

RIGHT TO INFORMATION ACT – 2005
INFORMATION IN REFERENCE TO SECTION 4(b) OF RTI ACT, 2005.

Sub Section 4(i)(b)	Information Sought	Remarks
i	The particulars of its organization functions and duties.	<p>Material Management Department caters to the material requirements of all branches, Gati Shakti unit and Construction office unit, including medicines for Divisional Railway Hospital. This department has also been entrusted with auction sale of scrap generated in the divisional jurisdiction including that of open line, construction and Pratapnagar Workshop.</p> <p>Sr. DMM is the overall in-charge of Store Depot, Local Purchase Cell, Scrap Cell & General Branch of Division, and is assisted by SMM-BRCY (looking after Electric Loco Shed BRCY), AMM-PRTN (looking after PRTN workshop) and ADMM-BRC.</p> <p>The Material Management of BRC Division consists of:</p> <ul style="list-style-type: none"> ➤ Divisional Stores Depot ➤ Local Purchase Cell ➤ Scrap Mobilization Cell ➤ General Branch
ii	The Powers and duties of its Officers and Employees.	The powers are per Schedule of Power laid down by Railway Board, and duties as mentioned above at SN (i).
iii	The procedure followed in the decision making process, including channels of supervision & accountability.	Decision making is based as per the Store Code, Store Manual, Schedule of Powers and time to time Guidelines/Instructions issued by Railway Board. Channel of Supervision is done by Dealing Clerks, Section in Charges and Officers at their respective level.
iv	The Norms set by it for the discharge of its function.	The norms followed are based on Store Code, Store Manual, Schedule of Power and Railway Board Guidelines/Instructions issued time to time.
v	The rules regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.	As detailed in Store Code, Store Manual, Schedule of Power, Railway Board Guidelines/Instructions issued from time to time. Rules for entering into supply contracts.
vi	A Statement of the categories of documents that are held by it or under its control, the public in relation to the formulation of its policy or implementation thereof.	www.wr.indianrailways.gov.in
vi	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as it part or for the purpose of its advice, and as to whether meetings of those boards councils, committees and other bodies are open to public, or the minutes of such meetings are accessible for public.	www.wr.indianrailways.gov.in

viii	A directory of its officers and employees.	Details available at Western Railways website.
ix	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	As per extent rules laid down in establishment manual.
x	The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures.	It is dealt by Engineering and Account department.
xi	The names, designations and the other particulars of the public information officers.	Shri R N Raju Sr.DMM DRM Office, Pratapnagar, Vadodara – 390004 Telephone No. - 0265-2637101
xii	Such other information as they may be prescribed and thereafter update these publications every year.	Details available at Western Railways website.