



रेल डिब्बा कारखाना, कपूरथला
Rail Coach Factory, Kapurthala

कार्यालय
महाप्रबंधक/कार्मिक
रेडिका/कपूरथला

2E/RCF/GAZ/ RE-ENGAGE

Dated 19.05.2025

RE-ENGAGEMENT NOTIFICATION

Sub.: Re-engagement of Retired Railway officers of Mechanical Consultant.

Ref: Railway Board's letter No. 2024/E(GR)/I/38/1 dated 29.08.2024 & 08.11.2024.

- Applications are invited from willing retired Railway officers for re-engagement as Consultant on fixed monthly remuneration in exigencies of service in Rail Coach Factory, Kapurthala fulfilling the following conditions of eligibility:
 - Age : must be below 65 years of age as on 19 May 2025.
 - Pay Level (on date of retirement) : Group 'B' (Level-08 & Level-09) only, (JTS) Level-10 & Level-12).
 - Vacant post (Mechanical) = 10 posts (STS= 01, JTS = 09).**
- The re-engagement of retired Railway Officers, Mechanical are proposed in Rail Coach Factory, Kapurthala.
- Terms & conditions of re-engagement are enclosed as Annexure-A.
 - Terms of reference for consultants (duty list) enclosed as Annexure - I.
- Format of application is enclosed as Annexure-B.
- Mode of submission of application:** Applications can be submitted by any of the following:-
 - Email at rcfgaz@gmail.com.
 - Speed post / registered post to APO-I, Personnel department, Admin Block Rail Coach Factory, Kapurthala Punjab – 144602.
- Last date for receipt of applications : 02.06.2025.
- Re-engagement shall be governed by Railway Board's letter No.2024/E(GR)/I/38/1 dated 29.08.2024 & 08.11.2024.

Note: This scheme shall be valid only up to 31.12.2026.

Enclosures:

- Terms & Conditions (Annexure-A)
- Prescribed pro forma (Annexure-B)
- Railway Board's letter (Annexure-C)

June
19/05/2025
(सीमा रानी)

सहायक कार्मिक अधिकारी-I
कृते महाप्रबंधक/कार्मिक
रेडिका/कपूरथला

Encl:- As above


Copy forwarding for information & n/a to :-

- All PHOD's & CHOD's /RCF/KXH.
- All notice board/RCF/KXH.

The re-engagement shall be as per the following terms & conditions:

1. General Manager/RCF shall be empowered to re-engage retired Gr. 'B', JTS, STS & JAG Railway Officers, who have retired from Gr. 'B' (Level-8 & Level-9) only, JTS (Level-10), STS (Level-11), JAG (Level-12) & Level-13 against vacant posts.
2. Remuneration: A Fixed Monthly Remuneration, i.e., Last Basic Pay minus Basic Pension, shall be paid which shall remain unchanged for the term of the contract. Annual increment / percentage increase and Dearness Allowance shall NOT be allowed during the contract period. (Example for determining remuneration shall be as given in DoE's OM No.F.No.3-25/2020-E.IIA, dated 09.12.2020).
3. The duties & responsibilities of the re-engaged retired officers of Mechanical will be as assigned by RCF administration.
4. Suitability / competency of the retired officer shall be adjudged on the basis of last five APARS as per established norms for a DPC, before such re-engagement by a three member committee of PHODS/CHODs, as appointed by General Manager. While re-engaging such officers, medical fitness of the appropriate category shall be obtained from the designated authorities as per existing practices.
5. The period of re-engagement shall be initially for a period of ONE year and further extendable as per requirement. No retired officer shall be engaged beyond the validity of the scheme i.e., not beyond 31.12.2026.
6. Maximum age limit of the re-engagement shall be 65 years.
7. The re-engagement of Consultant shall not be considered as a case of re-employment.
8. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed to carry forward in case the engagement is extended. Also, no payment in lieu of unutilized leaves will be paid at the time of discharge/expiry of the contract.
9. Consultants shall not be entitled to HRA and residential accommodation. However, Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed - not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. Consultants may be allowed TA/DA for official tour, if any, as per their entitlement at the time of retirement.
10. The designation shall be Mechanical/Consultant.

11. Consultants shall not be made in-charge of units like any Branch Officer in divisions nor be given independent charge in any Construction unit. They shall not be given Financial and D&AR powers and nor shall not be authorized to issue any safety certificate.
12. Consultant shall not divulge any information gathered by him/her during the period of assignment related to the organization to anyone who is not authorized to know/have the same. For this purpose, the Consultant shall sign an Agreement of Confidentiality with the Government of India containing a clause on Ethics and Integrity.
13. Dy. CPO is authorized to execute contract agreement on behalf of RCF administrative after acceptance of offer of engagement as consultant by Retired officer. The contract agreement shall be executed on Non-judicial stamp paper of Rs. 100/- value & duly notarized & registered with notary.
14. The re-engaged officer shall be discharged immediately on joining of selected candidate(s) from UPSC or through departmental selection as per the recommendation of PHOD/CHOD concerned.
15. All terms and conditions stipulated in Railway Board's letter No. 2024/E(GR)/I/38/I dated 29.08.2024 & 08.11.2024 will be applicable.


18/5/24
APO-I
RCF/KXH.

Annexure-B

To,
General Manager(P)
RCF/Kapurthala.

Paste recent
Colour
passport
Size
photograph

**Sub.: Application for Re-engagement of Retired Railway Officers
Mechanical/Consultant on contract basis.**

Ref.: Railway Board's letter no. 2024/E(GR)/38/1 dated 29.08.2024 & 08.11.2024.

With reference to the above, I hereby submit my application for the post of Consultant.
My details are furnished below:

1.	Full Name (in BLOCK letters):	
2.	Last Designation:	
3.	Last Office /PU/Division/HQ:	
4.	Department:	
5.	Date of Birth:	
6.	Date of Retirement:	
7.	Community (UR/OBC/SC/ST/PwBD):	
8.	PPO No. (Copy of PPO to be enclosed)	
9.	Place of posting	RCF
10.	Aadhaar Card No.:	
11.	Mobile No.:	
12.	Email address:	
13.	Postal Address:	
14.	Permanent Address:	

WORK EXPERIENCE DETAILS

S.No.	Organization details with posts held during service i.e from joining in Gazetted cadre till retirement	Level, Scale of pay & pay	From	To	Nature of work performed

DECLARATION: I hereby declare that the above information is true to the best of my belief and information. I agree to be re-engaged as Consultant as per terms and conditions laid down vide GM(P)/RCF/ Kapurthala notification under reference above.

The following documents are submitted for your perusal and consideration.

- (i) Copy of last PPO.
- (ii) Copy of SC/ST/OBC/PwBD certificate (if applicable).
- (iii) Copy of complete Bio-data.
- (iv) Service Certificate.
- (v) Pan card and Aadhar card.
- (vi) Two passport size photos.
- (vii) Last 05 years APAR.
- (viii) Available documents pertaining to details mentioned in work experience column shall be attached.
- (ix) A cancelled cheque.

Place:
Date:

(Signature of Applicant)
Name:

भारत सरकार (GOVERNMENT OF INDIA)
रेल मंत्रालय (MINISTRY OF RAILWAYS)
रेलवे बोर्ड (RAILWAY BOARD)

No. 2024/E(GR)I/38/1
{No. 2024/NFR/Officers/Re-engagement/001}

Dated: 29.08.2024

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO, Lucknow, DG/NAIR, Vadodara, DG/CTIs
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

Sub: Re-engagement of Retired Railway Officers as Consultant.

Keeping in view the difficulties being experienced by Zonal Railways due to vacant posts of Gazetted Officers the Board have approved re-engagement of retired Railway officers as consultant in exigencies of the services against the vacant posts. **This scheme of re-engagement of Retired Railway Officers shall be valid only upto 31.12.2026.** The re-engagement shall be as per the following terms & conditions:-

1. General Managers shall be empowered to re-engage retired Railway officers, who have retired from JTS (Level-10), STS(Level-11) & JAG(Level-12) for their re-engagement against the vacant posts at JTS (Level-10) & STS (Level-11).
2. As a policy initiative, to encourage a training model by re-engaging retired officers in CTIs, DG/CTIs may re-engage retired officers as faculty against vacant posts upto NFSG (L-13) in CTIs.
3. A Fixed Monthly **Remuneration** shall be admissible, arrived at by deducting the Basic Pension from the Pay drawn at the time of retirement. The amount of remuneration so fixed shall remain unchanged for the term of the contract. Annual increment/percentage increase and Dearness Allowance shall **NOT** be allowed during the contract period. [Example for determining remuneration shall be as given in DoE's OM No.F.No.3-25/2020-E.IIIA, Dated 09.12.2020].
4. Terms of reference of the work to be assigned shall be prepared and approved by GM/DG(CTIs) and the same shall be advertised as part of the application.
5. Railway shall give publicity to such re-engagement by publishing such requirements on Railway website with the eligibility criteria & application form.
6. Suitability/Competency of the retired officer shall be adjudged, on the basis of last five APARs as per established norms for a DPC, before such re-engagement by a three member Committee of PHODs/CHODs, as appointed by GM/DG(CTIs). While re-engaging such officers, medical fitness of the appropriate category shall be obtained from the designated authorities as per existing practices.
7. **Period of engagement shall be initially for a period of ONE year and further extendable as per requirement. No retired officer should be engaged beyond the validity of the scheme i.e. not beyond 31.12.2026.**
8. Maximum age limit of the re-engagement shall be 65 years.

9. The engagement of consultant shall not be considered as a case of re-employment.

10. **Paid Leave** of absence may be allowed at the rate of **1.5 days** for each completed month of service. Accumulation of leave beyond a calendar year will not be allowed nor carried forward in case the engagement is extended. Also, no payment in lieu of unutilized leaves will be paid at the time of discharge/expiry of the contract.

11. Re-engaged officer shall **not** be entitled for HRA, Residential accommodation. However, **Transport Allowance** for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of appointment. Retired employees engaged as Consultant may be allowed **TA/DA** in official tour, if any, as per their entitlement at the time of retirement.

12. The designation shall be consultant followed by (trade name) i.e. Officer appointed against the post of ADEN may be designated as Consultant (Engg.).

13. Re-engaged officer shall be given responsibilities like inspections, supervision, drawing, etc.

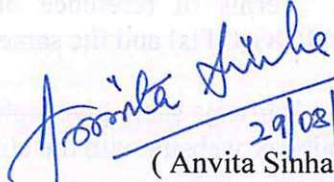
14. Re-engaged officer shall not be made in-charge of the unit like Branch Officer in the Division nor be given independent charge in the Construction unit. Re-engaged officer shall **not** be given the Financial and D&AR powers and shall **not** be authorized to issue any safety certificate. Re-engaged officer may recommend their suggestions on financial and other matters to regular officer.

15. The consultant shall not divulge any information gathered by him/her during the period of assignment related to the organization to anyone who is not authorized to know/have the same. For this purpose, the Consultant shall sign an agreement of confidentiality with the Govt. of India containing a clause on Ethics and Integrity.

16. Re-engaged officer shall be **discharged immediately** on joining of selected candidate(s) from UPSC or through departmental selection as per the recommendation of PHOD/CHOD concerned.

This issues with the approval of the Board (MF & CRB).

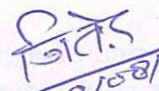
Kindly acknowledge the receipt and ensure compliance.


29/08/2024
(Anvita Sinha)
Executive Director/Estt.(GC)
Railway Board

No. 2024/E(GR)/I/38/1

Dated: 29.08.2024

1. PFAs, All Indian Railways & Production Units
2. The ADAI (Railways), New Delhi.
3. The Director of Audit, All Indian Railways


29/08/24

for Member (Finance), Railway Board

Copy: As per list attached.

भारत सरकार (GOVERNMENT OF INDIA)
रेल मंत्रालय (MINISTRY OF RAILWAYS)
रेलवे बोर्ड (RAILWAY BOARD)

No. 2024/E(GR)I/38/1

Dated: 08.11.2024

The General Manager, All Indian Railways/PUs, NF(Con), CORE
The DG/RDSO, Lucknow, DG/NAIR, Vadodara, DG/CTIs
CAOs, DMW/Patiala, WPO/Patna, COFMOW/NDLS, RWP/Bela, CAO/IROAF

Sub: Re-engagement of Retired Railway Officers as Consultant.

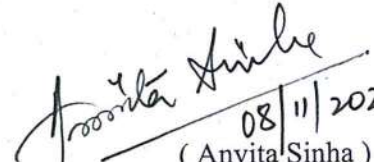
Ref.: Board's letter of even No. dated 29.08.2024

With reference to Board's letter of even number dated: 29.08.2024, many Field Units have made references requesting *inter-alia* for allowing re-engagement of officers retired from Group-B Levels and also officers retired from Level-13, as Consultant. These requests have been examined and now Board has decided to empower GMs to re-engage the following additional categories of retired officers as Consultant:-

- Officers retired from Group-B(Level-8 & Level-9) may be re-engaged as Consultant against the vacant posts in Group-B (Level-8 & Level-9) only,
 - Officers retired from Level-13 may be re-engaged as Consultant against the vacant posts in JAG (Level-12).
2. All other terms and conditions of the re-engagement i.e. the manner of fixation of remuneration, etc as contained Board's letter dated: 29.08.2024 will remain the same.

This issues with the approval of the Board (MF & CRB).

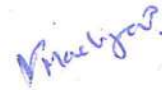
Kindly acknowledge the receipt and ensure compliance.


(Anvita Sinha)
Executive Director/Estt.(GC)
Railway Board

No. 2024/E(GR)I/38/1

Dated: 08.11.2024

- PFAs, All Indian Railways & Production Units
- The ADAI (Railways), New Delhi.
- The Director of Audit, All Indian Railways



For Member (Finance), Railway Board

DETAILS OF EXIGENCY FOR RE-ENGAGEMENT OF RETIRED RAILWAY OFFICERS AS CONSULTANTS (AWM/QA & AEE/QA) IN QUALITY DEPARTMENT

The current workload and quality assurance obligations of Quality Department has increased manifold due to increasing production targets which are likely to go up further in near future and retirement of officers/ staff has further aggrieved the situation. This necessitates the involvement of skilled officers with in-depth knowledge of Mechanical department and familiarity with our internal procedures and quality standards.

To cope up the increasing targets, exigency for re-engagement of retired officers and staff exists who possess required technical competencies and institutional knowledge which are vital for ensuring uninterrupted quality operations and compliance with regulatory standards.

Hence, in the administrative interest and for smooth running of work of Quality Department, the re-engagement of officers as consultants is essential and justified.

DUTY LIST OF OFFICERS OF QUALITY DEPARTMENT

1. AWM/QA

- In-process Audit Inspection and final output of Furnishing and issuing of relevant Quality Documents like Quality Plans, Guidelines, Check Sheets etc.
- Shall carry out random audit inspections of the furnished coaches regularly.
- Deal with Metrology Lab & 3D CMM for Metrology Lab. Ensuring NABL of Metrology Lab.
- Implementation and functioning of Modern Quality Tools (Kaizen, 5S & Quality Circles), IRSI & IMS in his area.
- Monitoring of Rolling Stock Certificate data logging.

2. AEE/QA

- He shall report to Dy. CME/QA-I In-process
- Audit Inspection and final output of Furnishing (Electrical) and issuing of relevant Quality Documents like Quality Plans, Guidelines, Check sheets etc.
- Monitoring of Rolling Stock Certificate data logging.
- Training of staff in his area and compliance of legal and statutory requirements.
- Implementation and functioning of Modern Quality Tools (Kaizen, 5S & Quality Circles), IRIS. IMS in his area.
- Developmental activities in his area of work to improve quality.
- Assist Dy. CME/QA-III in respect of warranty issues of Electrical items.
- In-process Audit Inspection, checking of functional tests and final output of Furnishing (Electrical) at stage-III with focus on cable harness, RMPU, SBC, WSP, and conducting pull down test.

P/s
07/05/25
(CQM)

3821503/2025/O/o CME/IT/RCF/KXH

DETAILS OF EXIGENCY FOR RE-ENGAGEMENT OF RETIRED RAILWAY OFFICERS AS CONSULTANTS (AWM/M&P & TPT, AWM(M&P)/Plant, AWM/MTC(ELN), WM(MH), SEE/Plant) IN PLANT DEPARTMENT

The Plant Department plays a vital role in ensuring uninterrupted functioning of essential machinery and infrastructure related to coach production and maintenance. The work of Plant department is suffering due to regular retirement of experienced officers & staff. There exists an exigent need to re-engage the services of retired railway officers to cope up with the critical shortage of experienced manpower. With ongoing schedules, preventive maintenance activities, and equipment upgrades underway, it is imperative to retain technically skilled personnel who are well-versed with departmental processes and machinery systems.

To maintain workflow efficiency, ensure safety compliance, and meet ongoing production and maintenance goals, the re-engagement of following officers is recommended.

DUTY LIST OF OFFICERS OF PLANT DEPARTMENT

1. AWM/M&P & TPT

AWM/M&P & TPT will be responsible for the following:

- Functioning of M&P Cell in Adm. Block.
- Recommending M&P Programme items to put on portal of Rly. Board.
- Inspection work on RCF Project for M&P.
- Efficient functioning of Budget Section of Plant group.
- Close liaison with Stores & COFMOW for procurement of M&P in following up of Stores cases relating to his area of work.
- Processing for closing of audit inspection reports pertaining to M&P Cell.
- To deal with surplus M&P cases.
- While procuring machinery and plant, aspects like effect over environment and energy conservation be kept in view.
- Preparation of technical specifications of major machines sanctioned under M&P Programme by Rly. Board in consultation with user Department.
- Make arrangement for sanction of items under GM's Powers & preparation of technical specifications.
- Coordination with user shop, maintenance wing etc for commissioning of Machine, warranty claims etc.
- Maintenance of road vehicles including mobile material handling equipments such as Road Cranes, RRVs, FLT's in an environmental friendly manner.
- Compliance of preventive maintenance schedule plans of vehicles and other equipments.
- Ensuring that machinery and plant are maintained as per required capability data sheets and their capability validation is maintained.
- To ensure that the future procurement of M&P is done in an environmental friendly manner and no hazardous chemical is used and nor any hazardous waste is generated.
- To ensure implementation of energy conservation measures in his functional area.
- To ensure safety aspects of the vehicles in regard to men and machine.

- To ensure proper house-keeping of the maintenance spares and rejected/ damaged spares.
- Monitoring & implementation of IMS, 5'S' & quality circles.
- Monitoring of statutory legal requirements in his areas.
- Any other duty assigned by Dy CPE-II and Superiors for day-to-day functioning.

2. AWM(M&P)/Plant

AWM/M&P(Plant) is responsible for the following:

- Functioning of M&P Cell in Adm. Block.
- Finalization of M&P Programme items to put on portal of Rly. Board.
- Inspection work on RCF Project for Infrastructure/ Works.
- Efficient functioning of Budget Section of plant group.
- Close liaison with Stores & COFMOW for procurement of M&P in following up of Stores cases relating to his area of work.
- Processing for closing of audit inspection reports pertaining to M&P Cell.
- To deal with surplus M&P cases.
- Release of PTCs and processing for bill passing for payments relating to various procurements by Plant group.
- While procuring machinery and plant, aspects like effect over environment and energy conservation be kept in view.
- Preparation of technical specifications of major machines sanctioned under M&P Programme by Rly. Board in consultation with user department.
- Make arrangement for sanction of items under GM's Powers & preparation of technical specifications.
- Coordination with user shop, maintenance wings etc for commissioning of machine and warranty claim etc.
- Any other duty assigned by Dy CPE-II or his superior authority for day-to-day functioning.

3. AWM/MTC(ELN)

AWM/MTC(ELN) is responsible for:

- Electronics maintenance of all CNC & other electronics based machines in his functional area SSE/ELN-1, 11, III, IV and ELN Store, ELN Lab (CNC Group).
- Efficient functioning Electronic maintenance Store and Electronics Lab.
- To identify safety provisions required on machinery & plants and to provide them.
- Ensuring that machinery and plant are maintained as per required capability data sheet and their validation.
- Compliance of preventive maintenance schedule plans for machinery & plant. To continuously monitor proper compliance as per IMS under his working area.
- To ensure maintenance of machinery & plant in an environmental friendly manner.
- To ensure that machinery & plant are maintained as per required capability data sheets and its validation.
- To critically analyze out of course repairs to machinery & plant and to take corrective action so as to eliminate breakdown of machinery & plant. Installation and Commissioning of new machines and equipments.
- To take necessary steps for energy conservation.

- Planning of spares and place demands timely for procurement on SSE/ELN/Store for all machines under his control.
- To identify training needs of his functional areas. To identify measuring/indicating equipments requiring periodical calibration in his work area.
- To implement & maintain Industry 4.0 and higher system & co-ordination with IT Deptt.
- Any other responsibilities as assigned by Dy CPE-I or his superior officer from time to time.

4. WM(MH)

WM/MH is responsible for the following:

- To suggest up-gradation measures for Emergency Plan to Dy CPE-III.
- To ensure environmental aspects while preparing specification for new machinery & plant.
- Periodical calibration of pressure gauges and proper maintenance of its records.
- To ensure that machinery & plant maintenance is done in an environmental friendly manner.
- To ensure implementation of energy conservation measures.
- Mechanical maintenance of EOT Cranes, Jib Cranes, traversors, EMS Jacks, under frame shifting traversor, manipulators, hydraulic platforms, Compressors, Shower Testing Rigs, Air Brake testing Rigs, Vacuum exhaustor, canteen equipments, weigh bridges & skin tensioning equipments and all other machines under his control.
- Development of new material handling and service equipments including their procurement.
- Efficient functioning of MH Store including planning and procurement of spares for complete MH Shop and Indents of Non-Stock items.
- Maintenance of all kinds of dummy trolleys.
- Efficient functioning of LPG and CO₂ installations and its pipeline network.
- Periodic inspection and testing of wire rope slings, chain slings and lifting tackles and proper maintenance of their test records.
- Periodic calibration of Static Bogie Testing M/c and Chain and Draw Bar Testing M/c.
- Compliance of preventive maintenance schedule plans for machinery & plant as per PLANS.
- Ensuring that M&P are maintained as per required capability data sheet and their capability validation is maintained.
- Press, Draw Bar Testing Machine, All Cooling Towers, S.A. Welding Machines, Induction Heating Equipments, Sheet Treatment Plant, Man Coolers, Bogie Testing Machines, LPG Yards, Chiller Units, Packaged Units, AC Equipments, Co₂, Argo mix, N₂ Plant etc
- To undertake Resource planning to identify and provide resource in his functional area and to advise these to Dy CPE-III.
- Implementation of PLANS in MH Shop. Monitoring & implementation of IMS, 5'S' & quality circles.
- Monitoring & compliance of statutory Legal requirements.
- Any other duty assigned by Dy CPE-III or his superior authority for day-to-day functioning.

5. SEE/PLANT

SEE/Plant is is responsible for:

- Electrical maintenance and upkeep of all Non-CNC Machinery & Plants in entire workshop including all Furnaces, Paint Applicators, Plano Millings, Surface Grinders, FRP 250-T Hyd.
- Maintenance and upkeep of power supply to all Machine & lighting system in the workshop including all machine lighting, Loader system of LVD-I, LVD-II, Wheel Shop machines etc.
- To maintain machinery & plant in an environmental friendly manner.

3821503/2025/O/o CME/IT/RCF/KXH

- Planning and initiation for procurement of spares, for maintenance requirement in functional area.
- To identify training needs of his functional area of Electrical maintenance section.
- Compliance of preventive maintenance schedule plans for Non-CNC Group of machinery and plant of his functional area
- To lay down quality plans for calibration for the Electrical instruments of the working area.
- To maintain traceability to national/international standards in calibration.
- To assess and document validity of the previous inspection and test results when the electrical inspection equipment is found out of calibration.
- Any other responsibilities as assigned by Dy CPE-II or his superior authority for day to day functioning.



7 (CPE)

PCME

ANNEXURE-C**DETAILS OF EXIGENCY FOR RE-ENGAGEMENT OF RETIRED RAILWAY OFFICERS AS CONSULTANTS (WM/MFG & AWM/SP) IN SHELL DEPARTMENT**

The current workload of Shell Department has increased manifold due to ever increasing production targets which are likely to go up further in near future. To meet the ongoing targets for coach production, timely delivery commitments, and adherence to quality and safety standards, the presence of technically competent and experienced officers & staff with in-depth knowledge of coach production, assembly, fabrication etc. and familiarity with our internal procedures and quality assurance procedures is indispensable.

This necessitates the involvement of skilled officers and staff to support ongoing production and meet the stringent timelines outlined by Railway Board.

The ever increasing demand for a number of new variants of coaches to be added, giving a further layer of complexity to the already increased managerial demands, which are becoming increasingly difficult to fulfill, given already attrition of officers and no replacement in sight.

In view of the above and considering the operational exigency, the re-engagement of following officers is strongly recommended.

DUTY LIST OF OFFICERS RECOMMENDED FOR RE-ENGAGEMENT**1. WM/MFG**

WM/Mfg. is responsible for following in his functional area:

- To plan and monitor out turn of Fabrication shops of conventional and LHB coaches as well as monitoring of components of Sheet Metal Shop.
- To control document and data.
- To identify the training needs of personnel. To control and maintain specified quality and environmental records.
- Ensuring that the inspection equipments being used are current and valid.
- Proper upkeep, use, maintenance of inspection/ calibration status, repair, disposal and replacement of all inspection equipments in his area.
- To allocate responsibility and authority to sub-ordinates.
- Ensure proper collection / segregation and disposal of scrap generated during manufacturing process at appropriate/ demarked location.
- Ensure proper disposal and handing over of scrap and unserviceable items to store in time by SSE/Shop in-charge.
- Compliance of preventive maintenance schedule plans for various jigs and Fixtures in Fabrication shops.
- Proper disposal of solid waste and other waste as per instructions laid down in QESH.
- Ensuring cleanliness in shop and monitoring cleaning contract.
- To deal with progress and stores on matters regarding disposal of non conforming materials

- Maintenance of ISO documents and implementation of QESH.
- To ensure energy conservation.
- Liaisoning with Plant matters relating to Jigs and Welding sets.
- Liaisoning with NR/ASR Workshop and trade regarding Head stock, Side walls and other coach items etc.
- To ensure cleanliness, housekeeping, safety measures and energy conservation.
- Any other responsibilities assigned by reporting officer / officer in-charge.

2. AWM/Mfg-I

SM/Shell Progress responsible for following in his functional area.

- To plan and monitor out turn of Fabrication shops of conventional and LHB coaches.
- To control document and data.
- To identify the training needs of personnel.
- To control and maintain specific quality and environment records.
- Ensuring that the inspection equipments being saved as current and valid.
- Proper upkeep, use, maintenance of inspection/ calibration status, repair, disposal and replacement of all inspection equipments in his area.
- To allocate responsibility and authority to sub-ordinates.
- Ensure proper collection / segregation and disposal of scrap generated during manufacturing process at appropriate/demarked location.
- Ensure proper disposal and handing over of scrap and unserviceable items to store in time by SSE/ Shop Incharge.
- Compliance of preventive maintenance schedule plans for various jigs and fixtures in Fabrication Shop.
- Proper disposal of solid waste and other waste as per instructions laid down in QESH.
- To deal with progress and stores on matters regarding disposal of non-con conforming materials.
- Maintenance of ISO documents and implementation of QESH.
- To ensure safety measures and energy conservation.
- Liaisoning with Plant matters related to welding and supply issues.
- To manage the work in absence of WM/Mfg.
- To ensure cleanliness, housekeeping, safety measures and energy conservation.
- Any other responsibilities assigned by reporting officer/ officer in charge.


(CWE-SHELL)

ANNEXURE-D**DETAILS OF EXIGENCY FOR RE-ENGAGEMENT OF RETIRED RAILWAY OFFICERS AS CONSULTANTS (AWM/PAINT & AWM-FUR-V) IN FURN. DEPARTMENT**

The Furnishing Shop of RCF is a critical stage in the coach manufacturing process, involving installation, fitment, and quality inspection of interior components including electrical fittings, paneling, flooring, seats, and other passenger amenities. Timely completion of these activities directly impacts coach rollout schedules and compliance with safety and quality standards. The work of Furnishing shop is affected due to mass retirement of experienced staff and officers. Hence, the need of re-engagement of officers who have substantial experience and technical expertise in managing and supervising furnishing operations, ensuring adherence to specifications and quality benchmarks is felt urgently.

For smooth running of activities of Furnishing Shop, the exigency for re-engagement of retired officers/staff, familiar with furnishing operations, departmental procedures and vendor coordination can not be denied.

Therefore, considering the urgency and importance of the ongoing production schedule, the re-engagement of following officers in Furnishing Shop is strongly recommended in the interest of maintaining operational efficiency and continuity.

DUTY LIST OF OFFICERS RECOMMENDED FOR RE-ENGAGEMENT**1. AWM-Paint**

- To Monitor out turn of shell painting, paint shop as per working instructions & production plan.
- To liaison with Furnishing Shop, Shell Shop and Quality Control.
- To liaison with Depot for availability of materials for his areas.
- To liaison with Plant and other shops for machinery & plant.
- Proper dispose off of solid waste & other waste as per instructions laid down in Integrated management system (ISO-9001, 14001, OHSAS-18001, ISO TS 22163) &EnMS 50001:2018.
- For optimum utilization of the capacity of the shop/Section.
- Maintenance of documents of Integrated management system (ISO-9001, 14001, OHSAS-18001, ISO TS 22163) &EnMS 50001:2018 and its implementation in his areas.
- He will be assigned duties of WM/FP if need arises due to his absence.
- All other responsibilities assigned by higher authorities from time to time.

2. AWM/Fur-V

- He will work under administrative control of Dy.CME/Fur.
- Disposal of solid waste & other waste of the Sections under his control as per instructions laid down in IMS System.
- Plan and monitor the placement of coaches in Furnishing & Finishing Shops.

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- To monitor Out-Turn (QC MEMO) and dispatch of coaches by liaison/coordination with other Shop/Sections.
- Will arrange to get resolved the Shell defects arising day to day in different Stages of Furnishing Shop by liaison with concerned department e.g. Shell, Manufacturing, Design etc.
- To ensure monitoring of Energy conservation in the Sections.
- Maintenance of documents of IMS and 5-S and its implementation in the Sections under his control.
- Will liaison with Shell Shop, Fabrication, Plant Division, Electrical Production, Planning, Design, Stores and Quality Section for smooth working of the Sections under his control.
- Maintenance of M&P of the Sections under his control.
- Any other responsibility assigned by Dy. CME/Fur.


(CWE/FUR)PCME

DETAILS OF EXIGENCY FOR RE-ENGAGEMENT OF RETIRED RAILWAY OFFICERS AS CONSULTANTS (AWM/PLANNING & AWM/MP) IN PLANNING DEPARTMENT

The Planning Department plays a pivotal role in the overall functioning of the production unit, including resource planning, material scheduling, production coordination, and adherence to coach manufacturing timelines. Timely and efficient planning is essential to meet annual targets, manage supply chain logistics, and ensure synchronization across multiple departments.

The work of Planning department is suffering due to superannuation of experienced staff and officers of the Department. To keep up pace with the ever increasing crucial production targets, there exists an exigency for re-engagement of officers who possess deep institutional knowledge, technical expertise and hands-on experience with production planning processes, ERP systems, and interdepartmental coordination. The re-engaged officers will be instrumental in achieving production targets. Hence, the re-engagement is necessary to maintain continuity and avoid disruption in ongoing planning and execution activities.

DUTY LIST OF OFFICERS OF PLANNING DEPARTMENT

1. AWM/Planning

Major areas of work co-ordination and control of activities related to Process Planning and Industrial Engineering.

- Preparation of new process plans/work instructions and validation of the same on the shop floor.
- Identification and evaluation of new work methods and processes.
- Co-ordination for initial production of new products/prototypes.
- Controlling the changes in process plans, work instructions etc. for change/new designs of parts and assemblies.
- Finalization and updation of conversion factor of different type of coaches.
- Finalization of annual load and authorized manpower based on approved production programme and conversion factor for whole financial year.
- Preparation of offloading plan on basis of annual load and available manpower for each group.
- Calculation of monthly incentive on the basis of outturn.
- Costing of new products to be developed in RCF.
- Co-ordination with customers like RITES and non-railway customers for contracts.
- Preparation of Techno-commercial offer of coaches.
- Monitoring of production of coaches for NRC.
- Management of work order system.
- Planning of processes and materials with a view to minimize generation of waste (scrap) and occupational hazards of any kind.
- Management of M&P requirements and shop layouts.
- Assessment of Training needs of staff in Planning and implementation of a comprehensive training programme.
- Management and Implementation of IMS, IRIS and 5-S in areas under his control.
- Any other work assigned by CPLE.

2. AWM/MP

Major areas of work co-ordination and control of activities related to Material Planning (Shell, Bogie, RM, SRM and spares):

- Preparation of detailed production plans based on rolling stock programmes/annual production programme as issued by Railway Board.
- Recommending indents of material for the Shell, Bogie, RM, SRM items as per approved Production program.
- Recommendations on Make and Buy decisions of coach items and further action accordingly.
- Costing of new bought out items.
- Interfacing with Shell and Bogie design, Shop floor and Stores on planning aspects.
- Monitoring of availability of material and procurement status.
- Co-ordination with Stores to ensure the placement of purchase orders for Shell, Bogie, RM, SRM items well in time.
- Preparation of packing conditions of coach components.
- Implementation of IMS, IRIS and 5-S in areas under his control.
- Any other work assigned by CPLE.

1 Aug 2025/25
(CPLE)

PCME

**DETAILS OF EXIGENCY FOR RE-ENGAGEMENT OF RETIRED RAILWAY OFFICER
AS CONSULTANT (SECRETARY TO PCME) IN MECH DEPARTMENT**

Due to the ongoing administrative and technical workload in the office of the **Principal Chief Mechanical Engineer (PCME)**, there exists a pressing requirement for experienced personnel capable of handling high-level coordination, communication, and departmental interface.


The role of Secretary to the PCME requires not only administrative efficiency but also a strong understanding of mechanical engineering matters, production targets, and policy communication. Considering the absence of adequately trained alternatives and the need to maintain continuity in ongoing work, the re-engagement of an experienced officer is necessary on exigency grounds.

Therefore, in view of the above and considering the administrative interest, the re-engagement of an experienced officer as Secy to PCME is essential and justified.

DUTY LIST OF SECY TO PCME**1. Secy. to PCME**

Responsible for

- Liaison with Railway Board.
- All matters related to Budget and control over expenditure.
- Gazetted Cadre positions, training of officers, etc.
- Active liaison with RCF HODs and offices including Zonal Railways and Railway Board to assist PCME in day to day working.
- Monitoring of production, manpower planning and quality related issues.
- Monitoring of RSP.
- Production Programme.
- Posting of staff in Mechanical Department particularly DCM.
- Maintaining officer records in Indian Railway Cadre Management System.
- Arranging presentation of Firm's under Institute of Rolling Stock Engineer.
- Allotment of official vehicle to officers.
- Procurement of Non-stock and Stock items in PCME's office.
- Compliance to Inspection Reports of Railway Board officials.
- Compliance of PCME Conference.
- Any other duties as assigned by PCME.


(Dy.CME/Co-ord.)**PCME**

ANNEXURE - 'G'**DETAILS OF EXIGENCY FOR RE-ENGAGEMENT OF RETIRED RAILWAY OFFICERS AS CONSULTANTS (ADE/Shell & ADE/Furn.) IN DESIGN DEPARTMENT**

The current workload of Design Department has increased manifold due to ever increasing number of design projects like Vande Bharat, HS PART, SPIC, Bangladesh coaches, Namo Bharat rakes etc. To meet the targets of projects, timely delivery commitments, and adherence to quality and safety standards, the presence of technically competent and experienced officers & staff with in-depth technical knowledge of coach designing etc. and familiarity with our internal procedures and quality assurance procedures is indispensable.

This necessitates the involvement of skilled officers and staff to execute projects and meet the stringent timelines outlined by Railway Board.

The ever increasing demand for a number of new variants of coaches to be added, giving a further layer of complexity to the already increased managerial demands, which are becoming increasing difficult to fulfill, given already attrition of officers and no replacement in sight.

In view of the above and considering the operational exigency, the re-engagement of following officers is strongly recommended.

DUTY LIST OF OFFICERS RECOMMENDED FOR RE-ENGAGEMENT**1. ADE/Shell**

ADE Shell is responsible for following in his functional area:

- Daily monitoring of Design projects.
- Shop co-ordination in prototype manufacturing.
- Daily chasing and monitoring of pilot sample cases regarding Shell Design.
- Design and development of new design of shells.
- Modification in existing design of shells.
- Preparation of technical, infrastructure requirement and purchase specification.
- To ensure compliance of Railway Board/RDSO's instructions.
- To control document and data.
- To identify the training needs of personnel.
- To ensure cleanliness, housekeeping, safety measures and energy conservation.
- Any other responsibilities assigned by reporting officer / officer in-charge.

2. ADE/Furn.

ADE/Furn. responsible for following in his functional area.

- Daily monitoring of Design projects.
- Shop co-ordination in prototype manufacturing.
- Daily chasing and monitoring of pilot sample cases regarding Furn. Design.

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- Design and development of new design of Furnishing of coaches.
- Modification in existing design.
- Preparation of technical, infrastructure requirement and purchase specification.
- To ensure compliance of Railway Board/RDSO's instructions.
- To control document and data.
- To identify the training needs of personnel.
- To ensure cleanliness, housekeeping, safety measures and energy conservation.
- Any other responsibilities assigned by reporting officer / officer in-charge.


Chief Design EngineerPCME