

VADODARA DIVISION CIVIL ENGINEERING DEPARTMENT

INFORMATION IN REFERENCE TO SECTION 4 (B) OF RTI ACT 2005

Section	Information to be disclose	Remarks
4(1)(b)(1)	The particular of its organisation, functions and duties	Sr. Divisional Engineer (Co.) is the head of the Civil Engineering Department of Vadodara Division. He is assisted by Sr. Divisional Engineer (South), Divisional Engineer (West), Divisional Engineer (North), Divisional Engineer (East)) & Assistant Divisional Engineer. The Civil Engineering Department is responsible for Maintenance of track, Service buildings & ancillary assets etc. Organisation Chart is enclosed as ANNEXURE "A"
4(1)(b)(ii)	The power and duties of its officer and employees	The Model schedule of power is issued by railway board for discharging various duties. The duty of the engineering branch is for maintenance & construction of various assets as per the various codes and manual issued by Railway board from time to time.
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/Zonal Railway
4(1)(b)(iv)	The rules, regulations, instructions, manuals and records held by it or under its control or used by its employees' functions. for discharging its functions.	Civil Engineering circular, codes and manuals on Railway www.indianrailways.gov.in
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.	It is delt by Commercial / General department as per Railway Board guidelines.
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.	
4(1)(b)(ix)	A directory of its officer and employees.	Pertain to Signal Department.

Section	Information to be disclose	Remarks
4(1)(b)(x)	A monthly remuneration received by each of its officers and employees, including the system of compensation as 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 expenditures and reports on disbursement made.	It is dealt by Account department as per Railway Board guidelines
4(1)(b)(xii)	The manner of execution of subsidy as per allocated and programmes, including the amounts Railway Board guidelines 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 authorisations 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 it reduced in an electronic form.	Information available on Western Railway website www.wr.indianrailways.gov.in
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.	Information available on Western Railway website www.wr.indianrailways.gov.in
4(1)(b)(xvi)	The name, designation and other particulars	Shri. Harsh Kumar Sr. DEN(Co) & PIO Shri. Abhishek Mittal DEN(North) APIO
4(1)(b)(xvii)	Such other information as may be prescribed and thereafter update these publications every year.	Information available on Western Railway website www.wr.indianrailways.gov.in