

PERSONNEL DEPARTMENT**INFORMATION IN REFERENCE TO SECTION - 4 (b) of RTI ACT 2005**

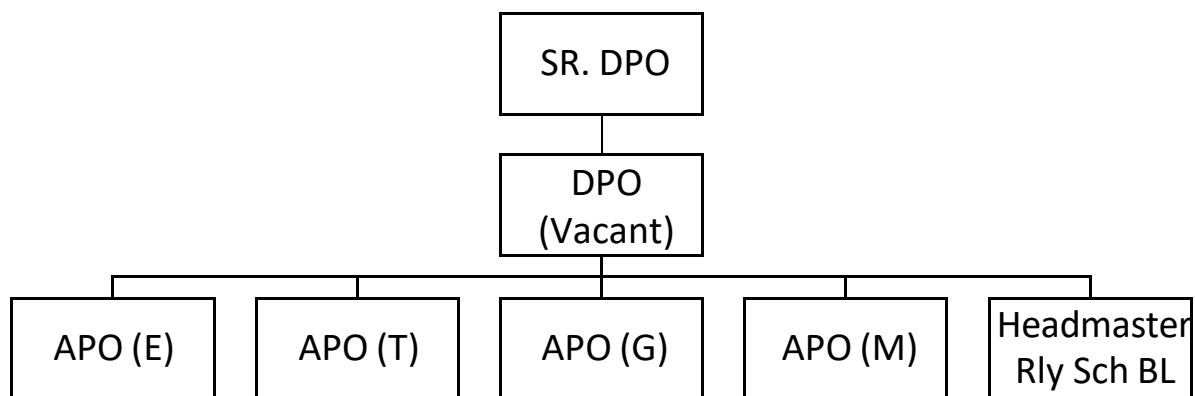
Sub section 4(1)(b)	Information on Sought	Remarks
(i)	The particulars of its organization, functions and duties	<p>Personnel department looks after the establishment and human resource related matters of 21179 staff of Mumbai division excluding RPF & Accounts.</p> <p>Major functions of the personnel department include promotion, transfer, training, welfare, retirement and settlement of the staff of Mumbai division. Personnel department has 6 officers and 210 non-gazetted staff. subsection 4(1)(b)(i)</p> <p>Click here for Organization Chart.</p> <p>Click here for Charter of Commitments- Time Line.</p>
(ii)	The powers and duties of its officers and employees	<p>Click here for performance indices of personnel department, Mumbai Central Division.</p> <p>Click here for main functions and duties of personnel department Staff.</p>
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability	<p>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.</p> <p>Click Rly Board's site for codes & Manuals.</p> <p>http://10.50.19.92/empc/</p>
(iv)	The norms set by it for the discharge of its functions	<p>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.</p> <p>Click Rly Board's site for codes & Manuals.</p> <p>http://10.50.19.92/empc/</p>
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharge of functions	<p>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.</p> <p>Click Rly Board's site for codes & Manuals. https://indianrailways.gov.in/railwayboard/view_section.jsp?id=0.1.304.366.390 http://10.50.19.92/empc/</p>

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(vi)	A statement of the categories of the documents that are held by it or under its control	<p>The Rly. Board Policy Circulars, Important letters from the Board, HQ and other departments.</p> <p><i>Click Rly. Board's site</i> <i>Click for Railway Board Directorates Click for Establishment Manual</i> https://indianrailways.gov.in/railwayboard/view_section.jsp?id=0.1.304.366.390 http://10.50.19.92/empc/</p>
(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 thereof	Does not pertain to Personnel Department.
(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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	
(ix)	A directory of its officers and employees	Click here for Telephone numbers
(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.
(xi)	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.

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(xii)	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 .
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it	It is dealt by Commercial department as per Railway Board guidelines.
(xiv)	the 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
(xv)	The particulars of facilities available to citizens for obtaining information, including 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
(xvi)	The names, designations and other particulars of the Public Information Officers	<p style="text-align: center;"><u>Public Information Officer</u></p> <p>Shri Chandan Bisht {Assistant Personnel Officer (T)} Contact: 9004499602 Email: bishtc38@gmail.com</p> <p style="text-align: center;"><u>Appellate Authority</u></p> <p>Shri Sheel Bhadra (Additional Divisional Railway Manager –INFRA II) Contact: 9004499003 Email: adimnsmctwi@gmail.com</p>
(xvii)	Such other information as may be prescribed; and thereafter update these publications every year	Information is available on <i>www.wr.indianrailways.gov.in.</i>



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