

INFORMATION IN REFERENCE TO SECTION - 4(1)(b) OF RTI ACT 2005

Section No.	Particulars	Status
4(1)(b)(i)	The particulars of its organization	Carriage Repair Workshop, Bhavnagar Para, Near Bhavnagar Para Railway Station, Bhavnagar, Gujarat-364003
	Functions of organization	The Workshop is engaged in activities like Periodic Overhaul (POH) of Non-AC ICF coaches, Scheduled Maintenance of Non-AC LHB Coaches and Intermediate Overhaul (IOH) of trolleys.
	Organization Chart	Click for Organization Chart
4(1)(b)(ii)	The powers and duties of its officers and employees.	<ul style="list-style-type: none"> Power of Officers are as per SOP 2018. https://indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,1,304,366,1813,2060 Duties of officers and procedure followed as per Rolling Stock Code. https://indianrailways.gov.in/railwayboard/uploads/codesmanual/Indian%20Railway%20Rolling%20Stock%20Code.pdf
4(1)(b)(iii)	The procedure followed in the decision making process, including channels of supervision and accountability.	
4(1)(b)(iv)	The norms set by it for the discharge of its functions.	<ul style="list-style-type: none"> The procedures/norms established for the discharge of functions by adhering to the provisions outlined in various codes/manuals. General procedural instructions are periodically reiterated/issued.
4(1)(b)(v)	Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.	<ul style="list-style-type: none"> Manuals, instructions etc. used by employees for discharging functions can be accessed through following links: https://indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,1,304,366,538,2713,2718,2722,2727 https://indianrailways.gov.in/railwayboard/view_section.jsp?lang=0&id=0,5,377
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 Non-AC ICF coaches, Scheduled Maintenance of Non-AC LHB Coaches been maintained in accordance with the policies and guidelines issued by the Railway Board and HQ office through various circulars/instructions.
4(1)(b)(vii)	Particulars of any arrangement that exists for consultation with, or representation by, the members of the 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, 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.	

4(1)(b)(ix)	A directory of its officers and employees.	Click for directory of Officers
4(1)(b)(x)	Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	It is decided by Ministry of Finance and Ministry of Railways to specified grade of Officers & Staff as per notified pay structure according to 7 th Pay Commission.
4(1)(b)(xi)	Budget allocated to each of its agency indicating the particulars of all pans, proposed expenditures and reports on disbursements made.	Budget grant is received from Railway Board through HQ and Actual expenditure for all Heads are dealt by Accounts department of the Workshop.
4(1)(b)(xii)	The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programme.	Not Applicable. No subsidiary programme are executed.
4(1)(b)(xiii)	Particulars of recipients of concessions, permits or 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"> Information related to Tenders, Press, Important News etc. are available on https://www.ireps.gov.in, https://wr.indianrailways.gov.in and https://gem.gov.in. Code and manuals are available on Indian Railways web site at https://indianrailways.gov.in/railwayboard/
4(1)(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.	Not applicable. The Workshop is not maintaining any library or reading room for public use.
4(1)(b)(xvi)	The names, designations and other particulars of the Public Information Officers.	<p>Appellate Authority: Shri Yoginder Kumar, Chief Workshop Manager (L/A), Carriage Repair Workshop, Bhavnagar Para Rly. Auto No.: 44550, Rly IP Phone: 625 Office Ph. No.: 0278-2445609 Email: cwm@bvp.railnet.gov.in</p> <p>CPIO: Shri Saurabh Singh, Deputy Chief Mechanical Engineer, Office of CWM/BVP, Bhavnagar Para – 364003 Rly. Auto No.: 44560 Email: dycmews@bvp.railnet.gov.in</p> <p>APIO: Shri Dina Nath Verma, Assistant Personnel Officer, Office of CWM/BVP, Bhavnagar Para – 364003 Rly. Auto No.: 44552 CUG Mobile No.: +91 9724097453 Email: apobvpw@gmail.com</p>
4(1)(b)(xvii)	Such other information as may be prescribed and thereafter updated these publications every year	Information related to Tenders, Press, Important News etc. are also available on https://www.ireps.gov.in , https://wr.indianrailways.gov.in and https://gem.gov.in .