

RIGHT TO INFORMATION ACT – 2005

INFORMATION OF WESTERN RAILWAY HQ STORES DEPARTMENT TO REFERENCE TO SECTION – 4 (1) (b) OF RIGHT TO INFORMATION ACT 2005

Sr. No.	Description	Information
i	The particulars of its organization functions and duties.	The Materials Management Department has an integrated responsibility in respect of all material, Management functions covering purchase, inspection, warehousing distribution and inventory control. It is also responsible for the disposal of obsolete / scrap material. The purchase function is mainly centralized in HQ Office situated at Churchgate, Mumbai. The Stores Department function under the Administrative Control of COS assisted by 3CMM's, 10Dy. CMM's, 1 Dy. CME, Dy. CSTE and other purchase officers in Head Quarter. Warehousing function (receipt, stocking, distribution) and scrap Disposal is handled through 3 Stores Distt. With Headquarter at Mahalaxmi, Dahod and Sabarmati under control of Dy. CMM's which cover all Stores Depots of Western Railway. In addition to this the Divisional Material Management Organization, functioning under Sr. DMM's Mumbai Central division of Western Railway are set up to attend the materials requirement of the division. 2 ADMM's are also posted at BCT Division to assist Sr.DMM to discharge their duties more effectively. There are 6 Divisional Stores located on the 6 divisions of Western Railway, mainly for distribution of consumable stores, Uniforms, Stationary, Books and Forms.
ii	The Powers and duties of its Officers and Employees.	The powers are per Schedule of Power laid down by Railway Board, and duties as mentioned above at Sr. No (i).
iii	The procedure followed in the decision-making process, including channels of supervision and 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 discharge of its function.	The norms followed are based on Store Code, Store Manual, Schedule of Power and Railway Board Guidelines/Instructions issued time to time.
v	The rules regulations, instructions manuals and records held by it or under its control or used by its employees for discharging its functions.	As detailed in Store Code, Store Manual, Schedule of Power, Railway Board Guidelines/Instructions issued from time to time. Rules for entering into supply contracts.
vi	A Statement of the categories of documents that are held by it or under its control, the public in relation to the formulation of its policy or implementation thereof.	The policy letters are available at Railway Board's site. https://wr.indianrailways.gov.in
vii	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	The policy letters are available at Railway Board's site. https://wr.indianrailways.gov.in

	whether meetings of those boards' councils, committees and other bodies are open to public, or the minutes of such meetings are accessible for public.					
viii	A directory of its officers and employees.	The policy letters are available at Railway Board's site. https://wr.indianrailways.gov.in				
ix	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	As per extent rules laid down in establishment manual.				
x	The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures.	Available at Accounts site.				
xi	The names, designations and the other particulars of the public information officers.		Appellate Authority	PIO	APIO	APIO
		Name	Aarti Singh Parihar	Ashok Kumar Meena	Priyanka. P. Khedekar.	Shivmurat P. Gupta
		Designation	ADRM/OP&HR	Sr.DMM	ADMM	ADMM/CD
		Address with Pin Code	DRM's Office Mumbai Central Mumbai 400008	DRM's Office Mumbai Central Mumbai 400008	DRM's Office Mumbai Central Mumbai 400008	AMM's Office Ghaas Bazar Mumbai Central Mumbai 400008
		Rly. Phone	022-676--44544	022-676--44006	022-676- 44059	022-676-- 44053
		Mobile No.	9004499003	9004499006	9004499008	9004499007
		E-Mail	adrmnsmtwr@gmail.com			
xii	Such other information as they may be prescribed and thereafter update these publications every year.		Appellate Authority	PIO	APIO	APIO
		Name	Aarti Singh Parihar	Ashok Kumar Meena	Priyanka. P. Khedekar.	Shivmurat P. Gupta...
		Designation	ADRM/OP&HR	Sr.DMM	ADMM	ADMM/CD
		Address with Pin Code	DRM's Office Mumbai Central Mumbai 400008	DRM's Office Mumbai Central Mumbai 400008	DRM's Office Mumbai Central Mumbai 400008	ADMM's Office Ghaas Bazar Mumbai Central Mumbai 400008
		Rly. Phone	022-676--44544	022-676--44003	022-676-- 44059	022-676-- 44053
		Mobile No.	9004499003	9004499006	9004499008	9004499007
		E-Mail	adrmnsmtwr@gmail.com			

Xiii	The particulars of any arrangements that exists for consultation with, or representation by, the members of the public in relation to the formulation of policy or implementation thereof.	The policy letters are available at Railway Board's site. https://wr.indianrailways.gov.in
xiv	The manner of execution of subsidy programmes, including the amounts allocated & the details of beneficiaries of such programmes	Not applicable
xv	Particulars of recipients of concessions, permits or authorisations granted by it	Not applicable
xvi	Details in respect of the information, available to or held by it, reduced in an electronic form.	Not applicable
Xvii	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

MATERIALS MANAGEMENT DEPARTMENT
MUMBAI DIVISION

