

RIGHT TO INFORMATION ACT - 2005

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

Sub Section 4(1)(b)	Information Sought	Remarks
I.	The particulars of its organization, functions and duties.	The Material Management Department caters to the material requirements of all branches, Gati Shakti unit, and Construction office unit, including medicines for Divisional Railway Hospital. It is also entrusted with the auction sale of scrap generated in the divisional jurisdiction, including open line, construction, and Pratapnagar Workshop. Sr.DMM is the overall in-charge of Store Depot, Local Purchase Cell, Scrap Cell & General Branch of Division, and is assisted by SMM BRCY (looking after Electric Loco Shed BRCY) and ADMM-BRC. The Material Management of BRC Division consists of: ➤ Divisional Stores Depot ➤ Local Purchase Cell ➤ Scrap Mobilization Cell ➤ General Branch Organization chart is as Annx A.
II.	The Powers and duties of its Officers and Employees.	The Powers are as per the Schedule of Power laid down by the Railway Board, and duties as mentioned above at SN(i)
III.	The procedure followed in the decision-making process, including channels of supervision & accountability.	Decision making is based as per the Store Code, Store Manual, Schedule of Powers, and time to time Guidelines/Instructions issued by Railway Board. Channel of Supervision is done by Dealing Clerks, Section in Charges, and Officers at their respective level.
IV.	The Norms set by it for the	The Norms followed are based on the Store

	discharge of its function.	Code, Store Manual, Schedule of Power, and Railway Board Guidelines/instructions issued from time to time.
V.	The rules, regulations, instructions, manuals and records held by it or under its control or use by its employees for discharging its functions.	As detailed in Store Code, Store Manual, and Schedule of Power, Railway Board Guidelines/instructions issued from time to time. Includes rules for entering into supply contracts.
VI.	A Statement of the categories of documents that are held by it or under its control.	Information available at: https://indianrailways.gov.in/
VII.	The particulars of any arrangement that exists for consultation with, of representation by, the members of the public in relation to the formulation of its policy or implementation thereof.	Not applicable.
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;	Not applicable.
IX.	A directory of its officers and employees.	1) Shri R N Raju, Sr.DMM (Mob. No. 97240-91750) 2) Shri Rakesh Kumar, ADMM (Mob. No. 97240-91898)

X.	The Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	As per extant rules laid down in the establishment manual.
XI.	The budget allocated to each agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	It is dealt with by the Engineering and Accounts departments.
XII.	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.	Not applicable.
XIII.	Particulars of recipients of concessions, permits, or authorizations granted by it.	Not applicable.
XIV.	Details in respect of the information, available to or held by it, reduce in an electronic form.	Not applicable.
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.
XVI.	The names, designations, and particulars of Public Information Officers.	Shri R N Raju, Sr.DMM DRM Office, Pratapnagar, Vadodara - 390004 Telephone: 0265-2637101
XVII.	Such Other information as may be prescribed and thereafter update these publications every year.	Details available at the Western Railways website. https://wr.indianrailways.gov.in/index.jsp?lang=1

Materials Management Department
Vadodara Division

Sr.DMM-BRC

ADMM-BRC