

## BHAVNAGAR DIVISION –OPERATING DEPARTMENT

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 Operations Manager is the head of the Operating department. He is assisted by Assistant Operations Manager – Bhavnagar. The Operating department is responsible for the activities related to train movement
4(1)(b)(ii)	The power and duties of its officer and employees	Operating officer is responsible for ensuring train operations with safety and punctuality Operating staff will perform its duties according to the rules and regulations laid down in the General & Subsidiary rules of Indian Railway, Operating Manual and Accident Manual.
4(1)(b)(iii)	The procedure followed in the decision making process including channels of supervision and accountability.	As per General & Subsidiary Rules of Indian Railway, Operating Manual, Accident Manual, Railway Board's policy guidelines and circulars.
4(1)(b)(iv)	The norms set by it for the discharge of its functions.	
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.	Circular, Codes and manuals available on <a href="#">Railway Website</a> .
4(1)(b)(vi)	A statement of the categories of documents that are held by it or under its control	
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.	
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,	As per Railway Board guidelines it is dealt by Commercial /General department.

	councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	
4(1)(b)(ix)	A directory of its officers and employees.	<a href="#">Click here for telephone directory.</a>
4(1)(b)(x)	A monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	It is dealt by Personnel department as per Railway Board guidelines.
4(1)(b)(xi)	The budget allocated to each of its agency, indicating the particulars of all plans , proposed expenditure and reports on disbursements made.	It is dealt by Account department as per Railway Board guidelines.
4(1)(b)(xii)	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)(xiii)	Particulars of recipients of concessions, permits or authorization granted by it.	It is dealt by Commercial department as per Railway Board guidelines.
4(1)(b)(xiv)	Details in respect of the information , available to or held by reduced in an electronic form	Information is available on <a href="#">Western Railway site.</a>
4(1)(b)(xv)	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.	
4(1)(b)(xvi)	The name , designation and other particulars of the public information officer	Shri C R Garuda Sr DOM & PIO Phone No 0278-2445501
4(1)(b)(xvii)	Such other information as may be prescribed and thereafter update these publications every year.	Information is available on <a href="#">Western Railway Site</a>