

WESTERNRAILWAY

Right to Information



**PIO & Sr.DMM
Store
Departmental Divisional
Office,
Bhavnagar - 364003**

Date :- March 22, 2024

Sub: - Updating the Departmental/Divisional Content of Commercial department on Western Railway Public Website, Compliance under Section 4(1) (b) of RTI ACT 2005 - Sou Moto Disclosure

Ref:-1) Time Line for Third Party Transparency Audit for the year 2023-2024

2) CIC E-Mail dated : 08.03.2024 addressed to Secy. (PG)-CCG

Kindly find enclosed herewith a copy of the letter regarding regular updation of the mandatory disclosure of information required under provision of section 4(1) (b) of RTI Act, 2005 on the Western Railway Public Website i.e. <https://wr.indianrailways.gov.in/>

**(Swaymdeep Sigh)
Public Information Officer &
Senior Divisional Material Manager,
Western Railway, Bhavnagar Division.**

Information in Reference to Section 4(B) of RTI Act - 2005

Subsection	Information Sought	Remarks
4(b)(i)	The particulars of its organization, functions and duties	Senior Divisional Material Manager is the head of Store and General Department in Bhavnagar Division who is assisted by ADMM. Store and General Department is primarily associated with procurement of material and assigned services required by various divisional consignee. In addition to the released and obsolete material arising out of maintenance activity is also disposed by store department.
4(b)(ii)	The powers and duties of it and officers and employees	Procurement of goods and services and disposal of released and obsolete material arising out of maintenance activity as per delegation of power by Ministry of Railways and HQ Western Railway from time to time.
4(b)(iii)	The procedure followed in the decision making process including channels of supervision.	As per policy/rules, guidelines, circulars, SOP various manuals and codes of Indian Railways etc.. issued by Railway Board.
4(b)(iv)	The norms set by it for the discharge of its function	
4(b)(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees	Click here for stores circulars, rules, instructions. Click Railway Board Site.
4(b)(vi)	A statement of the categories of the documents that are held by it or under its control.	Click here for stores circulars, rules, instructions. Click Railway Board Site.
4(b)(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	As per Railway Board guidelines it is dealt by General Department and Commercial Department.
(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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such	As per Railway Board guidelines it is dealt Commercial Department.
4(b)(ix)	A directory of its officers and employees (Store/General Department)	Click here for Telephone numbers
4(b)(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	As per Railway Board guidelines it is dealt by Accounts and Personnel Department.
4(b)(xi)	The budget allocated to each of its agency. Indicating particulars of all plans, proposed expenditures and reports on disbursements made	As per Railway Board guidelines it is dealt by Accounts Department.

4(b)(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such	As per Railway Board Guidelines it is dealt by Personnel Department.
4(b)(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	As per Railway Board Guidelines it is dealt by Commercial Department.
4(b)(xiv)	The details in respect of the information, available to or held by it, reduced in an electronic form	Information available on Website https://wr.indianrailways.gov.in/index.jsp?lang=0
4(b)(xv)	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.	
4(b)(xvi)	The names, designations and other particulars of the public information officers	Public Information Officer Shri Swaymdeep Singh (Sr.Divisional Material Manager) Contact : 09724097750
4(b) (xvii)	Such other information as may be prescribed; and thereafter update these publications every year	Information related to Tenders, Press related, Important News etc are also available on https://wr.indianrailways.gov.in/index.jsp?lang=0

