

Bikaner Division Safety Organization

1. Particulars of organisation functions & duties

Organisation: The Railway Safety Review Committee in their report has observed that “the department of Safety should mostly act as a catalyst and each executive department responsible for running the trains must own the task of monitoring safety. The prime objective should be to prevent accidents and for this purpose meticulous technical work needed to arrive at the precise causes / remedies. Thereafter pro-active preventive action will need to be instituted and relentlessly pursued. A sense of involvement in the subject will need to be developed in each department.” Accordingly the Board took the decision to restructure the safety organization on the Railways and broad base it by including officers from five major disciplines viz. Traffic, Civil, Mechanical, Electrical and Signal & Telecommunication Departments

Safety branch in Bikaner is headed by Sr. Divisional Safety officer who is assisted by 6 safety counselors one each from Traffic, C&W, Signal, P.Way, Loco & Electrical Branches.

Functions & Duties of safety organization

The functions of safety department are as under;

- Monitoring implementation of all directives issued by Rly. Board & HQs in matters pertaining to safety.
- Ensuring super checks of functioning of operational & maintenance machinery on the division.

- Super check of coaching & goods trains, conduct night inspections, joint inspections with officers of civil, engineering, S& T electrical & Mechanical departments.
- Implementation of safety circular & safety drives on the division.
- Co-ordination of improvement in crew & guard booking lobbies, running rooms for running staff.
- To coordinate disaster management functions, relief, & restoration etc.
- Assisting authorizes in conducting inquiries in serious accidents.
- Counseling & monitoring of staff involved in maintenance & operations.
- Make suggestion about proposal for new works having bearing on safety in train operations & maintenance of operational assets.
- Suggestion related to various manuals of different disciplines.

2. Powers & duties of its officers & employees

Sr. DSO is branch officer (BO) at divisional level. He belongs to junior administrative grade, availing the powers of JA grades as per NWR schedule of power (SOP).

(Available at web site www.northwesternrailway.gov.in)

3. The procedure followed in decision making process including channels of supervision & accountability.

Decisions are taken in accordance to the various manuals proscribed department wise duly approved by Rly Board.

The responsibility of ensuring effective working as system of safety will essentially remain with the concerned departments. The role of safety organisation is the auditing of system as to whether operations & maintenance are carried out in accordance with the manuals, rules & regulations.

4. Norms set by it for discharge of its functions :

The operation maintenance of train running system is governed strictly by code & manuals duly approved by Rly Board.

5. Rules, regulations, instructions, manuals, & records held by it or under its control or ruled by employees for discharging its functions,

- General & Subsidiary rules
- Indian Railways permanent way Manual
- Signal Engineering Manual.
- Operating Manual
- Block Working Manual
- Accident Manual
- C& W Manual
- Coaching Manual

6. A statement of categories of documents that are held by it or under its control.

- Accident enquiry reports
- Safety circulars
- Safety Drives
- Safety Counseling
- Safety campaigning
- Accident related D & AR

7. Particulars of any arrangement that exists of consultation with, or represented by members of public in relation to formulation of its policy on implementation there of: Nil.

8. A statement of boards, consults, committees, & other bodies are open to public or minutes of such meetings are accessible for public: **Nil**

9. A directory of its officers & employees.

S No	Name	Designation	Mobile No.
1	Surender Kumar	Sr. DSO	9001197901
2	Umesh Verma	Safety Counselor (Traffic)	9001197922
3	Manoj Meena	Safety Counselor (C&W)	9001197921
4	Govardhan Lal	Safety Counselor (Engineering)	9001197923
5	Dileep Kumar	Safety Counselor (Loco)	9001197919
6	Jaish Marker	Safety Counselor (S&T)	9001197920
7	Munni Ram Regar	Safety Counselor (Electric)	7849835620

10. Budget allocated to each of its agency indicating particulars of all plans proposed expenditures & reports or disbursements made- Nil

11. The manner of execution of subsidy programmes including amounts allocated & details of beneficiaries of such programmes- Nil

12. Particulars of recipients of concessions, permits of authorization granted by it : **Nil**

13. Details in respect of information available to or held by its. reduced in an electronic form – Nil

14. Particulars of facilities available to citizen for obtaining information including working hours of library or reading room, if maintained for public use. Nil

15. Names, Designation & other particulars of public information officers.

S No	Name	Designation	Mobile No	Official Address
1	Sh. A. K. Raina	Sr. DCM	9001197950	DRM Office, Bikaner
2	Sh. Surender Kumar	Sr. DSO	9001197901	DRM Office, Bikaner

Information as per CVC guidelines.

SN	Description	Remarks
1.	Registration of contractors/suppliers/vendors for expenditure Contracts for which registered/approved list is maintained.	Nil
2.	Registration of contractors for earning contracts for which registered/Approval list is maintained.	Nil
3.	Registration of firms Trade group wise and category wise in respect of Procurement to be done by Stores Department.	Nil
4.	Registration of firms/Hospitals for medical supplies & Health care.	Nil
5.	Renewal of registration/re-registration in respect of items 1,2,3 & 4 above.	Nil
6.	Approval of vendors by RDSO (both as Part I or Part II source) along With Directorate Operating Procedure (DOP) and Schedule of Technical Requirement (STR). Similar action should be taken by CORE, DL W, CL W, ICF, RCF for approving sources for the items Allotted to them.	Nil
7.	Renewal of approval of vendors by RDSO (both Part I & Part II Sources) by RDSO, CORE, DL W, CL W, ICF & RGF.	Nil
8.	Up gradation of a vendor from Part II list to Part I list.	Nil
9.	Licenses of RTSA & CBA.	Nil
10.	PCO booth licenses.	Nil
11.	Commercial plots.	Nil
12.	Stacking permission.	Nil
13.	Leasing for Food Plazas.	Nil
14.	Pay and use' toilet licenses.	Nil
15.	Parcel handling & transshipment licenses.	Nil
16.	Registration of indents and allotment of rakes.	Nil
17.	Tourist car, coach and train booking.	Nil
18.	Application forms for claims compensation	Nil
19.	Application forms for Refund of freight & fare.	Nil
20.	Waival of Demurrage and wharf age.	Nil
21.	Appointments as consultant Doctors on contract & its renewal	Nil

SN	Description	Remarks
22.	Appointments against Cultural quota, Sports quota, Handicap quota And Scouts & Guides quota. Vacancies/examination dates.	Nil
23.	Cases requiring appointments on compassionate grounds	Nil
24.	Status of all bill payments to contractors/ suppliers etc	Nil
25.	Recruitment by Railway Recruitment Boards and RPF/RPSF. a. Employment notice indicating vacancy position. Category, State (in case of RPF/RPSE only). Community wise, eligibility criteria etc.) RPF/RPSF only), community wise, eligibility Criteria etc. b. Clear position of receipt of applications with necessary Information. c. Details of rejection of applications. d. Details of issue of call letters. e. Date, time and venues of examinations. f. Publication of results and panels. g. Information regarding withholding of result or cancellation of Examination.	Nil
26.	Details of Tenders/Works Contracts of value > Rs. 1 Crore in respect of Engineering/Mechanical/Electrical/S&T & Medical departments, Rs.50 lakhs for Commercial department and all purchases of value> Rs.20 lakhs done through Stores Contracts. Additional details actual date of startof work/actual date of completion/reasons for delays, if any.	Nil
27.	Monthly summary of all Works contracts/purchases as per SN. 26	Nil
28.	All Types of Licenses, permissions, clearances.	Nil
29.	All applications forms/performs should be available on website in downloadable form. After receipt of application forms, the deficienciesfound about documents/information submitted.	Nil
30.	Status of individual application / matters should be made available	Nil

Recommended Additional information for public.

1. Accident Manual (available at website)
2. Contact No. Divisional Emergency control phones

S No	Name	Designation	Tel. No.	Official Address
1.	Sh. V. K. Gupta	Chief Controller	9001197918 0151- 2200120	DRM Office, Bikaner

3. ART/ SPART, Control office Satellite Phone, Numbers.

S No	Location	Mobile No.
1	SPART/ART In-charge, Lalgarh	9001197409
2	SPART (Churu)	9116617142
3	SPART (Suratgarh)	9001197411
4	SPART (Hisar)	8107403062
4	Satellite Phone at Bikaner	00873-763095686
5	Satellite Phone at Hisar	00873-764128639
6	Control Office	0151-252457