

WESTERNRAILWAY

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

Subsection	InformationSought	Remarks
4(b)(i)	Theparticularsof its organization,functions andduties	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 duties of it andofficersand 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 andrecords, held by it or under its control orusedbyitsemployees	Click here for stores circulars, rules, instructions. ClickRailwayBoard'ssiteforcodes&Manuals
4(b) (vi)	Astatementofthecategoriesofthedocumentsatareheldbyitorunderitscontrol.	Click here for stores circulars, rules, instructions. ClickRailwayBoardSite.
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)	Astatementoftheboards, councils, committeesand other bodiesconsistingoftwoormorepersonsconstituted as its part or for the purpose of itsadvice, and as to whether meetings of thoseboards,councils, committeesand otherbodies are open tothe public, ortheminutesofsuch	As per Railway Board guidelines it is dealt Commercial Department.
4(b)(ix)	A directoryof its officers andemployees (Store/General Department)	ClickhereforTelephonenumber
4(b)(x)	The monthly remunerationreceivedbyeach ofitsofficersandemployees, including thesystemofcompensationasprovidedinitsregulations.	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 electronic form	Information available on Website https://wr.indianrailways.gov.in/
4(b)(xv)	The particulars of facilities available to citizens for obtaining information, including 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 Avnish Rana (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

