

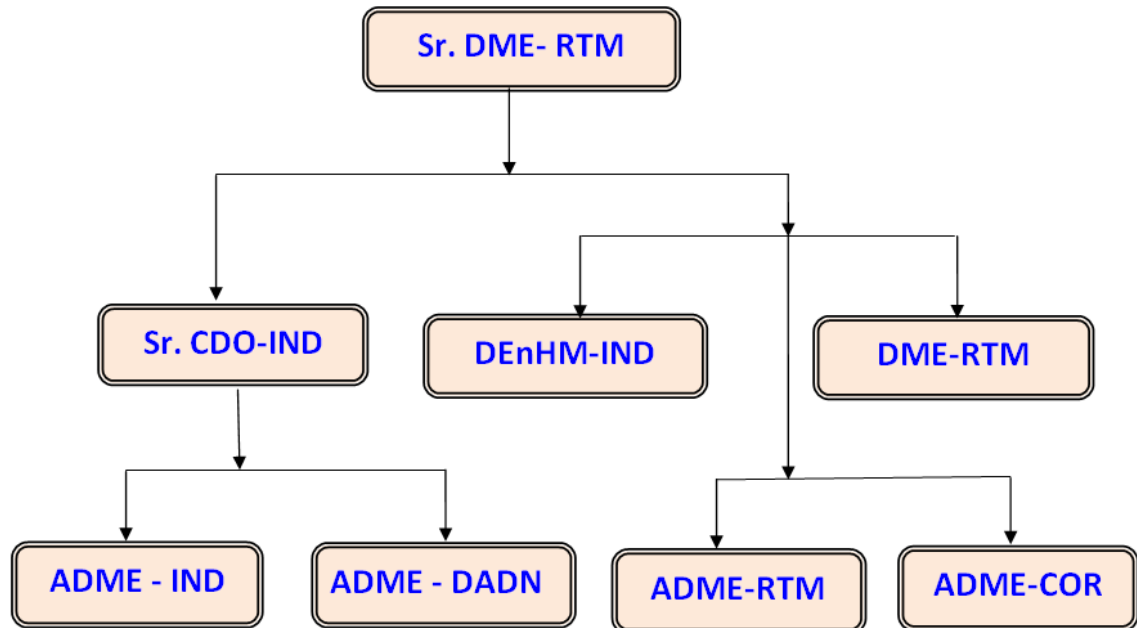
INFORMATION IN REFERENCE TO SECTION - 4(1)(b) OF RTI ACT 2005

Section No.	Particulars	Status
4(1)(b)(i)	The particulars of its organization, functions and duties	<p>➤ Click here for Organization Chart & Duty list of officers.</p> <p>Besides this, Office Orders are also issued from time to time whenever any changes in the duty list of Officers/Branch are undertaken.</p>
4(1)(b)(ii)	The powers and duties of its officers and employees.	
4(1)(b)(iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	
4(1)(b)(iv)	The norms set by it for the discharge of its functions.	<p>▪ Efforts are made to deal with the cases as expeditiously as possible in accordance with the rules, regulations and other instructions issued from time to time.</p> <p>➤ Click here - for Citizen's Charter</p>
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.	<p>▪ The Mechanical (C&W) department of Ratlam division discharges its functions in accordance with the rules, regulations, instructions, manuals etc. issued by Railway Board, HQ office and Divisional office through various circulars/instructions from time to time.</p> <p>▪ All manuals pertaining to Mechanical department can be downloaded from website of CAMTECH /GWL in the following link: Click here - for Mechanical Manuals</p>
4(1)(b)(vi)	A statement of the categories of documents that are held by it or under its control.	Various records pertaining C&W activities carried out at Wagon depot, Shambhupura and Down Yard Ratlam, Coaching depot, Indore and Dr.Ambedkar Nagar and C&W units (UJN,RTM,DHD,COR) to day-to-day smooth train operation and other activities related to this organization have been carried out as per the policy and guidelines issued by Railway Board, HQ office and Divisional office through various circulars/instructions.
4(1)(b)(vii)	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.	<p>Central Public Information Officer of the Mechanical(C&W)/Ratlam responsible for handling Right to Information (RTI) and Centralized Public Grievance Redress and Monitoring (CPGRAM) cases and resolution.</p> <p>Detail of Central Public Information Officer of the Mechanical(C&W)/Ratlam is given below:-</p> <p style="text-align: center;"><u>Central Public Information Officer</u> ShriKrishna Kinker Singh Divisional Mechanical Engineer (C&W), Ratlam Division. OfficePh.No.:44502</p>
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

4(1)(b)(ix)	A directory of its officers and employees.	➤ Click here- Mechanical (C&W) officers Contact number
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 Railway to specified grade of officers & staff. This item is dealt by Accounts department. Officer and Staff in Mechanical (C&W) department, Ratlam are being paid monthly remuneration in their respective Pay band/Grade pay as mention in 7 th CPC. Click here - for 7 th pay CPC rules.
4(1)(b)(xi)	Budget allocated to each of its agency indicating the particulars of all pans, proposed expenditures and reports on disbursements made.	DetailsofBudget/Actual expenditureforMechanical departmentofRTMDivisionforallHeadsare dealt by Accounts department.
4(1)(b)(xii)	Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Mechanical department does not grant any type of subsidy for any category.
4(1)(b)(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	Mechanical department does not grant any type of concessions, permits or authorizations.
4(1)(b)(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.	Information related to Tenders, Press related, Important News etc are also available on https://wr.indianrailways.gov.in/?lang=1 or https://www.ireps.gov.in/ or https://gem.gov.in/
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.	Mechanical department does not have any public library or reading room.
4(1)(b)(xvi)	The names, designations and other particulars of the Public Information Officers.	<u>Central Public Information Officer</u> Shri Krishna Kinker Singh Divisional Mechanical Engineer (C&W), Ratlam Division. Office Ph.No.:44502
4(1)(b)(xvii)	Such other information as may be prescribed and thereafter updated these publications every year	Information related to Tenders, Press related, Important News etc are also available on https://wr.indianrailways.gov.in/ or https://www.ireps.gov.in/ or https://gem.gov.in/

MECHANICAL (C&W) DEPARTMENT OF RATLAM DIVISION
WESTERN RAILWAY
(Organisation Chart and Duty List of Officers)

1. Organisation Chart:



2. Common Responsibilities:

The common responsibilities of the officers detailed in the organization chart above with their functional areas are listed below:

- i) To ensure that necessary corrective and preventive actions are taken and effectively implemented for areas under their control.
- ii) To ensure availability of documents and data at pertinent locations.
- iii) To maintain staff discipline in the areas under their control and compliance of instructions issued by competent authority.
- iv) To ensure all the work in the areas under their control is as per laid down procedure.
- v) To control, measure, monitor and improve processes under their control.
- vi) To organize/coordinate inspection at identified stages as per the laid-down procedures and to ensure their conformance.
- vii) Ensuring that the inspection/safety equipments being used are current & valid and correct working practices are followed.
- viii) Proper upkeep, use, maintenance, calibration status, repair, disposal and replacement of all equipments in their area.
- ix) Plan and execute productivity improvement measures including that of providing better tools and equipments to the working hands.
- x) To coordinate with other departments to meet the work requirements for areas under his control.

3. DUTY LIST OF OFFICERS

Sr. DME-RTM:

- 1) Overall, in-charge of the mechanical (C&W) department at divisional level.
- 2) Overall management and co-ordination of all activities pertaining to the mechanical (C&W) department.
- 3) Decision making, dealing of D&AR cases, exercising of financial powers for procurement of vital items. Engaging contractors for works and maintenance contracts operated under the mechanical (C&W) department.
- 4) Co-ordination with HQ and other departments in the division.
- 5) Any other work assigned time to time.

Sr. CDO-Indore:

Jurisdiction / Control Area of Sr. CDO,Indore (Indore and DADN):

- 1) He will work as In-charge of coaching Depot Indore, Coach Care complex DADN and all activities associated with coaching and wagon at Indore, DADN and nearby area.
- 2) Processing execution and Monitoring of all contracts which are being executed at coaching depot Indore and coach care complex DADN, such as Laundry/washing pit line/Platform/Train/OBHS etc.
- 3) He will be responsible for all duties concerning coaching activities, Mechanized Laundry at Indore and EIMWB at MGG and BPLC siding at MGG.
- 4) Processing of Bills and related issues pertaining to Indore station.
- 5) He will also ensure that timely Inspection/ Joint Inspection of Electronic in Motion weigh bridge of RTM DIV (Including all Private siding) under his control area.
- 6) He will work as a TC member for contracts as JAG Officer pertaining to his area.
- 7) Monitoring of all types of passenger complaints and to ensure prompt action.
- 8) To ensure the prompt action on the unusals reported through any channel such as PCR/CCR /Passenger/Staff etc.
- 9) To ensure Training needs of staff under his control/Jurisdiction and to ensure timely training of staff.
- 10) To ensure safety in/under his Jurisdiction/ control area.
- 11) To ensure cleanliness in/under his Jurisdiction/ control area.
- 12) Action on Audit/Stock sheet etc and other such issues in his jurisdiction/control area.
- 13) Any other work assigned time to time.

DME/RTM:

● Jurisdiction / Control area of DME/RTM

- 1) To Monitor and ensure the effective working of CCR/Control organization and timely movement of ART/ARME/140T breakdown crane and related management.
- 2) Monitoring of all inspectorial staff (CLIS/DCWIS) and to ensure their effective utilizations.
- 3) Monitoring of Ministerial staff/ Technical Staff of Mechanical Divisional office.
- 4) Monitoring & Provision of all work pertaining to Tenders and contracts in Division Office.
- 5) Monitoring & Provision of all RSP, M&P, Works cases in Divisional Office.
- 6) Monitoring & processing of Procurement of Material and co-ordinate for Material Management, Cash Imprest, all type of bills of contracts and Stores, all stock items, NS Indents, scrap disposal and planning cell.
- 7) Monitoring of all court cases and to ensure timely action.
- 8) Overall, In-charge of ART/ARME/RTM/UJN/DADN/COR/DHD and RCD's RTM/COR/ UJN & DADN.
- 9) Monitoring of all work of Electronic in Motion Weigh Bridge at SMP/CNA and in all private siding and monthly inspection of SMP, IND, DADN, UJN, RTM depots.
- 10) Monitoring of work related to ISO, RTI and ensures timely action, Budget, MW organization work.
- 11) Monitoring and processing of all type Drawing /Estimates, Stock sheet, Audit Para, PNM items, Parliamentary Question/MP/MLA and all other issues.
- 12) Monitoring of work force working under the jurisdiction of DME /RTM as Mentioned above.
- 13) To ensure the prompt action on the unusual reported through any channel such as CCR/Passenger/Staff etc.
- 14) Monitoring of all type of on-line activities/Portal / links related and to update timely on regular basis.
- 15) Monitoring of Mill Wright organization.
- 16) Including inspection of SMP depot per month, EIMWB, siding etc.
- 17) To ensure safe train operation on top priority.
- 18) To ensure safety in/under his Jurisdiction/ control area.
- 19) To ensure cleanliness in/under his Jurisdiction/ control area.
- 20) Ensuring inspection as per laid down list and inspection calendar.
- 21) Responsible as TC member as per standing orders

DEnHM/IND:

● **Whole Ratlam Division is the Jurisdiction / Control area of DEnHM/IND.**

- 1) Monitoring of policies, Programmers, Initiatives in consultation with executing Departments/ Directorates and monitoring of implementation on matters relating to :
 - (a) Monitoring of Housekeeping/cleanliness of Railway Station (Indore and Ratlam) within and outside circulating area at station, Laundry etc.
- 2) Capacity Building including training, seminars and workshops on Environment & Housekeeping related matter.
- 3) All matters pertaining to Swachh Bharat Abhiyan including coordination with Directorates.
- 4) Solid waste Management- policy & monitoring. (Execution to remain with concerned Engineering, Mechanical or Traffic Department).
- 5) Environment Management plan including accreditation.
- 6) Climate Change and sustainable development.
- 7) Monitoring of Co-ordination on all environmental & housekeeping cases of National Green Tribunal (NGT).
- 8) Coordination with Department of Environment, Forest and climate change (MOEFCC) in all issues regarding (4, 5 & 6.)
- 9) Inter-departmental coordination on climate change and related matters.
- 10) Parliament question, RTI, Audit Para, NGT, Court cases, CA-iii reference on above issues as a single agency.
- 11) Inspection of train cleanliness/OBHS/STR trains/Garbage Disposal Regularly.
- 12) Monitoring of ISO certification and its requirements and implementation.
- 13) Monitoring and liaising with pollution control Board on related issues.
- 14) Monitoring of proper documentation, correspondence and execution of works pertaining to EnHM Department.
- 15) Monitoring of all types of passenger complaints and to ensure prompt action.
- 16) To ensure the prompt action on the unusual reported through any channel such as PCR/CCR/Passenger/Staff etc.
- 17) Any other work assigned time to time.

ADME-RTM

- **Jurisdiction / Control Area of ADME/RTM:**

- 1) Monitoring of RTM(P) viz. Sick line, Train duty & line calls in the beat of RTM Down yard/Passenger Yard/DHD/UJN.
- 2) He will be In-charge of coaching & wagon depot RTM/UJN/DHD and all coaching & wagon & DEMU/MEMU activities line call in the division.
- 3) Monitoring of all contracts such as station cleaning contract, CTS contract, watering of Trains at PF etc in his jurisdiction / control.
- 4) Monitoring of All activities pertaining to ART/ARME of Ujjain.
- 5) Monitoring of all types of passenger complaints and to ensure prompt action.
- 6) To ensure the prompt action on the unusual reported through any channel such as CCR/Passenger/Staff etc. and timely reposting and compliances with detailed analysis.
- 7) ADME/RTM shall be responsible as T.C. member as per standing orders
- 8) To ensure safe train operation including complaints management on top priority.
- 9) ADME RTM is training in-charge officer of RTM Div. to ensure Training needs of staff under his control/Jurisdiction and to ensure timely training of staff, training feedback and quality of training improvement.
- 10) Ensuring inspection as per laid down list and inspection calendar.
- 11) Monitoring the cases of long absentees and ensuring proper action on them.
- 12) Monitoring of Heritage related works.
- 13) To ensure safety in/under his Jurisdiction/ control area.
- 14) To ensure cleanliness in/under his Jurisdiction/ control area.
- 15) Any other work assigned time to time.

ADME-COR:

● Jurisdiction / Control Area of ADME/COR:

- 1) He will work as In-charge of all activities of coaching and wagon, DEMU, MEMU, Train Duty room in COR/SMP.
- 2) He will be in-charge of ROH wagon Depot SMP.
- 3) He will be the In-charge officer of diesel Loco shed (Troubleshooting) activities, RCD, ART, ARME at COR for all activities.
- 4) Monitoring of Weigh Bridge at CNA, SMP & all other weigh bridges of private sidings.
- 5) Monitoring of Crew lobbies at COR, Running room COR.
- 6) Monitoring of Diesel Loco shed trouble shooting activities at COR.
- 7) Monitoring of all contracts of the Mechanical Department, which are being executed under your work area/ Jurisdiction.
- 8) Monitoring of all types of passenger complaints and to ensure prompt action.
- 9) To ensure the prompt action on the unusual reported through any channel such as PCR/CCR/Passenger/Staff etc.
- 10) Inspection of Tipples in private siding and regular inspection of sidings.
- 11) To ensure Training needs of staff under his control/Jurisdiction and to ensure timely training of staff.
- 12) To ensure safety in/under his Jurisdiction/ control area.
- 13) To ensure cleanliness in/under his Jurisdiction/ control area.
- 14) Action on Audit/Stock sheet etc and other such issues in his jurisdiction/control area
- 15) Any other work assigned time to time.

ADME –IND :

- **Jurisdiction / Control Area of ADME/IND :**

1. Monitoring of all coaching activities associated with Indore depot.
2. Monitoring of all OBHS/Coach Mitra cleaning activities and all contractual activities, Bills, etc.
3. Monitoring of Laundry & Linen activities.
4. Monitoring of all contractual activities, Bills, etc of the Mechanical Department which are being executed under your work area.
5. Monitoring of all types of passenger complaints and to ensure prompt action.
6. To ensure the prompt action on the unusual reported through any channel such as PCR/CCR/Passenger/Staff etc.
7. Monitoring of Investigation of en-route detention.
8. To ensure training needs of staff under his control/Jurisdiction and to ensure timely training of staff.
9. To ensure safety in/under his Jurisdiction/control area.
10. To ensure cleanliness in/under his Jurisdiction/control area.
11. Action on Audit/Stock sheet etc and other such issues in his Jurisdiction/control area.
12. To ensure maintenance and monitoring of EIMWB MGG.
13. All issues related to Establishment of Coaching Depot Indore.
14. Co-ordination with other departments for activities/ allied activities of Coaching Depot Indore.
15. To ensure monitoring of output and quality of output/duties being discharged by all Subordinates/Supervisors.
16. Any other work assigned time to time.

ADME –DADN :

- **Jurisdiction / Control Area of ADME/DADN.**

- 1) He will be in-charge of MG & BG coaching depot DADN.
- 2) He will work as in-charge of DEMU 'MEMU' all work pertaining to coaching and wagon Activities at DADN.
- 3) He will be in-charge officer of ART/ARME, RCD at DADN for all activities.
- 4) He will work as in-charge of Diesel loco shed DADN under control St DME DSL RTM.
- 5) Look after the maintenance of MG loco and loco shed & MG heritage train.
- 6) Maintenance of BG DEMU stock Liasoning with OEMS and POH shops planning and building up of Mechanical & electrical spares for DEMU stock.
- 7) Monitoring of all contracts of the Mechanical department, which are being executed under his Jurisdiction/control. All contractual activities, Bills, etc.
- 8) Monitoring of all types of passenger types of passenger complaints and to ensure prompt action.
- 9) To ensure the prompt action on the unusual reported through any channel such as PCR/CCR/Passenger/Staff etc.
- 10) To ensure Training needs under his control/Jurisdiction and to ensure timely training of staff.
- 11) To ensure safety in/under his Jurisdiction/control area.
- 12) To ensure cleanliness in/under his Jurisdiction/control area.
- 13) Action on Audit /Stock sheet etc. and other such in his Jurisdiction/control area.
- 14) All issues related to Establishment of Coach Care Complex, DADN.
- 15) Co-ordination with other departments for activities/ allied activities of Coach Care Complex, DADN.
- 16) To ensure monitoring of output and quality of output/duties being discharged by all Subordinates/Supervisors.
- 17) Any other work assigned time to time.

Mechanical (C&W) officers Contact number as on 08.02.2024

Name	Designation	Railway Office No.
Shri Pramod Kumar Meena	Sr. DME-RTM	44500
Shri B.V.S. Prasad	Sr. CDO –IND	49270
Shri Krishna Kinker Singh	DME-RTM	44502
Shri Sagar Goel	DEnHM-IND	-
Shri Arshad Ali Siddiqui	ADME-RTM	44504
Shri Kamlesh Kumar	ADME-DADN	83340
Shri Manish Rajput	ADME-IND	49279
Shri Pankaj Vijay	ADME-COR	81500