

RIGHT TO INFORMATION ACT – 2005

INFORMATON OF WESTERN RAILWAY RATLAM SORES DEPARTMENT TO REFERENCE TO SECTON – 4 (1)
(b)OF RIGHT TO INFORMATION ACT – 2005

Sr. No.	Description	Information
i	The particulars of its organization functions and duties.	<p>The Materials Management Department has an integrated responsibility in respect of all material, Management functions covering purchase, inspection, warehousing distribution and inventory control. It is also responsible for the disposal of obsolete / scrap situated at Ratlam division. The stores Department function under the Administrative control of (1) Sr. DMM (2) ADMM</p> <p>Mainly for distribution of Ratlam division other station consumable stores, stationary books and forms.</p> <p>The Material Management of RTM DIV. Consists of –</p> <ul style="list-style-type: none">• Divisional Stores Depot• Local Purchase Cell• Scrap Cell• General Branch
ii	The Powers and duties of its Officers and Employees.	The powers are per Schedule of Power laid down by Railway Board, and duties as mentioned above at Sr. No (i).
iii	The Procedure followed in the decision making process, including channels of supervision and accountability.	Decision making is based as per the store Code, store Manual, schedule of Powers and time to time Guidelines / Instructions issued by Railway Board. Channel of Supervision is done by Dealing Clerks, Section In Charges and offices at their respective level.
iv	The Norms set by it for the discharge of its function.	The norms followed are based on Store code, Store Manual, Schedule of power and Railway Board Guideline/Instructions issued time.
v	The rules regulations, instructions manuals held by it or under its control or used by its employees for discharging its functions.	As detailed store, store Manual, Schedule of Power Railway Board Guidelines/Instructions issued from time to time Rule for entering into supply contracts.
vi	A Statement of the categories of documents that are held by it or under its control, the public in relation to the formulation of its policy or implementation thereof.	<p>The policy letters are available at Railway Board's site.</p> <p>https://wr.indianrailways.gov.in</p>

vii	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as it part or for the purpose of its advice, and as to whether meetings of those boards councils, committees and other bodies are open to public, or the minutes of such meetings are accessible for public.	<p>The policy letters are available at Railway Board's site.</p> <p>https://wr.indianrailways.gov.in</p>			
viii	A directory of its officers and employees.	<p>The policy letters are available at Railway Board's site.</p> <p>https://wr.indianrailways.gov.in</p>			
ix	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	As per extent rules laid down in establishment manual.			
x	The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures.	Available at Accounts site.			
xi	The names, designations and the other particulars of the public information offices.				
			Appellate Authority	PIO	APIO
		Name	Shri Asfaq Ahmad	Shri Amir Yadav	Shri Ghanshyam R. Vegad
		Designation	ADRM – RTM	Sr.DMM - RTM	ADMM - RTM
		Rly. Phone	092-44002	092-44990	092-44999
		Mobile No.	9752492001	9752492750	9752492751
xii	Such other information as they may be prescribed and there after update these publications every year.				
			Appellate Authority	PIO	APIO
		Name	Shri Asfaq Ahmad	Shri Amir Yadav	Shri Ghanshyam R. Vegad
		Designation	ADRM – RTM	Sr.DMM -RTM	ADMM - RTM
		Rly. Phone	092-44002	092-44990	092-44999
		Mobile No.	9752492001	9752492750	9752492751

xiii	The particulars of any arrangements that exists of consultation with, or representation by, the members of the public in relation to the public in relation to the formulation o policy or implementation thereof.	The policy letters are available at Railway Board's site. https://wr.indianrailways.gov.in
xiv	The manner of execution of subsidy programmers, including the amounts allocated & the details of beneficiaries of such programmes	Not applicable
xv	Particulars of recipients of concessions, permits or authorizations granted by it	Not applicable
xvi	Details in respect of the information, available to or held by it, reduced in an electronic form.	Not applicable
xvii	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.	Not applicable

Sr. DIVISION MATERIALS MANGER

RATLAM DIVISION

