

RIGHT TO INFORMATION ACT 2005

INFORMATION OF WESTERN RAILWAY STORES DEPOT DAHOD DISTRICT TO REFERENCE TO SECTION 4(1) (b) OF RIGHT TO INFORMATION ACT 2005:

| Sr. No. | Description                                                                                                                                                                                 | Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i       | The particulars of its organization function and duties                                                                                                                                     | <p>Dy.CMM Dahod is the head of Stores Depot Dahod under controlling of material Management HQ office situated at Church gate Mumbai, who is assisted by, SMM/ELS/BRCY, SMM-PRTN, AMM-PRTN, AMM-(DL) RTM, SMM Dahod and AMM-DHD. The purchase function is mainly centralized in HQ office situated at Church gate Mumbai Local procurement is also done as urgent requirement at local level. Stores the warehouse stocks the items and issues them to the demanders.</p> <p>In addition the released and obsolete material arising out of maintenance activity is also disposed by stores department Dahod through public auction.</p> |
| ii      | The powers and duties of its officers and employees                                                                                                                                         | “The powers are as per Schedule of Powers issued by Railway Board and duties are governed by Model SOP issued by Indian Railways from time to time.”                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| iii     | The procedure followed in the decision making process, including channels of supervision and accountability.                                                                                | Decision making is based on as per the Stores Code, Stores Code, Stores Manual, and Scheduled of power and Railway Board Guidelines/Instructions issued by Railway Board. Channel of supervision is done by Dealing Clerks, Section In charges and Officer at their respective level.                                                                                                                                                                                                                                                                                                                                                  |
| iv      | The Norms set by it for the discharge of its function,                                                                                                                                      | The norms followed are based on Stores Code, Stores Manual, Scheduled of power and time to time 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.                                             | <p>“As detailed in Stores Code, Stores Manual, Schedule of Powers and instructions/guidelines issued by Railway Board from time to time. Rules for entering into supply contracts are available on the official website of Western Railway.”</p> <p><a href="https://wr.indianrailways.gov.in">https://wr.indianrailways.gov.in</a></p>                                                                                                                                                                                                                                                                                                |
| vi      | A statement of the categories of documents that are held by it or under its control, the public in relation to the formulation or its policy or implementation thereof.                     | <p>“Stores circulars, rules and instructions are available on the official website of Western Railway.”</p> <p><a href="https://wr.indianrailways.gov.in">https://wr.indianrailways.gov.in</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| vii     | The 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 | Not applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|      |                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                       |                                                                                           |                                                                 |      |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------|------|
| viii | A statements of the boards, councils, committees and other bodies consisting of two or more persons constituted as it part or for the purpose of its advise, and as to whether meetings of those boards councils, committees and other bodies are open to public, or the minutes of such meetings are accessible for public. | “General procedural instructions are issued from time to time as per Stores Code and Railway Board guidelines.”<br><a href="https://wr.indianrailways.gov.in">https://wr.indianrailways.gov.in</a>                                    |                                                                                           |                                                                 |      |
| ix   | A directory of its officers and employees.                                                                                                                                                                                                                                                                                   | “Directory of officers and employees is available on the official website of Western Railway.”<br><a href="https://wr.indianrailways.gov.in">https://wr.indianrailways.gov.in</a>                                                     |                                                                                           |                                                                 |      |
| X    | The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.                                                                                                                                                                                | All the officers and its employees are received their monthly remuneration by way of salary & allowances drawn in accordance with the pay scales authorized by the 7 <sup>th</sup> Central Pay Commission.                            |                                                                                           |                                                                 |      |
| Xi   | The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures.                                                                                                                                                                                                                   | Budget grant is received from Railway Board each financial year and actual expenditure for all plan heads is dealt by Accounts Department of the Workshop.                                                                            |                                                                                           |                                                                 |      |
| Xii  | The manner of execution of subsidy program, including the amounts allocated and the details of beneficiary of such programmers:                                                                                                                                                                                              | Not applicable                                                                                                                                                                                                                        |                                                                                           |                                                                 |      |
| xii  | Particulars of recipients of concessions permits or authorization granted by it:                                                                                                                                                                                                                                             | Not applicable                                                                                                                                                                                                                        |                                                                                           |                                                                 |      |
| xiv  | Details in respect of the information, available to or held by it, reduced in an electronic form.                                                                                                                                                                                                                            | In Material Management Department, procurement and disposal activities are processed digitally. Purchase Orders and tender details are available on IREPS portal.”<br><a href="https://www.ireps.gov.in">https://www.ireps.gov.in</a> |                                                                                           |                                                                 |      |
| xv   | The Particulars of facilities available to citizens for obtaining information, including working hours of a library or reading room, if maintained for public use.                                                                                                                                                           | Not applicable.                                                                                                                                                                                                                       |                                                                                           |                                                                 |      |
| xvi  | The names designations and the other particulars of the public information officers.                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                       | AA                                                                                        | CPIO                                                            | APIO |
|      |                                                                                                                                                                                                                                                                                                                              | Name                                                                                                                                                                                                                                  | Shri vedpal                                                                               | Shri Purushottm Kumar                                           | --   |
|      |                                                                                                                                                                                                                                                                                                                              | Gender                                                                                                                                                                                                                                | Male                                                                                      | Male                                                            | --   |
|      |                                                                                                                                                                                                                                                                                                                              | Designation                                                                                                                                                                                                                           | Dy. CMM DHD                                                                               | SMM- DHD                                                        | --   |
|      |                                                                                                                                                                                                                                                                                                                              | Address & Pin Code                                                                                                                                                                                                                    | Dy. CMM Office, General Stores, Western Railway, Freeland ganj, Dahod<br><br>PIN - 389160 | Dy. CMM Office, General Stores, Western Railway, Freeland ganj, | --   |

|      |                                                                                                      |                                                                                                                                                                                                                                              |                                                              |                       |    |
|------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------------|----|
|      |                                                                                                      |                                                                                                                                                                                                                                              |                                                              | Dahod<br>PIN - 389160 |    |
|      |                                                                                                      | Railway<br>Phone                                                                                                                                                                                                                             | 47666                                                        | 47667                 | -- |
|      |                                                                                                      | Email                                                                                                                                                                                                                                        | <a href="mailto:dycmmdhd1@gmail.com">dycmmdhd1@gmail.com</a> | smdhd61@gmail.com     | -- |
| xvii | Such other information as they may be prescribed and thereafter update these publication every year. | “Information related to tenders, press releases, important notices and departmental information is available on the official website of Western Railway.”<br><a href="https://wr.indianrailways.gov.in">https://wr.indianrailways.gov.in</a> |                                                              |                       |    |