

Western Railway**Rajbhasha Vibhag of Ahmedabad Division****Information under section 4(1)(b) of Right to Information Act, 2005**

<u>Section</u>	<u>Information to be disclosed</u>	<u>Remarks</u>
4(1)(b)(i)	The particular of its organization, functions and duties.	To ensure compliance of the constitutional provisions regarding official language and to promote the use of Hindi for the official purposes of the Union.
4(1)(b)(ii)	The powers and duties of its officer and employees.	Rajbhasha Department ensures compliance of official language policies over Ahmedabad Division. It is headed by Apar Mukhya Rajbhasha Adhikari & ADRM/Infra. Function & duties: (i) Various official language activities are organized under the official language implementation such as organizing official language meetings, Hindi workshops, Hindi technical seminars, Jayanti of Hindi litterateurs etc. (ii) It is also necessary to ensure compliance of the official language policies received from the Headquarters and Railway Board.
4(1)(b)(iii)	The procedure followed in the decision-making process including channels of supervision and accountability.	As per policy/rules, guidelines, circulars, codes, manuals, SOP etc issued by Railway Board, Zonal and Division from time to time.
4(1)(b)(iv)	The norms set by it for the discharge of its functions.	As per policy/rules, guidelines, circulars, codes, manuals, SOP etc issued by Railway Board, Zonal and Division from time to time.
4(1)(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.	As per policy/rules, guidelines, circulars, codes, manuals, SOP etc issued by Railway Board, Zonal and Division from time to time.
4(1)(b)(vi)	A statement of the categories of documents that are held by it or under its control.	The Railway Board policy circulars and important letters.
4(1)(b)(vii)	The particular of any arrangement that exists for consultation with or representation by, the member of public in relation to the formulation of its policy or implementation thereof.	As per Railway Board guidelines, it is dealt by Commercial department.

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 whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	As per Railway Board guidelines, it is dealt by Commercial department.
4(1)(b)(ix)	A monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	As per Railway Board guidelines, it is dealt by Personnel department.
4(1)(b)(x)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	As per Railway Board guidelines, it is dealt by Account department.
4(1)(b)(xi)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	It is dealt by Personnel department as per Railway Board guidelines.
4(1)(b)(xii)	Particulars of rerecipients of concessions, permits or authorisations granted by it.	As per Railway Board guidelines, it is dealt by Commercial department.
4(1)(b)(xiii)	Details in respect of the information available to or held by it reduced in an electronic form.	Click here for Western Railway Website.
4(1)(b)(xiv)	The particular of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.	Click here for Western Railway Website.
4(1)(b)(xv)	The name, designation and other particulars of the public information officer.	Sh. Jitendra Kumar Jayant, Rajbhasha Adhikari and Sr. PRO-Ahmedabad Division
4(1)(b)(xvi)	Such other information as may be prescribed and thereafter update these publications every year.	Click here for Western Railway Website