

MEMU SHED, JHAJHA UNITS

1. Technical section & Tender cell

- 1 a. Tech cell** -Record keeping of various circular, SMI, Specification, MEMU failure analysis and its report making, preparation of presentation, issuing technical and administrative instruction time to time, record keeping various data of different section for study and future planning. Preparation of MCDO/PCDO. Compliance of HQ, RDSO, Railway Board instruction.
- 1 b. Tender Cell** - The work of a tender cell is to facilitate the procurement of goods and services for MEMU shed by floating tenders and managing the tendering process.
Floating tenders- Tender cell releases tenders for a variety of needs, such as construction, maintenance, and supply of goods. Managing the tendering process through GeM & and offline quotations, Maintaining a list of approved contractors.
- 2. SSE Store** -This section is responsible for procurement of non-stock material and its storage. Record keeping of store related data such as material availability in store, status of procurement, planning for material procurement, data related to condemnation of equipment, non-moving items etc.
- 3. PPIO** -This is very important section it deals with planning progress and investigation of failures. It keeps record of schedule inspection of different M/C and T/C, planning the rake for POH, tracking the rake in line for calling it in shed for schedule inspection. Day to day planning for maintenance, preparation of day to day position and record keeping of various important data for smooth functioning of MEMU car shed/JAJ.
- 4. LAB** -Various parameters of equipment is being tested by lab. Parameters are being recorded for analyzing the health of equipment also test record of equipment help for predicting the behavior of equipment in line.
- 5. OFFICE /ESTABLISHMENT** – Record keeping of establishment related data such as men's on roll, DAR record , night duty , TA ,PASS, staff grievances and its redressal. Correspondence letter with division etc.
- 6. ELECTRICAL**- This section is responsible for carrying out MEMU electrical maintenance as per **RDSO Revised report no-RDSO/PE/EMU/0038-2021(Rev.2) dated 24.06.2024**. Record keeping of detail about equipment such as SL.No. , MAKE, date of commissioning , date of overhauling ,date of fitment , date of inspection , date of failure etc. Analyzing the various failure and taking corrective action. Record keeping of Schedule checking and measurement of various parameter.

7. Bogie & Break (B&B) i.e. MECHANICAL & Pneumatic –

- 7 a. Mechanical**- This section is responsible for carrying out MEMU Mechanical maintenance as per **RDSO Revised report no- RDSO/PE/EMU/0038-2021(Rev.2) dated 24.06.2024**. Record keeping of detail about equipment such as SL.No. , MAKE, date of commissioning , date of overhauling ,date of fitment , date of inspection , date of failure etc. Analyzing the various failure and taking corrective action. Record keeping of Schedule checking and measurement of various parameter.
- 7 b. PNEUMATIC**- This section is responsible for carrying out MEMU Pneumatic maintenance as per **RDSO Revised report no- RDSO/PE/EMU/0038-2021(Rev.2) dated 24.06.2024**. Record keeping of detail about equipment such as SL.No., MAKE, date of commissioning, date of overhauling, date of fitment , date of inspection , date of failure etc. Analysing the various failure and taking corrective action. Record keeping of Schedule checking and measurement of various parameter.
- 8. GENERAL SECTION –** This section is responsible for carrying out MEMU General & Passenger amenities maintenance as per **RDSO Revised report no- RDSO/PE/EMU/0038-2021(Rev.2) dated 24.06.2024**.This section is responsible for maintaining crane operation ,pit wheel lathe ,cleaning ,welding , and some fabrication work .
- 9. Store Department (CSD/JAJ)** - It is responsible for procurement of stock material and its storage. Record keeping of store related data such as material availability in store, status of procurement, planning for material procurement, non moving items etc.