

WESTERN RAILWAY**VADODARA DIVISION PERSONNEL DEPARTMENT**

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

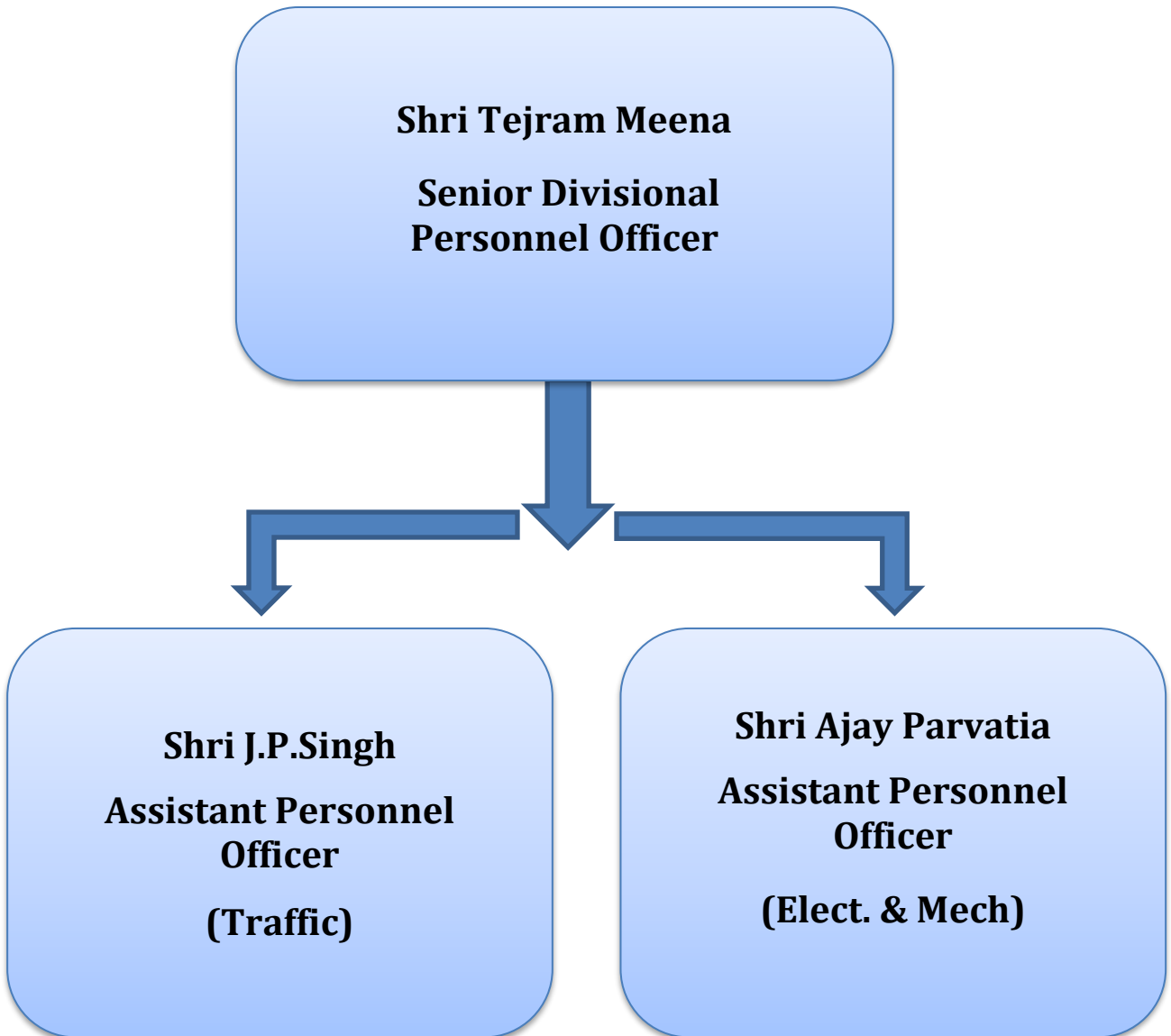
Section	Information to be disclosed	Remarks
4(1)(b) (i)	The particulars of its organization, functions and duties	Senior Divisional Personnel Officer is the head of the Personnel department of Vadodara division. He is assisted by Assistant Personnel Officers. The Personnel Department is responsible for the recruitment, training, promotions, reversion, transfer, DAR, retirement, and grievances of railway employees, welfare solved of non gazetted railway employees. For organization chart. See Annexure I
4(1)(b) (ii)	The power and duties of its officer and employees	The Personnel Department functions/duties like recruitment, training, promotion, reversion, transfer, retirement, grievance solved of non gazetted employees, welfare activities, and the issues related to court cases of Railway employee etc.
4(1)(b) (iii)	The procedure followed in the decision making process including channels of supervision and accountability	As per policy/rules, guidelines, circular SOP etc. issued by Railway Board from time to time.
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 Establishment policy, guidelines, circular, instruction etc. https://indianrailways.gov.in/railwayboard/view_section.jsp?id=0,1,304,366,390
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.	NA

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Section	Information to be disclosed	Remarks
4(1)(b) (viii)	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 meeting of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.	NA
4(1)(b) (ix)	A 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 Railways.
4(1)(b) (x)	A directory of its officers and employee	See Annexure II for contact details of Personnel officers
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.	N.A
4(1)(b) (xii)	The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.	N.A
4(1)(b) (xiii)	Particulars of recipients of concessions, permits or authorizations granted by it.	N.A
4(1)(b) (xiv)	Details in respect of the information available to or held by it reduced in an electronic form.	N.A
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.	N.A
4(1)(b) (xvi)	The name, designation and other particulars of the public information officer.	Shri Tejram Meena, Sr. DPO & CPIO/Personnel– Vadodara Division. Mob. No. 9724091601
4(1)(b) (xvii)	Such other information as may be prescribed and thereafter update these publications every year	Click here for western railway site: https://wr.indianrailways.gov.in/index.jsp?lang=0

Sr. DPO-BRC

**ORGANIZATIONAL STRUCTURE
OF PERSONNEL DEPARTMENT – VADODARA**



OFFICER'S NAME & DESIGNATION	MOBILE NUMBER
SHRI TEJRAM MEENA Sr.DIVISIONAL PERSONNEL OFFICER	9724091601
SHRI J.P. SINGH (ASSISTANT PERSONNEL OFFICER (TRAFFIC)	9724091603
SHRI AJAY PARVATIA (ASSISTANT PERSONNEL OFFICER) (ELECT. & MECH)	9724091631