

Introduction

Rail Coach Factory, Kapurthala, a production unit of Indian Railways was set up in 1986. It is charged with the responsibility of design , development and manufacturing of coaches. Initially the production capacity was 1000 coaches per annum which was increased to 1500 coaches per annum in 2010. It is equipped with a state-of-the-art CAD (Computer Aided Design) centre and CNC machines to undertake design and manufacturing of bogies, shells. FRP (Fibre Reinforced Plastic) interiors as per customers' requirement. The state-of-the-art manufacturing facilities and processes have enabled RCF to achieve excellence in Design, Development, Manufacture, Installation and after sale service of Railway Coaches.

Functions of RCF-Kapurthala

The main activity of RCF is to manufacture of coaches for Indian. Apart from this RCF, HSQ also export the coaches to other countries whenever any order received.

Auditee Units (Departments) of Rail Coach Factory, Kapurthala

- i) Mechanical Department including Design, Planning, Shell and Furnishing
- ii) Engineering Department
- iii) General Branch
- iv) Stores Department
- v) Quality Department
- vi) Medical Department
- vii) Personnel Department
- viii) Electrical Department
- ix) Security Department
- x) Accounts Department.

Duties and function of Auditee Units at RCF Kaputhala

Sr. No.	Name of the Auditee Units	Apex Units	Brief Profile of the Auditee	Core Activities of Auditee
1	Mechanical Department	Principal Chief Mechanical Engineer (PCME)	<p>Mechanical Department Principal Chief Mechanical Engineer is overall incharge of mechanical department .Main activity of Mechanical department of RCF is Production of Coaches .For production of coaches following sub-activities are involve:</p> <p>(i) Planning: CPLE is in-charge of Planning Department and responsible for material planning and preparation of indents for production. He is also responsible for Monitoring of production, Incentive calculation, availability of material, costing of new products, export of coaches and marketing and defines the process related to transfer of technology.</p> <p>(ii) Design: CDE is responsible for the development of new design and up-gradation and modification of existing design of products. He is to interface with RDSO/ICF regarding Railway board production programme and evolve design with concern for environment and occupational health and safety.</p> <p>(iii) Shell: CWE/Shell is overall in-charge of production of Shell and Bogie as per production plans.</p> <p>(iv) Furnishing: CWE/Fur is responsible for furnishing of coaches, air brakes and installation of bogie under the coach as per procedure laid down. Fitting of</p>	<ul style="list-style-type: none"> • Production Planning of Railway coaches. • Design/specification of different parts of passenger coaches. • Preparation of material schedule and generation of indents for different coach material. • Providing technical advise at the time of procurement of coach material. • Manufacturing of different coach components/parts of coaches from raw material at shops floor. • Manufacturing of different passenger coaches • Drawal of material. • Accountal and custody of material at shop floor. • Issue of material for manufacturing activity. • Testing of manufactured coaches • Dispatch of manufactured coaches to different zonal railways as per allotments. • Procurement, installation and commissioning of different Plant and machinery. • Repair & maintenance of different Plants and Machines of RCF • Procurement of different spare parts relating to maintenance of different Plant and Machine. • Condemnation of Plant & Machinery, Scrap arising etc. in RCF. • Training of Mechanical Staff. • Arrangement of different IT infrastructure. • Development of different software according to requirement of RCF. • Repair and maintenance different IT equipments. • Arrangement of different signals and telecom facilities at RCF and repair and maintenance of S&T equipments. • Establishment in Office • Procurement of coach components for workshops. • Procurement of other materials relating to repair and maintenance of different equipments.

			<p>electrical parts also do in this wing.</p> <p>(v) Plant: CPE is overall in-charge of Plant organisation and act as a Factory manager. He is responsible for procurement of M&P, material handling equipments of desired manufacturing capabilities and coordination with Stores for procurement of their spares.</p> <p>(vi) Information Technology : CME/IT is responsible for development, control and verification of software for all centralized database system and maintaining computer hardware and networking links between various functional departments and production shops.He is also responsible for manage the f S&T service at RCF/Kapurthala.</p>	
2	Stores Department	Principal Chief Material Manager (PCMM)	<p>Stores Department Principal Chief Material Manager is responsible for overall functioning of Stores Department of RCF including all purchase, stocking of material, issue of material inventory management of Stores and sale of scrap etc..</p>	<ul style="list-style-type: none"> • Floating of Tenders to various vendors. • Development of Vendors. • Market survey and source selection for latest available items. • Receipt of coach components/stock item/non stock items from Suppliers. • Stocking & Arranging Inspections of stock items. • Inventory control of stock items. • Stock verification of Stores department. • Returned Stores. • Sale of Railway Material. • Collection of scrap. • Segregation of scrap. • Identification and Inspection of scrap lying at various points. • Making of lots of scrap for selling. • Arranging public auctions and selling • Delivery of Scrap. • E-Auctioning.

3	Engineering Department	Principal Chief Engineer (PCE)	<p>Engineering Department Chief Engineer is responsible for the maintenance of Service & residential buildings, supply and conservation of water, treatment of waste water, disposal of physical waste, afforestation and to ensure cleanliness of sanitary installation and other facilities for the workers.</p>	<ul style="list-style-type: none"> • Establishment in Offices • Officers & Other establishment • Supervisory staff and their office staff • Contingent expenses • Maintenance of Service buildings • Office buildings • Workshops & Stores • Construction and repair maintenance of Railway staff qtrs. • All other structures • Water supply, Sanitation & Roads • Other repairs & maintenance • Trees, Plantations, Nurseries etc. • P. Way • Maintenance of Railway track inside workshop. • Encroachments/unauthorised occupation • Scrap Management • Construction of new houses/ buildings. • Land Management • Monitoring about realization of lease charges and rent of various buildings given to outsiders. • Miscellaneous
4	Accounts Department	Pr. Financial Advisor (PFA)	<p>Accounts Department PFA&CAO is overall in-charge of Finance, Internal Audit, Inspection and functioning of Accounts department.</p>	<ul style="list-style-type: none"> • Keeping accounts in accordance with rules • Internal check of transaction of receipts and expenditure • Settlement/issue of Pension Pay Order • Compilation of budget • Monitoring the budgetary control procedure • Discharging of management accounting functions • Providing financial data for management reporting • Assisting inventory management • Participation in Purchase/contracting decisions • Set right of financial irregularities in transactions • Scrutiny of all proposals for expenditure on works. • Scrutiny of Stores indents for procurement of stores. • Verification of estimates for Works • Scrutiny of proposals involving foreign exchange. • Examination of annual works programme • Costing of coaches.

				<ul style="list-style-type: none"> • Scrutiny and passing of bills relating to procurement of stores and works contracts etc. • Costing of stores procured and maintenance of stores price ledgers. • Payment of salary bills and other claims to Officers and Staff. • Maintenance of PF accounts. • Maintenance of leave accounts and service books of Gazetted Cadre. • Stock verification • Watching attendance and maintenance of attendance records of Workshop staff through Time office. • Operation of Cash office for receipts and payments.
5	Quality Department	Chief Quality Manager (CQM)	<p>Quality Department Chief Quality Manager is head of Quality Department. He is responsible for lying down and observing the Quality Plan and verification of Purchased and Final products. He is to coordinate with customers in respect of complaints and warranty of product, spares related to services requirements and ensuring proper upkeep, use, maintenance of calibration status, repair, disposal and replacement of inspection & EMS testing equipments.</p>	<ul style="list-style-type: none"> • Quality assurance of product under ISO-9001 by insuring proper process control through working instructions, Self Inspection, Inspection by third party, adequate training of staff & effective maintenance of Machinery & Plants. • Carry out check on quality control through inspection staff at nominated check points during coach manufacturing. • Preparation of Self Inspection Programmes for each step of manufacturing for all types of coaches. • implementation of the laid down Quality System as per guidelines of Competent Authority by random check to ensure effective control on manufacturing of coaches for each step of manufacturing of coaches. • Check of critical items procured from approved sources to have close watch on pre inspected items. • Arrangement for attending complaints under warranty though Customer Service Cell. • Holding of regular meeting with RITES in connecting with quality for bought out items. • Counseling of vendors for improvement for quality supply. • Coordination with various departments in preparation of various certificates such Pollution Control Board for Environmental issues etc.

				<ul style="list-style-type: none"> • Testing & Maintenance of M&C lab for Mechanical, Chemical, Microstructure, Paints, Radiography, Rubber & Plastic and gases & Environmental testing. • Testing & Maintenance of metrology lab for inspection of calibration of inspection equipments.
6	Personnel Department	Principal Chief Personnel Officer (PCPO)	<p>Personnel Department Chief Personnel Officer is responsible for personnel management and Selection, Recruitment, Promotion, Providing qualified manpower and welfare of all personnel in the organization.</p>	<ul style="list-style-type: none"> • Manpower planning • Recruitment • Compassionate Appointment • Sports Quota/Cultural/Scout & Guide • Apprentice • Substitute • Training • Department Examination • Transfer • Bottom Seniority Transfer • Maintenance of Roster • Deputation • Fixation of Seniority • Monitoring • Internal Control Strengthening • Industrial Relation • Welfare • Court Cases • Maintenance of service book and leave account. • Preparation of salary bills & process for different for claims of employees. • Miscellaneous
7	Electrical Department	Principal Chief Electric Engineer (PCEE)	<p>Electrical Department Principal Chief Electrical Engineer is head of this department. Under the Electrical Department there are two wing as under :</p> <p>(i) Electrical Design: This wing is responsible for Electrical design, development and control. He is also responsible for planning of eco-friendly material processes with a view to minimize waste and evolving design with concerned for the environment and safety.</p> <p>(ii) Electrical Service: This wing is responsible for purchase of electricity,</p>	<ul style="list-style-type: none"> • Planning and assessment of the requirement of electricity to the Railways. • Purchase of Electricity from State Electricity Boards and other sources. • Generation of Electricity done by Railways. • Recovery of Electricity charges from Outsiders and Staff. • Repair & Maintenance activities of the electrical portion i.e. wiring in offices as well as residential buildings workshop area, repair & maintenance of transformers, water pumps, fans, replacing of tube lights, CFLs, LEDs in offices & residential buildings and workshops area, etc. • Energy conservation measures to be undertaken as per guidelines of the Railway Board/ Zonal Railway for Non-Traction. • Minor and Major electrical repair of electrical equipment/machines.

			<p>providing of electrical services to colony, factory area and offices. Upkeep of electrical infrastructure.</p>	<ul style="list-style-type: none"> • Processing of procurement of stores viz. stock and non-stock items for meeting the requirements of repairs activities. • Electrical activities pertaining to Construction works. • Scheduled repair & maintenance of electrical equipments and machines. • Fittings of Train lighting and AC etc.into Railway Passenger coaches. • Development and finalization of drawings/specification of different electrical parts of Railway passenger coaches. • Providing Technical advice during procurement of electrical parts in Railway Passenger coaches.
8	Medical Department	Chief Medical Superintendent (CMS)	<p>Medical Department: This department is headed by Chief Medical Officer. He is authorized and responsible for Medical checkup/Records of workers, detecting signs of occupational disease, surveillance of the working environment and regular inspections and investigating the working conditions to prevent occupational diseases.</p>	<ul style="list-style-type: none"> • Office Establishment • Medical treatment to Railway employees and their wards. • Attending of accidents & other untoward incidences • Providing of emergency medical treatment to employees • Periodic medical examination of serving employees to allow fit person to continue in those jobs related to crucial work • Medical first aid posts are provided to workshop • Curative health care • Preventive health care • Promotive health care • Procurement of medicines • Accountal custody and disbursement of medicine & Maintenance of day book of receipt, Stock register of medicine, consumable stock & tool and plant register • Addition/Replacement of equipment in Railway Hospital • Procurement of Hospital diet articles • Handling of the drugs and medicines • Breakage & condemnation of unserviceable articles • Disposal of surplus articles • Items marked with a date of expiry

9	Security Branch	Security Commandment (RPF)	Security Branch: Headed by Security Commissioner to keep the Crime control by strict vigil. Arrangement for fire fighting, training of staff, Mock drill, making security arrangement on festive occasions and other events, maintenance of dog squad to be utilised at Workshop gates to findout hidden explosives and their training etc. To maintain security arrangements inside the workshop and township area.	<ul style="list-style-type: none"> • Protection and safeguard of Railway Property • Removal of any obstruction in the movement of railway Property • Custody and upkeep of different weapons relating to security arrangements. • Doing other act conducive to the better protection and security of railway property • Training to improve skills in Arms handling and up keep of arms • Fire fighting at the time of instance of fire. • Check of explosive/suspicious/unclaimed objects by dog squad in Railway premises • Manning of Entry/Exit gates of factory • Reviewing of security arrangements inside the workshop & RCF premises. • Co-ordination with local civil administration, Police authorities and Railway administration to maintain the law & Order • Arranging Special drives for better security arrangements in RCF • Investigation of crime cases relating to violation of railway act. • Submission of charge sheet into court against the accused and pursuance the litigation.
10	Administration Section General Branch	General Manager	General Branch : Headed by GM to keep over all control on all Departments, making arrangement of VVIP visits, all publication work related to RCF, making sports events inside RCF as well as Outside events, to eradicate corruption through vigilance branch, collection of rent of ORH, SRH and other outside rest houses etc.	<ul style="list-style-type: none"> • Officers & Other establishment • Over all control over all Department • Dealing with RTI cases • Booking of Officers rest house • Collection of canopy charges etc • attending VVIP and Foreign delegates • Organizing festivals and other programme etc. • Keeping control through vigilance consciousness • publication of advertisement • maintaining public relation • publication of books and magazine • Organizing of exhibitions • Advertisement of Tender notices • Organizing vendor development camps • Organizing Sports events in RCF and arranging outside sports events • arranging sports infrastructure