

Information in reference to section – 4(1)(b) of RTI ACT 2005		
Item	Particulars	Status
4(1)(b)(i)	The particulars of its organisation, functions and duties	<p>EMU Workshop Mahalaxmi is Carrying out Periodic Overhauling of EMU, MEMU and Tower Wagons.</p> <p>Function & Duties :</p> <ul style="list-style-type: none"> * Planning, Organizing and Coordination of Periodical Overhauling and special repairs of Electrical Multiple Units, MEMU and Tower Wagons. * Providing the best services to the Railway Customers. * Preventing pollution with sustainable energy efficiency. * Reducing Energy consumption by using Renewable energy resources. * Mitigating hazards by taking care of health and safety of all the employees. <p><u>Organization Chart</u></p>
4(1)(b)(ii)	The powers and duties of its officers and employees	<p>Officers: Act as per schedule of Powers delegated by Railway Board and carrying out work related to POH of EMU/MEMU and Tower Wagon.</p> <p>Duty List of all the Officers are identified and will revised as and when required. Copy of Duty list enclosed as Annexure – I.</p> <p>Staff: All the Workshop staff have performed their duties laid down under various rules and regulations specified in manuals, Rule Books and Circulars</p>
4(1)(b)(iii)	The procedure followed in the decision making process, including channels of supervision and accountability	Procedures followed as per Mechanical code and different maintenance manuals, Specifications, Technical Circulars, Drawings etc issued by RDSO and Railway Board time to time.
4(1)(b)(iv)	The norms set by it for the discharge of its functions	Detail Workshop Performance Highlights sent to HQ office by 3 rd of every month.
4(1)(b)(v)	rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions	General & Subsidiary rules Policy letter, Specifications, Technical Circulars, and Joint Procedure orders issued by RDSO and Railway Board time to time.
4(1)(b)(vi)	A statement of the categories of documents that are held by it or under its control	Statement of category of document pertains to Maintenance manuals, Technical circulars, Specifications, Drawings and Joint Procedure orders.
4(1)(b)(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	Not applicable , The assigned work is executed as per rule laid down in codes.

4(1)(b)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 , The assigned work is executed as per rule laid down in codes.
4(1)(b)(ix)	A directory of its officers & Employees	Enclosed as Annexure-II (Directory)
4(1)(b)(x)	Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	It is decided by Ministry of Finance and Ministry of Railways to specified grade of Officers & Staff as per notified pay structure
4(1)(b)(xi)	Budget allocated to each of its agency indicating the particulars of all pans, Proposed expenditures and reports on disbursements made.	Budget grant is received from Railway Board and Actual expenditure for all Heads are dealt by Accounts department of the Workshop
4(1)(b)(xii)	The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programme.	Not Applicable. No subsidiary programmes are executed
4(1)(b)(xiii)	Particulars of recipients of concessions, Permits or authorizations granted by it.	Not applicable. Offering any concessions, Permits or authorizations are not a part of organization
4(1)(b)(xiv)	Details in respect of the information available to or held by it, reduced in on electronic form	Information related to Tenders, Press, Important News etc. are available on https://www.ireps.gov.in , https://wr.indianrailways.gov.in and https://gem.gov.in . Code and manuals are available on Indian Railways website at https://indianrailways
4(1)(b)(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use	Not applicable. The Workshop is not maintaining anylibrary or reading room for public use.
4(1)(b)(xvi)	The names , designations and other particulars of the Chief public information officer	Appellate Authority Shri Rajesh Kumar Patel Chief Workshop Manager EMU Mahalaxmi – Mumbai-13 Rly Auto NO : 46650 Office No 02267646664 Email cwmemu@gmail.com PIO Shri R.C.Malkhede Deputy Chief Electrical Engineer Rly Auto NO : 46652 Office No 02267646664 dyceemumx@gmail.com
4(1)(b)(xii)	Such other information as may be prescribed, and thereafter update these publications every year	Information related to Tenders, important news etc. are also available on https://www.ireps.gov.in , https://wr.indianrailways.gov.in & https://gem.gov.in