

**PRATAPNAGAR WORKSHOP – MECHANICAL DEPARTMENT**  
**Information under section 4(1) (b) of Right to information Act ,2005**

Updated as on 04.04.2024

<b>Section</b>	<b>Information to be disclosed</b>	<b>Remarks</b>
4(1)(b)(i)	The particular of its organization, functions and duties.	<p>Carriage &amp; Wagon Repair Workshop, Pratapnagar, Vadodara.</p> <p>Chief Workshop Manager is the head of Mechanical department. He is assisted by Deputy Chief mechanical Engineer, Assistant Workshop Manager, Assistant Finance advisor (W&amp;S) and Assistant Material manager.</p> <p>The workshop is carrying out POH work of BG Wagon, Rail Milk Tanker, NG Coaches and IOH of ICF Bogies with quality of work.</p> <p>Pratapnagar workshop is supplied overhauled DV, BC, SAB to KRCA depot.</p> <p align="center"><a href="#">Organization Chart</a></p>
4(1)(b)(ii)	The power and duties of its officer and employees.	<ul style="list-style-type: none"> <li>• Power of Officer as per SOP 2018 <a href="#">Schedule Of Power</a></li> </ul>
4(1)(b)(iii)	The procedure followed in the decision-making process including channels of supervision and accountability.	<ul style="list-style-type: none"> <li>• Duties of officers and procedure followed as per Rolling Stock code. <a href="#">IRRSC</a></li> </ul>
4(1)(b)(iv)	The norms set by it for the discharge of its functions.	<ul style="list-style-type: none"> <li>• The Procedures/norms established for the discharge of functions by adhering to the provisions outlined on various codes/manuals.</li> <li>• General procedural instructions are periodically reiterated/issued.</li> </ul>
4(1)(b)(v)	The rules, regulations, instructions, manuals and record held by it or under its control or used by its employees for discharging	<ul style="list-style-type: none"> <li>• Manuals are published by RDSO and can access through following link <a href="#">Mechanical Manuals Codes And Manuals</a></li> </ul>
4(1)(b)(vi)	A statement of the categories of documents that are held by it or under its control.	Various records pertaining to the routine POH (Periodic Overhaul) of wagon has been maintained in accordance with the policies and guidelines issued by Railway Board and HQ office through various circulars/instructions.
4(1)(b)(vii)	The particulars 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.	Not Applicable. The assigned work is executed as per rules laid down in codes.
4(1)(b)(viii)	A statement of the boards, councils, committee 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 meetings are accessible for public.	
4(1)(b)(ix)	A directory of its officers and employee.	<a href="#">Directory of Officer</a>
4(1)(b)(x)	A monthly remuneration received by each of its	It is decided by Ministry of Finance and Ministry of Railway to specified grade

	officers and employees, including the system of compensation as provided in its regulations.	of officers & staff as per notified pay structure.
4(1)(b)(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and report on disbursement made.	Budget grant is received from Railway Board and Actual expenditure for all Heads are dealt by Accounts department of the workshop.
4(1)(b)(xii)	The manner of execution of subsidy Programmes, including the amounts allocated and the details of beneficiaries of such Programmes.	Not Applicable. No subsidiary programmes are executed.
4(1)(b)(xiii)	Particulars of recipients of concessions, permits of authorizations granted by it.	Not Applicable. Offering any concessions, Permits or authorizations are not a part of organization functions/duties.
4(1)(b)(xiv)	Details in respect of the information, available to or held by it reduced in an electronic form.	<ul style="list-style-type: none"> <li>Information related to Tenders, press related, Important News etc also available on  <a href="https://www.ireps.gov.in/">https://www.ireps.gov.in/</a>  <a href="https://wr.indianrailways.gov.in/">https://wr.indianrailways.gov.in/</a>  <a href="https://gem.gov.in/">https://gem.gov.in/</a> </li> <li>Code and manuals are available on Indian Railways web site at.  <a href="https://indianrailways.gov.in/railwayboard/">https://indianrailways.gov.in/railwayboard/</a> </li> </ul>
4(1)(b)(xv)	The particular of facilities available to citizens for obtaining information, including the working hours of library or reading room, if maintained for public use.	Not Applicable. This Workshop does not have any public library or reading room.
4(1)(b)(xvi)	The name designation and other particulars of the public information officer.	<p><b>Appellate Authority:</b>  Vacant  CWM (Chief Workshop Manager)  Carriage &amp; Wagon Repair Workshop,  Pratapnagar, Vadodara-390004  Rly. Auto No.:44550  Office Phone No.: 0265-2641292  Email Id: <a href="mailto:cwmprtn@gmail.com">cwmprtn@gmail.com</a></p> <p><b>CPIO</b>  M. Kalimuthu  DY.CME (Deputy Chief Mechanical Engineer)  Carriage &amp; Wagon Repair Workshop,  Pratapnagar, Vadodara-390004  Rly. Auto No.:44552  Office Phone No.: 0265-2641292  Email Id: <a href="mailto:dycmeprtn@gmail.com">dycmeprtn@gmail.com</a></p> <p><b>APIO</b>  Amit Kumar Dhanware  AWM (Assistant Workshop Manager)  Carriage &amp; Wagon Repair Workshop,  Pratapnagar, Vadodara-390004  Rly. Auto No.:44556  CUG Mobile No.:09724091453  Email Id: <a href="mailto:awmprtn@gmail.com">awmprtn@gmail.com</a></p>
4(1)(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 <a href="https://www.ireps.gov.in/">https://www.ireps.gov.in/</a> <a href="https://wr.indianrailways.gov.in/">https://wr.indianrailways.gov.in/</a> and <a href="https://gem.gov.in/">https://gem.gov.in/</a>