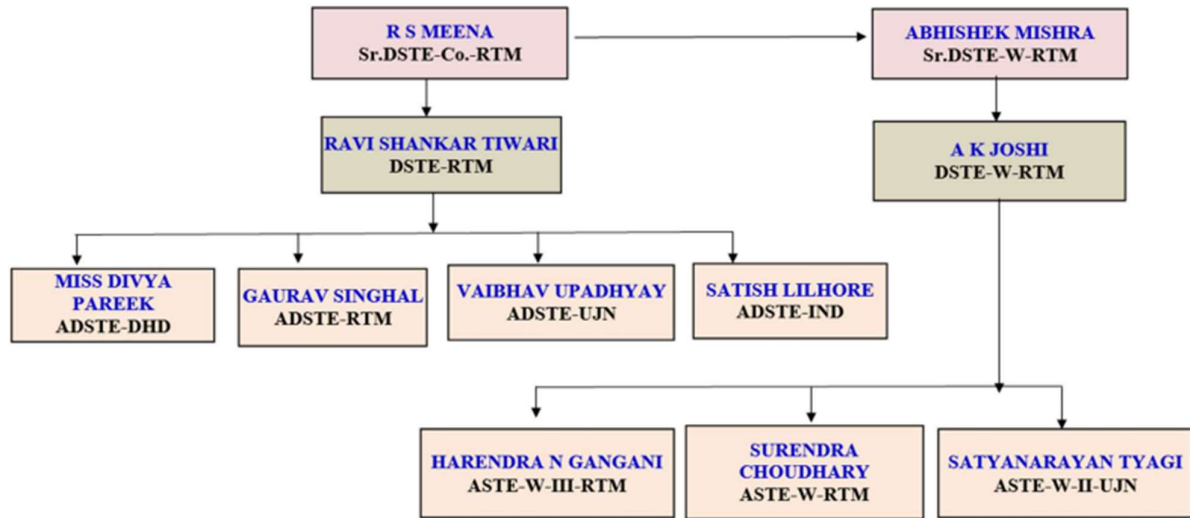


4(b) i	The particulars of the organisation functions and duties	Organization chart is attached as Annexure-'I' S&T department is responsible for creation and maintenance of the Signal & Telecom assets of the Division
4(b) ii	The power of duties of Officer and employee	The schedule of power for Officers for Execution of different work are as per SOP Chapter 2 (Section -1, 2 & 3 etc.) For supervisor as per Chapter -3 (Section-1,2,3,4,5 &6 of IRSEM)
4(b) iii	The procedure followed in the decision making process including channels of supervision	The general procedural instructions followed as per policy circulars. The procedure/norms set for discharges of function are as per Railway Board, Zonal & Divisional office letter/circulars issued from time to time.
4(b) iv	The norms set by it for the discharge of its function	
4(b) v	The rules regulations, instructions, manuals and records held by it or under its control or used by its employees	A number of rules, regulations, instructions, codes, manuals, Act etc have already been published by Railway board, Zonal, Divisional Railway from time to time
4(b) vi	A statement of the categories of the documents which are held by it or under its control	The Railway Board Policy Circulars and Important letters.
4(b) vii	The particulars of any arrangement that exists for the consult ration with or the representation by the member of public in relation to the formulation of its policy or the implementation there of	Does not pertain to S&T department
4(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 for the meeting of these boards, councils, committees and other bodies are open to the public or the minute of such meeting are accessible for public	Not Applicable
4(b) ix	A directory of the officers and employees.	Attached as Annexure – 'II'
4(b) x	The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in its regulations	Pertains to Accounts & Personnel Department.
4(b) xi	Indicating the budget allocation to all plans, details of all plans, proposed expenditure and report on disbursements made.	Pertains to Engineering & Accounts Department.
4(b) xii	The manner of the execution of subsidy programs including the amount allocation and the details of beneficiaries of such programs	Does not pertain to S&T Department.
4(b) xiii	Particulars of concessions, permits or authorization obtained by the authority.	Does not pertain to S&T Department.
4(b) xiv	The details in respect of the information, available to or held by it, reduced in an electronic form	Does not pertain to S&T Department.
4(b) xv	A description of the facilities available to citizens for obtaining information including the working hours of a library or reading room maintained for public use.	Does not pertain to S&T Department.
4(b) xvi	Name, designation and other particulars of public information Officer (PIO)	<p align="center"><u>Public Information Office</u> Shri R.S. Meena Sr.DSTE/Co./RTM Contact: 44800 & 9752492800</p> <p align="center"><u>Appellate Authority</u> Shri Ashfaq Ahmed ADRM/RTM Contact 44002 & 9752492001</p>
4(b) xvii	Such other information as may be prescribed and thereafter update these publication every years	Information related to Tenders, press related, Important News etc. as are available on wr.indianrailways.gov.in



Annexure II

Name	Designation	Mobile No.	Rly Phone No.	IP Phone No	BSNL No.
Sh. R.S.Meena	Sr.DSTE-C	97524-92800	44800	490	07412-220001
Sh. Abhishek Mishra	Dy.CSTE-W	97524-92801	44806	495	07412-236330
Sh. Ravishankar Tiwari	DSTE	97524-92803	44804	492
Sh. A.K.Joshi	DSTE-W-RTM	97524-92809	44866	496
Sh. Gaurav Singhal	ADSTE-RTM	97524-92805	44808	493
Sh. Satish Kumar Lilhore	ADSTE-INDB	97524-92808	49303
Sh. Vaibhav Upadhyay	ADSTE-UJN	97524-92806	41360
Ms. Divya Pareek	ADSTE-DHD	97240-92807	47360
Sh. Harendra Gangani	ADSTE-W-III-RTM	97524-92804	44857	497
Sh. Surendra Chaudhary	ADSTE-W-II-RTM	97524-92802	44864	494
Sh. S. N. Tyagi	ADSTE-W-UJN	97524-92811	41460