

Note

Sub: Updating the Departmental/Divisional Content of Operating Department on Western Railway Public Website, Compliance under Section 4(1 (b) of RTI ACT – 2005.

Ref: (i) No. G542/0/Policy Dtd. 15.02.2024

(ii) Your office note no. G/542/S&T/RJT/23-24/02 online dated 19.02.2024

Please find enclosed here with above refereed letter regarding updation of the mandatory disclosure of information required under provision of section 4(a) (b) of RTI ACT 2005 on the Western Railway Public Website i.e. <https://wr.indianrailways.gov.in/> with information uploaded.

(No. : T.394/RTI/2024 [E – 53662] Date: 20.3.2024)

Encl: As above

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Sr. DOM-RJT

Sr. DSTE/RJT

Operating Department – Rajkot Division**Information in Reference to Section 4 (B) of RTI Act 2005**

Sub Section	Information Sought	Remarks
4 (b) (i)	The particulars of its organization, Function and duties.	Operating Department has an important role to play in Railway Operations through various other departments provide infrastructure to a great extent in railway transportation? Various assets of the railway are available to operating department for optimum utilization. Operating Department, thus, harnesses the efforts of all departments and optimizes the usage of operational assets. The functions of Operating department can be categorized as under:- 1. Planning of Transport service on short term and long-term basis. 2. Running of trains 3. Safety in Train Operations 4. Economy and Efficiency. See “ Annexure – I ” for Operating department Organization Chart.
4 (b) (ii)	The powers and duties of its officers and employees.	<u>Duties of Operational Officer :</u> The Sr. Divisional Operational Manager is responsible for 1. Planning of Transport service on short term and long-term basis. 2. Running of trains 3. Safety in Train Operations 4. Economy and Efficiency. of the entire division and its related activities. Click here for schedule of Powers http://10.3.9.144/edpweb_144_rest/sop/scheduleofpower.html <u>Duties of Operating Staff : Power & Coaching</u> All members of the Operating Staff must make themselves thoroughly conversant with the relevant rules and regulations laid down in the various Codes, Indian Railway Manual and other manuals, like G&SR and operating manual books and circulars issued from time to time by the railway administration for the performance of the respective duties.
4 (b) (iii)	The procedure followed in the decision- making process, including channels of supervision.	The procedure/norms set for discharge of function are as per the provisions contained in various codes/manuals. The general procedural instructions are also reiterated/ issued from time to time.
4 (b) (iii)	The norms set by it for the discharge of its function.	ClickRailwayBoard'ssiteforcodes&Manuals
4 (b) (iv)	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, Acts, etc. have already been published and in use by the railway employees for discharging their functions. The instructions/policy issued by website. Click https://wr.indianrailways.gov.in
4 (b) (vi)	A statement of the categories of the documents that are held by it or under its control.	The Railway Board policy Circulars, Important letters from the Board and departments, JPOs, Agreements, etc. ClickforRailwayBoardDirectorates.

Sub Section	Information Sought	Remarks
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 its policy or implementation.	Pertains to Commerce Deptt.
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 office advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such	Pertains to Commerce Deptt.
4(b)(ix)	A directory of its officers and employees	Pertains to Signal & Telecom Department.
4(b)(x)	The 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 & 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	Pertains to Engineering Department.
4(b)(xii)	The manner of execution of subsidy programmers, including the amounts allocated and the details of beneficiaries of such.	Does not pertain Operating Department.
4(b)(xiii)	Particulars of recipients of concessions, permit authorizations granted by it	Does not pertain to Operating Department.
4(b)(xiv)	The details in respect of the information, available to or held by it, reduced in an electronic form	Information relating to organization, its evolution, budget speech, budget highlights, tourist facilities, passenger information, train information, availability of accommodation, status of tickets, Internet booking of tickets, a number of codes/manuals, etc. have already been made available on Western Railway website:www.wr.indianrailways.gov.in Code and manuals are available on Indian Railways: Click Railway Board Site.
4(b)(xv)	The particulars of facilities available to citizens for obtaining information, including working hours of a library or reading room, if	The information relating to the facilities available to the rail users are Disseminated through the Railway Time Tables, the Railway Websites and the Facilitation Centre. The library is basically for the use of railway.

Sub Section	Information Sought	Remarks
	maintained for public use.	
4(b) (xvi)	The names, Designations and other particulars of the public information officers.	<p align="center"><u>Public Information Officer</u> Captain R. C. MEENA Sr. Divisional Operations Manager & Public Information Officer (Operations), Western Railway, Rajkot</p> <p align="center"><u>Appellate Authority</u> Shri Kaushal Kumar Chaubey (Additional Divisional Railway Manager) Contact :(094)-44002 & 0281-2476903</p>
4(b) (xvii)	Such other information as may be prescribed and there after update these publications every year	Information related to Tenders, press related, Important News etc. are also available on www.wr.indianrailways.gov.in .

Annexure - I

ORGANISATION STRUCTURE

