

Western Railway Zone
Personnel Department of Ratlam Division
Disclosure Under Section 4(1)(b) of Right To Information Act, 2005

Section 4(1)(b)	Information to be disclosed	Remarks
1.	The particulars of its organization, functions and duties;	Senior Divisional Personnel Officer is the head of the Personnel department. He is assisted by Assistant Personnel Officers. The Personnel Department is responsible for the recruitment, training, promotions, reversion, transfer, retirement, and grievances solved of non gazetted railway employees.
2.	The powers and duties of its officers and employees;	The Personnel Department functions/duties like recruitment, training, promotion, reversion, transfer, retirement, grievance solved of non gazetted employees, welfare activities, the issues related to court cases of Railway employee etc.
3.	The procedure followed in the decision making process, including channels of supervision and accountability;	As per policy, guidelines, circular SOP etc. issued by Railway Board from time to time.
4.	The norms set by it for the discharge of its functions;	As per policy, guidelines, circular SOP etc. issued by Railway Board from time to time.
5.	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 policy, guidelines, circular, instruction etc. https://indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,1,388
6.	A statement of the categories of documents that are held by it or under its control;	Click here for Establishment policy, guidelines, circular, instruction etc. https://indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,1,388
7.	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;	It is dealt by Commercial department as per Railway Board guidelines.
8.	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,	It is dealt by Commercial department as per Railway Board guidelines.

	councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public ;	
9.	A directory of its officers and employees	Arima Bhatnagar Sr. DPO/RTM 09752492600 Ilange Padaiyechi APO (I)/RTM 09752492604 A.L.Labana APO (II) & PIO Ratlam 09752492606 Sunita Ashtekar APO (III)/RTM 09752492605
10.	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations ;	As per policy issued by Railway Board.
11.	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	It is dealt by Accounts department as per Railway Board guidelines.
12.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes ;	Click here for Indian Railways website: https://indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,1,388
13.	Particulars of recipients of concessions, permits or authorizations granted by it;	It is dealt by Commercial department as per Railway Board guidelines.
14.	Details in respect of the information, available to or held by it, reduced in an electronic form ;	Click here for Indian Railways website: https://indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,1,388
15.	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;	Click here for Indian Railways website: https://indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,1,388
16.	The name, designation and other particulars of the Public Information Officer ;	A.L.Labana APO (II) & PIO Ratlam 09752492606
17.	Such other information as may be prescribed; and thereafter update these publications every year ;	Click here for Western Railways site: