

WESTERN RAILWAY**Personnel Department of Rajkot division****Information under section 4 (1) (b) of Right to information Act 2005**

Section	Information to be disclosed	Remarks
4(1)(b)(i)	The particular of its organization, functions and duties.	Senior Divisional Personnel Officer is the head of the Personnel department of Rajkot division. He is assisted by two Assistant Personnel Officers. The Personnel Department is responsible for the recruitment, promotions, transfer, retirement and, grievances of Railway employees. Personnel department is a heartbeat of organization.
4(1)(b)(ii)	The powers and duties of its officer and employees.	The Personnel Department functions like recruitment, training, promotions, reversion, transfer, DAR, salary made, retirement, grievances of Railway employees, welfare activities and the issues related to court cases of Railway employee etc.
4(1)(b)(iii)	The procedure followed in the decision making process including channels of supervision and accountability.	As per policy/rules, guidelines, circulars, SOP etc issued by Railway Board.
4(1)(b)(iv)	The norms set by it for the discharge of its functions.	As per policy/rules, guidelines, circulars, SOP etc issued by Railway Board.
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.	Click here for Establishment circulars, rules, instruction https://indianrailways.gov.in/railwayboard/
4(1)(b)(vi)	A statement of the categories of documents that are held by it or under its control.	Click here for Establishment circulars, rules, instruction https://indianrailways.gov.in/railwayboard/
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.	N.A.
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 meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public.	N.A.
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.	It is decided by Ministry of Railways.

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.	N.A.
4(1)(b)(xi)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	N.A.
4(1)(b)(xii)	Particulars of recipients of concessions, permits or authorisations granted by it.	N.A.
4(1)(b)(xiii)	Details in respect of the information available to or held by it reduced in an electronic form.	N.A.
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.	N.A.
4(1)(b)(xv)	The name, designation and other particulars of the public information officer.	Shri Manish N Mehta Sr. DPO & CPIO – Rajkot Personnel) Mob. No. 97240 94600.
4(1)(b)(xvi)	Such other information as may be prescribed and thereafter update these publications every year.	Click here for Western Railway website https://indianrailways.gov.in/railwayboard/ & www.wr.indianrailways.gov.in

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