# INFORMATION IN REFERENCE TO SECTION - 4(1)(b) OF RTI ACT 2005
# MECHANICAL DEPARTMENT – VADODARA DIVISION

| Section No. | Particulars | Status |
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| 4(1)(b)(i) | The particulars of its organization, functions and duties | ➢ Click for Organization Chart<br>➢ Click for Duty List<br>➢ Click here for Charter<br>Besides this, Office Orders are also issued from time to time whenever any changes in the duty list of Officers/Branch are undertaken. |
| 4(1)(b)(ii) | The powers and duties of its officers and employees. | |
| 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. | • To deliver optimum output (outage) to its customers its highest level of safety and punctuality.<br>• The procedure/norms set for discharge of functions are as per the provisions contained in various codes/manuals.<br>• The general procedural instructions are also reiterated/ issued from time to time. |
| 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. | List of manuals - All Mechanical codes, Act manuals pertaining to Mechanical department are uploaded by Mechanical Department of Churchgate.<br>BG coach Manual-ICF design; LHB coach manual; Maintenance of Dsl locomotive; Details of IR-DRDO Bio-toilet; Maint. of pass. Emergency Alarm System; etc.<br>➢ Click for above manuals – https://wr.indianrailways.gov.in |
| 4(1)(b)(vi) | A statement of the categories of documents that are held by it or under its control. | Various records pertaining to day-to-day smooth train operation and other activities related to this organization has been carried out as per the policy and guidelines issued by Railway Board, HQ office and Divisional 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. | No specific consultant existing for Mechanical department.<br>OR<br>There is no provision for consultation, representation by public member for maintenance purpose of Rolling stock at Divisional level. |
| 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. | There is no provision for any Board. Councils, Committee and other bodies for advice of maintenance of Rolling stock. |
| 4(1)(b)(ix) | A directory of its officers and employees. | ➢ Click for Telephone No.s |

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| 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 Railway to specified grade of officers & staff. This item is dealt by Accounts department. |
| 4(1)(b)(xi) | Budget allocated to each of its agency indicating the particulars of all pans, proposed expenditures and reports on disbursements made. | Details of Budget/Actual expenditure for Mechanical department of BCT Division for all Heads are dealt by Accounts department. |
| 4(1)(b)(xii) | Manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes. | Mechanical department does not grant any type of subsidy for any category. |
| 4(1)(b)(xiii) | Particulars of recipients of concessions, permits or authorizations granted by it. | Mechanical department does not grant any type of concessions, permits or authorizations. |
| 4(1)(b)(xiv) | Details in respect of the information, available to or held by it, reduced in an electronic form. | Information related to Tenders, Press related, Important News etc are also available on https://wr.indianrailways.gov.in or https://www.ireps.gov.in |
| 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. | Mechanical department does not have any public library or reading room. |
| 4(1)(b)(xvi) | The names, designations and other particulars of the Public Information Officers. | **Public Information Officer** –<br>Shri Anil Kumar<br>Sr Divisional Mechanical Engineer,<br>Vadodara division.<br>Ph.No. : 0265-2641592<br><br>**Appellate Authority –**<br>Shri Niraj Dhamija<br>Additional Divisional Railway Manager,<br>Vadodara.<br>Ph.No. : 0265-2641414 |
| 4(1)(b)(xvii) | Such other information as may be prescribed and thereafter updated these publications every year | Information related to Tenders, Press related, Important News etc are also available on https://wr.indianrailways.gov.in or https://www.ireps.gov.in |
| 4(1)(b)(xviii) | Incumbency position in Department of Revenue | Does not pertains to Mechanical department. |

*Updated on 21.04.2026*

# Contact details of Officers of Mechanical department, Vadodara division

| Sr No | नाम | Name | पद | Designation | Rly No | CUG No |
|---|---|---|---|---|---|---|
| 1 | अनिल कुमार | Anil Kumar | वारिष्ठ मण्डल यांत्रिक अभियंता | Sr Divisional Mechanical Engineer - Vadodara | 44500 | 9724091400 |
| 2 | पीयूष चौधरी | Piyush Choudhary | सहायक मण्डल यांत्रिक अभियंता (करचिया) | Divisional Mechanical Engineer - Karachiya | 44250 | 9724091405 |
| 3 | अमित रंजन | Amit Ranjan | सहायक मण्डल यांत्रिक अभियंता | Asst Divisional Mechanical Engineer | 44504 | 9724091402 |
| 4 | रिक्त पद | Vacant | सहायक कोचिंग डेपो ऑफिसर | Asst Coaching Depot Officer | - | - |
| 5 | रिक्त पद | Vacant | सहायक मण्डल यांत्रिक अभियंता (ई एन एच एम) | Asst Divisional Mechanical Engineer (EnHM) | - | - |

*As on 21-04-2026*