AHMEDABAD DIVISION - COMMERCIAL DEPARTMENT

Information under section 4(1) (b) of Right to Information Act, 2005

Section	Information to be disclosed	Remarks
4(1)(b)(i)	The particular of its organisation, functions and duties.	The Commercial Department is responsible for the marketing & sale of the transportation provided by railway, for creating and developing traffic, for securing and maintaining friendly relations with the travelling and trading public and for cultivating good public relations generally. The fixing of rates, fares and other charges and the correct collection, accountal and remittance of traffic receipts are also among its functions. Senior Divisional Commercial Manager is the head of commercial department. He is assisted by Divisional Commercial Managers and Assistant Commercial Managers. *Click here for information regarding Commercial department of Ahmedabad division.*
4(1)(b)(ii)	The power and duties of its officer and employees.	Commercial officer is responsible for passenger amenities, goods and passenger traffic, catering services, parking, leasing etc. Commercial staff will perform his duties according to rules and regulations as laid down in codes, manuals, circulars etc. *Click here for duty list for Train Conductor.* *Click here for Model Schedule of Power.*
4(1)(b)(iii)	The procedure followed in the decision making process including channels of supervision and accountability.	As per Railway Board's policy guidelines, circulars, codes, manuals. *Click here for Commercial Circulars.*
4(1)(b)(iv)	The norms set by it for the discharge of its functions.	
4(1)(b)(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 Commerical Circulars, Codes and Manuals.*
4(1)(b)(vi)	A statement of the categories of documents that are held by it or under its control.	
4(1)(b)(vii)	The particular 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.	Divisional Railway Users Consultative Committee has been constituted to consider matters relating to passenger amenities, proposal regarding opening of new stations within the jurisdiction of the committee.
4(1)(b)(viii)	A statement of the boards, councils, committees and other bodies consisting of	*Click here for the list of DRUCC members.*

	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 employees.	*Click here for contact number.*
4(1)(b)(x)	A monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	It is dealt by Personnel department as per Railway Board guidelines. Information may be obtained by clicking on Personnel department link.
4(1)(b)(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 Account department as per Railway Board guidelines. Information may be obtained by clicking on account department link.
4(1)(b)(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	*Click here for such guidelines.*
4(1)(b)(xiii)	Particulars of recipients of concessions, permits or authorisations granted by it.	*Click here for list of concession granted to various categories.*
4(1)(b)(xiv)	Details in respect of the information, available to or held by it reduced in an electronic form.	*Click here for Western Railway website.*
4(1)(b)(xv)	The particular 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 Railway website.*
4(1)(b)(xvi)	The name, designation and other particulars of the public information officer.	**Dr. Ankur Desai** **DCM (FM) & CPIO** **Telephone NO. - 079-22201990**
4(1)(b)(xvii)	Such other information as may be prescribed and thereafter update these publications every year.	*Click here for Western Railway website.*