

**RAJKOT 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 organization, functions and duties.                                                                                                                                    | Senior Divisional Commercial Manager is the head of the commercial department. He is assisted by Divisional Commercial Manager and Assistant Commercial Manager. The Commercial Department is responsible for the marketing & sale of the transportation provided by a 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. It takes measures to arrest road competition and to have coordination between Rail and Road Transport.<br>See “ <b>Annexure “A”</b> for Divisional Commercial Organization Chart at bottom of the page. |
| 4(1)(b)(ii)  | The power and duties of its officers and employees.                                                                                                                                          | Commercial office 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.<br><br><a href="#">click here for model SOP</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4(1)(b)(iii) | The procedure followed in the decision making process including channels of supervision & accountability.                                                                                    | As per Railway Board's Policy guidelines, circulars, codes, manuals.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 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.                                                                         | <a href="#">Click here for Commercial, circular, codes and Manuals.</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4(1)(b)(vi)  | A statement of the categories of the documents that are held by it or under its control.                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 4(1)(b)(vii) | The particulars of any arrangements that exist for consultation with, or representation by the members of the 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, and proposals regarding opening of new stations within the jurisdiction of the committee.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

|                      |                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                             |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4(1)(b)(viii)</b> | 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 such meetings are accessible for public. | See “ <b>Annexure “B”</b> for DRUCC members List of Rajkot division.                                                                                                                                                                                                                                                                        |
| <b>4(1)(b)(ix)</b>   | A directory of its officers and employees                                                                                                                                                                                                                                                                                      | See “ <b>Annexure “C”</b> for contact details of Commercial officers of Rajkot division.                                                                                                                                                                                                                                                    |
| <b>4(1)(b)(x)</b>    | The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.                                                                                                                                                                                  | It is dealt by the Personnel department as per Railway Board guidelines.                                                                                                                                                                                                                                                                    |
| <b>4(1)(b)(xi)</b>   | 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 the Account department as per Railway Board guidelines.                                                                                                                                                                                                                                                                      |
| <b>4(1)(b)(xii)</b>  | The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programmers.                                                                                                                                                                                             | It is dealt by the Personnel department as per Railway Board guidelines.                                                                                                                                                                                                                                                                    |
| <b>4(1)(b)(xiii)</b> | Particularly recipients of concessions, permits or authorizations granted a bit.                                                                                                                                                                                                                                               | <a href="#">Click here for passenger information</a>                                                                                                                                                                                                                                                                                        |
| <b>4(1)(b)(xiv)</b>  | The details in respect of the information, available to or held by it, reduced in an electronic form.                                                                                                                                                                                                                          | <a href="#">Click here for western Railway website</a>                                                                                                                                                                                                                                                                                      |
| <b>4(1)(b)(xv)</b>   | The particulars of facilities available to citizens for obtaining information, including working hours of a library or reading room, if maintained for public use.                                                                                                                                                             | <a href="#">Click here for Indian Railway Website</a>                                                                                                                                                                                                                                                                                       |
| <b>4(1)(b)(xvi)</b>  | The names, designation and other particulars of the Public Information Officers.                                                                                                                                                                                                                                               | <b>Public Information Officer</b><br><b><u>Public Information Officer</u></b><br>Shri Sunil Kumar Meena<br>Senior Divisional Commercial Manager<br>Contact: (094) – 44200 & 0281-2476454<br><b><u>Appellate Authority</u></b><br>Shri Brijesh Kumar Singh<br>(Additional Divisional Railway Manager)<br>Contact :(094)-44002 & 0281-2476903 |
| <b>4(1)(b)(xvii)</b> | Such other information as may be Prescribed; and there after update these publications every year.                                                                                                                                                                                                                             | <a href="#">Click here for Western Railway website.</a>                                                                                                                                                                                                                                                                                     |

**Rajkot Division**  
**Commercial Department**

Shri Sunil Kumar Meena  
Sr. Divisional Commercial Manager  
(Sr. DCM - Rajkot)  
Mob: 9724094950

Shri Hitesh Joshi  
ACM (F) – Rajkot  
Mob: 9724094951

Shri R B Pandor  
ACM (C) – Rajkot  
Mob: 9724094952

**ANNEXURE – “B”**

**DRUCC MEMBER LIST FROM 16.08.2024 TO 15.08.2026**

| <b>SR NO.</b> | <b>NAME</b>                                        | <b>ADRESS &amp; ORGANISATION</b>                                                              |
|---------------|----------------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b>01</b>     | <b>Shri Amrutlal Vallabh Bhai<br/>Vadher</b>       | <b>Shri Rambhai H. Mokariya Hon’ble<br/>Member of Rajya Sabha, Rajkot<br/>(Gujarat).</b>      |
| <b>02</b>     | <b>Shri Bhagiya Bhavan Bhai<br/>Kuvarji Bhai</b>   | <b>The Agricultural Produce Market<br/>Committee, Morbi - 363641</b>                          |
| <b>03</b>     | <b>Shri Dilipsinh Ramubha<br/>Parmar</b>           | <b>Zalawad Chamber of Commerce &amp;<br/>industries, Surendranagar - 363001</b>               |
| <b>04</b>     | <b>Shri Dipak Jayanti Bhai Ravani</b>              | <b>Beyt Dwarka okha Nagrik Samiti, Okha<br/>Port – 361350.</b>                                |
| <b>05</b>     | <b>Dr. Mayank Rameshchandra<br/>Thakker</b>        | <b>Association of Physicians of Rajkot,<br/>Rajkot - Gujarat – India</b>                      |
| <b>06</b>     | <b>Shri Ketan Rameshchandra<br/>Daftary</b>        | <b>Shri Vinodbhai L. Chavda Hon’ble MP<br/>(LS) Kutchh, Morbi, Gujarat – 363641</b>           |
| <b>07</b>     | <b>Shri Kirit Kumar Janardan Rai<br/>Trivedi</b>   | <b>Railway Passenger’s Social Welfare<br/>Association, Surendranagar – 363001</b>             |
| <b>08</b>     | <b>Shri Nanji Bhai R Khimsuriya</b>                | <b>Grahak Suraksha Mandal, Rajkot</b>                                                         |
| <b>09</b>     | <b>Shri Parthivkumar<br/>Pravinchandra Ganatra</b> | <b>Rajkot Chamber of Commerce &amp;<br/>industry, Rajkot – 360001</b>                         |
| <b>10</b>     | <b>Pooja Suresh Bhai Vaghasiya</b>                 | <b>Prayas Parents Association for Children<br/>with Special Needs, Rajkot.</b>                |
| <b>11</b>     | <b>Shri Pradip Mehta</b>                           | <b>Shri Kesridevsinh Jhala Hon’ble<br/>Member of Rajyasabha Rajkot<br/>(Gujarat) – 360001</b> |
| <b>12</b>     | <b>Shri Raj Rajesh Bhai Gangani</b>                | <b>Jamnagar Vepari Mahamandal,<br/>Jamnagar – 361001</b>                                      |
| <b>13</b>     | <b>Shri Rajiv Bhai Kishor Bhai<br/>Doshi</b>       | <b>Greater Rajkot Chamber of Commerce<br/>&amp; industries, Rajkot.</b>                       |

|           |                                                |                                                                                         |
|-----------|------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>14</b> | <b>Shri Yogesh Mishra</b>                      | <b>Akhil Bhartiya Rail Upbhokta Sangh,<br/>Ahmedabad – 380049</b>                       |
| <b>15</b> | <b>Shri Yogeshwar Chandrakant<br/>Panchani</b> | <b>Shri Purushottam Bhai Rupala, Hon’ble<br/>MP (LS) Rajkot Rajkot, Gujarat, 360005</b> |
| <b>16</b> | <b>Shri Pravin B Trivedi</b>                   | <b>Special Interest</b>                                                                 |
| <b>17</b> | <b>Shri Narendra Panchani</b>                  | <b>Special Interest</b>                                                                 |
| <b>18</b> | <b>Shri Sudhir Vachharajani</b>                | <b>Smt Poonam Ben Maadam,<br/>Hon’ble MP (LS) Jamnagar.<br/>(Gujarat)</b>               |

## Telephone Number of Commercial Officers

|   |                                      |  |  |  |            |  |
|---|--------------------------------------|--|--|--|------------|--|
|   |                                      |  |  |  |            |  |
| 1 | Shri Sunil Kumar Meena               |  |  |  | 9724094950 |  |
|   | Senior Divisional Commercial Manager |  |  |  |            |  |
| 2 | Shri Hitesh Joshi                    |  |  |  | 9724094951 |  |
|   | ACM (Freight Marketing)              |  |  |  |            |  |
| 3 | Shri R B Pandor                      |  |  |  | 9724094952 |  |
|   | ACM (Coaching)                       |  |  |  |            |  |