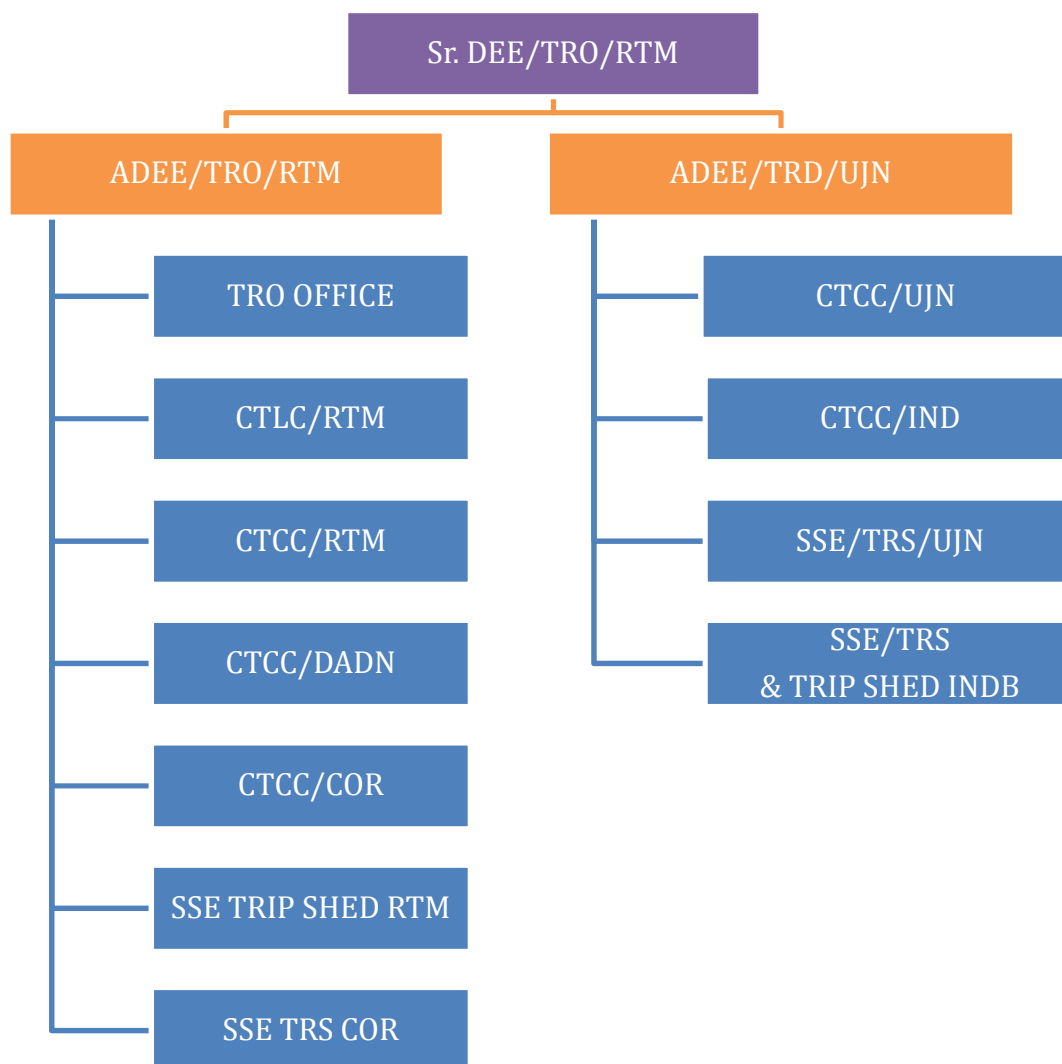


## ELECTRICAL (TRACTION OPERATION) ORGANISATION

### INFORMATION IN REFERENCE TO SECTION – 4 (b) of RTI ACT 2005

#### 4(b)(i) : Particulars of its organisation, functions & duties.

Electric (Traction Operation) Organisation is responsible for the operation and utilization of Electric Locomotives of Ratlam division.



Senior Divisional Electrical Engineer(Operation), Ratlam is the overall in-charge of Electrical Train Operation of Ratlam Division. He is also looking after the minor repairs of Electric locomotives at Electric Loco Trip shed situated at Ratlam & Lakshmibai Nagar station. He is in-charge of Electrical Running staff. The Control Rooms at Ratlam and five Crew Lobbies viz. RTM, UJN, COR, INDB & DADN and also four Running Rooms viz. RTM, UJN, COR & INDB are under the control of Sr. DEE (O) RTM.

He is assisted by Assistant Divisional Electrical Engineer (Operation) headquartered at Ratlam.

The controls under this organization carry out management & planning of Locos in Ratlam Division.

The booking of Loco pilots and Asst. Loco pilots are being done at respective lobbies. There are four running rooms under this organization for crew rest & subsidized food facility is also available for the crew.

**4(b)(ii) : The powers & duties of its Officers & employees.**

The powers are delegated internally as per the schedule of powers issued by General Manager for speedy disposal of cases. Since the department does not have direct interface with the public, elaborate statement of duties / powers is not relevant.

**4(b)(iii):The procedure followed in the decision making process, including channels ofsupervision and accountability.**

Major policy decisions are taken by Railway board which are circulated by Head quarter to division are implemented. The work related to day to day train operation is being done as per the procedures of codes, manuals, technical & safety circulars issued by Railway Board, HQ office and Divisional level. As far as this department is concerned there are no matters directly related to public in general hence the details procedures of decision making is not elaborated.

**4(b)(iv): The norms set by it for discharge of its functions.**

The norms / procedure set for discharge of functions are as per the provisions contained in various codes / manuals, guidelines and time to time instructions issued by Railway Board and other Technical Bodies like Research Design Standard Organization. These instructions are followed for efficient working of train running. Periodical and surprise inspections are carried out at various levels.

**4(b)(v): The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

Various rules, regulations, instructions, codes, manuals, Acts, etc have already been published and are in use by the railway employees for discharging their functions. These manuals are available on Indian Railway Website [www.indianrailways.gov.in/railwayboard](http://www.indianrailways.gov.in/railwayboard)

**4(b)(vi): A statement of the categories of the documents that are held by it under its control.**

Various records pertaining to day to day smooth train operation and other activities related to this organization has been carried out as per the policy and guidelines issued by Railway Board, HQ office and Divisional office through various circulars / instructions.

**4(b)(vii):The particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof.**

The policy decisions are taken at Railway Board, HQ, and Divisional level.  
As far as this department is concerned there are no matters directly related to public.

**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 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 as no specific boards, councils, committees and other bodies are constituted by this department.

**4(b)(ix): A directory of officers and employees.**

Designation	Rly Auto No.
Sr DEE (O) RTM	44380
ADEE (O) RTM	44382
CTCC-RTM	44391
CTCC-UJN	41328
CTCC-INDB	49257
CTCC-COR	48350
CTCC-DADN	49348
SSE (TRS) RTM	44392
SSE (TRS) LMNR	49237
CTLC-RTM	44388
CLI (Elect) CCG	44393

**4(b)(x): The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.**

This is as per the Central govt. rules based on the recommendations accepted by the VIIth pay commission and allied instructions.

This item is dealt by Accounts & Personnel department.

**4(b)(xi): The budget allocated to each of its agency, indicating the particulars of all plans,proposed expenditures and reports on disbursements made.**

The department and unit wise budget allocation for revenue and capital expenditure is issued at Railway Board level and funds allotment has been granted by Railway board's level during the Railway budget every year.

**4(b)(xii): The manner of execution of subsidy programmes, including the amounts allocated & the details of beneficiaries of such programmes.**

Not applicable.

**4(b)(xiii): Particulars of recipients of concessions, permits or authorisations granted by it.**

Not applicable.

**4(b)(xiv): Details in respect of the information, available to or held by it, reduced in an electronic form.**

There is no information available in electronic form by this department.

**4(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.

**4(b)(xvi): The names, designations and other particulars of the Public Information Officers.**

Public Information Officer

Shri. Mahesh Kumar Gupta.  
Senior Divisional Electrical Engineer (Operation)  
Contact: 092-44380 (Rly Auto) & 07412-223355 (P&T)

Appellate Authority

Shri. Asfaq Ahmed  
Additional Divisional Railway Manager – (O & BD)  
Contact: 092- (Rly Auto) & (P&T)

**4(b)(xvii): Such other information as may be prescribed, and thereafter update these publications every year.**

Nil.

