

Powers and Duties of Officers & Employees

Operating department functions at two levels:-

(i) Zonal level, (ii) Divisional level.

Items and areas managed at zonal level --->

I Freight Operations:-

- Day to day Freight operations.
- Proper Utilization of Rolling Stock and Assets (viz. Locomotives and wagons).
- Short term and Long term Policy formulation and implementation to maximise on freight potential.
- Organising Freight Loading and its management (Both short and long term).
- Dealing Inbound (terminating) and Outbound (foreign Railway) traffic.
- Co-ordinating with Traffic Planning branch for creating infrastructure /assets for future freight potential areas and regions.
- MIS of FOIS is used for freight decision making.
- Periodical meeting with customers.

II Passenger Operations:-

- Planning and operation of Mail Express, Passenger trains and ensuring their punctuality.
- Running of Mail Express and Passenger trains with full and advertised composition.
- Running of Mela Specials, Summer/Winter Holiday Specials to clear extra rush.
- Processing of Passenger trains proposals received from MP's, MLAs, Public representatives and General public.
- Revamping of Time Table.

III Planning:-

- Planning Traffic facility works.
- Planning of Infrastructure & Throughput enhancement works for meeting additional traffic requirement.
- Planning of Passenger and Freight Terminals.

IV General Matters:-

- General instructions, staff, operating stores, scheduled and surprise inspections, framing of rules, revision of rules, training (including institutional training arrangements)
- Implementation of Railway Board Policies.
- Ensuring filling up of vacancies of staff at Divisional and Zonal levels.
- Six monthly Crew review.
- Updating of Rule books/Manuals and associated amendment

The Procedure followed in the Decision making process

The Zonal Traffic Department is over all in charge of guiding policy implementation on daily basis looking at availability over all resources and execution is generally will be at Divisional levels.

Freight:-

- Controlling of Freight trains through FOIS (Generated output – MIS).
- Allotment of rakes on the basis of extant rules i.e Priority cum date of Registration ODR. (Priority Schedules) duly observing operating restrictions in force, the balancing of traffic (Locomotives, stock) across section, Divisional Interchange Points keeping in view the violability aspect.
- Monitoring of various streams of traffic.

Passenger:-

- Monitoring of Composition of Mail Express & Passenger trains.
- Monitoring of Punctuality performance of Mail Express & Passengers trains.
 - No of Trains running right time.
 - No of Trains not losing time.
 - No of Trains reaching destination up to 15 minutes late.

The decision for overall improvement of Freight and Operations is done keeping in mind following aspects-

- Receiving of Proposals.
- Scrutiny of Proposals.
- Filed Inspection.
- Technical Discussions among the Staff & Officers.
- Analysis of Operating and revenue earning data.
- Final Decision.

Norms set by it for discharge of its Function

Norms in Railway terms are understood as the annual targets set by Railway Board for various.

Operating indices Operating & earning targets are advised by Railway Board, These are in tern bifurcated Division wise. All efforts are made to realise targets. In addition to achieving targets constant monitoring is done in respect of:-

- Punctuality of Mail Express Trains.
- Safety of Train Operations.
- Open and Transparent system of Wagon allotment.
- Complaints and Suggestions received from General Public.

Railway being Government Organization the Canon of financial propriety is ensured and all wasteful expenditures are curbed.

Rules, Regulations, Instructions, Manual and Records used for discharging its functions

- 1.** General and subsidiary Rules.
- 2.** Accident Manual.
- 3.** Block working Manual.
- 4.** Operating Manual.
- 5.** Disaster Management.

Categories of Documents maintained Goods ---Operating Department

01	Freight Policy
02	Goods Loading & Unloading
03	Goods Target
04	Operating Performance
05	Audit, Draft Para
06	Quota Allotment
07	Power Plan
08	Daily Restriction Advise
09	Container Loading
10	Military Movement etc.