locomotive Works
Varanasi

Letter No. EL/PCEE/BLW/officers Duty list
Dated : 29-06-2022

Office of PCEE

Sub: Consolidated duty list of all officers under the administrative control
of PCEE

- 1.0 Latest consolidated duty list of all officers under administrative control of
PCEE is enclosed for your kind information please.
- 2.0 This issues with the approval of PCEE.

Dy.CEE/HQ

Encl: As above

C/- Secy to GM for kind information of General Manager
PCEE (on file), PCME, PCMM, PFA, PCPO, PCE, PCSC/RPF
CEE/Loco, CME/P&MKTG, CDE/EL, CDE/DL, CEE/Insp., CQAM,
CME/QMS, CEE/Planning

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Duty list of officers under the administrative control of PCEE

(Issued on 29/06/2022)

1	Chief Electrical Engineer/locomotive (CEE/Loco)
1.1	All issues related to all production shops except Engine and Block shop of BLW.
1.2	All issues related to outturn of all types of locomotive.
1.3	All issues related to production of all RSP items as planned for the year.
1.4	All issues related to planning cell - production planning & control
1.5	All issues related to work study cell
1.6	All issues related to WMS budget
1.7	He will be cadre controlling officer for all Gr. C & Gr. D staff of Electrical and Mechanical cadre.
1.8	All issues related to planning of all M&P for loco production shops under his area.
1.9	All issues related to progress cell - Material planning, indenting, monitoring & follow up.
1.10	Shri M K Gupta CEE/Loco is entrusted implementation of flag ship projects nominated under PIU.
1.11	Any other other duties assigned from time to time
2	Chief Mechanical Engineer (Production and Marketing) - CME(P & Mktg)
2.1	All issues related to Engine and Block shop of BLW.
2.2	All issues related to planning of all M&P for loco production shops under his area.
2.3	Marketing and sale of locomotives/DG sets and spares to Non-RailwayCustomers NRC (domestic)
2.4	Coordination with RITES, IRCON and other agencies for obtaining orders for export locomotives/DG sets and spares
2.5	Coordination with Design office and RDSO for design of new locomotives/DG sets required by NRCs or for export
2.6	Exploring domestic and international markets
2.7	Commisioning of NRC/Export locomotives and DG sets
2.8	Warranty claims, assistance required by NRC for locomotives/DG sets supplied to them by BLW
2.9	Any other other duties assigned from time to time
3	Chief Electrical Engineer/Inspection (CEE/Inspection)
3.1	Inspection of all Electric locomotive items at BLW, firm premises etc (other than RDSO/RITES inspected)
3.2	Monitoring and disposal of Proforma A cases of Electric locomotive items
3.3	Stage inspection, final inspection, testing and dispatch of all types locomotives
3.4	Monitoring of Commisioning of all type of locomotives except NRC/Export locomotives
3.5	Monitoring of the failures, reliability and warranty issues of BLW turned out Electric locos
3.6	Technical Audit of production practices in all shops except Engine and Block shop to ensure reliability

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3.7	Administrative control of CMT lab
3.8	Co-ordination with Rly. Bd. for allotment of all type of new locomotives to Z.Rly
3.9	Any other other duties assigned from time to time
4	Chief Quality Assurance Manager – CQAM
4.1	Inspection of all Diesel locomotive items at BLW, firm premises etc (other than RDSO/RITES inspected)
4.2	Monitoring and disposal of Proforma A cases of Diesel locomotive items
4.3	Monitoring of the failures, reliability and warranty issues of BLW turned out Diesel locos.
4.4	Technical Audit of production practices in Engine and Block shop to ensure reliability
4.5	Any other other duties assigned from time to time
5	Chief Mechanical Engineer /Quality management service-(CME/QMS)
5.1	Management Representative for all ISO related activities and external certification/audits systems.
5.2	Any other duties especially assigned from time to time
6	Chief Design Engineer / Electric locomotive – (CDE/EL)
A	D&D
6.1	All design issues of Electric locomotives
6.2	Coordination with RDSO, CLW, DMW etc regarding design and RDSO/CLW/DMW etc approved items of Electric locos.
6.3	Preparation of detailed drawings of assemblies/sub-assemblies of Electric locomotives being manufactured by BLW
6.4	Design development of new Electric locomotives
6.5	Upgradation of technology to increase the reliability & availability and reduce maintenance of Electric locomotives.
6.6	Preparation and updation / upgradations of technical and purchase specifications of Electric loco components
6.7	Indigenization and multi-sourcing of Electric loco components
6.8	Liaison with Railway Board, RDSO, CLW, DMW, Zonal Railways and Industries for technical matters related to Electric locomotives
6.9	Technical support to Marketing, RITES, IRCON, etc regarding Electric locomotives.
6.10	Technical evaluation of Electric loco component
6.11	Complete design documentation control of Electric locos viz specifications, drawings, MIS, DMSPs, Vendor Directory, Design publication, disseminating information to the Zonal Railways i.e. Sochna.
6.12	Product structure of all the BLW manufactured Electric locomotives
6.13	Technical support to Workshops and Sheds for improving reliability of Electric locos and components
6.14	All technical meeting regarding Electric locomotives viz. MSG, ESC, CELEs conf. etc. CEE/Inspection organization is custodian of failure data and co-ordination with Railways for Electric locomotives. Therefore the failure and reliability data for all meetings to be provided by Inspection to Design wing.
B	General Services Maintenance Area
6.15	All issues related to Electrical General Services and Tele/Data communication assets installation, maintenance, operation, planning and

	<p>Ensure collection and deposit of advance payments as admissible from customers placing supply orders for loco spares and also the final bill payment from them in time after their supply.</p> <p>Annual review of price factors for locomotive spares to be supplied to NRCs, their vetting and approval by competent authority before start of every financial year.</p> <p>Co-ordinate with Accounts dept. for finalisation and issue of spares' price list in time.</p> <p>Creation of new work charge posts under marketing estimate obtain/compile their justifications, their vetting and subsequently submission of their proposals to Personnel dept. for approval at appropriate level i.e GM or Railway Board.</p> <p>Preparation of Annual statement of work charge posts under Marketing Estimate, monitor status of these work charge posts, their timely renewal or review their requirement.</p> <p>Plan and keep account of D&G charges, prepare annual statement of balance D&G charges and get it vetted from Accounts.</p> <p>Co-ordinate with Tax Co-ordination Cell (TCC) regarding GST and availing ITC (Input Tax Credit) return related to locomotives and NRC spares.</p> <p>Monitor marketing development fund, their allocation and approval of GM. A detailed position of this fund committed for execution of various approved projects and their utilisation is to be maintained.</p> <p>Maintenance/ disposal and digitisation of Office files on all the above matters.</p> <p>Any other responsibilities assigned from time to time</p>
10	<p>AMgM/Sales-</p> <p>To send quotations to NRCs against their enquiries.</p> <p>ii. To register the purchase order with oracle based system of MMIS, arrange vetting of demands by Accounts dept for the POs registered.</p> <p>iii. Arrange to transfer the spares from production ward/shop to NRC-ward.</p> <p>iv. Chase the balance payments from NRCs.</p> <p>v. Co-ordinate vetting of sale orders from Accounts.</p> <p>vi. Chase for inspection, packing, waybill before despatch.</p> <p>vii. Ensure compliance of customer needs within requisite time.</p> <p>viii. Report to DyCMgM/Sales and assist in effective execution of official responsibilities of Marketing Sales Section.</p> <p>ix. Any other responsibilities assigned from time to time.</p>

Duty List of officers under CEE/Inspection

1	Dy. CEE/Inspection-I
(i)	Inspection of all Electric locomotive material at BLW, Firm premises etc. (other than RDSO/RITES/CLW inspected).
(ii)	Monitoring and disposal of all Proforma-A cases for all Electric Locomotive items.
(iii)	To prepare and review material inspection check-sheets and QAP for RI and Firm Inspection.
(iv)	He will be assisted by AQAM/RI.
(v)	Any other work assigned from time to time.
2	CMT
(i)	All works related to CMT lab.
(ii)	He will be assisted by ACMT.
(iii)	He will report through Dy. CEE/Insp-I.

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3	AQAM/RI
(i)	He will assist Dy CEE/Inspection-I for working in R.I.
(ii)	Inspection of all Electric locomotive material at BLW, Firm premises etc.
(iii)	Monitoring and disposal of all Proforma-A cases for all Electric Locomotive items.
(iv)	To prepare, review and implement material inspection check-sheets and QAP for RI and Firm Inspection.
(v)	To ensure all material inspections are being carried out in accordance with relevant Rules, Guidelines, Specification and Drawings etc.
(vi)	Any other work assigned from time to time.
4	Dy. CEE/Inspection-II
(i)	Stage inspection, final inspection, testing and dispatch of all types of Locomotives
(ii)	Monitor & Arrange for RRT/Final dispatch of all types of locomotives in coordination with NR & NER.
(iii)	Conduct quality audit, review check-sheets and QAPs for inspection.
(iv)	Technical Audit of production practices in shops to ensure reliability.
(v)	Cadre planning of Non Gazetted Technical Staff in Inspection wing.
(vi)	To coordinate daily inspection meetings.
(vii)	He will be assisted by SQAM/Veh. for SMS, TMS, LFS; AQAM for LAS, TAS and AEE/Insp. for LTS.
(viii)	Any other work assigned from time to time.
5	SQAM/Veh
(i)	He will assist Dy. CEE/Inspection-II for inspection in Section SMS, TMS, and LFS.
(ii)	To monitor Stage Inspection in his assigned sections (SMS, TMS, and LFS).
(iii)	Conduct quality audit, review check-sheets and QAPs for inspection.
(iv)	Technical Audit of production practices in shops to ensure reliability.
(v)	Any other work assigned from time to time.
6	AQAM
(i)	He will assist Dy. CEE/Inspection-II and locomotive inspection activities in LAS & TAS.
(ii)	To monitor Stage inspection in his assigned sections (LAS & TAS).
(iii)	Conduct quality audit, review check-sheets and QAPs for inspection.
(iv)	Technical Audit of production practices in shops to ensure reliability.
(v)	Any other work assigned from time to time.
7	AEE/Inspection
(i)	He will assist Dy. CEE/Inspection-I) and locomotives inspection activities in LTS.
(ii)	To monitor Stage inspection & Final inspection, Testing in LTS.
(iii)	Monitor & Arrange for RRT/Final dispatch of all types of locomotives in coordination with NR & NER.
(iv)	Conduct quality audit, review check-sheets and QAPs for inspection.
(v)	Technical Audit of production practices in shops to ensure reliability.
(vi)	Any other work assigned from time to time.
8	Dy. CME/Inspection
(i)	Monitoring & disposal of warranty issues of BLW turned out Electric locomotives, Coordination with sheds and vendors to resolve warranty cases expeditiously, and coordinate to provide service support to Electric loco sheds.

(ii)	Monitoring of Commissioning of all types of locomotive except NRC/Export locomotives.
(iii)	Monitoring of failures of electric locomotives and commissioning defects for all types of locomotives (except NRC/ Export) from zonal rlys.
(iv)	To plan and conduct regular internal defects/failure meetings with Inspection, Design & Production on all reliability issues and monitor the compliance.
(v)	Coordination with Railway Board for allotment of new locomotives to zonal railways.
(vi)	He will be In-charge of Office of CEE/Inspection.
(vii)	He will coordinate & responsible for periodic positions & statements like MOU, MCDO etc.
(viii)	Cadre planning of Non Gazetted Clerical Staff in Inspection wing.
(ix)	Any other work assigned from time to time.
(x)	SEE/Inspection will report to him.

9 SEE/Inspection

(i)	He will assist Dy. CME/Inspection for working in SIG Cell & Office.
(ii)	Monitoring & disposal of warranty issues of BLW turned out Electric locomotives, Coordination with sheds and vendors to resolve warranty cases expeditiously, and coordinate to provide service support to Electric loco sheds.
(iii)	Monitoring of Commissioning of all types of locomotive except NRC/Export locomotives.
(iv)	Monitoring of failures of electric locomotives and commissioning defects for all types of locomotives (except NRC/ Export) from zonal rlys.
(v)	To plan and conduct regular internal defects/failure meetings with Inspection, Design & Production on all reliability issues and monitor the compliance.
(vi)	He will assist Dy. CME/ Inspection for Coordination with Railway Board for allotment of new locomotives to zonal railways.
(vii)	Any other work assigned from time to time.

Duty List of Officers under CQAM

1 Dy CQAM-II	Monitoring inspection work in Engine Division, Block Division and MGR/CMM Inspection of components received in RI from vendors for diesel loco (Excluding items common with electric loco) Monitoring & disposal of Proforma-A cases and advise to firms regarding rectification work done against such cases. Failure investigations of diesel locomotives. Conduct quality audit, review check-sheets and QAPs in his area. Calibration of measuring instruments received from Shop and ZRs and keep their records. Monitoring inspection in following Shops : MGR, Engine-II & III, Block, SIG/Dsl and RI/Dsl. Renewal of DPCs Licenses for Diesel Locomotive across Zonal Railways. Any other work assigned by CQAM from time to time. WM/Inspection will report to him.
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Duty List of D&D Officers under CDE-EL

1 Dy CDE-I	Incharge of Propulsion group, Cable Harness group, Roof equipments group(Both Electric and HHP locomotives).
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Indian Railway
(Ministry of Railway)
Banaras Locomotive works

No. QC/102

Office of CEE/Insp

Dated 24/03/2023

Sub: Duty list of CEE/Inspection Office Staff.

SN	Name & Designation	Duties and responsibilities
Technical Assistant		
1	Shri R.N. Singh SSE/ Inspection	Technical Assistant of Chief Quality Assurance Manager.
2	Shri Leo Doshi SSE/ Inspection	Technical Assistant of Chief Electrical Engineer/Inspection.
Technical Group		
1	Shri Sudhir Kumar SSE/ Inspection-I (Group Leader)	I. Prepare Check sheets of RI, Stage Inspection and issue amendment time to time under coordination with Design. II. Prepare and compiled MCDO, MOU for Railway Board and best production unit Shield Award. III. Coordination with shop floor and Scanning of Electric Loco document. (Scanned loco document send to SIG cell for mailing to ELS) IV. Any other works as assigned.
2	Shri Ajay Kumar Vohwakarma SSE/ Inspection-II	I. Preparation of NRC Loco Documents. II. Correspondence with Railway (Loco allotment). III. Maintaining T&P Register/Items IV. Any other works as assigned.
3	Miss S. Swati Tech-I	I. Prepare and compiled MCDO & MOU of Dy. CEE/Inspection-I&II II. Dealing with letters and files of e-office sent by shop officials. III. Up Keep record of training program and communicate to all concerned Section In-charge under Dy. CEE/Inspection-I & II. IV. Any works as assigned.
4	Shri Ajit Kumar Dubey (Tech-I)	I. Centralised issue loco document of all section of inspection wings as LAS, TAS, LFS, TMS, SMS, LTS/Elect and LTS/Mech. II. Any works as assigned.
Ministerial Group		
1	Shri Pramod Kr. Arya Chief D.S./Inspection	I. Office in charge of CEE/Inspection Office. II. Arrangement of table peon and maintaining availability. III. Any other works as assigned.
2	Shri Dharmendra Singh OS/Inspection-I	I. Budget and Expenditure, Pay order with allocation and all kinds of Bill payment. II. Monthly Reliability Meeting related works. III. Disposal of Audit cases, Vigilance Cases, Corrs. with Rajyasabha and Loksabha Hindi supervisor. IV. APAR through HRMS Module in Inspection division. Completing the process of Reporting, Reviewing and Accepting Authority. V. Any other work as assigned.
3	Smt. Tara Devi OS/Inspection-II	I. Cash Imprest and Voucher posting. II. Establishment work like Joining and Transfer of staff, Leave, Attendance, Absentee. III. Any other work as assigned.
	Shri Amit Anand Tyagi OS/Inspection-III	I. Receipt and Dispatch of all correspondence under CEE/Inspection office including CQAM. II. Reply of GM & PCEE Inspection /MOM and Corrs.Rly. Board. III. Disposal of RTI Cases and update staff position of inspection wing. IV. Coordination and implementation for e-mapping of all staff on e-office. V. Any other works as assigned.
5	Shri Walid Kr. Mahato Jr. Clerk/Inspection	I. Stock items related works and correspondence with store ward. II. Preparation of Non-stock indent. III. Arranging office stationary and Staff welfare related work. IV. Any other work as assigned.

Note: Alternate looking after arrangement for day to day working in case of Leave/Vacancy for the staff working under Chief Electrical Engineer/Inspection, BLW.

No	Name of Post	Alternate Arrangement
1	SSE/Inspection-I	SSE/Inspection-II
2	SSE/Inspection-II	SSE/Inspection-I
3	Chief OS/Inspection	OS/Inspection-I
4	OS/Inspection-I	OS/Inspection-II
5	OS/Inspection-II	OS/Inspection-I
6	OS/Inspection-III	Jr. Clerk/Inspection
7	Jr. Clerk/Inspection	OS/Inspection-III


27/03/2023
Dy. CME/Inspection


24/03/23
SSE/Inspection

Distribution:

1. Chief Electrical Engineer/Inspection
2. Chief Quality Assurance Manager
3. Dy. CEE/Inspection-I & II
4. Dy. CME/Inspection.
5. Dy. CQAM
6. SQAM
7. AQAM
8. AEE/Inspection
9. Chief OS/Inspection: to inform all concerned staff.

Order No- BLW/SIG/Misc/23/08

Date:22.08.2023

Sub:- Duty List of Supervisors of SIG cell (Diesel wing) & TA to CQAM superseding all previous letters.

Duty list of following supervisors is as under/ Superseding all previous letter.

Shri Pramod Kumar Rai, SSE/HQ-I,

- Overall In-charge of SIG (Diesel Wing).
- Monitor Training Calender & Schedules of staff..
- Technical Audit of working in E-II & MGR Section..
- Audit and Account Paras..
- ISO related issues.
- Reliability issues of Diesel Loco with Zonal Railways.
- Co-Ordination with Design regarding failure of Assembly/Sub assembly/ Components of Diesel Loco.
- Any Other work assigned by Dy CQAM-II & CQAM Time to time.

Shri Ravi Shankar Gautam, SSE/HQ-II

- MCDO/Monthly achievement/MoU
- Annual report/Standard notes/Updating of PPTs.
- Monitor DPCS renewal matters (HHP Loco).
- Technical audit of working of E-III, SAS & Block Section.
- Monitor the RDSO's website & Traction directorate website of Railway Board on daily basis.
- Monitor the production plan as per JPO, BIM & RSP.
- Any other works assigned by Dy.CQAM-II & CQAM.

Shri R. N. Singh, SSE/TA/CQAM

- TA to CQAM.
- Compliance of Inspection note of Dy.CQAM-II & CQAM.
- Monitor reply of weekly POM meeting, GM's/Rly Bd's officers inspection note.
- Progress of mission Karmyogi.
- Monitor progress of Non-Stock purchase.
- Organise conference/Meeting/Exhibition.

Note:

- SSE/HQ-I will look after the work of SSE/HQ-II in his absence and vice versa
- SSE/HQ-II will look after the work of SSE/TA/CQAM in his absence and vice versa.

This is issued with the approval of CQAM.

Ch
22/8/23
Dy.CQAM

Copy to: PCEE

CQAM.

CEE/Inspection

SSE/MGR, E-III, Block, SIG, E-II

✓ Ch.OS/Inspection.

mk
22/8/23

No.2022/04/SIG/Elect./Misc

Office: CEE/Inspection

Date: 07.11.2022

Sub: Duty List of SIG Cell (Electrical Wing).

In supersession of all pervious duty list issued for SIG Cell (Electrical wing) this fresh duty list is being issued with immediate effect.

The following employees are working in SIG Cell of Electrical Wing:

SN	Name of Employee	Designation	Staff no.	Mobile no.
1.	Ravi Kumar	SSE	18596	7753996326
2.	Jayshree Dhurve	SSE	18783	9794862167
3.	Anish K. Upadhyay	SSE	19746	9794864319
4.	Ram Ashre Pathak	FTR-I	15764	9794864900

1. Shri Ravi Kumar, SSE/SIG:

Summary 8/11/22

- I Overall In-charge of SIG cell (Electrical wing), supervision & co-ordination in SIG cell
- II Monitoring of commissioning of Electric locos in ZR and co-ordinate to provide service support to ELSs.
- III Monitoring and maintaining record in soft-copy of failures of Electric loco and commissioning defects for Electric Loco from Zonal Railways and ELSs and analysis for corrective action.
- IV Regular monitoring of daily position of failure reported by ZR's Electric Loco shed, weekly position of un-commissioned loco.
- V Preparation and put-up Monthly failures Report and send in the form of Annexures to Design, Production & Inspection for corrective and preventive action.
- VI Quality Audit, RTI Vigilance and Rajbhasa.
- VII Maintain T&P register, condemnation/procurement of computer & its peripherals.
- VIII Admin work of E-Office. Arrangement of stationery items and requisition through E-office.
- IX Any other work assigned by the higher officials.

2. Shri Anish Kumar, SSE/SIG → *Anish Kumar*
07/11/2022

- I Prepare & provide data/PPT for PCDO, MOU as per demand.
- II Management of all databases of the entire Inspection Wing (Electric Loco Dispatch & Commissioning, ELS MOM & IC-0).
- III To plan & conduct regular defects/failure meetings with Design, Production & Inspection on all reliability issues and monitor the compliance.

IV To plan & conduct regular monthly web meeting with Electric loco shed and issue MOM)

V Any other work assigned by the higher officials

Note: Shri R. A Pathak, Technician will assist him to execute all above works

3. Smt. Jayshree Dhurve, SSE/SIG - 8/11/22

- I Daily Position of SIG Cell
- II Daily checking of mails (sigdlw2020@gmail.com as well as sig-dlw@dlw.railnet.gov.in) and taking appropriate action also maintaining records of all the mails received as well as sent to Zonal Railways. ELSs and firms
- III Maintaining soft copy of Loco Documents and sending them to corresponding ELS
- IV Any other work assigned by the higher officials

Note: Following Supervisors will report to Dy. CQAM with their existing duty according to the referred note dated 02.01.2021 for SIG Cell (Diesel Wing)

1. Shri Ravi Shankar Gautam, SSE/SIG.
2. Shri P. K. Rai, SSE/SIG.
3. Shri Gautam Kumar, CMA.

Note: Alternate look after arrangement:

SN	Name of Staff	Alternate arrangement
1	Ravi Kumar	Jayshree Dhurve
2	Jayshree Dhurve	Anish K. Upadhyay
3	Anish K. Upadhyay	Ravi Kumar

Dy. CME/Inspection

SEE/Inspection 8/11/22

Copy to:

- 1.CEE/Inspection- for information please.
- 2.CQAM- for information please.
- 3.Dy. CQAM- for information and necessary action please.
- 4.Dy.CEE/Insp. - for information please.

QUALITY SYSTEM DIVISION

Office of the CME/QMS

No. QSD/BLW/RTI

Dated: 21.02.2024

To

APIO

BLW/Varanasi

Sub: Contents of Information u/s 4(1)(b) of RTI Act

Ref.: Your letter No. PI/46/RTI/Misc./2022-23

dtd.16.08.2023& 18.07.2023.

Reference to above, Contents of Information u/s 4(1)(b) of RTI Act of QMS Division is listed below-

Under section 4(1)(b) of RTI Act	Particulars under section 4(1)(b) of RTI Act	Description/Compliance	Remarks
(i)	The Particular of our Organization functions and duties	Particulars of QSD Cell including functions and duties	As per Annexure-1/1 to 1/3
(ii)	The Power and duties of our officers and employees	The powers and duties of CME/QMS and subordinate staffs	As per Annexure-1/1 to 1/2
(iii)	The procedure followed in the decision making process including channels of supervision and accountability-	According to hierarchy	Being followed
(iv)	The norms set for the discharge of our function	As per Duty List	As per Annexure-1/2

(v)	Rules, regulations, instructions, manuals and records used by our employees for discharging their functions.	1. As per Factory Act 1984 2. As per Duty List	1. As per Factory Act 1984 2. As per Annexure-1/2 (Duty List)
(vi)	A statement of categories of the documents held by the department or under its control	1. As per Factory Act 1984 2. As per Annexure-1/2 (Duty List) 3. As per instruction/Manuals of Railway Board	1. As per Factory Act 1984 2. As per Annexure-1/2 (Duty List) 3. As per instruction/Manuals of Railway Board
(vii)	Arrangement for consultation.	Not Applicable	
(viii)	Boards, councils, committees and other bodies	Not Applicable	
(ix)	A directory of officers and employees.	Telephone Directory E-mail Address	On BLW official website
(x)	The monthly remuneration received by each of its officers and staffs, including the system of compensation as provided in its regulations	As per salary slip of officer & staffs	

(xi)	to each of its agency indicating the particulars of all plans proposed expenditures and reports on disbursements		Annexure -2/1 to 2/2
(xii)	The manner of execution of subsidy programmers, including the amounts allocated and the details of beneficiaries of such programmer.	Not Applicable	
(xiii)	Particulars of recipients of concessions, profit or authorizations granted	Not Applicable	
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form	All information is available w.r.to Annex.1 to 2	
(xv)	Facilities available to public for obtaining information	Not Applicable	
(xvi)	Name, designation and other particulars of public information officers.	Not related to QSD Cell	
(xvii)	Any other information as may be prescribed.	There is no more information to furnish.	


 22/2/2024
 CME/QMS

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Indian Railway (Ministry of Railways)
Banaras Locomotive Works
Varanasi

Letter No. EL/PCEE/BLW/officers Duty list
Dated : 16-12-2020

Office of PCEE

Sub: Revised duty list of HODs under the administrative control of PCEE

Ref: O.O.no.Gaz/160 dated 07.12.2020

- 1.0 Vide above reference, post of CMgM and CME/P has been redesignated as CME/QSM & CME/P&MKTG with the change in the duty list of CEE/Planning, CMgM and CME/P.
- 2.0 Latest consolidated duty list of all HODs under administrative control of PCEE with the new designations is enclosed for your kind information please.
- 3.0 This issues with the approval of PCEE.

Dy.CEE/HQ

Encl: Duty list of HODs under PCEE wef. 15/12/2020

C/- DGM cum Secy to GM for kind information of General Manager
PCEE (on file), PCME, PCMM, PFA, PCPO, PCE
CEE/Loco, CME/P&MKTG, CDE/EL, CDE/DL, CEE/Insp., CQAM,
CME/QSM, CEE/S&P, CEE/Planning

पुस्तक संख्या

दिनांक

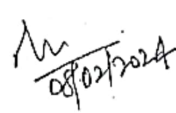
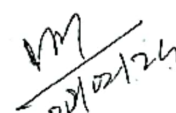
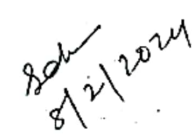
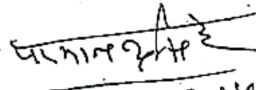
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	Z.Rly
3.9	Any other other duties assigned from time to time
4	Chief Quality Assurance Manager – CQAM
4.1	Inspection of all Diesel locomotive items at BLW, firm premises etc (other than RDSO/RITES Inspected)
4.2	Monitoring and disposal of Proforma A cases of Diesel locomotive items
4.3	Monitoring of the failures, reliability and warranty issues of BLW turned out Diesel locos.
4.4	Technical Audit of production practices in Engine and Block shop to ensure reliability
4.5	Any other other duties assigned from time to time
5	Chief Mechanical Engineer /Quality service management – (CME/QSM)
5.1	Management Representative for all ISO related activities and external certification/audits systems.
5.2	Any other duties especially assigned from time to time
6	Chief Design Engineer / Electric locomotive – (CDE/EL)
6.1	All design issues of Electric locomotives
6.2	Coordination with RDSO, CLW, DMW etc regarding design and RDSO/CLW/DMW etc approved items of Electric locos.
6.3	Preparation of detailed drawings of assemblies/sub-assemblies of Electric locomotives being manufactured by BLW
6.4	Design development of new Electric locomotives
6.5	Upgradation of technology to increase the reliability & availability and reduce maintenance of Electric locomotives.
6.6	Preparation and updation / upgradations of technical and purchase specifications of Electric loco components
6.7	Indigenization and multi-sourcing of Electric loco components
6.8	Liaison with Railway Board, RDSO, CLW, DMW, Zonal Railways and Industries for technical matters related to Electric locomotives
6.9	Technical support to Marketing, RITES, IRCON, etc regarding Electric locomotives.
6.10	Technical evaluation of Electric loco component
6.11	Complete design documentation control of Electric locos viz specifications, drawings, MIS, DMSPs, Vendor Directory, Design publication, disseminating information to the Zonal Railways i.e. Soochna.
6.12	Product structure of all the BLW manufactured Electric locomotives
6.13	Technical support to Workshops and Sheds for improving reliability of Electric locos and components
6.14	All technical meeting regarding Electric locomotives viz. MSG, ESC, CELEs conf. etc. CEE/Inspection organization is custodian of failure data and co-ordination with Railways for Electric locomotives. Therefore the failure and reliability data for all meetings to be provided by Inspection to Design wing.
6.15	Any other duties especially assigned from time to time
7	Chief Design Engineer / Diesel locomotive – (CDE/DL)
7.1	All design issues of Diesel, hybrid & diesel to Electric converted locomotives
7.2	Coordination with RDSO etc regarding design and RDSO etc approved items of Diesel, hybrid & diesel to Electric converted locos.

Dtd.08.02.2024

Sub: Work Distribution in QSD (MR Cell) officials.

Due to change in nature of certification, re-distribution of the work allotted to QSD Staffs is required.

SN	Description of work	Responsibility	Desg.
1	Overall in charge of QSD Cell Documents updating & Surveillance Audit of IMS,50001,5-S and IRIS monitoring. GM Annual Report Certificate status, MCDO & other Reports Letter to Railway Board	N.K.Sinha  08/02/2024	S.S.E
2	IRIS work All documents preparation New Certification proposal Documents distribution Internal Audit IMS,50001,5-S & IRIS MRM (once in a year)	V.K.Jaiswal  08/02/24	J.E
3	Cyber Crisis Management Plan Concession process Meeting arrangement All type of Bills processing Upkeep of Computer & peripherals	S.D.Narayan  8/2/2024	C.M.A
4	Audit work (CAG Inspection & reply) Budget & Expenditure Stock, Non-Stock, P&T, Ledger Materials from Store Arrangement of stationary & other items Cash Imprest	P.N.Singh  08.02.2024	O.S

Note: Apart from above any work assigned by CME/QMS

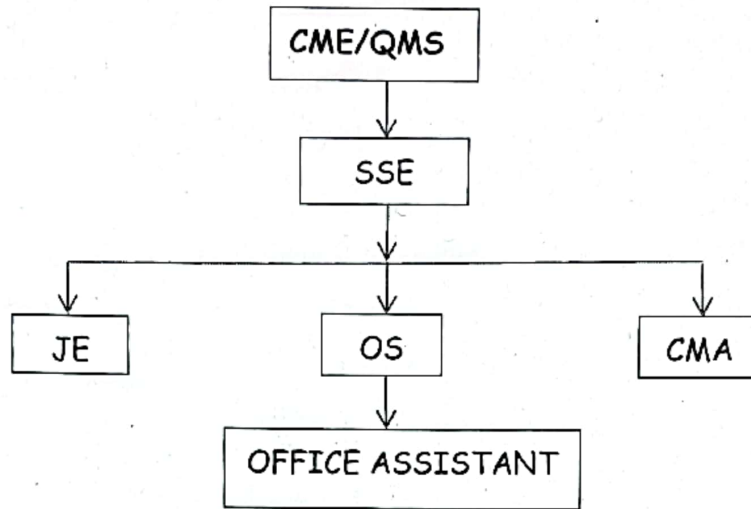
Therefore, CME/QMS is requested to accord approval for above duty list.

CME/QMS

8/2/2024

S.S.E

08/02/2024

QMS DIVISION ORG. STRUCTURE

BLW/Varanasi
Budget Estimate 2023-24

(Figures in thousand of Rs.)

Sl No	Name of Department	Dept. Head	TA/DA	OT	Honorarium	Cash Award	Office conting	Petrol & Diesel	Furniture fixer&etc	Adver/pu blishty/c ourtesy	Ind/cultural progra.	Air travel abroad	Air travel domes tic	Medicine	Electricity	Non stock	Trg/semin ar	Deg/ Dip/Appren tice Stpnd.	Industrial Act Apperentic es	PLB	Other	Incentive	Service tax	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
1	GM/P	75	800	0	0	400	1000	0	400	0	1000	0	0	0	0	2000	800	2000	0	0	2000	0	0	10400
2	PFA	76	2000	2100	500	302	5000	0	200	0	0	0	120	0	0	1000	0	0	0	5500	900	0	0	17622
3	CME/P	60	60	60	0	405	2570	0	600	0	0	100	300	0	0	52280	0	0	0	0	3790	0	0	60165
4	Dy CME/Progress		600	0	0	40	600	0	500	0	0	0	0	0	0	600	0	0	0	0	500	0	0	2840
5	PCMM	66	0	0	0	450	2000	0	1500	0	0	0	200	0	0	2500	200	0	0	0	200	0	0	7050
6	PCMO	78	0	0	0	40	700	0	1800	20	0	0	0	120000	0	20000	100	0	0	0	3500	0	0	146160
7	Dy.CDE/Elec.															0								0
8	CDE	62	800	300	0	135	1200	70	1000	0	0	0	0	0	0	4500	0	0	0	0	500	0	0	8505
9	PRO	75	0	0	0	800	600	0	100	10000	200	0	0	0	0	900	0	0	0	0	0	0	0	12600
10	GM/Admn(Secy to GM)	75	350	350	5	70	750	400	300	1200	0	500	1000	0	0	500	0	0	0	0	300	0	0	5725
11	CEE/Inspection	63	1000	100	0	200	600	0	1000	0	0	0	0	0	0	2500	0	0	0	0	9700	0	0	15100
12	OSD (MR)	75	5	0	0	20	900	0	100	0	0	0	0	0	0	200	100	0	0	0	200	0	0	1525
13	Dy.CME/Spare part cell	85	400	0	0	60	600	0	400	0	0	0	0	0	0	600	0	0	0	0	800	0	0	2860
14	CEE/Loco		240	240	0	480	1005	0	200	0	0	200	200	0	0	200	0	0	0	0	200	0	0	2965
15	Dy. CMM(D)	66	500	500	0	100	400	950	0	0	0	0	0	0	0	2000	0	0	0	0	4500	0	0	8950
16	CESE/RPF	79	35000	0	100	350	1500	125	8000	30	0	100	200	0	0	11000	500	0	0	1900	17000	0	0	75805
17	PCE	80	410	420	0	180	2900	100	9550	0	0	0	200	0	0	19000	200	0	0	7500	260	0	0	40720
18	PCEE	81	500	10000	0	235	650	1200	600	0	100	0	0	0	150000	30000	0	0	0	0	500	0	0	193785
19	Sr.Hindi Adhikari	75	0	0	300	500	300	0	100	0	0	0	0	0	0	200	0	0	0	0	200	0	0	1800
20	C.Mg.M	89	0	300	100	80	1200	0	1000	1600	0	0	0	0	0	151000	0	0	0	0	1500	0	0	156780
21	Dy. CME/Tooling & Mod	40	0	0	0	15	360	0	200	0	0	0	100	0	0	20000	50	0	0	0	100	0	0	20825
22	Dy. CME/Plant - II	60	200	200	40	100	500	100	300	0	0	600	300	0	0	140000	100	0	0	0	100	0	0	142540
23	DY C.C.M.T.	64	300	0	0	12	200	0	200	0	0	0	0	0	0	1500	0	0	0	0	500	0	0	2712
24	ST. John's Amb	75	600	0	0	40	25	0	25	0	0	0	0	0	0	400	0	0	0	0	100	0	0	1190
25	Civil Defense	75	300	0	300	200	200	0	0	0	0	0	0	0	0	800	0	0	0	0	200	0	0	2000
26	Scout & Guide	63	50	0	0	100	50	0	300	0	500	0	0	0	0	500	200	0	0	0	100	0	0	1800
27	PTC	82	500	0	800	25	600	0	1000	0	100	0	0	0	0	1500	100	0	41000	0	700	0	0	46325
28	Sr.EDPM	86	0	0	0	50	500	0	0	0	0	0	0	0	0	750	0	0	0	0	500	0	0	1800
29	CSO		100	100	20	100	200	150	50	50	50	0	150	0	0	2500	50	0	0	0	2500	0	0	6020
30	Principal Inter College	84	0	0	0	100	180	0	1300	0	300	0	0	0	0	200	300	0	0	0	10000	0	0	12330
31	Dy.CVO	75	0	0	0	250	150	0	200	0	0	0	100	100	0	500	0	0	0	0	800	0	0	2100
32	SPORT CELL	75	0	0	0	400	200	0	500	0	0	0	0	0	0	200	0	0	0	0	200	0	0	1500
33	SPO/W	75	200	50	100	50	200	0	400	0	0	0	0	0	0	500	0	0	0	0	200	0	0	1700
34	Provision for BHEL																							0
	Total		44915	14720	2265	6289	27840	3095	31825	12900	2250	1500	2870	120100	150000	470330	2700	2000	41000	14900	62550	0	0	995339
Elec., Med., St John Amb, Civil Def, TA/DA, OT, Honr, Cash Award, Inds. Act Appt., PLB, Incentive, BHEL																								
																								618110

एस.एस.ई. / क्यू.एस.डी

कार्या.अधी. / क्यू.एस.डी.

मुख्य यां. इंजी. / क्यू.एम.एस. 5/11/2024

21/02/2024
OS-02-29