

Western Railway zone

Personnel Department of Bhavnagar Division

Disclosure Under Section 4(1)(b) of Right To Information Act.2005

<u>Section 4(1)(b)</u>	<u>Information to be disclosed</u>	<u>Remark</u>
(i)	The particulars of its organization, functions and duties;	Senior Divisional Personnel officer is the head o the Personnel department. He is assisted by Assistant Personnel Officers. The Personnel Department is responsible for the recruitment, retirement and grievances solved of non gazetted railway employees.
(ii)	The powers and duties of its officers and employees;	The Personnel Department functions/duties like recruitment, training, promotion, reversion transfer, retirement, grievance solved of non gazetted employees, welfare activities, the issues related to court cases of Railway employee etc.
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	As per policy, guidelines, circular SOP etc. issued by Railway Board from time to time.
(iv)	The norms set by it for the discharge of its functions;	As per policy, guidelines, circular SOP etc. issued by Railway Board from time to time.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	Click here for Establishment policy, guidelines, circular, instructions etc. Ministry of Railways (Railway Board) (indianrailways.gov.in)
(vi)	A statement of the categories of documents that are held by it or under its control;	Click here for Establishment policy, guidelines, circular, instructions etc. Ministry of Railways (Railway Board) (indianrailways.gov.in)
(vii)	The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;	It is dealt by Commercial department as per Railway Board guidelines.
(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 directory Sr.DPO- Bhavnagar : 099-44700
(x)	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;	As per policy issued by Railway Board.
(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.
(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: Ministry of Railways (Railway Board) indianrailways.gov.in
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	It is dealt by Commercial department as per Railway Board guidelines.
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;	Click here for Indian Railways website: Ministry of Railways (Railway Board) indianrailways.gov.in
(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;	Click here for Indian Railways website: Ministry of Railways (Railway Board) indianrailways.gov.in
(xvi)	The name, designation and other particulars of the Public Information Officer;	Shri Amar Singh Sagar Sr. DPO & CPIO – Bhavnagar Division.
(xvii)	Such other information as may be prescribed, and thereafter update these publications every years;	Click here for Western Railways site:

NOTE

SUB: INFORMATION OF SECTION-4(1)(b) OF RTI ACT 2005 PERSONNEL
DEPARTMENT- BHAVNAGAR DIVISION

In connection with the above subject, that INFORMATION of SECTION- 4(1)(b) OF RTI ACT2005 pertain to PERSONNEL DEPARTMENT- BHAVNAGAR DIVISIO in given format is to be uploaded on Western Railway site is enclosed here with for information and necessary action.

E542/POL/RTI/2024 dated 21.03.2024

Assistant Personnel Officer
& APIO Bhavnagar Division.