

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

SectionNo.	Particulars	Status
4(1)(b)(i)	The particular so of its organization, Functions and duties	<p>➤ Click for Organization Chart</p> <p>Besides this, Office Orders are issued from time to time whenever any changes in the duty list of Officers/Branch are undertaken.</p>
4(1)(b)(ii)	The power 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.	<ul style="list-style-type: none"> To deliver optimum output (outage) to its customers its highest level of safety and punctuality. The procedure/norms set for discharge of functions are as per the provisions contained in various codes/manuals. 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.	<ul style="list-style-type: none"> List of manuals - All Mechanical codes, Act manuals pertaining to Mechanical department are uploaded by Mechanical Department of Churchgate. BG coach Manual ICF design: https://indianrailways.gov.in/railwayboard/uploads/directorate/eff_res/camtech/mechanical/YearWise/Maintenance%20Manual%20for%20OBG%20Coaches%20of%20ICF%20Design.pdf LHB coach manual https://rdso.indianrailways.gov.in/works/uploads/File/Maintenance%20Manual%20for%20LHB%20Coaches(7).pdf locomotive https://rdso.indianrailways.gov.in/works/uploads/File/Maintenance%20Manual%20for%20Diesel%20Locomotives.pdf Maint. of pass. Emergency Alarm System; etc. https://indianrailways.gov.in/railwayboard/uploads/directorate/eff_res/camtech/mechanical/YearWise/Maintenance%20of%20Passenger%20Emergency%20Alarm%20System%20of%20Coaching%20stock.pdf

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 have 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 exists for the Mechanical Department. OR There is no provision for consultation or representation by public members for maintenance purposes 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 Nos.
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 plans, proposed expenditures, and reports on disbursements made.	Details of Budget/Actual expenditure for Mechanical Department of BCT Division for all heads are dealt with by the 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 www.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.	<p><u>Assistant Public Information Officer-</u> Shri Gaurav Jindal Assistant Divisional Mechanical Engineer (C&W), Mumbai Central. Contact: (090)-44502 & (022)-67644502</p> <p><u>Appellate Authority-</u> Smt. Aarti Singh Parihar Additional Divisional Railway Manager (OP&HR), Mumbai Central. Contact: (090)-44544 & (022)-67644544</p>
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 www.wr.indianrailways.gov.in https://www.ireps.gov.in
4(1)(b)(xviii)	Incumbency position in Department of Revenue	Does not pertain to Mechanical Department.